

# Statewide Park Development and Community Revitalization Program

December 1, 2022

APPLICATION GUIDE



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

# 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.

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### COMMUNITY ENGAGEMENT DIVISION MISSION

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.

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

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 a commitment to quality customer service.
- 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.

Cover images of parks created by this program:

Top to bottom, Noyo Headlands Park in Fort Bragg, Boedekker Park in San Francisco (photo by Jeremy Beeton, courtesy of The Trust for Public Land). Inspiration Park in Fresno, Bryce E. Haynes Park in San Bernardino, Serenity Park in Watts, and Rancho Las Flores Park in Coachella.

# Welcome to the Statewide Park Development and Community Revitalization Program (SPP)

## FOREWORD

Since 1965, statewide grants administered by OGALS created and improved over 7,580 parks. We look forward to continuing this legacy with grantees to improve the quality of life for communities throughout California.

Parks are unique places where children can play, families and friends bond, people exercise, older adults socialize, youth are mentored, cultures are celebrated, and everyone connects with nature. For these reasons and more, vibrant parks funded by this program will create humane and healthier communities. Building successful parks in underserved communities is “a work of art.” SPP embraces meaningful engagement with local residents where park designs represent each community’s unique recreation needs and creativity.

SPP is the largest park related grant program in California’s history and possibly U.S. history, with over \$1.16 billion in funding between the 2018 Proposition 68 and 2006 Proposition 84 Bond Acts and State General Funds. To record the legacy of this program, “before and after” site photos will be featured at [parksforcalifornia.org](https://parksforcalifornia.org). Thank you for your interest.

## APPLICATION GUIDE

Use these guidelines to plan the PROJECT. The online APPLICATION and program updates are at [parks.ca.gov/spp](https://parks.ca.gov/spp). **Words and terms in SMALL CAPS are defined in the back.**

## CONTACT INFORMATION

Contact the [Competitive Review Project Officer](#) assigned to the county where the PROJECT is located.

To access the list by county, go to [parks.ca.gov/grants](https://parks.ca.gov/grants) and click on “Contact Us.” The SPP Team is committed to give technical assistance, taking pride in being approachable and informative.

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



# Revitalizing Communities Statewide

Serenity Park Watts



Rancho Las Flores Coachella



Noyo Headlands Fort Bragg



Inspiration Park Fresno



Bryce E. Haynes Park San Bernardino



Boedekker Park San Francisco



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

## I. Program Overview

### INTENT

Statewide Park Program (SPP) competitive GRANTS will create NEW PARKS and NEW RECREATION OPPORTUNITIES in CRITICALLY UNDERSERVED COMMUNITIES across California.

### LEGACY

Previously, Proposition 84 (2006 Bond Act), Proposition 68 (2018 Bond Act/June 5, 2018), and 2021/22 State General Funds supported four ROUNDS:

- \$7.69 billion was requested. \$1.16 billion was awarded.
- 179 NEW PARKS have been/are being created and 120 EXISTING PARKS have been/are being EXPANDED or improved throughout California.

SPP legislation is found in Public Resources Codes §5640 through §5653.

### ELIGIBLE APPLICANTS

- Cities
- Counties
- DISTRICTS (as defined on page 77)
- JOINT POWERS AUTHORITIES (one member of the JOINT POWERS AUTHORITY must be either an eligible DISTRICT, City, or County)
- NON-PROFITS with 501(c)(3) status

### TYPES OF PROJECTS

A PROJECT must involve either DEVELOPMENT or a combination of ACQUISITION and DEVELOPMENT to:

1. Create a NEW PARK, or
2. EXPAND an EXISTING PARK, or
3. RENOVATE an EXISTING PARK



All PROJECTS must create or RENOVATE at least one RECREATION FEATURE. Examples of RECREATION FEATURES include but are not limited to the following:

### RECREATION FEATURES (eligible examples)

- ACQUISITION of land:
  - Combined with DEVELOPMENT of a NEW RECREATION FEATURE.
  - OR
  - Already has a RECREATION FEATURE for public use at close of escrow.
- Aquatic center, swimming pool, splash pad, pond, fishing pier, boat or paddling launch site
- Amphitheater/performing arts dance, music, and theater stage
- Athletic fields (soccer regulation or “futbol-rapido”, baseball, softball, football, archery etc.)
- Athletic courts (basketball, “futsal”, tennis, pickleball, bocce ball, shuffleboard, badminton, horseshoe/cornhole, batting cages, etc.)
- Community gardens, botanical, demonstration gardens, orchards, outdoor education kitchen, meditation/calm zone, pollinator/butterfly garden, labyrinth garden
- Community/recreation center (only if it will be in or ADJACENT to a PARK), outdoor classroom
- Dog PARK
- Golf course (disc, mini, etc.), equestrian course
- Jogging and walking loop, par course, running track
- Outdoor fitness area, obstacle course, ropes course, rock climbing wall, zip line
- Open space and natural area for public recreation use
- Picnic/BBQ areas, game tables
- Playground, tot lot, universally accessible, sensory/music play area, nature discovery zone, etc.
- Plaza, zocalo, gazebo, farmers market and food truck area
- Public art (mosaic tiles, sculptures, murals)
- Skate PARK, skating rink, and BMX or pump track (non-motorized bike tracks), remote control track
- SNO-PARK
- Trail (non-motorized), pedestrian/bicycle bridge, greenbelt/linear PARK

## MAJOR SUPPORT AMENITIES (eligible examples)

A PROJECT may also include MAJOR SUPPORT AMENITIES such as:

- Restroom building, snack shack
- Parking lot, staging area
- Pathway for access to a RECREATION FEATURE or throughout the PARK
- Landscaping or lighting that will be constructed throughout the PARK
- Perimeter fencing around PARK, security cameras

APPLICATIONS where the majority of the TOTAL PROJECT COST is for a MAJOR SUPPORT AMENITY will be less competitive. PROJECTS should create a NEW RECREATION OPPORTUNITY(S) as the primary goal.

APPLICATIONS only for MAJOR SUPPORT AMENITIES are ineligible; a PROJECT must create or RENOVATE at least one RECREATION FEATURE.

## GRANT AMOUNT PER APPLICATION

- Maximum GRANT request per APPLICATION/PARK: \$8,500,000
- Minimum GRANT request per APPLICATION/PARK: \$200,000

One PARK = One APPLICATION:

Each PARK requires its own, separate APPLICATION. Only one APPLICATION, requesting up to \$8.5 million, may be submitted for the same PARK in the same ROUND.

Multiple PARKS = Multiple APPLICATIONS:

An APPLICANT may submit multiple APPLICATIONS for different PARKS. An APPLICANT can potentially receive multiple GRANT awards that total more than \$8.5 million in the same ROUND. There is no cap to the amount of GRANTS an APPLICANT may receive per ROUND.

### No Match Required:

The GRANT by itself may fund the entire PROJECT.



### AMOUNT AVAILABLE PER ROUND

The amount available for each ROUND and the GRANT PERFORMANCE PERIOD for SPP will be announced at [parks.ca.gov/spp](https://parks.ca.gov/spp).

### APPLICATION DEADLINE FOR EACH ROUND

The APPLICATION deadline is unique for each ROUND of SPP and will be announced at [parks.ca.gov/spp](https://parks.ca.gov/spp).

### APPLICATION PROCESS

1. Review the Competitive Chart at [parks.ca.gov/spp](https://parks.ca.gov/spp).
  - The Competitive Chart is an important technical assistance tool that outlines what needs to be prioritized and considered for a competitive SPP APPLICATION.
2. Review this guide to understand the competitive APPLICATION requirements in more detail.
3. Participate in the extensive technical assistance methods such as APPLICATION workshops and contacting OGALS SPP experts. See page 59 for a complete list.
4. Review the GRANT ADMINISTRATION GUIDE, including CONTRACT provisions, to understand the requirements if the competitive APPLICATION is selected for funding.
5. Fillable forms are available at [parks.ca.gov/spp](https://parks.ca.gov/spp).
6. Submit the APPLICATION online at [parks.ca.gov/spp](https://parks.ca.gov/spp) by the APPLICATION deadline.
7. 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 16–34) responses must be complete by the APPLICATION deadline. Revisions will not be accepted.
8. The competitive APPLICATION(S) will be evaluated and ranked based on Project Selection Criteria responses. GRANT award decisions will be announced approximately six 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. The GRANTEE will receive a deed restriction/GRANT notice to record on the title to the property if the GRANTEE owns the land. The deed restriction/GRANT notice refers to the CONTRACT that requires GRANTEES to ensure operation and maintenance of the PROJECT SITE for 30 years.
4. The GRANT PERFORMANCE PERIOD starts with the APPROPRIATION DATE. If the GRANT is awarded, ELIGIBLE COSTS dating back to the APPROPRIATION DATE may be reimbursed.
5. PROJECT COMPLETION is at least three months before the end of the GRANT PERFORMANCE PERIOD.
6. 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.
7. 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.
8. Each ROUND will have a unique GRANT PERFORMANCE PERIOD based on the APPROPRIATION DATE. Dates for each ROUND will be posted at [parks.ca.gov/spp](https://parks.ca.gov/spp).

# Community Park Beautification



From blighted land to a vibrant PARK with soccer and play areas.  
Shown above: Vacant land before, becomes Benito Juarez Park, after.



A restroom's exterior is enhanced to tell the community's story.  
Left: Noyo Headlands Park, before. Right: Noyo Headlands Park, after.

## II. Application Package

This section (pages 12 to 54) provides detailed guidance to complete the APPLICATION.

As a reminder, each PROJECT SITE requires its own separate APPLICATION.

Follow these five instructions to prepare the online APPLICATION.

1. **Use the APPLICATION Checklist on the next page to organize the APPLICATION.**
  - Checklist items #1-13 are required for all APPLICATIONS.
  - Checklist item #14 is only required for NON-PROFIT APPLICANTS.
  - Checklist item #15 is required for APPLICANTS who choose to follow the CONSERVATION CORPS Consultation Process.
  - The Project Selection Criteria (Checklist item #2) must be complete by the APPLICATION deadline.
  - If additional time is needed to complete a Checklist item, other than Project Selection Criteria (Checklist item #2), submit a one-page description including next steps and the estimated date of completion. Upload this page in the online APPLICATION system under its corresponding Checklist item.
2. **All forms listed in the APPLICATION Checklist are fillable at [parks.ca.gov/spp](https://parks.ca.gov/spp).**
  - Either date stamped electronic signatures, or original signatures, are acceptable.
3. **Provide only the items requested in the APPLICATION Checklist.**
  - Do **not** provide supplementary materials, such as PowerPoint presentations.
  - Do **not** send letters of support.
4. **Submit one APPLICATION for each PROJECT SITE.**
  - Each document will be uploaded separately using the online APPLICATION system. Do not mail a paper copy of the APPLICATION. Only submit the APPLICATION through the online portal link posted at [parks.ca.gov/spp](https://parks.ca.gov/spp).
  - Keep at least one copy for your records.
5. **Instructions and a video tutorial for the online APPLICATION will be posted at [parks.ca.gov/spp](https://parks.ca.gov/spp).**
  - The APPLICATION must be submitted online by the ROUND'S APPLICATION due date announced at [parks.ca.gov/spp](https://parks.ca.gov/spp).



## APPLICATION CHECKLIST

Use the Checklist below to organize the APPLICATION. Directions and forms for each Checklist item can be found on the page number listed below.

APPLICATION Item <input checked="" type="checkbox"/>		Application Guide Page Number	Signed by AUTHORIZED REPRESENTATIVE
<input type="checkbox"/>	1. APPLICATION Form	Pg. 15	<input type="checkbox"/>
<input type="checkbox"/>	2. Project Selection Criteria	Pg. 16	N/A
<input type="checkbox"/>	3. Community FactFinder Report and Handbook Form	Pg. 35	<input type="checkbox"/>
<input type="checkbox"/>	4. Resolution	Pg. 37	N/A
<input type="checkbox"/>	5. GRANT SCOPE/Cost Estimate Form	Pg. 39	<input type="checkbox"/>
<input type="checkbox"/>	6. Funding Sources Form	Pg. 43	<input type="checkbox"/>
<input type="checkbox"/>	7. PROJECT Timeline Form	Pg. 45	<input type="checkbox"/>
<input type="checkbox"/>	8. APPLICANT Capacity	Pg. 48	N/A
<input type="checkbox"/>	9. CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) Compliance Form	Pg. 49	<input type="checkbox"/>
<input type="checkbox"/>	10. PROJECT SITE Ownership, ACQUISITION, or Lease	Pg. 51	N/A
<input type="checkbox"/>	11. CONCEPT LEVEL SITE PLAN	Pg. 52	N/A
<input type="checkbox"/>	12. Photos and Copyright License Agreement	Pg. 52	N/A
<input type="checkbox"/>	13. PROJECT Location Map	Pg. 54	N/A
<input type="checkbox"/>	14. NON-PROFIT APPLICANT Requirements (only for NON-PROFIT APPLICANTS)	Pg. 54	N/A
<input type="checkbox"/>	15. CONSERVATION CORPS Consultation Review (optional)	Pg. 54	N/A

### PROJECT APPLICATION FORM (CHECKLIST #1)

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

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

For **PROJECT SITE Name and Physical Address**, if a physical address is not available, provide the latitude and longitude coordinates according to Google maps.

For **Requested GRANT Amount**, enter an amount that falls within the minimum and maximum dollar amount allowable. All amounts need to be rounded to the nearest whole dollar.

For **Requested GRANT Amount plus Other Funding Sources**, verify that the amounts equal to the TOTAL PROJECT COST.

- Verify these same dollar amounts are consistent and listed on Checklist item #5 - GRANT SCOPE/Cost Estimate Form.
- Verify these same dollar amounts are also listed on Checklist item #6 - Funding Sources Form.

For **PROJECT SITE Ownership**, check one or more boxes if applicable in this section. If the proposed PROJECT SITE involves a combination of ownership, ACQUISITION, lease/easement, or TURN-KEY PROJECT agreements, verify that the required documents in Checklist item #10 - PROJECT SITE Ownership, ACQUISITION, or Lease section of the APPLICATION are provided.

People to list on the APPLICATION Form:

- The **AUTHORIZED REPRESENTATIVE** is the position that signs all forms in the APPLICATION packet. These include: APPLICATION Form, Community FactFinder Handbook Form, GRANT SCOPE/Cost Estimate Form, Funding Sources Form, Project Timeline Form, and CEQA Compliance Certification Form.
- 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 "APPLICATION" and "GRANT" contact may be the same person.

# PROJECT APPLICATION FORM (CHECKLIST #1)

California Department of Parks and Recreation  
Statewide Park Program

## PROJECT APPLICATION FORM

PROJECT NAME		
REQUESTED GRANT AMOUNT	\$	_____
OTHER FUNDING SOURCES	\$	_____
TOTAL PROJECT COST	\$	_____
PROJECT SITE NAME and PHYSICAL ADDRESS where PROJECT is located (including zip code)	PROJECT SITE OWNERSHIP ( <input checked="" type="checkbox"/> all that apply) <input type="checkbox"/> Owned in fee simple by APPLICANT <input type="checkbox"/> Proposed ACQUISITION of __ acres <input type="checkbox"/> Available (or will be available) under a _____ year lease <input type="checkbox"/> or easement <input type="checkbox"/> TURN-KEY PROJECT	
NEAREST CROSS STREETS		
COUNTY OF PROJECT LOCATION		
APPLICANT NAME (entity applying for the GRANT) and MAILING ADDRESS		
AUTHORIZED REPRESENTATIVE as shown in Resolution		
Name ( <i>typed or printed</i> ) and Title	Email address	Phone
APPLICATION CONTACT		
Name ( <i>typed or printed</i> ) and Title	Email address	Phone
GRANT CONTACT For administration of GRANT if awarded ( <i>if different from</i> AUTHORIZED REPRESENTATIVE)		
Name ( <i>typed or printed</i> ) and Title	Email address	Phone
GRANT SCOPE 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 as shown in Resolution		Date
Print Name _____	Title _____	

## PROJECT SELECTION CRITERIA (CHECKLIST #2)

### OVERVIEW

Structure your response to follow the same numbered and lettered order of the Project Selection Criteria. A template to structure the response titled “Outline for Project Selection Criteria Response” is available at [parks.ca.gov/spp](https://parks.ca.gov/spp).

