

May 1, 2023

Final Application Guide for Round Two

**Outdoor Equity Grants
Program
(OEP)**



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

www.parks.ca.gov/oep

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

DEPARTMENT MISSION

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

COMMUNITY ENGAGEMENT DIVISION (CED) 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.

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

Welcome to the Outdoor Equity Grants Program (OEP)

FOREWORD

OEP will increase the ability of residents in underserved communities, with an emphasis on students eligible for free or reduced-price meals, foster youth, and students of limited English proficiency, to participate in outdoor experiences at state parks and other public lands. OEP's focus is on providing funding for transportation, logistics, program operations, and capacity costs associated with reaching historically underserved urban and rural communities throughout California.

OEP grants will improve the health and wellness of Californians through new educational and recreational activities, service learning, career pathways, and leadership opportunities that strengthen a connection to the natural world.

The concept for OEP began with findings in the 2015 Parks Forward Commission Report stating that DPR must expand access to parks for underserved communities and urban populations. The 2015 Parks Forward discussions became a catalyst for AB 209. Californians shared a similar vision in 2017 during thirty focus groups with over 500 participants for the Statewide Comprehensive Outdoor Recreation Plan (SCORP). Throughout the state, from heavily urbanized to rural areas, Californians emphasized a desire for multi-generational programs that “bring families together;” that activate local parks and that take residents with transportation challenges to natural areas outside their communities. Photos of the thirty focus groups may be seen at parksforcalifornia.org/focusgroups.

In 2019, the Outdoor Equity Grants Program (OEP) was enacted when Governor Gavin Newsom signed Assembly Bill 209 (AB 209) – Chapter 675, located in Public Resources Code §5090.75(c)(1.26

APPLICATION GUIDE

Use these guidelines to plan and submit the grant application. The OEP Team is committed to providing technical assistance and takes pride in being approachable and informative. Contact information and program updates can be found at parks.ca.gov/oep.

SUBMIT APPLICATIONS ONLINE: a link to the system will be posted at parks.ca.gov/oep

PROGRAM WEBSITES: parks.ca.gov/oep | parksforcalifornia.org/outdoorequity

MAIN LINE: (916) 653-7423

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I. PROGRAM OVERVIEW

INTRODUCTION

The Outdoor Equity Grants Program (OEP) supports the HEALTH of Californians through the creation of OUTDOOR PROGRAMS by funding program operation and transportation costs in underserved communities. OEP will not fund CAPITAL PROJECTS.

Key words and terms in SMALL CAPS are defined beginning on page 59, including COMMUNITY HOME BASE, OUTDOOR PROGRAM, and NATURAL AREA TRIPS.

ELIGIBLE APPLICANTS

- Public Agencies: Includes all local, state, and federal agencies. Examples include school districts and other public education agencies, cities and counties, joint powers authorities, open-space authorities, regional open-space districts, Federal and State recognized tribes, and other relevant public agencies.
- NON-PROFITS with 501(c)(3) status

GRANT PERFORMANCE PERIOD

The GRANT PERFORMANCE PERIOD for each round will be posted at parks.ca.gov/oep. Visit parks.ca.gov/oep to sign up for e-mail updates.

AMOUNT AVAILABLE

The amount available for each round will be posted at parks.ca.gov/oep.

GRANT AMOUNT PER APPLICATION

- Maximum grant request per COMMUNITY HOME BASE: \$700,000
- Minimum grant request per COMMUNITY HOME BASE: \$20,000
- There is no match requirement.

One COMMUNITY HOME BASE = One APPLICATION. This allows for reporting on the impacts of OEP within one community.

Multiple COMMUNITY HOME BASES = Multiple APPLICATIONS. Each COMMUNITY HOME BASE requires a separate APPLICATION. One APPLICANT can submit multiple APPLICATIONS. An APPLICANT may receive multiple grants to serve multiple communities.

POSSIBILITY FOR AWARDS OF MORE THAN \$700,000

While \$700,000 is the maximum grant amount, it is **per APPLICATION**. More than \$700,000 may be awarded to one APPLICANT. An APPLICANT can submit a separate APPLICATION for each additional community it can serve.

- For example, three APPLICATIONS could be submitted by an APPLICANT to serve three rural towns or three urban communities at \$300,000 per APPLICATION. If all three GRANTS are awarded, that would total \$900,000 in program funding.
- In the above example, if 1 of the 3 GRANTS is awarded, both the State and APPLICANT will clarify which community will be served through the awarded APPLICATION.

I. PROGRAM OVERVIEW

COMMUNITY HOME BASE

Each APPLICATION will address the following in the Grant Selection Criteria section on pages 16 to 28.

First Step – Choose a Home Base

- Identify a central gathering place in an underserved community that needs access to outdoor programs.
- Examples of central gathering places in a community could be a school, a recreation center, a community meeting space, a local park, etc.
- The central gathering place is the COMMUNITY HOME BASE where the participants will primarily gain access to the proposed activities.