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

APPLICANTS are encouraged to conceptualize a new project based on the Project Selection Criteria. Technical assistance tips are included starting on page 59.

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
<b>PROJECT LOCATION</b>		
1.	Critical Lack of PARK SPACE	15
2.	Significant Poverty	16
3.	Type of PROJECT	10
<b>COMMUNITY ENGAGEMENT</b>		
4.	Community Based Planning	18
5.	Employment or Volunteer Opportunities	6
6.	Partnerships or Committed Funding	3
<b>OPERATION AND MAINTENANCE CONSIDERATIONS</b>		
7.	Environmental DESIGN	7
8.	Public Use Fees and Hours of Operation	5
<b>SUMMARY ABOUT PROJECT NEED, BENEFITS, AND READINESS</b>		
9.	Community CHALLENGES, PROJECT Benefits and Readiness	20
<b>MAXIMUM SCORE</b>		<b>100</b>



**PROJECT SELECTION CRITERIA #1 – CRITICAL LACK OF PARK SPACE**

Use the California State Parks Community FactFinder at [ParksforCalifornia.org/communities](https://ParksforCalifornia.org/communities) to provide information about the critical lack of PARK SPACE within PROXIMITY (a half-mile radius) of the PROJECT SITE. Answer the following:

What is the ratio of PARK acreage per 1,000 RESIDENTS within PROXIMITY of the PROJECT SITE according to the Community FactFinder Report?

Use this chart format to structure the response:

<b>Ratio of PARK acreage per 1,000 RESIDENTS according to the FactFinder report</b>	<b>FactFinder Report ID Number</b> (found on the top right corner of the report)
---	--

<b>POINTS</b> <i>The scale below shows that 15 points will be given to PROJECTS in PROXIMITY to CRITICALLY UNDERSERVED COMMUNITIES having the lowest ratio of PARK SPACE per 1,000 RESIDENTS when compared with all statewide APPLICATIONS. OGALS will develop a competitive statewide list representing the PARK SPACE per 1,000 RESIDENTS of all APPLICATIONS in ranking order, from lowest to highest.</i>	
	<b>Points</b>
Lowest 10% on the ranked list	15
From 11%-20% on the ranked list	13
From 21%-30% on the ranked list	11
From 31%-40% on the ranked list	9
From 41%-60% on the ranked list	7
From 61%-80% on the ranked list	5
From 81%-100% on the ranked list	3
No information provided.	0
The PROJECT SITE’S half-mile radius has a ratio of <u>more than 3</u> acres of PARK SPACE per 1,000 RESIDENTS <u>AND</u> the community is <u>above</u> the MEDIAN HOUSEHOLD INCOME THRESHOLD.	Ineligible

A community’s CHALLENGES beyond the ratio of PARK acres per 1,000 RESIDENTS can be further explained in Criteria 9(A) on page 33.

Technical assistance is available on page 60.

**PROJECT SELECTION CRITERIA #2 – SIGNIFICANT POVERTY**

Using the same California State Parks Community FactFinder Report from Project Selection Criteria 1, provide information about significant poverty within PROXIMITY of the PROJECT SITE by answering (A) and (B) below:

**A.** What is the median household income within PROXIMITY of the PROJECT SITE according to the Community FactFinder Report?

Use this chart format to structure the response:

<b>Median Household Income according to the Factfinder report</b>	<b>FactFinder Report ID Number</b> (found on the top right corner of the report)
---	--

<b>POINTS</b> <i>The scale below shows that up to 11 points will be given to PROJECTS in PROXIMITY to CRITICALLY UNDERSERVED COMMUNITIES having the lowest median household incomes compared with all APPLICATIONS. OGALS will develop a competitive statewide list representing the median household incomes of all APPLICATIONS in ranking order, from lowest to highest.</i>	
	<b>Points</b>
Lowest 10% on the ranked list	11
From 11%-20% on the ranked list	9
From 21%-40% on the ranked list	7
From 41%-60% on the ranked list	5
From 61%-80% on the ranked list	3
From 81%-100% on the ranked list	1
No information provided.	0
The PROJECT SITE’S half-mile radius has a ratio of <u>more than</u> 3 acres of PARK SPACE per 1,000 RESIDENTS <u>AND</u> the community has a median household income <u>above</u> the MEDIAN HOUSEHOLD INCOME THRESHOLD.	Ineligible

A community’s CHALLENGES beyond the median household income can be further explained in Criteria 9(A) on page 33.

Technical assistance is available on page 60.

## PROJECT SELECTION CRITERIA #2 - SIGNIFICANT POVERTY

B. What is the number of people living below poverty within PROXIMITY of the PROJECT SITE according to the Community FactFinder Report?

Use this chart format to structure the response:

<b>Number of People Living in Poverty according to the Factfinder report</b>	<b>FactFinder Report ID Number</b> (found on the top right corner of the report)
--	--

**POINTS** *The scale below shows that up to 5 points will be given to PROJECTS in PROXIMITY to CRITICALLY UNDERSERVED COMMUNITIES having the highest number of people below the poverty level compared with all APPLICATIONS. OGALS will develop a statewide list representing the number of people living in poverty of all APPLICATIONS in ranking order, from highest to lowest.*

	<b>Points</b>
Highest 10% on the ranked list	5
From 11% to 20% on the ranked list	4
From 21% to 50% on the ranked list	3
From 51% to 80% on the ranked list	2
81% to 100% on the ranked list	1
No information provided.	0

A community's CHALLENGES beyond the number of people living in poverty can be further explained in Criteria 9(A) on page 33.

Technical assistance is available on page 60.

**PROJECT SELECTION CRITERIA #3 – TYPE OF PROJECT**

Use the following format to explain if the PROJECT will create a NEW PARK, or EXPAND an EXISTING PARK, or RENOVATE an EXISTING PARK:

<p><b>TYPE OF PROJECT</b> (Check one of the following)</p>	<p><b>QUALIFIERS</b> (Respond based on the type of PROJECT)</p>
<p><input type="checkbox"/> NEW PARK</p>	<p>Describe how the PROJECT SITE qualifies as a NEW PARK by answering the following:</p> <p>A) What was the use of the PROJECT SITE prior to the SPP APPLICATION due date? Describe how the property to be developed into a NEW PARK was not used as a PARK and did not exist as a PARK before the current ROUND’S APPLICATION due date. Explain how the PARK is not ADJACENT to EXISTING PARK SPACE.</p>
<p><input type="checkbox"/> EXPAND an EXISTING PARK</p>	<p>Describe how the PROJECT SITE qualifies as an EXPANSION of an EXISTING PARK by answering the following:</p> <p>A) What was the use of the EXPANSION property prior to the current ROUND’S APPLICATION due date? Why is the EXPANSION property currently not considered part of the existing ADJACENT PARK boundary?</p> <p>B) Describe why the EXPANSION is needed to complement the ADJACENT EXISTING PARK.</p>
<p><input type="checkbox"/> RENOVATE an EXISTING PARK (EXPANSION is not applicable)</p>	<p>Describe how the PROJECT qualifies as a RENOVATION of an EXISTING PARK by answering the following:</p> <p>A) What RECREATION FEATURE (s) will be added or RENOVATED in the EXISTING PARK?</p> <p>B) Why is it not feasible or desired to create a NEW PARK in a CRITICALLY UNDERSERVED COMMUNITY, or add NEW PARK SPACE ADJACENT to the proposed PROJECT SITE?</p>



## PROJECT SELECTION CRITERIA #3 - TYPE OF PROJECT

<b>POINTS</b> <i>The scale below shows 10 points are given to PROJECTS that create NEW PARKS.</i>	
	<b>Points</b>
The PROJECT will create a NEW PARK. The property to be developed into a NEW PARK was not used as a PARK and did not exist as a PARK before the current ROUND'S APPLICATION due date. It is not ADJACENT to EXISTING PARK SPACE.	10
The PROJECT will EXPAND an EXISTING PARK. The EXPANSION property is not PARK SPACE and has not been part of the ADJACENT PARK before the current ROUND'S APPLICATION due date.	8
The PROJECT will add or RENOVATE at least one RECREATION FEATURE in an EXISTING PARK. The PROJECT will not EXPAND an EXISTING PARK or create a NEW PARK. The APPLICANT described why it is not feasible or desired to create a NEW PARK or EXPAND an EXISTING PARK.	7
The PROJECT will add or RENOVATE at least one RECREATION FEATURE in an EXISTING PARK. The PROJECT will not EXPAND an EXISTING PARK or create a NEW PARK. The APPLICANT did not describe why the creation of a NEW PARK or EXPANSION of a park is not feasible or desired.	6
PROJECT does not add or RENOVATE a RECREATION FEATURE.	Ineligible

Technical assistance is available on page 61.

**PROJECT SELECTION CRITERIA #4 – COMMUNITY BASED PLANNING**

Describe how the APPLICANT or partnering community based organization(s) made efforts after June 5, 2018, to engage RESIDENTS to DESIGN the PARK. Use A and B to plan the MEETING location schedule and outreach. Use the three DESIGN goals in C to gather RESIDENTS’ ideas at the MEETINGS. Part C encourages PROJECT enhancements that reflect the RESIDENTS’ unique needs and creativity. Photos of MEETINGS are preferred (see Checklist item #12, page 52).

- A. How many MEETINGS occurred, in the CRITICALLY UNDERSERVED COMMUNITY? Describe why the MEETING locations and times were convenient for RESIDENTS with various schedules who may lack private transportation. If MEETINGS occurred before June 5, 2018 (to match the date given for ROUND 4 APPLICATIONS), they may also be listed for historical reference.

Use the chart format below to list the details of each MEETING that occurred in the CRITICALLY UNDERSERVED COMMUNITY.

MEETING Date/Year	MEETING Type, Venue, Address	Start/End Time (am/pm)	Day of Week	Description of MEETING location/time convenience
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<b>POINTS</b> <i>The scale below shows that up to 4 points will be given for the amount and convenience of MEETINGS that occurred in the CRITICALLY UNDERSERVED COMMUNITY.</i>	
	Points
The APPLICANT or partners facilitated at least five MEETINGS, between June 5, 2018, and the APPLICATION deadline, to obtain ideas from the RESIDENTS. The MEETINGS were located within the CRITICALLY UNDERSERVED COMMUNITY, or within a convenient distance for RESIDENTS without private transportation. At least two of the MEETINGS occurred on a weekend or in the evening.	4
Four or three MEETINGS, between June 5, 2018, and the APPLICATION deadline, were located within the CRITICALLY UNDERSERVED COMMUNITY or within a convenient distance for RESIDENTS without private transportation. One of the MEETINGS occurred on a weekend or in the evening.	2
Two or one MEETINGS, between June 5, 2018, and the APPLICATION deadline, were located within the CRITICALLY UNDERSERVED COMMUNITY or within a convenient distance for RESIDENTS without private transportation. One of the MEETINGS occurred on a weekend or in the evening.	1
MEETINGS were not located within the CRITICALLY UNDERSERVED COMMUNITY or within a convenient distance for RESIDENTS without private transportation. Or, none of the MEETINGS occurred during a weekend or an evening. Or, the MEETINGS did not occur between June 5, 2018, and the APPLICATION deadline.	0

Technical assistance is available on page 62.

## PROJECT SELECTION CRITERIA #4 - COMMUNITY BASED PLANNING

- B.** For each MEETING listed in the response to 4(A), what method(s) did the APPLICANT or partnering community based organization(s) use to invite RESIDENTS? In the combined set of MEETINGS, was there a BROAD REPRESENTATION of RESIDENTS?

Structure the response using the chart format below to describe the method of invitation. Include the number and general description of the RESIDENTS who participated in each MEETING. List MEETINGS in the order of the response to 4(A).

<b>MEETING Date/Year</b>	<b>Description of the method(s) used to invite RESIDENTS to this MEETING.</b> (see page 64 for a list of seven examples)	<b>Number of RESIDENTS who participated in this MEETING.</b>	<b>General description of the RESIDENTS (youth, older adults, families, or other groups) who participated in this MEETING.</b>
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**POINTS** *The scales below show that up to 4 points will be given for methods used to invite a BROAD REPRESENTATION of RESIDENTS who participated in the MEETINGS.*

	<b>Points</b>
For the combined set of MEETINGS, at least three methods were used to invite a BROAD REPRESENTATION of RESIDENTS.	3
For the combined set of MEETINGS, two methods were used to invite a BROAD REPRESENTATION of RESIDENTS.	2
For the combined set of MEETINGS, one method was used to invite a BROAD REPRESENTATION of RESIDENTS.	1
The methods used were limited to inviting advocacy groups likely to promote a specific type of PROJECT. Or, a method was not used to invite the RESIDENTS. <i>In either case, 0 points will also be given to the response for 4(c).</i>	0

	<b>Points</b>
The number and general description of the RESIDENTS who participated in the combined set of MEETINGS consisted of a BROAD REPRESENTATION of the CRITICALLY UNDERSERVED COMMUNITY.	1
The number and general description of the RESIDENTS who participated in the combined set of MEETINGS did not consist of a BROAD REPRESENTATION of the CRITICALLY UNDERSERVED COMMUNITY. Or, only an advocacy group or league likely to promote a specific type of PROJECT was involved. Or, no RESIDENTS were invited or MEETINGS did not occur. <i>In all cases, 0 points will also be given to the response for 4(c).</i>	0

Technical assistance begins on page 64.

## PROJECT SELECTION CRITERIA #4 - COMMUNITY BASED PLANNING

- C. During the MEETINGS that occurred in the CRITICALLY UNDERSERVED COMMUNITY, how were the RESIDENTS enabled to DESIGN the PARK using Goals 1-3?

Structure the response by providing the “Process” descriptions and “List” of ideas for the goals shown below.

**GOAL 1** The RESIDENTS engaged in a process to reach a general agreement on the selection of the RECREATION FEATURE(S) and DESIGN ELEMENTS for those RECREATION FEATURE(S).

**Selection of the RECREATION FEATURE(S)**

**A) Process:** *(describe how the RESIDENTS were enabled to identify, prioritize, and then select, RECREATION FEATURE(S) for the proposed PROJECT. The goal is to ask RESIDENTS what facilities they want in the PARK.)*

**DESIGN ELEMENTS of the RECREATION FEATURE(S)**

**B) Process:** *(describe how the RESIDENTS were enabled to provide DESIGN ELEMENTS for the selected RECREATION FEATURE(S). The goal is to ask RESIDENTS for detailed DESIGN ELEMENTS, after the features are selected.)*

**C) List of DESIGN ELEMENTS:** *(list the RESIDENTS’ ideas that will be included in the detailed DESIGN of the RECREATION FEATURE(S). Avoid listing ideas that will not be included.)*

**GOAL 2** The RESIDENTS engaged in a process to reach a general agreement on the location of the RECREATION FEATURE(S) within the PARK.

**Location of the RECREATION FEATURE(S) within the PARK.**

**A) Process:** *(describe the process that enabled the RESIDENTS to express their preferences for the location of the RECREATION FEATURE(S) within the PARK.)*

**B) List of Reasons:** *(list the reasons that will be used for the location of the RECREATION FEATURE(S) within the PARK. Avoid listing reasons that will not be used.)*

**GOAL 3** The RESIDENTS engaged in a process to provide other PARK DESIGN ideas, including solutions for safe public use, and PARK beautification such as landscaping and public art.

**Safety and PARK beautification**

**A) Process:** *(describe the process that enabled the RESIDENTS to provide PARK DESIGN ideas for safe public use and PARK beautification.)*

**B) List of safe public use ideas:** *(list the RESIDENTS’ ideas that will be included in the proposed PROJECT. Avoid listing ideas that will not be included.)*

**C) List of PARK beautification ideas:** *(list the RESIDENTS’ ideas that will be included in the proposed PROJECT. Avoid listing ideas that will not be included.)*

## PROJECT SELECTION CRITERIA #4 - COMMUNITY BASED PLANNING

<b>POINTS</b> <i>The scales below show that up to 10 points cumulatively will be given for MEETING goals 1-3 that enabled the RESIDENTS to DESIGN the PARK.</i>	
<b>GOAL 1 – Selection of the RECREATION FEATURE(S) and DESIGN ELEMENTS</b>	<b>Points</b>
<b>A)</b> The RESIDENTS identified their preferred RECREATION FEATURE(S) (not limited to a few predetermined options presented by the APPLICANT). Then, the RESIDENTS selected RECREATION FEATURES for the proposed PROJECT.	3
<b>B)</b> The RESIDENTS provided ideas for DESIGN ELEMENTS for the selected RECREATION FEATURE(S).	1
<b>C)</b> The APPLICANT’S response also <u>lists the RESIDENTS’ ideas for DESIGN ELEMENTS <b>that will be implemented</b></u> for specific RECREATION FEATURE(S).	1
The APPLICANT’S response does not address any of the elements of Goal 1.	0
<b>GOAL 2 – Location of the RECREATION FEATURE(S)</b>	<b>Points</b>
<b>A)</b> The RESIDENTS expressed their preferences for the location of the RECREATION FEATURE(S) within the PARK.	1
<b>B)</b> The APPLICANT’S response also <u>lists the RESIDENTS’ reasons</u> for the location of the RECREATION FEATURE(S) <b>that will be implemented</b> within the PARK.	1
The APPLICANT’S response does not address any of the elements of Goal 2.	0
<b>GOAL 3 - Safety and PARK beautification</b>	<b>Points</b>
<b>A)</b> The RESIDENTS provided DESIGN ideas for safe public use.	1
<b>B)</b> The RESIDENTS provided PARK beautification ideas.	1
<b>C)</b> The APPLICANT’S response <u>lists the RESIDENTS’ PARK DESIGN ideas for <b>both</b> (1) safe public use <b>and</b> (2) beautification <b>that will be included</b></u> in the proposed PROJECT.	1
The APPLICANT’S response does not address any of the elements of Goal 3.	0
RESIDENTS’ PARK DESIGN ideas for safe public use are not included in the proposed PROJECT.	Ineligib le

Technical assistance begins on page 65.



**PROJECT SELECTION CRITERIA #5 – EMPLOYMENT OR VOLUNTEER OPPORTUNITIES**

Describe how the PROJECT will include employment or volunteer OUTDOOR LEARNING OPPORTUNITIES for RESIDENTS including youth and/or CORPSMEMBERS by answering A and B:

- A. What types of meaningful employment or volunteer activities will be available for RESIDENTS and/or CORPSMEMBERS between June 5, 2018 (to match the date given for ROUND 4 APPLICATIONS) until PROJECT COMPLETION? (see examples on page 67)
- B. How many RESIDENTS and/or CORPSMEMBERS will receive the OUTDOOR LEARNING OPPORTUNITIES?

Use the following chart format to list each opportunity answering A and B above:

<b>A.</b> Brief Description of the Meaningful Employment or Volunteer OUTDOOR LEARNING OPPORTUNITIES	<b>B.</b> Number of RESIDENTS and/or CORPSMEMBERS
--	---

<b>POINTS</b> <i>The scale below shows that 3 points will be given to PROJECTS that will include employment or volunteer OUTDOOR LEARNING OPPORTUNITIES for at least twenty RESIDENTS and/or CORPSMEMBERS.</i>	
	<b>Points</b>
At least twenty RESIDENTS and/or CORPSMEMBERS will receive employment or volunteer OUTDOOR LEARNING OPPORTUNITIES.	3
Less than twenty but at least ten RESIDENTS and/or CORPSMEMBERS will receive employment or volunteer OUTDOOR LEARNING OPPORTUNITIES.	2
Less than ten but at least five RESIDENTS and/or CORPSMEMBERS will receive employment or volunteer OUTDOOR LEARNING OPPORTUNITIES.	1
The PROJECT will not provide employment or volunteer OUTDOOR LEARNING OPPORTUNITIES for at least five RESIDENTS and/or CORPSMEMBERS, or the APPLICANT did not respond to the criteria.	0

In addition to employment or volunteer opportunities for RESIDENTS, APPLICANTS must contact the CONSERVATION CORPS to discuss the feasibility of using their services.

**C. Citing the Corps Consultation Review Document, what was the outcome of the Corps Consultation Process? (see Checklist item #15, page 54)**

- If it is feasible for a CONSERVATION CORPS to work on a PROJECT component, list the agreed scope of work. Confirm an understanding between the APPLICANT and CONSERVATION CORPS that the agreed scope of work is binding should the GRANT be awarded.
- If the CONSERVATION CORPS offered services but the APPLICANT declines, provide a reason for not using any of their services.

<b>POINTS</b> <i>The scale below shows that 3 points will be given to PROJECTS that will include employment of CONSERVATION CORPS, <u>or</u> the CONSERVATION CORPS determined it is not feasible to work on the PROJECT.</i>	
	<b>Points</b>
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 scope of work is provided in the response. Or The Corps Consultation Process was followed. The CONSERVATION CORPS determined it is not feasible to work on the PROJECT.	3
The Corps Consultation Process was not followed. Or The Corps Consultation Process was followed. The CONSERVATION CORPS determined it is feasible to work on the PROJECT; <u>however</u> , the APPLICANT declines all aspects of services offered by the CONSERVATION CORPS.	0

Technical assistance is available on page 67.

**PROJECT SELECTION CRITERIA #6 – PARTNERSHIPS OR COMMITTED FUNDING**

Describe partnership assistance given to the APPLICANT between June 5, 2018 (to match the date given for ROUND 4 APPLICATIONS) through PROJECT COMPLETION, by answering A and B for each partnership:

- A. What is the name and the general purpose of the partner’s organization/agency? Specify if it is a HEALTH ORGANIZATION.
- B. What is the partnership role specific to this PROJECT? Provide a brief summary of the role, such as assisting with community based planning, contributing volunteer hours or materials, or funding support.

If no partners are involved in the PROJECT, but the APPLICANT has COMMITTED FUNDS, provide the following:

- In Part A, identify the source name.
- In Part B, type “See Funding Sources Form.”
- On the Funding Sources Form (Checklist item #6), identify the source and amount committed.

<b>POINTS</b> <i>The scale below shows that a maximum of 3 points will be given to PROJECTS that involve at least three partnerships, including a HEALTH ORGANIZATION.</i>	
	<b>Points</b>
The PROJECT involves three or more partners, including a HEALTH ORGANIZATION, providing volunteer hours, or materials, or funding for DESIGN, PRE-CONSTRUCTION, land ACQUISITION, or CONSTRUCTION.	3
The PROJECT involves two partners providing volunteer hours, or materials, or funding for DESIGN, PRE-CONSTRUCTION, land ACQUISITION, or CONSTRUCTION.	2
The PROJECT involves one partner. Or The APPLICANT has no partners but is contributing its own funding to the PROJECT.	1
The PROJECT involves no partnerships and the APPLICANT has no COMMITTED FUNDS. Or, a response was not provided.	0

APPLICANTS are encouraged to explore partnerships with at least one HEALTH ORGANIZATION. Technical assistance is available on page 68.

**PROJECT SELECTION CRITERIA #7 – ENVIRONMENTAL DESIGN**

Describe how the PROJECT will provide efficient use of water and other natural resources by answering both (A) **or** (B) combined, **or** (C) by itself, to obtain up to 7 points.

**A. How will the PROJECT include the following sustainable techniques?**

For the APPLICATION to be eligible, the PROJECT must include:

1. Stormwater: Incorporate pervious surfaces or other technique(s) such as bio-swales or grading to capture storm water for infiltration or irrigation, or cleanse storm water before release.
2. Water Efficiency: Use of water efficient irrigation system that includes a rain sensor, evapotranspiration (ET) controllers, flow sensors, or on-site water recycling that reduces potable water consumption, or the PROJECT will not require additional use of water.
3. Recycled Materials: At least 10% of the materials for PROJECT construction will consist of recycled materials, or construction waste will be minimized by the separation and recycling of recoverable materials generated during construction.
4. Landscaping: Landscaping that excludes the use of invasive plants and instead features drought tolerant or climate appropriate non-invasive native turf, trees, shrubs, plants, and ground cover. Also, discuss how the landscaping minimizes the use of toxic pesticides **and** inorganic fertilizers.

Use the following chart format to list and describe each sustainable technique in response to (A) above.

Sustainable technique	Description of the sustainable technique
-----------------------	--

<b>POINTS</b> <i>The scale below shows that up to 4 points will be given to PROJECTS that will include the four sustainable techniques listed in 7(A).</i>	
	<b>Points</b>
The PROJECT will include all four of the listed techniques.	4
The PROJECT will include three of the listed techniques.	3
The PROJECT will include two or one of the listed techniques.	2
The PROJECT will include none of the listed techniques.	Ineligible

Technical assistance is available on page 69.

**B.** How will the PROJECT include the following three additional techniques? Techniques listed in Part A cannot be repeated in Part B for points.

1. Carbon sequestration tree planting (identify approximately how many trees will be planted). See Greenhouse Gas Emissions Reduction and Carbon Sequestration technical assistance on page 70. If the PROJECT will not include tree planting, include one other energy, water, or natural resource conservation technique.
2. Installing new drinking water stations for park visitors. If the PROJECT SITE already has safe and reliable drinking water stations, include one other energy, water, or natural resource conservation technique.
3. One other energy, water, or natural resource conservation technique.

Use the following format to list and describe each sustainable technique for B above.

Sustainable technique	Description of the sustainable technique
-----------------------	--

**POINTS** *The scale below shows that up to 3 points will be given to PROJECTS with at least three other sustainable techniques for efficient use of energy, water, and other natural resources that were not listed in 7(A).*

	<b>Points</b>
The PROJECT will include three other energy, water, and natural resource conservation or carbon sequestration techniques not listed in 7(A).	3
The PROJECT will include two other techniques not listed in 7(A).	2
The PROJECT will include one technique not listed in 7(A).	1
The PROJECT will not include additional techniques beyond 7(A).	0

Technical assistance is available on pages 69-70.



## PROJECT SELECTION CRITERIA #7 – ENVIRONMENTAL DESIGN

- C. If A and B above is selected, do not respond to this item. This is a 7-point alternative to A and B:

Will the PROJECT include SITES or LEED Certification as an alternative to A and B above? If so, provide a plan for achieving either SITES certified landscaping or LEED certified building construction by answering the following questions:

1. What level of SITES certification or LEED certification, or both, will be obtained?
2. What is the current status and next steps timeline for securing the certification?
3. Will the PROJECT incorporate pervious surfaces or other technique(s) such as bio-swales or grading to capture storm water for infiltration or irrigation or cleanse storm water before release?

**POINTS** *PROJECTS that achieve any level of SITES or LEED Certification, and that capture or clean storm water, will be awarded the maximum of 7 points as an alternate to A and B above.*

	<b>Points</b>
The PROJECT will obtain any level of SITES or LEED Certification and will incorporate pervious surfaces or other technique(s) such as bio-swales or grading to capture storm water for infiltration or irrigation or cleanse storm water before release.	7
The PROJECT will not obtain SITES or LEED Certification.	0

Note: SITES certification is for outdoor PARK SPACES, while LEED certification is for buildings. See the technical assistance on page 70 for more information and web-links for SITES and LEED Certification.

Technical assistance is available on page 70.

**PROJECT SELECTION CRITERIA #8 – PUBLIC USE FEES AND HOURS OF OPERATION**

Describe how youth, older adults, and families affected by poverty will have DAILY ACCESS to the PROJECT SITE by answering the following:

- A. What will be the Monday through Sunday hours of operation for the overall PARK to accommodate various needs of youth, older adults, and families?
- B. Will the Monday through Sunday hours of operation differ for any RECREATION FEATURES listed in the GRANT SCOPE/Cost Estimate Form? If so, identify the RECREATION FEATURE(S) with their Monday through Sunday hours of operation.
- C. Will the public be charged entrance or membership fees to enter the overall PARK? Will entrance, membership, or league/activity fees be charged to use a RECREATION FEATURE that is a majority of the TOTAL PROJECT COST listed in the GRANT SCOPE/Cost Estimate Form? If so, list each fee, identify if the fee is daily, weekly, or monthly, and explain why the fee will not prevent DAILY ACCESS for youth, older adults, and families affected by poverty.

<b>POINTS</b> <i>The scales below show that up to 5 points will be given to PROJECTS with weekday and weekend operating hours appropriate for youth, families, older adults, and other population groups in the CRITICALLY UNDERSERVED COMMUNITY, and with reasonable or no entrance or membership fees.</i>	
	<b>Points</b>
The PROJECT will be open 7 days a week, for at least eight hours per day, such as dawn to dusk, to accommodate the needs of youth, older adults, and families.	2
The PROJECT will be open 7 days a week, from three to less than eight hours per day.	1
The PROJECT will not be open 7 days a week for at least three hours per day or the APPLICANT did not respond to criteria.	Ineligible
	<b>Points</b>
The public will not be charged entrance or membership fees to use the PROJECT. Or, the lowest entrance or membership fees for the public calculate to \$3 per month or less per person and will not deter DAILY ACCESS.	3
The lowest entrance or membership fees for the public calculate to more than \$3 but less than \$10 per month per person which may deter DAILY ACCESS.	1
The public will be charged fees that will calculate to \$10 or more per month per person, or the APPLICANT did not respond to the criteria.	0

Technical assistance is available on page 71.

**PROJECT SELECTION CRITERIA #9 – COMMUNITY CHALLENGES, PROJECT BENEFITS, AND READINESS**

Provide responses to A and B below to summarize the PROJECT’S need and benefits. This criteria is designed for the APPLICANT to tell the story about the PROJECT need and benefits not yet covered through Project Selection Criteria 1 through 8. For C below, OGALS will determine the PROJECT’S readiness and APPLICANT capacity using information provided in the entire APPLICATION.

**A.** What CHALLENGES are present within the community that contributes to the need for the PROJECT?

Use this chart format to structure the response for each CHALLENGE.

CHALLENGE	Description of the CHALLENGE
-----------	------------------------------

**B.** How will the PROJECT benefit the HEALTH and quality of life for youth, older adults, and families by improving the community’s recreational, social, cultural, environmental, educational, and economic conditions?

Use the format below to structure the response:

HEALTH and quality of life conditions	How the PROJECT will benefit the HEALTH and quality of life for youth, older adults, and families.
Recreational	
Social	
Cultural	
Environmental	
Educational	
Economic (such as job creation or advancing solutions to prevent displacement)	

**C.** OGALS will use information provided in the entire APPLICATION, to assess if PROJECT COMPLETION, as well as 30 years of adequate operation and maintenance, appears to be achievable.

Technical assistance is available on pages 72-74.

**PROJECT SELECTION CRITERIA #9 – COMMUNITY CHALLENGES, PROJECT BENEFITS, AND READINESS**

<p><b>POINTS</b> <i>The scale below shows that up to 20 points will be given to a community having severe CHALLENGES, and the PROJECT will have significant benefits, and the APPLICANT has sufficient capacity to deliver the PROJECT.</i></p>	
	<b>Points</b>
<p>The community has high CHALLENGES compared to other APPLICATIONS.                      The PROJECT will significantly improve the community’s recreational, social, cultural, educational, environmental, and economic conditions.                      Based on the information provided in the entire APPLICATION, PROJECT COMPLETION and 30 years of adequate operation and maintenance for public use appears to be achievable.</p>	20 - 10
<p>The community has average CHALLENGES compared to other APPLICATIONS.                      Or, the PROJECT will provide average benefits for the community’s recreational, social, cultural, educational, environmental, and economic conditions compared to other APPLICATIONS.                      Based on the information provided in the entire APPLICATION, PROJECT COMPLETION and 30 years of adequate operation and maintenance for public use appears to be achievable.</p>	9 - 4
<p>The community has minimal CHALLENGES compared to other APPLICATIONS.                      Or, the PROJECT will minimally improve the community’s recreational, social, cultural, educational, environmental, and economic conditions.                      Or, based on the information provided in the entire APPLICATION, PROJECT COMPLETION, or 30 years of adequate operation and maintenance for public use, appears to be uncertain or problematic.</p>	3 - 1
<p>No information provided.</p>	0

Technical assistance is available on pages 72-74.

## COMMUNITY FACTFINDER REPORT AND HANDBOOK FORM (CHECKLIST #3)

Provide the following two items:

1. **Community FactFinder Report.** To create a new report of the area in PROXIMITY, starting at the PROJECT SITE, use the **current Community 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 starting point (pin) located in the boundary of the PROJECT SITE. The Community FactFinder Report will be used for Project Selection Criteria 1 and 2, pages 17 to 19.

2. **Community FactFinder Handbook Form.** This form will be signed by the AUTHORIZED REPRESENTATIVE. Its purpose is to certify that Steps 1-8 described in the Community FactFinder Handbook were followed and completed before submittal of the APPLICATION. Frequently asked questions with policy responses are included within each step. The Community FactFinder Handbook is available at [parks.ca.gov/spp](https://parks.ca.gov/spp).

To avoid delays in the competitive review process, complete the Community FactFinder Handbook steps at least one month before the APPLICATION is submitted.

- ✓ Send an email to report acreage that should or should not be counted within the PROJECT SITE'S radius to [SCORP@parks.ca.gov](mailto:SCORP@parks.ca.gov). Attach the Community FactFinder Report to the email. (Step 6)
- ✓ Generate the Community FactFinder Report with the pinpoint located in the boundary of the PROJECT SITE to create the half-mile radius. (Step 7)

If the addition or removal of PARK acreage was reported to [SCORP@parks.ca.gov](mailto:SCORP@parks.ca.gov) but the Community FactFinder update is not yet complete when submitting the APPLICATION, include a copy of the email request as a placeholder. Additionally, in the response to Project Selection Criteria 1 and 2, state that a Community FactFinder update was requested. OGALS will notify the APPLICANT when a new Community FactFinder Report can be submitted.

OGALS will confirm Steps 6 and 7 in the APPLICANT'S report. If PARK acreage is discovered that should have been reported, or if the pinpoint is outside the PROJECT SITE, OGALS reserves the right to generate a new Community FactFinder report in the middle of the PROJECT SITE for the purpose of Criteria 1 and 2.





California Department of Parks and Recreation

Statewide Park Program

**COMMUNITY FACTFINDER HANDBOOK FORM**

APPLICANTS will sign this form after completing Steps 1-8 following the Community FactFinder Handbook available at [parks.ca.gov/spp](https://parks.ca.gov/spp).

I certify that the California State Parks Community Fact Finder Report that was submitted at the time of APPLICATION met the following two requirements:

- ✓ Acreage that should or should not be counted within the PROJECT SITE'S radius has been reported to [SCORP@parks.ca.gov](mailto:SCORP@parks.ca.gov). (Step 6)
- ✓ The Community FactFinder Report was generated with the pin located in the boundary of the PROJECT SITE. (Step 7)

I understand if either of the above requirements were not met, OGALS will generate a new report with the pin located in the middle of the PROJECT SITE to create the new half-mile radius and will use the data for purposes of Project Selection Criteria 1 and 2.

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AUTHORIZED REPRESENTATIVE Signature

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Date

### AUTHORIZING RESOLUTION (CHECKLIST #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. It designates a position title, not an individual's name, 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 signatures required on documents should be the signature of the AUTHORIZED REPRESENTATIVE, unless otherwise noted.

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

- A) The Authorizing Resolution, on the following page, is a fillable form located at [parks.ca.gov/spp](https://parks.ca.gov/spp). Parentheses within the Authorizing Resolution must be filled out with the requested information.
- B) The PROJECT name on the Authorizing Resolution must match the PROJECT name on the PROJECT APPLICATION Form (Checklist item #1).
- C) The Authorizing Resolution may be reformatted; however, the *language provided in the resolution must remain unchanged*. Any changes to the language may require OGALS Legal Office review. The time involved with the legal review process may delay APPLICATION approval and could affect OGALS ability to fund the PROJECT.
- D) The Authorizing Resolution must either be signed by the Clerk or have other evidence that it was adopted.
- E) List the date of adoption.

**RESOLUTION OF THE (Title of Governing Body/City Council, Board of Supervisors/Directors) OF (City, County, District, or Non-Profit Organization) Approving the Application for STATEWIDE PARK DEVELOPMENT AND COMMUNITY REVITALIZATION 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 Statewide Park Development and Community Revitalization 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 the (Position Title of Authorized Representative) 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.

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 #5)

The GRANT SCOPE/Cost Estimate Form is used for the following purposes:

1. Establishing the GRANT SCOPE
2. Listing the RECREATION FEATURE(S) and MAJOR SUPPORT AMENITY(S)
3. 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 SPP GRANT plus COMMITTED FUNDS. **All RECREATION FEATURES and MAJOR SUPPORT AMENITIES proposed in the Project Selection Criteria section need to be listed on this form and the SITE PLAN. 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 this form.

Use this 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 that require additional fundraising beyond the GRANT plus COMMITTED FUNDS. Limit the PROJECT to what can be completed with the GRANT plus COMMITTED FUNDS.

For ACQUISITION and DEVELOPMENT combination PROJECTS, a phase that develops a RECREATION FEATURE on the acquired property must be open to the public before the end of the GRANT PERFORMANCE PERIOD.

Pages 7-8 list examples of RECREATION FEATURES and MAJOR SUPPORT AMENITIES.

### 2. Listing the RECREATION FEATURE(S) and MAJOR SUPPORT AMENITY(S)

Each distinct RECREATION FEATURE and MAJOR SUPPORT AMENITY needs to be listed on its own line. If more than nine RECREATION FEATURES and MAJOR SUPPORT AMENITIES are proposed, use page 2 of this form, available at [parks.ca.gov/spp](https://parks.ca.gov/spp). Use the following phrases to describe the type of work for each RECREATION FEATURE and MAJOR SUPPORT AMENITY:

- “Acquire approximately \_\_\_\_\_” (provide acreage and associated parcel numbers that will be acquired). See definition of ACQUISITION on page 75.
- “Construct a new \_\_\_\_\_” (identify the new RECREATION FEATURE or MAJOR SUPPORT AMENITY that does not currently exist). Include the specific type and number\*. Add with lighting, shade, or fencing if applicable.
- “Renovate a \_\_\_\_\_” (identify the existing RECREATION FEATURE or MAJOR SUPPORT AMENITY). See definition of RENOVATION on page 80. Include the specific type and number\*. Add with lighting, shade, or fencing if applicable.

**\* Listing the type and number of RECREATION FEATURE(S) or MAJOR SUPPORT AMENITY(S):**  
Identify the distinct type of RECREATION FEATURE or MAJOR SUPPORT AMENITY. List the specific number of RECREATION FEATURES or MAJOR SUPPORT AMENITIES of the same type.

See examples below:

**Athletic Fields or Courts:**

Specify the type and number of each separate athletic field or court. For example, instead of listing “Construct new athletic courts” write it as “Construct two new full basketball courts with lighting,” “Construct a new futsal court with fencing,” or “Renovate four pickleball courts.”

If an athletic field or court will be multi-use, list as “Construct a multi-use field” or “Construct a multi-use court” and specify the type of uses.

Each type of athletic field or court needs to be on a separate line. Using the above examples, the separate types of athletic courts would be listed on separate lines.

**Play Areas:**

Similar to sports courts and fields, play areas need to be specific to the amount of separate and distinct play areas. For example: “Construct two new playground areas” if the PROJECT involves two distinct and separate playgrounds in different locations of the park.

**Group Picnic Areas:**

If a picnic/BBQ area is designed for the purpose of group gatherings, with multiple tables located near each other, identify the specific number of group picnic areas (not the number of tables and BBQ grills). For example, “Construct three new group picnic/BBQ areas with shade structures.”

**PARK amenities more/less than \$50,000 “throughout the PARK”:**

If lighting, access pathways, signs, benches, tables, landscaping, fencing, or security cameras (more than \$50,000) will be installed throughout the PARK and are not specific to a RECREATION FEATURE or MAJOR SUPPORT AMENITY, list them separately.

See examples below:

- “Construct new (or renovate) lighting throughout the park.”
- “Construct new (or renovate) landscaping throughout the park.”
- “Construct new (or renovate) benches and tables throughout the park.”

If lighting, access pathways, signs, benches, tables, landscaping, fencing, or security cameras (less than \$50,000) will be installed throughout the PARK and are not specific to a RECREATION FEATURE or MAJOR SUPPORT AMENITY, **do not** list those MINOR SUPPORT AMENITIES on the form. Instead, fold those costs into any RECREATION FEATURE or MAJOR SUPPORT AMENITY. See the explanation in the box on the next page.



**Do NOT list MINOR SUPPORT AMENITIES in the GRANT SCOPE/Cost Estimate Form.**

MINOR SUPPORT AMENITIES under \$50,000 such as signs, benches, tables, drinking fountains, fixed bike racks, and trash receptacles are commonly understood to be associated with a RECREATION FEATURE.

**Fold the cost of MINOR SUPPORT AMENITIES into the cost of its related RECREATION FEATURE.** For example: The GRANT SCOPE is “construction of a new playground”. The GRANTEE will have the flexibility to construct or not construct MINOR SUPPORT AMENITIES for the playground such as benches, signs, and drinking fountains. The costs of MINOR SUPPORT AMENITIES will be accepted as part of the construction of the new playground. The construction of the new playground is the expected GRANT SCOPE deliverable for PROJECT COMPLETION.

### 3. Providing a Cost Estimate on the GRANT SCOPE/Cost Estimate Form.

See the ELIGIBLE COSTS and ineligible costs charts starting on page 55 before creating a cost estimate.

- **Lump sum cost:** Provide the concept level estimated cost for each RECREATION FEATURE and MAJOR SUPPORT AMENITY. Fold all necessary costs into the related RECREATION FEATURE(S) and MAJOR SUPPORT AMENITY(S). **Do not** list costs such as demolition, site prep, grading, utilities, personnel, contingency, etc., as separate line items.
- **Contingency:** OGALS understands that actual costs may change during the GRANT PERFORMANCE PERIOD, due to economic factors, supply chain issues, or other unforeseen circumstances. 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 contingency costs 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.
- **PRE-CONSTRUCTION Costs:** No more than 25% of the GRANT amount may be spent on PRE-CONSTRUCTION costs.
- **Check calculations:** Make sure all costs add up to the TOTAL PROJECT COST.
- **Check consistency:** The “TOTAL PROJECT COST” and “Requested Grant Amount” must be the same amounts listed on Checklist item #1 - PROJECT APPLICATION Form and Checklist item #6 - Funding Sources Form.
- **Certification:** The GRANT SCOPE/Cost Estimate Form must be signed by the AUTHORIZED REPRESENTATIVE.

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 39.

<b>GRANT SCOPE ITEMS</b>	<b>ESTIMATED COST</b>
<b>ACQUISITIONS:</b> List each parcel number, acreage, estimated date of purchase, and cost	
<b>DEVELOPMENT:</b> List each RECREATION FEATURE and MAJOR SUPPORT AMENITY	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
(1) Total Estimated Cost for ACQUISITION and/or DEVELOPMENT of RECREATION FEATURES and MAJOR SUPPORT AMENITIES	\$
(2) Total Estimated PRE-CONSTRUCTION COST	\$
(3) TOTAL PROJECT COST (1+2)	\$
(4) Requested GRANT Amount	\$
(5) 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 compliant with the Americans with Disabilities Act of 1990 (42 U.S.C. §12101 et.seq.) 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. See the ELIGIBLE COSTS charts starting on page 55 before creating a cost estimate.

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

\_\_\_\_\_  
Date

### FUNDING SOURCES FORM (CHECKLIST #6)

- Use the Funding Sources Form to identify each funding source by name and amount.
- List if the funding source is state, local city or county, federal, or private.
- **Source Changes:** If the funding sources change during the course of the PROJECT, a revised Funding Sources Form is required within 30 days.
- **Loans:** If the source is a loan, identify the type of loan. Be mindful of GRANT CONTRACT Provision N:

#### **N. Use of GRANT Monies** (language below copied from GRANT CONTRACT Provisions)

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.

- **“Date COMMITTED”** - List a date for each funding source indicating when it was committed to the PROJECT. **All additional funds must be secured within four months of the APPLICATION deadline.** See the definition for COMMITTED FUNDS.
- **Project Selection Criteria #6:** If funding will be provided by a partner listed in Project Selection Criteria #6 – Partnerships or Committed Funding, provide the source and amount on the Funding Sources Form.
- **Check Consistency:** 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.
- **Certification:** The Funding Sources Form must be signed by the AUTHORIZED REPRESENTATIVE.



### PROJECT TIMELINE FORM (CHECKLIST #7)

The purpose of this PROJECT timeline requirement 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.
- For each task, identify the agency contact who reviewed the schedule and agreed that “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 complete by the time of APPLICATION; however, the form serves as evidence that APPLICANTS are aware of potential time periods for all PROJECT tasks.
- For box #16, “Thirty years of operation and maintenance for public use,” use the APPROPRIATION DATE as the start date. For the end date, list a date 30 years after the APPROPRIATION DATE. **The APPROPRIATION DATE is located at [parks.ca.gov/SPP](https://parks.ca.gov/SPP).**
- The PROJECT Timeline Form must be signed by the AUTHORIZED REPRESENTATIVE.

#### Format Notes:

A different format 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 PROJECT Timeline Form, the list of tasks may be adjusted or reorganized based on each unique PROJECT.

# PROJECT TIMELINE FORM (CHECKLIST #7)

## PROJECT TIMELINE FORM

<b>TASKS</b> The below list can be adjusted/reorganized with tasks added/removed 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>
1. Appraisal and Purchase Agreement (for ACQUISITION)				
2. Close of escrow (for ACQUISITION)				
3. Schematic/concept level DESIGN with community based planning and ADA (Americans with Disabilities Act) considerations				
4. Site risk assessment for possible contaminants and other complications				
5. CEQA for the construction scope				
6. Engineer cost estimate				
7. Consultation with CONSERVATION CORPS to consider feasibility				
8. Construction Documents (final design includes the community based planning results)				
9. Construction Permits				
10. 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 site, are required)				



## PROJECT TIMELINE FORM (CHECKLIST #7)

<b>TASKS</b> The below list can be adjusted/reorganized with tasks added/removed 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. Construction Bid Package Preparation/start Bid Process				
12. Bid Approval for Construction				
13. Environmental cleanup/remediation				
14. Construction Period				
15. Grand Opening/completed for public use with grant completion package (three months before the end of the GRANT PERFORMANCE PERIOD).				
16. Thirty years of operation and maintenance for public use beginning with the APPROPRIATION DATE.				See <a href="http://parks.ca.gov/SPP">parks.ca.gov/SPP</a> for the current 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

### APPLICANT CAPACITY (CHECKLIST #8)

The purpose of this requirement is to evaluate the APPLICANT'S capacity to achieve PROJECT COMPLETION, as well as 30 years of adequate operation and maintenance for public use beginning with the APPROPRIATION DATE.

OGALS analyzes the APPLICANT'S experience or capacity for PROJECT COMPLETION and long-term operation and maintenance based on the PROJECT'S DESIGN as well as previous grant and operational experience. Using this example, if the PROJECT is a \$3 million NEW PARK with long-term operation and maintenance costs that are low, OGALS may have fewer questions for an APPLICANT with less experience or capacity. If the PROJECT will build higher operation and maintenance cost facilities, and the APPLICANT has less experience or capacity, OGALS may ask additional questions about revenue sources.

OGALS recommends that APPLICANTS consider the projected monthly/annual operation and maintenance costs. These costs include, but are not limited to, water and energy utilities, staffing, repairs, etc. The projected annual cost compared to projected long term funding sources for operation and maintenance must be considered. Another entity can provide operation and maintenance services. However, the CONTRACT requires the GRANTEE to ensure the PARK is operated and maintained and open to the public for 30 years beginning with the APPROPRIATION DATE.

#### Provide a response to the following:

1. Describe up to three PARKS or other construction projects completed by the APPLICANT. Include:
  - project address
  - scope of work
  - total project cost
  - funding sources
  - start date, and date of completion
2. Provide an operation and maintenance budget breakdown (chart) showing the monthly and annual total expected cost to operate and maintain this proposed PROJECT (include utilities, routine repairs/upkeep, and staffing costs in the chart).
3. What are the planned funding sources to operate and maintain the proposed PROJECT?
4. Provide the weblink for a list of PARKS and facilities the APPLICANT currently oversees. If a website is not available, provide the list in this response. OGALS may visit some of the APPLICANT'S PARKS to review the level of ongoing operation and maintenance.

### CEQA COMPLIANCE (CHECKLIST #9)

The CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) as stated in the Public Resources Code §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.

**If the CEQA analysis is complete, provide these three documents:**

1. **Copy of the Notice of Exemption or the Notice of Determination, filed or stamped by the County Clerk**, that includes the following information:
  - PROJECT address:  
The address listed on the Notice of Exemption or Notice of Determination must be for the same PROJECT SITE described in the APPLICATION.
  - PROJECT description for DEVELOPMENT:  
Must give environmental clearance for the actual construction of the PROJECT.
  - PROJECT description for ACQUISITION:  
Must describe the parcels to be acquired.
  - PROJECT description for combination PROJECTS:  
Must describe the parcels to be acquired and PROJECT DEVELOPMENT. The CEQA Notice for DEVELOPMENT can come after the CEQA Notice for ACQUISITION if needed.
2. **Provide a one-page summary of any public opposition** during the CEQA review and why the proposed PROJECT can still proceed under the filed Notice of Exemption or Notice of Determination. Or confirm there is no public opposition.
3. **CEQA Compliance Certification Form**. Only provide the form, on the next page, after the final Notice of Exemption or Notice of Determination has been filed with the County Clerk. The form must be signed by the AUTHORIZED REPRESENTATIVE.

**If CEQA analysis is not complete, provide a summary with the following information:**

- A. History of the proposed PROJECT SITE, and any known/possible environmental issues such as contaminants requiring remediation or endangered species.
- B. Will permits be required from the Army Corps of Engineers, Coastal Commission, Department of Fish and Wildlife, or any other federal/state agencies?
- C. Is there a potential for adverse changes to tribal/cultural resources?
- D. Has the proposed PROJECT received any public opposition?
- E. Provide a CEQA completion plan with estimated dates. What is the anticipated type of CEQA Notice and why? If CEQA completion is not estimated within 12 months of the current ROUND'S APPLICATION deadline, explain why.

When CEQA is completed, the APPLICANT or GRANTEE must provide the requirements listed above in numbers 1-3.



California Department of Parks and Recreation  
Statewide Park Program

**CEQA Compliance Certification**

Grantee: \_\_\_\_\_

PROJECT Name: \_\_\_\_\_

PROJECT Address: \_\_\_\_\_

What document was filed to complete the project's CEQA analysis: (check one)

Date completed

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

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

Lead Agency Contact Information

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

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

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

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

Certification

I hereby certify that the above referenced Lead Agency has complied with the CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) and that the PROJECT is described in adequate and sufficient detail to allow the PROJECT'S construction or acquisition.

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)

### PROJECT SITE OWNERSHIP, ACQUISITION, OR LEASE (CHECKLIST #10)

The purpose of this requirement is to ensure the APPLICANT will have SITE CONTROL that allows for PROJECT COMPLETION. PROJECTS may involve multiple parcels of land. For example: An APPLICANT may own part of the PROJECT SITE and is proposing to acquire an ADJACENT parcel of land. More than one of the following scenarios may apply. Provide the applicable item(s) below to show how the APPLICANT proposes to have SITE CONTROL over the entire PROJECT SITE:

- The land is already owned by the APPLICANT. **Provide #1 below.**
- The land is not owned by the APPLICANT. The APPLICANT is proposing an ACQUISITION to become the landowner. **Provide #2 below.**
- The land is not owned by the APPLICANT. The APPLICANT will have a lease agreement with the landowner (school DISTRICT, utility landowners, etc.). **Provide #3 below.**
- The land is not owned by the APPLICANT. The APPLICANT will do a “TURN-KEY” where it completes the PROJECT then transfers Operation and Maintenance requirements to an eligible grant landowner with approval from OGALS. **Provide #4 below.**

---

#### 1. If the PROJECT SITE is owned in fee simple by the APPLICANT:

- Provide a copy of the deed, or deed recordation number, or title report, or a current county assessor’s parcel map showing the APPLICANT owns the land.

#### 2. If the APPLICANT is proposing an ACQUISITION to become the landowner:

- Provide a county assessor’s parcel map showing the parcel(s) to be acquired that match the parcel numbers listed on the GRANT SCOPE/Cost Estimate Form.
- Provide a letter from the landowner(s) indicating the intent to sell the property subject to grant award. The letter does not need to include legally binding language. Or, provide a document indicating the land is publicly for sale or that it is a donation.

ACQUISITION of land from a willing seller is eligible for reimbursement. ACQUISITION costs associated with condemnation or eminent domain are **not** eligible for reimbursement.

The land’s sale price may be up to, but cannot exceed, fair market value. State funds may not be used in part or whole to acquire property above fair market value. If OGALS intends to award the GRANT and before the GRANT CONTRACT will be issued, OGALS will require an appraisal and a written concurrence of the appraisal by an independent third-party AG-Certified General Licensed Appraiser. California Bureau of Real Estate Appraisers [brea.ca.gov](http://brea.ca.gov) provides a list of AG appraisers.

The Eligible Costs Chart on page 55 includes appraisals. Appraisal costs incurred during the GRANT PERFORMANCE PERIOD can be reimbursed.

#### 3. and 4. See “Lease Agreement and TURN-KEY Agreements” at [parks.ca.gov/spp](http://parks.ca.gov/spp).

- These types of agreements are for PROJECTS where the land will not be owned by the APPLICANT. **The land must be owned by a public agency or utility and the agreement must be approved by DPR.**

## CONCEPT LEVEL SITE PLAN (CHECKLIST #11)

- Provide a legible drawing showing where the RECREATION FEATURES and MAJOR SUPPORT AMENITIES will be located in the park.
- Identify **ONLY** the RECREATION FEATURES and MAJOR SUPPORT AMENITIES that are listed on the GRANT SCOPE/Cost Estimate Form and mentioned in Project Selection Criteria #4. Differentiate or shade out any pre-existing or future phase items that will not be part of the PROJECT proposal.
- Provide a legend/key to visually explain all symbols used on the CONCEPT LEVEL SITE PLAN. Include a north arrow and street names along the PROJECT SITE.
- If the GRANT SCOPE includes new construction or EXPANSION of any building(s), provide both of the following:
  1. Identify the proposed percentage of indoor versus outdoor space; no more than 50% of the overall PARK can be designated for indoor use through the PROJECT.
  2. Identify the total square footage of the building and note the function and approximate square footage of each space designated for recreation. At least 75% of the building's square footage must be designed for recreation. Lobby areas, hallways, meeting rooms, office space, storage, and restrooms do not count as square footage designed for recreation. For example, a community center could be designed as: 75% of space for recreation, 10% restrooms, 5% lobby, 5% storage, and 5% offices.
    - 1-2 above does not apply if the RENOVATION is not changing the layout of the building or for new or existing stand-alone restrooms/snack shacks.

## PHOTOS AND COPYRIGHT LICENSE AGREEMENT (CHECKLIST #12)

In addition to giving reviewers a better understanding of the PROJECT SITE and community, items 1 through 4 below may be used to report the “before and after” accomplishments of GRANTEES. OGALS may highlight awarded PROJECTS at [ParksforCalifornia.org](https://ParksforCalifornia.org)

### PROJECT SITE Photos

Provide high quality JPEG (5MB or larger) photos of the PROJECT SITE and its surrounding area. Include captions to orientate the reviewer. 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.

### Community Based Planning Photos

1. Provide high quality JPEG (5MB or larger) photos of various community based planning MEETINGS per Project Selection Criteria 4 on page 22.
  - Photos of RESIDENTS actively providing ideas are preferred. The photos do not need to include every RESIDENT that participated. Include a caption that provides the date and location of the MEETING.
2. Provide one signed Copyright License Agreement (see next page) from the APPLICANT that will cover all photos. The Copyright License Agreement does not need to be signed by the AUTHORIZED REPRESENTATIVE.



# PHOTOS AND COPYRIGHT LICENSE AGREEMENT (CHECKLIST #12)

California Department of Parks and Recreation  
Statewide Park Program

## COPYRIGHT LICENSE AGREEMENT

COPYRIGHT REGISTRATION NO.  
(Filled out by OGALS)

ITEM DESCRIPTION

**SPP photos and/or videos**

hereafter called the "Material," a copy of which is attached hereto as Exhibit "A".

I, (printed name of person signing) \_\_\_\_\_, am the creator of, and/or have acquired the intellectual property rights to the Material, and hereby warrant that I have the authority to issue this license and to authorize and release the Material for use by the California Department of Parks and Recreation (the "Department") and its designated agents. I understand that the Department wants to use and reuse the Material, as the Department deems appropriate.

I hereby grant to the Department an unrestricted, fully paid up, world wide, irrevocable, perpetual license to use, reproduce, distribute, create derivative works, publicly display and perform the Material, in whole or in part, in any manner, for any purpose and in any medium now known or hereinafter invented. This right includes, but is not limited to, the right to copy, publish, distribute, alter and publicly display the Material for education, interpretation, advertising and other purposes consistent with the mission of the Department.

I understand that I will not receive any money for this license agreement, or for any use described above. I understand that I will retain the copyrights to the Material, but hereby grant an unrestricted license to the Department.

I release and discharge Department from any and all claims and demands arising out of, or in connection with any use of the Material, including but not limited to, any and all claims of libel, moral rights and invasion of privacy, and/or any claims under the Visual Artists Rights Act. I realize that I cannot withdraw my consent after I sign this form and I realize this form is binding on me and my heirs, legal representatives and assigns.

I am at least 18 years of age and have the right, ability and authority to enter this binding license agreement.

**AGREED AND ACCEPTED**

BY (Sign name here)		DATE	BY (Filled out by OGALS)		DATE
PRINTED NAME OF PERSON SIGNING			PRINTED NAME OF PERSON SIGNING		
ADDRESS			TITLE	DISTRICT/SECTION	
CITY/STATE/ZIP CODE			State of California Department of Parks and Recreation		
PHONE NO.	EMAIL		PHONE NO.	EMAIL	

DPR 992A (New 3/2003)(Excel 3/28/2003)

### PROJECT SITE LOCATION MAP(S) (CHECKLIST #13)

- Provide a map showing highway and street access to the PROJECT SITE.
- Ensure the PROJECT SITE is clearly shown on the map.

### NON-PROFIT REQUIREMENTS (CHECKLIST #14)

This section is only for NON-PROFIT organization APPLICANTS. Provide items 1-3 below:

1. Letter of Determination from the Internal Revenue Service indicating current 501(c)(3) status (the NON-PROFIT Agency name on the 501(c)(3) letter from the IRS must match the APPLICANT Name on the PROJECT APPLICATION Form)
2. First two pages of the NON-PROFIT'S most recently filed federal 990 forms
3. Print page from Office of Attorney General's "Registry of Charitable Trusts" showing a "Current Status." Link: <https://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y>

The following are not required in the APPLICATION. OGALS reserves the right to request the following four items at any time during the review process:

- Articles of Incorporation
- Mission Statement
- Income statement showing revenue and expenditure projections for the next calendar or fiscal year
- Balance sheet showing assets and liabilities for most recent fiscal year

### CONSERVATION CORPS CONSULTATION PROCESS (CHECKLIST #15)

Public Resources Code Section 5646(c) states "The project will enhance workforce development and employment opportunities, utilize members of the California CONSERVATION CORPS or certified CONSERVATION CORPS, if available, or accommodate OUTDOOR LEARNING OPPORTUNITIES for school pupils or at-risk youth in the service area."

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

1. For maximum points for Criteria #5.C, APPLICANTS must contact **both** the CCC and CALCC as early as possible before the APPLICATION deadline to obtain the required "Corps Consultation Review Document." The document and guidance can be provided by the contacts below.
2. Email the "Corps Consultation Review Document" to **both** the CCC and CALCC emails below. Include a copy of the emails.
3. After completing their consultation process, provide the "Corps Consultation Review Document" in this APPLICATION submittal.

Consultation Contacts: 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 ACQUISITION and DEVELOPMENT.

#### ACQUISITION Costs

The following chart provides examples of ELIGIBLE COSTS for ACQUISITION.

<b>ACQUISITION COSTS</b> (Up to 100% of GRANT Amount)	<b>EXAMPLES</b>
Purchase price of the property and other activities necessary to complete the ACQUISITION.	<ul style="list-style-type: none"> <li>• <b>Appraisals, surveys</b></li> <li>• <b>Preliminary title reports</b></li> <li>• <b>Title insurance fees</b></li> <li>• <b>Escrow fees and purchase price</b></li> <li>• <b>Relocation costs:</b> costs resulting in displacement of tenants (not willing sellers or GRANTEES) pursuant to Government Code §§7260 – 7277.                             <ul style="list-style-type: none"> <li>○ If the GRANT is not paying for relocation costs, the GRANTEE must ensure that the willing seller is paying displaced tenants in compliance with Government Code §§7260 – 7277.</li> </ul> </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> </ul>

#### 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 begins.

CONSTRUCTION COSTS start when:

- ground-breaking construction activities such as site preparation, grading, or gutting begins 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.

<p><b>PRE - CONSTRUCTION COSTS</b> (Maximum 25% of GRANT amount)</p>	<p><b>ELIGIBLE COSTS EXAMPLES</b></p>
<p>Costs incurred during the planning, DESIGN, and permit phase of the PROJECT, <u>before</u> construction begins.</p>	<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> <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>

<p><b>CONSTRUCTION COSTS</b> (Up to 100% of GRANT Amount)</p>	<p><b>ELIGIBLE COSTS EXAMPLES</b></p>
<p>Costs incurred during the construction phase of the PROJECT when ground-breaking construction activities such as site preparation, grading, or gutting begins.</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</li> </ul>

<p>Costs incurred during the construction phase of the PROJECT when ground-breaking construction activities such as site preparation, grading, or gutting begins.</p>	<p>higher than supplies or materials purchased elsewhere.</p> <ul style="list-style-type: none"> <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 equipment purchased with the GRANT must be spent on the PROJECT.</li> <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>
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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> <ul style="list-style-type: none"> <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 GRANT ADMINISTRATION GUIDE’S “Accounting Requirements” for additional guidance                             <ul style="list-style-type: none"> <li>▪ Requirements” for additional guidance</li> </ul> </li> </ul> </li> </ul>



## IV. Appendices

### TECHNICAL ASSISTANCE FOR APPLICANTS

This page summarizes the technical assistance available to APPLICANTS.

To ensure a fair process, OGALS' SPP experts will provide all APPLICANTS with correct and consistent guidance.

OGALS' SPP experts have experience gained through reviewing 1,827 statewide APPLICATIONS requesting \$7.69 billion through SPP ROUNDS 1-4.

All statewide APPLICANTS are encouraged to access the following:

#### APPLICATION Workshops by OGALS

*For each* ROUND, APPLICATION Workshops will be offered. OGALS' SPP experts will give a page-by-page review of this APPLICATION Guide. The workshops are highly interactive. Questions are encouraged to promote an exchange of ideas.

#### Access to Program Experts

OGALS' SPP experts will strive to give outstanding customer service to all APPLICANTS. APPLICANTS are encouraged to call, email, or schedule meetings when guidance is needed. A list of OGALS' SPP experts will be available at [parks.ca.gov/spp](https://parks.ca.gov/spp).

#### Application Guide

Includes a technical assistance section with additional Project Selection Criteria guidance and examples about how to be competitive. Also see the Competitive Chart at [parks.ca.gov/spp](https://parks.ca.gov/spp).

#### Assistance with Incomplete APPLICATION Documents

OGALS may contact APPLICANTS to explain what corrections are needed. OGALS does not automatically disqualify an APPLICATION if a document is incomplete or needs a correction with the exception of the Project Selection Criteria.

OGALS' SPP experts can also preview documents before the APPLICATION deadline.

#### Strengths and Weaknesses

APPLICANTS that do not receive a GRANT award can get "strengths and weaknesses" feedback based on the Project Selection Criteria at the end of the ROUND. This feedback is 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 that explains the requirements and forms necessary for administration. OGALS staff are also available to answer administrative questions through PROJECT COMPLETION.

## PROJECT SELECTION CRITERIA GUIDANCE

PROJECT SELECTION CRITERIA #1 {CRITICAL LACK OF PARK SPACE} ON PAGE 17

PROJECT SELECTION CRITERIA #2 {SIGNIFICANT POVERTY} ON PAGE 18

## PROJECT SELECTION CRITERIA GUIDANCE

This section gives examples and advice for Project Selection Criteria 1 through 9 found on pages 17 to 33.

**PROJECT SELECTION CRITERIA #1 {CRITICAL LACK OF PARK SPACE} ON PAGE 17 and PROJECT SELECTION CRITERIA #2 {SIGNIFICANT POVERTY} ON PAGE 18**

### **For APPLICATION to be eligible:**

The community within PROXIMITY of the PROJECT SITE **must meet one** of the following conditions based on the Community FactFinder Report:

- Has a ratio of less than 3 acres of PARK SPACE per 1,000 RESIDENTS **OR**
- Is below the MEDIAN HOUSEHOLD INCOME THRESHOLD, which means it is a disadvantaged community as defined by subdivision (g) of §75005 of the Public Resources Code. See Project Selection Criteria 2(A).

**Only one of the above conditions must be met for the APPLICATION to be eligible.**

### **Purpose of the Community FactFinder:**

The use of the half-mile radius helps steer APPLICANTS towards placing PROJECTS in areas that best meet the program's highest priority. The Community FactFinder's half-mile radius uniformly quantifies the ratio of PARK SPACE per 1,000 RESIDENTS, number of RESIDENTS below poverty, and median household income in PROXIMITY to PROJECTS using consistent data available statewide. If the radius were larger, it could encompass higher income areas, or greater PARK acreage areas, which would disadvantage or disqualify many statewide APPLICATIONS.

- It is understood that some PROJECTS may attract visitors who live outside the half-mile radius and are able to travel from greater distances to the proposed PROJECT SITE. This may be described in Project Selection Criteria 9(A and B) on page 33.
- Describe CHALLENGES not captured by the Community FactFinder in Criteria 9(A) on page 33.

### **How to select a competitive PROJECT SITE:**

A Community FactFinder Handbook and video tutorial at [parks.ca.gov/spp](https://parks.ca.gov/spp) includes visual examples and tips to select a competitive origin of the half-mile radius. Review A-C below, before submitting the final Community FactFinder Report.

- A) A new Community FactFinder Report must be created for this ROUND.
- B) The push pin is located in or on the proposed PARK's boundary.
- C) The response to Project Selection Criteria #1-2, submitted with the APPLICATION, matches the Community FactFinder Report.

## PROJECT SELECTION CRITERIA #3 {TYPE OF PROJECT} ON PAGE 20

For the APPLICATION to be eligible, the proposed PROJECT must create at least one NEW RECREATION OPPORTUNITY.

### NEW PARKS

- Qualifies as a NEW PARK: Land zoned or designated to become a PARK, **but** not yet developed and open to the public prior to the current ROUND'S SPP APPLICATION due date.
- Does not qualify as a NEW PARK: Land developed and open to the public as a PARK or ADJACENT to an EXISTING PARK before the SPP APPLICATION due date. If there is an EXISTING PARK next to or across the street from the PROJECT, regardless of which agency owns the EXISTING PARK, the PROJECT will qualify as an EXPANSION.
- In built-out communities, a NEW PARK can be created by acquiring and demolishing a blighted building. Or, a street can be vacated and permanently redeveloped into a PARK.

### EXPAND EXISTING PARKS

- To EXPAND an EXISTING PARK, the PROJECT will acquire or develop land that is currently not part of the ADJACENT EXISTING PARK boundary. This includes adding new acreage of PARK SPACE that is easily accessible next to or across the street from an EXISTING PARK, regardless of which agency owns the EXISTING PARK.
- If a PROJECT will EXPAND an EXISTING PARK, the APPLICANT has the option but is not required to also improve the EXISTING PARK area. The APPLICATION will qualify and score as EXPAND an EXISTING PARK for this criteria.
- If an EXPANSION is proposed to increase the PARK boundary, provide an explanation about the current use and ownership of the EXPANSION property.

### RENOVATE EXISTING PARKS

- The PROJECT must add or RENOVATE a RECREATION FEATURE. Examples of RECREATION FEATURES are listed on page 7.

If there is a combination of RENOVATION and new RECREATION FEATURES, make sure that the list is consistent with the GRANT SCOPE/Cost Estimate Form.

Including a community center or gymnasium building in NEW, EXPANDED, or EXISTING PARKS:

- If the PROJECT will create a new, or increase the square footage of, an existing recreation building, at least half of the entire PARK must be designated for outdoor recreation and open space.
- The intent of this program is to create, EXPAND, or improve PARKS. Community centers not in, or ADJACENT to a PARK, are ineligible.
  - Improving an existing community center that is not in a PARK is ineligible.
  - The construction of a new community center that is not part of a NEW PARK, or next to an EXISTING PARK, or in an EXISTING PARK, is ineligible.

**PROJECT SELECTION CRITERIA #4(A) {COMMUNITY BASED PLANNING} ON PAGE 22**

Review the “Designing Parks Using Community Based Planning” document for additional insights and guidance for Project Selection Criteria #4. This document is available under “Technical Assistance” at [www.parks.ca.gov/spp](http://www.parks.ca.gov/spp)

Effective, highly used and safe PARKS are designed using significant community input. APPLICANTS are encouraged to partner with community based organizations that can help engage the RESIDENTS during the community based planning MEETINGS.

The purpose of having MEETINGS is to promote a group dynamic, with participants building upon the ideas of one another. Engaging and interactive group discussions can lead to a more in-depth understanding of what the RESIDENTS need.

A survey may be used during the process as a tool, but by itself, a survey will not qualify as a MEETING.

See [www.parks.ca.gov/spp](http://www.parks.ca.gov/spp) for past examples of creative MEETINGS use for PARK planning and DESIGN, such as:

- Focus groups
- DESIGN workshops
- PARK DESIGN activities with students at the schools nearest to the PROJECT

MEETINGS that are further than a half mile from the PROJECT SITE may be questioned for their convenience considering RESIDENTS who live in PROXIMITY. Schedule convenient locations and times for the RESIDENTS using cost effective approaches, such as:

1. MEETING locations preferably within walking distance for the RESIDENTS, such as “sidewalk MEETINGS” at the proposed PROJECT SITE. APPLICANTS or a partnering community group can set up a banner, easels, and tables on a Saturday morning and knock door-to-door inviting RESIDENTS to join neighbors and discuss PARK DESIGN ideas. In previous ROUNDS, APPLICANTS reported that MEETINGS at the PROJECT SITE were exceptionally beneficial for the following: 1) participants gained a better sense of the PROJECT SITE and 2) attracted passersby to join.
2. In addition to MEETINGS at the PROJECT SITE, neighborhood/community based organizations and schools may let you use their MEETING space.
3. Have MEETINGS where RESIDENTS will already be present. For example, facilitate MEETINGS with students in their classes or add to the agendas of neighborhood/community based organization MEETINGS where RESIDENTS will be available. Use community festivals, cook-outs, and other events that attract RESIDENTS.
4. Schedule multiple MEETINGS to accommodate RESIDENTS with different employment and family schedules, including weekend or evening hours.

It is important that the response includes the start and end times for the community based planning MEETINGS, that they occurred **AFTER** June 5, 2018, in order to receive points, and an explanation as to **why** the MEETING locations and times were convenient for RESIDENTS who live in PROXIMITY.

**In-Person MEETINGS:**

If this is a new PROJECT SITE that was not from ROUND 4, in-person MEETINGS are required. In-person MEETINGS that also have video conference capability, for additional RESIDENTS to join, are allowed. However, to qualify as an in-person MEETING, some RESIDENTS must attend the MEETING in person.

As background, SPP ROUNDS 1-3 required in-person MEETINGS. ROUND 4 2020 MEETINGS occurred during the state's Stay-at-Home Order due to the COVID-19 pandemic. Remote video conference MEETINGS were allowed only during this period.

**Repeat PROJECT SITES:**

For repeat PROJECT SITES of non-funded ROUND 4 APPLICATIONS, no additional MEETINGS are necessary if the response to Criteria #4C Goals 1-3 will still maintain the integrity of ideas that originated from the RESIDENTS.

**MEETINGS Before June 5, 2018:**

It is recognized that in some cases the PROJECT may be driven by a general or PARK master plan process. MEETINGS may have occurred years ago before June 5, 2018. These MEETINGS may be listed for historical reference. However, they will not count towards Criteria #4A points for having MEETINGS after June 5, 2018. If a potential PROJECT concept is driven by a previous plan, the APPLICANT can present the plan to current RESIDENTS and request feedback using Criteria #4C Goals 1-3 on page 25. To obtain maximum points, the APPLICANT will include feasible ideas in the PROJECT'S DESIGN from MEETINGS after June 5, 2018.

**PROJECT SELECTION CRITERIA #4(B) {COMMUNITY BASED PLANNING} ON PAGE 23**

Inviting the RESIDENTS is an important factor for attendance. If they do not know about the MEETINGS, they will not come. Involving a BROAD REPRESENTATION of RESIDENTS to DESIGN the PARK ensures that it will meet the diverse needs of the community.

- Different types of methods can be used to invite and encourage RESIDENTS to participate. Each of the following examples would count as one method:
  1. Providing incentives to attend is a technique that agencies have used to increase turnout. Make the incentives clear in the invitations.
  2. Partner with community leaders and organizations to assist with outreach.
  3. Post flyers in high foot traffic areas such as bus stops, major intersections, stores, schools, community centers, and libraries. Provide invitations and MEETING materials in predominantly spoken languages in the community. If needed, have an interpreter present at MEETINGS.
  4. Door-to-door in-person invitations.
  5. Mail invitations that may include surveys (same language idea noted above).
  6. Notices distributed at local schools.
  7. Scheduling one or more MEETINGS where RESIDENTS will already be present counts as one method for inviting RESIDENTS.
- The cumulative effect of the MEETINGS should result in a BROAD REPRESENTATION of RESIDENTS. For example, MEETINGS with youth at a school, older adults at a center, or parents at a PTA MEETING may not get you a BROAD REPRESENTATION in each MEETING, but when each MEETING is added with others, the combination does.
- It is important to identify the number of RESIDENTS as well as age groups that participated in the combined set of MEETINGS. General descriptions are allowed such as “adults 55+”, “teens”, “pre-teens, 10-12”, “families with small children”, etc.



**PROJECT SELECTION CRITERIA #4(C) {COMMUNITY BASED PLANNING} ON PAGE 24**

Structure the MEETINGS following the minimum goals of Criteria 4(c) starting on page 24. For suggestions regarding RECREATION FEATURE(S) selection and DESIGN ELEMENTS, see the [Designing Parks Using Community Based Planning](#) webpage.

**Goal 1**

- For Goal 1 (A), RESIDENTS select their preferred RECREATION FEATURE(S). See the 3 point scoring description on page 25. Keep in mind that “not limited to a few predetermined options presented by the APPLICANT” means the RESIDENTS were given a blank slate as a starting point. Using easels or other means for the RESIDENTS to provide visuals (e.g. sketches) of their ideas is an effective way to enable the RESIDENTS to DESIGN the PARK. Encourage children to share ideas by providing them with pictures, stickers and art materials or other tools during MEETINGS. Previous APPLICANTS have reported that some of the best ideas came from children.
  - The response must describe the process for how RESIDENTS were enabled to “...identify, prioritize, and then select” RECREATION FEATURES.
- For Goal 1 (B), as a reminder, describe the process for how the MEETING was facilitated for detailed DESIGN ELEMENTS ideas for RECREATION FEATURES(s).
- For Goal 1 (C), the list for the DESIGN ELEMENTS of the selected RECREATION FEATURES should represent detailed DESIGN ideas, such as theme, color, size, shape, and number.
  - Examples of different playground DESIGN ELEMENTS that enrich PARK use could be nature play, swings, rope climbing, or musical play equipment, etc.
  - Examples of DESIGN ELEMENTS for athletic courts and fields could include feedback from athletes and coaches on the type of surfacing, space, scoreboard, netting, fencing, lighting, sun orientation, and safety ideas. For example, a full vs. half court, type of backboard and goal standards, including three point and other lines, and surfacing are examples of different court DESIGN ELEMENTS that can improve the experience.

**Goal 2**

- For Goal 2 (A), as a reminder, describe how RESIDENTS were enabled to provide their ideas for the location of the RECREATION FEATURES within their PARK. RESIDENTS often have practical ideas about locating RECREATION FEATURES
- For Goal 2 (B), list the reasons why RESIDENTS chose where to have RECREATION FEATURES located. For example, the RESIDENTS chose soccer fields to be located on the opposite side of homes to minimize noise for the surrounding neighborhood. Only list accepted ideas that will be included in the proposed PROJECT.

- RESIDENTS' ideas about the location of the proposed RECREATION FEATURES may also be used for Meeting Goal 3 - Safety and Beautification. For example, a parent suggests that playgrounds be located further away from streets or near spectator bleachers for safety reasons.

### **Goal 3**

- For Goal 3 (A) Safety: As a reminder, describe how RESIDENTS were enabled to provide their ideas for designing the PARK for safety.
- For Goal 3 (B) PARK Beautification: As a reminder, describe how RESIDENTS were enabled to provide their ideas for PARK beautification. Only list accepted ideas that will be included in the proposed PROJECT.
- For Goal 3 (C) Safety and Beautification: Only list accepted ideas that will be included in the proposed PROJECT. To be eligible for the GRANT, the response must include RESIDENTS' ideas for safe public use that will be included in the proposed PROJECT.
  - RESIDENTS' ideas about public art or other PARK beautification ideas may also be used for Project Selection Criteria 5 and 9(B). For example, RESIDENTS suggested an art mural at the snack shack to be created by local high school art students.

The community based planning process can also be used to obtain RESIDENTS' input on the topics detailed in Criteria 5 through 9.

To help the RESIDENTS prioritize the selection of their preferred RECREATION FEATURE(S), make budget limitations and projections clear to RESIDENTS. The MEETINGS will take place before the APPLICATION is sent to OGALS. Make it clear to RESIDENTS that this program may be highly competitive, funding is not guaranteed, and be prepared to discuss other options.

### PROJECT SELECTION CRITERIA #5 {EMPLOYMENT OR VOLUNTEER OPPORTUNITIES} ON PAGE 26

#### Resident Employment or Volunteers

This criteria encourages giving RESIDENTS a sense of ownership to increase the use, safety, and care for their PARK. This also provides opportunities to help build resumes for career pathways.

A combination, or just one, of these meaningful examples can be used to benefit at least twenty RESIDENTS and/or CORPSMEMBERS to obtain the 3 points:

- Outreach to RESIDENTS during community based planning (youth leadership and community organizing)
- MEETINGS assistance
- Plant trees in the PARK
- Make art tiles and add them to walls or walkways in the PARK
- Paint murals or install mosaics
- Training for RESIDENTS provided by contractors
- Create a community garden
- Create or restore natural habitat
- Other employment or volunteer OUTDOOR LEARNING OPPORTUNITIES with designing, landscaping, or constructing the park.

For example, 5 youth taught to lead community based planning, landscaping by 5 CORPSMEMBERS, and 10 RESIDENTS creating public art reaches the goal of benefiting 20 RESIDENTS and/or CORPSMEMBERS.

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

- The employment or volunteer OUTDOOR LEARNING OPPORTUNITIES for the RESIDENTS and/or CORPSMEMBERS need to be specific to the PROJECT scope. This means during the PRE-CONSTRUCTION DESIGN phase, or construction phase, only. The list above includes 9 examples that would receive points.
- No points will be given for long term operation and maintenance after PROJECT COMPLETION.

#### CONSERVATION CORPS Consultation Process

Use of the Corps Consultation Process is voluntary. However, to receive the 3 points for Criteria #5.C, APPLICANTS must contact **both** the CCC and CALCC as early as possible before the APPLICATION deadline. Use the instructions on page 54, Checklist item #15. It is recommended that consultation begin more than one month prior to the APPLICATION deadline. If either the CCC or CALCC offers to work on the PROJECT, but the APPLICANT does not agree to use any of the CONSERVATION CORPS' offered services, 0 points will be awarded. Each ROUND requires a new Corps consultation.

**PROJECT SELECTION CRITERIA #6 {PARTNERSHIPS OR COMMITTED FUNDING} ON PAGE 28**

**Time period:** To receive up to three points, the partnership contributions will occur between June 5, 2018, until PROJECT COMPLETION. **Do not include program operation and maintenance after PROJECT COMPLETION.** Only list partnerships related to the PROJECT'S DESIGN (community based planning), PRE-CONSTRUCTION, land ACQUISITION, or CONSTRUCTION phase (such as public art or landscaping).

Partnerships or COMMITTED FUNDS need to be specific to the PROJECT by providing volunteer hours, or materials, or funding for DESIGN, PRE-CONSTRUCTION, land ACQUISITION, or CONSTRUCTION as listed on page 28 of the APPLICATION Guide.

**HEALTH Partnership:**

HEALTH ORGANIZATION is broadly defined to mean a government, foundation or community based organization, or private entity with a primary mission of promoting community design principles supporting physical activity, active transportation, social and mental wellness, nutrition, housing-related anti-displacement strategies, and a thriving environment.

To form new partnerships with the HEALTH sector, APPLICANTS may want to consider local HEALTH departments, HEALTH insurance companies or local hospitals and clinics, NON-PROFIT HEALTH advocates or community based organizations, and even statewide or national HEALTH foundations.

The California Center for Public Health Advocacy estimates that inactivity and obesity cost California over forty billion dollars annually through increased health care costs and lost productivity due to obesity-related illnesses. The California Legislature declared in Public Resources Code §80001 (a)(5) that investments in infrastructure improvements to promote physical activity would result in significant savings.

Partnerships involving the HEALTH sector are encouraged. California's Statewide Comprehensive Outdoor Recreation Plan (SCORP) has identified PARK and HEALTH ORGANIZATIONS as having mutual goals for using recreation to improve HEALTH and wellness. [ParksforCalifornia.org](http://ParksforCalifornia.org).

**There is no point advantage for greater amounts of COMMITTED FUNDS. Cash contributions are not required to receive the maximum 3 points.**

Partners can donate volunteer services or materials without a cash contribution. For example: a partner assisting with outreach and MEETINGS with RESIDENTS (see Criteria #4 Project Selection Criteria Guidance) can count as one point, a partner contributing materials can count as a second point, and a partner leading a PARK beautification effort such as public art can count as a third point.

Other examples can include partial or full donation of land, and grants or other funding contributions from an agency other than the APPLICANT until PROJECT COMPLETION.

## PROJECT SELECTION CRITERIA #7(A) {ENVIRONMENTAL DESIGN} ON PAGE 29

### Criteria 7(A)(3)

- A potential resource guide for recycled material content is available at the CalRecycle website: [calrecycle.ca.gov](http://calrecycle.ca.gov).
- “Separation and recycling of recoverable materials” may include the recycling of demolished buildings, concrete, wood, or steel that will be removed when creating a NEW PARK.

### Criteria 7(A)(4)

- The “California Invasive Plants Inventory” published by the California Invasive Plant Council may be helpful: [cal-ipc.org/plants/inventory](http://cal-ipc.org/plants/inventory).
- The response for landscaping must include both a discussion of how the landscaping minimizes the use of toxic pesticides **AND** inorganic fertilizers for maximum ranking for Criteria #7A.4.

## PROJECT SELECTION CRITERIA #7(B) {ENVIRONMENTAL DESIGN} ON PAGE 30

In addition to the four sustainable techniques that are listed in Criteria 7(A), the PROJECT will need to include three more techniques for efficient use of energy, water, and other natural resources, to obtain the maximum 7 points.

Other techniques include but are not limited to:

1. Create iconic “place-making” with native vegetation landscapes and locally crafted RECREATION FEATURES.
2. Create RECREATION FEATURES using locally sourced materials to reduce environmental impacts from global transportation.
3. Replace blighted property with a PARK to beautify the community.
4. Create a recreational greenbelt or trail within the PROJECT SITE that also serves as off-street commuting and interconnectivity between neighborhoods
5. Use of rapidly renewable (harvested within a ten-year cycle) building materials; agrifiber, linoleum, wheatboard, strawboard, bamboo, and wool or cotton insulation.
6. Use of certified wood (environmentally responsible forest management certified by the Forest Stewardship Council)
7. Reduce urban heat island effects
8. Preserve special status trees. Preserve and restore native wildlife habitat
9. Protect and restore riparian and wetland buffers
10. Repair or restore damaged or lost streams, wetlands, and coastal habitat
11. For buildings, any of the following qualifies. a) Energy efficient outdoor lighting, solar tubes, and skylights for indoor lighting. b) DESIGN and locate buildings considering sun orientation for heating, cooling and lighting needs. c) Minimize building heating and cooling requirements with vegetation on roof-tops or use of shade trees. d) Comprehensive building insulation. e) Cooling/heating system efficiency f) Low flow water fixtures.

## PROJECT SELECTION CRITERIA GUIDANCE

PROJECT SELECTION CRITERIA #7(B)(1) {GREENHOUSE GAS EMISSIONS REDUCTION AND CARBON SEQUESTRATION} ON PAGE 30

PROJECT SELECTION CRITERIA #7(C) {SITES OR LEED CERTIFICATION} ON PAGE 31

### PROJECT SELECTION CRITERIA #7(B)(1) {GREENHOUSE GAS EMISSIONS REDUCTION AND CARBON SEQUESTRATION} ON PAGE 30

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 PROJECTS:

- 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 7(B)(1) and select an alternate technique. Examples for alternative techniques are listed on the previous page above.

### PROJECT SELECTION CRITERIA #7(C) {SITES OR LEED CERTIFICATION} ON PAGE 31

#### SITES-certified landscapes

- Help reduce water demand, filter and reduce stormwater runoff, provide wildlife habitat, reduce energy consumption, improve air quality, improve human HEALTH and increase outdoor recreation opportunities.
- Information on the SITES program is located at: [sustainablesites.org/certification-guide](http://sustainablesites.org/certification-guide).

#### LEED Certified Buildings

- Includes construction or RENOVATION of a building larger than 2,000 gross square feet can achieve LEED Certification.
- Information on the LEED program is located at [usgbc.org](http://usgbc.org).

## PROJECT SELECTION CRITERIA GUIDANCE

PROJECT SELECTION CRITERIA #8(A) AND (B) {HOURS OF OPERATION} ON PAGE 32

PROJECT SELECTION CRITERIA #8(C) {PUBLIC USE FEES} ON PAGE 32

### PROJECT SELECTION CRITERIA #8(A) AND (B) {HOURS OF OPERATION} ON PAGE 32

For the APPLICATION to be eligible, hours of operation following PROJECT COMPLETION must accommodate DAILY ACCESS.

**Hours of Operation:** Holidays are excluded from DAILY ACCESS considerations. Weather is also excluded because weather (such as snow) cannot be controlled.

### PROJECT SELECTION CRITERIA #8(C) {PUBLIC USE FEES} ON PAGE 32

**Fees:** Fees can be a barrier for access. APPLICANTS are encouraged to find partners or have an operation plan that will offset the need to charge fees to the general public for PROJECTS funded by this program.

To compare daily fees with monthly fees, the daily fee will be multiplied by 30. For example, if the daily entrance fee is \$1, it would be calculated as \$30 per month for DAILY ACCESS.

- **Fees for specific RECREATION FEATURES including entrance, reservation, activity/program, and league registration fees:** If the public will be charged a fee(s) to use the PROJECT'S highest cost RECREATION FEATURE, list each fee.
  - If a fee(s) will be charged at all times to use the RECREATION FEATURE, the fee(s) will be considered when evaluating DAILY ACCESS. For example, if a soccer field is the PROJECT'S highest cost RECREATION FEATURE, and only soccer teams will be able to use the field by permit, then the permitting fee plus fees charged to join the team/league will be considered when evaluating DAILY ACCESS.
  - Using the same soccer field example, if the public will be able to use it without paying during certain time periods, describe what day(s) and times it will be free.
  - If the majority of the GRANT will fund one or more RECREATION FEATURES that will be free during all times when the PARK is open, the \$0 charge for DAILY ACCESS will be considered. Clarify this in the response to Project Selection Criteria 8(C).
- **Fees based on residency:** GRANTEES **cannot** apply differences in admission, or other fees, based on residence for state-funded PROJECTS.
- **Fees based on income:** For the purposes of this program, the entrance or membership fee will be calculated based on what any person would pay to be able to use the PARK before having to prove they are affected by poverty. APPLICANTS should consider members of the public affected by poverty as the baseline for determining what the fee will be for everyone.
- **Parking fees:** The parking fee will count as a DAILY ACCESS entrance fee, if the only way to enter the PARK is by driving. If applicable, explain how pedestrians can easily enter the PARK without paying an entrance fee.
- **Rental fees for parties or other special functions:** Rental costs that are not part of a facility's usual daily entrance fees are excluded from the fee calculation.
- **Fixed fee rate during the 30 year CONTRACT performance period:** GRANTEES must contact OGALS if inflation affects the rate in this criteria over the 30 years.



## PROJECT SELECTION CRITERIA GUIDANCE

PROJECT SELECTION CRITERIA #9(A) {CHALLENGES} ON PAGE 33

PROJECT SELECTION CRITERIA #9(B) {QUALITY OF LIFE BENEFITS} ON PAGE 33

### PROJECT SELECTION CRITERIA #9(A) {CHALLENGES} ON PAGE 33

Review the definition for CHALLENGES and use it as a guide to describe the community's story. Criteria 9(A) is the APPLICANT'S chance to describe the need for the PROJECT not covered by the data found in the Community FactFinder or the responses to Project Selection Criteria #1 through #8. There may be other circumstances affecting the need for the PROJECT in addition to the examples listed in the definition for CHALLENGES. If so, describe those circumstances as well. Numbers and statistics are not required.

### PROJECT SELECTION CRITERIA #9(B) {QUALITY OF LIFE BENEFITS} ON PAGE 33

PROJECTS that will meet multiple needs of youth, older adults, and families will be more competitive than ones that provide a single use for a more limited group. The community based planning MEETINGS with youth, older adults, and families should result in the DESIGN of a PARK that will benefit their HEALTH and quality of life. DESIGN the PARK to improve each of these conditions:

**Recreational Conditions** - to benefit the HEALTH and quality of life for youth, older adults, and families. PARKS can provide places for individual or team sports, jogging or walking, and other exercise that can improve HEALTH. PARKS can provide space for community gardens that can support intergenerational recreation, and fruits and vegetables grown by RESIDENTS in PARKS could support healthy eating.

**Social Conditions** - to benefit the HEALTH and quality of life for youth, older adults, and families. PARKS can support places where YOUTH AT HIGH RISK can be mentored, older adults socialize, and families bond.

**Cultural Conditions** - to benefit the HEALTH and quality of life for youth, older adults, and families. Performing arts facilities can support cultural recreation such as dance, theater, and music, which can improve the HEALTH and quality of life for all. Cultural conditions can be improved through public art in PARKS such as mosaics, murals, and sculptures that reflect and celebrate the history and diverse cultures of surrounding neighborhoods. Older EXISTING PARKS may have their own unique histories which can be told through public art.

**Environmental Conditions** - to benefit the HEALTH and quality of life for youth, older adults, and families. A NEW PARK can improve the appearance of a community by replacing blighted properties with green space and placemaking DESIGN. Beautification of EXISTING PARKS through landscaping or public art can also enhance the community's appearance. Environmental DESIGN techniques can also be used to improve the community's environment.

**Educational Conditions** - to benefit the HEALTH and quality of life for youth, older adults, and families. PARKS can support places where RESIDENTS can be tutored, coached, and taught a wide range of HEALTH and life skills. History of the area can be taught through panels or public art. The PROJECT'S environmental DESIGN techniques can also be interpreted to show how energy and water can be conserved.

## PROJECT SELECTION CRITERIA #9(B) {QUALITY OF LIFE BENEFITS} ON PAGE 33

**Economic Conditions** – to benefit RESIDENTS’ HEALTH and quality of life. Consider the following for the “Economic” section of Project Selection Criteria 9 (B) on page 33.

### Employment to Improve Economic Conditions

Skills that RESIDENTS and/or CORPSMEMBERS can gain through Project Selection Criteria 5 on page 26 may lead to new career pathways. Additionally, some PARKS will generate new long-term employment opportunities after PROJECT COMPLETION. Using the PROJECT to create career pathways for RESIDENTS affected by poverty can help advance solutions to prevent displacement.

### Advancing Solutions that Prevent Displacement

Displacement may occur when the for-profit sector invests in real estate and RESIDENTS affected by poverty are priced out of their homes. To learn about displacement, review The Prevention Institute’s report titled [Healthy Development Without Displacement: Realizing the Vision of Healthy Communities for All](#). Housing-related anti-displacement strategies are listed on page 22 of the Prevention Institute’s report.

### **How can a PARK PROJECT advance solutions to prevent displacement?**

PARK DESIGN MEETINGS (Project Selection Criteria 4 on page 23) can attract RESIDENTS, agencies, and organizations to work together, leading to innovative partnerships. If RESIDENTS are vulnerable to displacement, APPLICANTS may describe a partnership with an organization(s) that supports housing-related anti-displacement strategies.

During site visits for prior ROUNDS, the SPP team met RESIDENTS who shared excitement about the MEETINGS held in their neighborhoods for PARK DESIGN. RESIDENTS said the MEETINGS in their neighborhoods helped them feel connected with local government. It also helped them meet other neighbors with similar community service interests. When RESIDENTS work together to transform land into a vibrant PARK, it becomes a symbol of community pride and fosters a belief that they can make a difference with other issues in their neighborhoods.

**PROJECT SELECTION CRITERIA #9(C) {READINESS} ON PAGE 33**

APPLICANTS will demonstrate PROJECT readiness by completing and meeting the intent of all APPLICATION requirements listed in the APPLICATION Checklist per page 13.

**PROJECT SELECTION CRITERIA REQUIREMENTS**

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, responses to the Criteria listed below 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.

- Criteria 4(c) (RESIDENTS’ ideas that will be included)
- Criteria 5 (employment or learning opportunities)
- Criteria 7 (environmental DESIGN)
- Criteria 8 (fees and hours of operation)
- Criteria 9 (b) (PROJECT benefits)

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

**ACQUISITION** – to gain ownership of land or obtain a permanent easement. A lease or rental is not considered ACQUISITION.

**ADJACENT** – property next to or across the street from a PARK that existed before the APPROPRIATION DATE.

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

**APPLICATION** – the required attachments listed in the APPLICATION Checklist on page 13.

**APPROPRIATION DATE** – begins on July 1 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.

**BROAD REPRESENTATION** – inclusion of DESIGN ideas from RESIDENTS that may have different recreational needs, including youth, older adults, and families. Inclusion of people with disabilities, single adults, and immigrants are also encouraged. Sole involvement of an advocacy group or league likely to promote a specific RECREATION FEATURE does not meet this intent.

**CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)** – as stated in the Public Resources Code §21000 et seq.; Title 14 California Code of Regulations §15000 et seq.  
[opr.ca.gov/ceqa](http://opr.ca.gov/ceqa)

**CHALLENGES** – conditions present in a community affecting the HEALTH and quality of life for YOUTH AT HIGH RISK, older adults, and families. Examples include a lack of safe and affordable recreational opportunities, low performing schools, poverty, high crime rates, brown fields, residential overcrowding, and physical barriers such as freeways and rivers disconnecting neighborhoods.

**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. [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. [Mylocalcorps.org](http://Mylocalcorps.org)

**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.

**CONCEPT LEVEL SITE PLAN** - must show each distinct and separate RECREATION FEATURE and MAJOR SUPPORT AMENITY, consistent with what is listed on the GRANT SCOPE/Cost Estimate Form.

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

**CORPSMEMBERS** – youth enrolled in the California Conservation Corps and/or Community CONSERVATION CORPS, as defined by Public Resources Code 14507.5

**COVERED PARKS** – a large shade or snow protection structure over sports fields, courts, or playgrounds in areas of the State where weather would otherwise diminish seasonal outdoor recreation.

**CRITICALLY UNDERSERVED COMMUNITY** – an area within PROXIMITY of a PROJECT SITE that has a ratio of less than 3 acres of PARK SPACE per 1,000 RESIDENTS **or** is below the MEDIAN HOUSEHOLD INCOME THRESHOLD based on the response to Project Selection Criteria 1 or 2.

**DAILY ACCESS** – after PROJECT COMPLETION, youth, older adults, and families affected by poverty can use the PROJECT seven days a week with no fees or affordable fees.

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

**DESIGN ELEMENTS** – detailed DESIGN ideas, for the function and appearance of a RECREATION FEATURE or MAJOR SUPPORT AMENITY. These can include, but are not limited to, theme, color, size, layout, shape, material, public art enhancements, or other structural enhancements, specific to the proposed RECREATION FEATURE or MAJOR SUPPORT AMENITY.

**DEVELOPMENT** – to construct a new RECREATION FEATURE or MAJOR SUPPORT AMENITY, or RENOVATION of an existing RECREATION FEATURE.

## DEFINITIONS FOR ALL WORDS AND TERMS IN SMALL CAPS

**DISTRICT** – one of the following as defined in SPP legislation:

1. A recreation and PARK DISTRICT formed under Division 5 of the Public Resources Code, Chapter 4 (commencing with Section 5780).
2. A public utility DISTRICT formed under Division 7 (commencing with Section 15501) of the Public Utilities Code in a non-urbanized area that employs a full-time PARK and recreation director and offers year-round park and recreation services on lands and facilities owned by that district.
3. A 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 that DISTRICT.
4. The Malaga County Water District exercising powers authorized under Section 31133 of the Water Code.
5. A community service DISTRICT formed under Division 3 (commencing with Section 61000) of Title 6 of the Government Code in a nonurbanized area that is authorized to provide public recreation as specified in subdivision (e) of Section 61100 of the Government Code.
6. A county service area or zone in the county service area, within the County of San Bernardino that is empowered to provide public PARK and recreation services pursuant to Chapter 2.2 (commencing with Section 25210.1) of Part 2 of Division 2 of Title 3 of the Government Code, that is actually providing public PARK and recreation services that was reorganized prior to January 1, 1987, from a PARK and recreation DISTRICT to a county service area or zone.
7. A regional PARK DISTRICT formed pursuant to Division 5, Chapter 3, Article 3 (commencing with Section 5500) of the Public Resources Code.

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

**EXISTING PARK** – public land that includes open space with at least one officially designated RECREATION FEATURE and is open to the public for recreation before the APPROPRIATION DATE.

**EXPAND/EXPANSION** – the PROJECT will add PARK SPACE acreage to an existing ADJACENT PARK.

**GRANT** – 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 Statewide Park Program.

## DEFINITIONS FOR ALL WORDS AND TERMS IN SMALL CAPS

**GRANT ADMINISTRATION GUIDE** – the guidelines posted at [parks.ca.gov/spp](https://parks.ca.gov/spp) that provides requirements and forms for GRANT administration after an APPLICATION is selected for funding.

**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. Dates for each ROUND will be posted at [parks.ca.gov/spp](https://parks.ca.gov/spp).

**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.

**HEALTH** –physical, mental, and social well-being, not merely the absence of disease.

**HEALTH ORGANIZATION** – a government, foundation or community based organization, or private entity with a primary mission of promoting community design principles supporting physical activity, active transportation, social wellness, mental wellness, nutrition, housing-related anti-displacement strategies, and a thriving environment.

**JOINT POWERS AUTHORITY** – an agreement between a City, County, and/or a DISTRICT to perform services, cooperate with, or lend powers for the operation and maintenance of PARK land. For a joint powers authority to be eligible, one of the following must be a member: a City, or a County, or an eligible DISTRICT.

**MAJOR SUPPORT AMENITY** – means either of the following:

1. A non-recreational facility proposed for the PARK such as a parking lot, restroom building, storage/maintenance building, snack shack/concession stand. These types of non-recreational facilities need to be listed on the GRANT SCOPE/Cost Estimate Form regardless of the estimated cost.
2. Improvements “throughout the PARK” for safety, beautification, or access, such as lighting, access pathways, signs, benches, landscaping, perimeter fencing, and security cameras that are not specific to a RECREATION FEATURE. These types of support amenities need to be listed on the GRANT SCOPE/Cost Estimate Form only if the estimated cost is \$50,000 or greater. See definition of MINOR SUPPORT AMENITIES if the estimated cost is less than \$50,000.

**MEDIAN HOUSEHOLD INCOME THRESHOLD** – the area located within a half mile radius of the PROJECT SITE is at or below 80% of the statewide median household income average, qualifying as a disadvantaged community as defined by Public Resources Code §75005(g). If the area located within a half mile radius of the PROJECT SITE is above 80% of the statewide average, it must have a ratio of less than 3 acres of PARK SPACE per 1,000 RESIDENTS to be eligible.

- The MEDIAN HOUSEHOLD INCOME THRESHOLD for the current ROUND will be posted at: [parks.ca.gov/spp](https://parks.ca.gov/spp)



## DEFINITIONS FOR ALL WORDS AND TERMS IN SMALL CAPS

**MEETING** – RESIDENTS worked together as a group in person with the APPLICANT or with the APPLICANT’S partnering community based organization(s) to DESIGN the PARK.

The type of MEETING can be creative, cost effective, and non-traditional. Formal public hearings are not required.

**MINOR SUPPORT AMENITIES** – permanent support items such as signs, benches, drinking fountains, fixed bicycle racks, trash receptacles, and tables estimated to cost less than \$50,000. Fold the cost of MINOR SUPPORT AMENITIES into the cost of RECREATION FEATURES.

**NEW PARK** – the PROJECT will create a PARK on property that was not open as a public PARK prior to the APPLICATION deadline and is not ADJACENT to an EXISTING PARK.

**NEW RECREATION OPPORTUNITY** – construction of a new RECREATION FEATURE. Or, for RENOVATION, an existing RECREATION FEATURE will be improved beyond its original condition.

**NON-PROFIT** – any entity qualified to do business in California under Section 501(c)(3) of Title 26 of the United States Code, and that has among its primary purposes any of the following:

- the recreational, vocational, educational, and other services to improve social and cultural conditions of a community,
- the preservation, protection, or enhancement of land or water resources in their natural, scenic, historical, agricultural, forested, or open-space condition or use,
- the provision of conservation and environmental education and other services to improve environmental conditions of a community.

**OUTDOOR LEARNING OPPORTUNITIES** – employment or volunteer activities for RESIDENTS or CONSERVATION CORPS members during community based planning and PROJECT DESIGN, or by PROJECT COMPLETION.

**PARK** – open space land for the general public’s physical and social HEALTH that provides at least one designated RECREATION FEATURE for nature appreciation, athletic activities, cultural enrichment, or other recreational activities.

- A PROJECT that is only for a stand-alone community center, that is not currently in a PARK or ADJACENT to a PARK, would be considered ineligible as SPP PROJECTS must create, EXPAND, or improve PARKS.
- School property is considered a PARK when there is a joint-use agreement and PARK signage indicating the general public is welcome to use a designated outdoor area, such as a schoolyard, for recreation during appropriate hours such as after-school, weekends, and summer.

## DEFINITIONS FOR ALL WORDS AND TERMS IN SMALL CAPS

**PARK SPACE** – the size of the official PARK boundary determined by acres or fraction thereof.

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

**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 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.

**PROJECT SITE** – the entire PARK property. When using the California State Parks Community FactFinder, the origin of the half-mile radius can be located at any point within the boundary of the entire PARK.

**PROXIMITY** – the area located within a half mile radius of the PROJECT SITE.

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

**RENOVATE/RENOVATION** – construction to improve an EXISTING PARK to either increase public use, operating hours, public safety, energy or water conservation, accessibility compliance, or all the above. RENOVATION of a RECREATION FEATURE OR MAJOR SUPPORT AMENITY means all or a portion of the original structure will remain and be improved for public use in an EXISTING PARK.

**RESIDENTS** – the population living within a half mile of the PROJECT SITE including youth, families, and older adults.

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

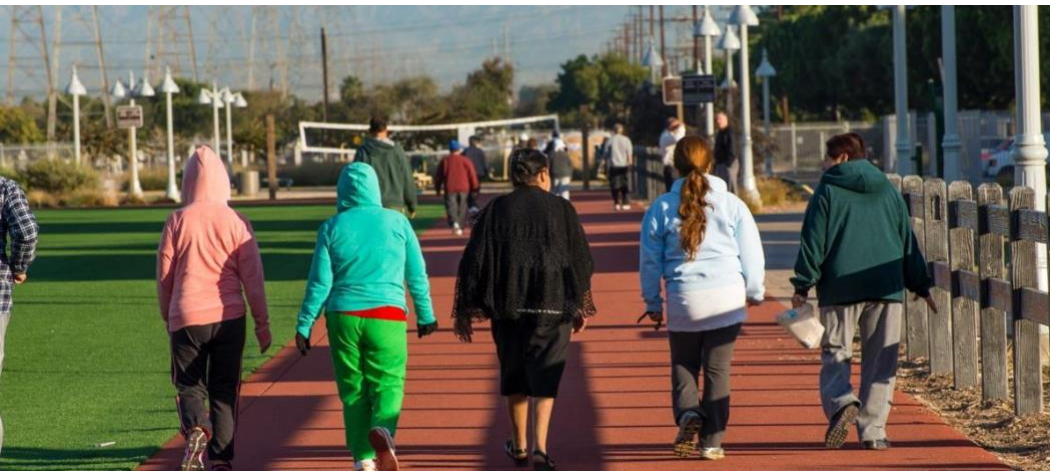
**SITE CONTROL** – when the GRANTEE owns the PROJECT SITE, or has a permanent easement, or has a lease agreement or TURNKEY agreement approved by DPR, that allows for PROJECT COMPLETION and public use to fulfill the CONTRACT obligations.

**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.

**TURN-KEY PROJECT** – a proposal by the APPLICANT to complete the PROJECT, and then transfer the GRANT CONTRACT obligations, only if approved by OGALS, to an eligible agency for long term operation and maintenance.

**YOUTH AT HIGH RISK** – CHALLENGES within the CRITICALLY UNDERSERVED COMMUNITY affecting the HEALTH and wellness of youth such insufficient recreational programs as positive alternatives to gangs, pollution, or a blighted environment.

“I made it a goal to walk two miles each day on this park’s track with a group of retired friends. Then I use the outdoor gym equipment. I lost many pounds. It is a positive movement to a healthy lifestyle.”



The creation of Salud Park in the City of Paramount is an example of this program’s legacy.

PROGRAM WEBSITE S: [parks.ca.gov/spp](https://parks.ca.gov/spp) | [parksforcalifornia.org/communities](https://parksforcalifornia.org/communities)