Second Step – Activities

- Plan ACTIVITIES IN THE COMMUNITY and NATURAL AREA TRIPS from the COMMUNITY HOME BASE. For example:
 - ACTIVITIES IN THE COMMUNITY can include:
 - Teaching PARTICIPANTS about the community's environment.
 - Taking educational walks in the community to discover nature in action.
 - Preparing PARTICIPANTS for a NATURAL AREA TRIP.
 - NATURAL AREA TRIPS from the COMMUNITY HOME BASE can include:
 - Traveling to a regional, state, national park, tribal land, river or lake, beach, forest, mountain, or desert area for day or overnight trips within the state.

Summary of the Above Steps:

1. Establish a COMMUNITY HOME BASE in an underserved community where a majority of participants live.
2. Organize educational ACTIVITIES IN THE COMMUNITY and NATURAL AREA TRIPS from the COMMUNITY HOME BASE that serve PARTICIPANTS who primarily live within a half-mile of the COMMUNITY HOME BASE.
3. The RESIDENTS living primarily within a half-mile of the COMMUNITY HOME BASE including YOUTH, families, and adults of all ages must be engaged. Additionally, some PARTICIPANTS may commute from more distant neighborhoods or rural towns.

GRANT PRIORITIES

The Grant Selection Criteria section starting on page 16, provides additional guidance about the grant priorities.



APPLICATION DEADLINE

The APPLICATION deadline will be announced at parks.ca.gov/oep.

APPLICATION PROCESS

1. Review the Competitive Chart at parks.ca.gov/oep.
 - The Competitive Chart is an important technical assistance tool that outlines the priorities and considerations for a competitive OEP APPLICATION.
2. Review this guide to understand the competitive APPLICATION requirements in more detail.
3. Participate in the APPLICATION workshops and contact OGALS' OEP experts with questions. See page 48 for a complete list of technical assistance services available for APPLICANTS.
4. Review the GRANT ADMINISTRATION GUIDE, including CONTRACT provisions, to understand the requirements if the competitive APPLICATION is selected for funding.
5. Submit the online APPLICATION by the APPLICATION deadline announced at parks.ca.gov/oep. APPLICATION submittal instructions are found on page 12.
6. APPLICANTS may be advised to correct or complete documents after the APPLICATION is submitted.
 - Exception: Grant Selection Criteria (pages 16 to 28) responses must be complete by the APPLICATION deadline. Revisions will not be accepted.
7. Competitive APPLICATIONS will be evaluated and ranked based on Grant 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. OGALS will send a CONTRACT after the mandatory GRANT administration workshop.
 - The attendee(s) for the GRANT administration workshop should include the administrative person responsible for:
 - ✓ overseeing how the GRANT funds will be spent,
 - ✓ reporting those expenditures during payment requests, and
 - ✓ maintaining all records related to the GRANT for audit purposes.

2. After a signed CONTRACT is returned and signed by the State, the APPLICANT becomes a GRANTEE.
3. The GRANT PERFORMANCE PERIOD starts with the APPROPRIATION DATE.
4. The GRANTEE's insurance policy must be approved by OGALS before starting any ACTIVITIES IN THE COMMUNITY and NATURAL AREA TRIPS with PARTICIPANTS.
 - See the Insurance Requirements Checklist at parks.ca.gov/oep.
5. As another form of technical assistance, the Department's Office of Community Involvement offers Outdoor Recreation Leadership Training to GRANTEES. OUTDOOR PROGRAM leaders who will directly engage with PARTICIPANTS will benefit most from this training.
 - ✓ Up to two people who represent the GRANTEE and will directly engage with PARTICIPANTS may attend the training for free.
 - ✓ Graduates of the training will have access to FamCamp supplies. This includes free use of camping supplies for up to 30 participants (tents, sleeping bags, sleeping pad, lanterns, cooking equipment) and free use of camp sites in specific State Parks. GRANTEES would only need to bring their own food and participants. The OEP grant may cover the costs of transportation and food. For more information visit <https://www.parks.ca.gov/oci>
6. Send the final grant payment request to OGALS at least six months before the end of the GRANT PERFORMANCE PERIOD. This allows time for OGALS to review the final payment documents and final report(s) for the OUTDOOR PROGRAM and process the final payment through the State Controller's Office.

II. APPLICATION PACKAGE

All Forms and Checklists from pages 13 to 40 are samples.

Detailed guidance to complete the APPLICATION is located on pages 13 to 40.

As a reminder, each COMMUNITY HOME BASE requires a separate APPLICATION. Follow these three instructions to prepare the APPLICATION.

1. **Use the Application Checklist on the next page to organize the APPLICATION.**
 - Checklist items 1-8 are required for all APPLICATIONS.
 - Checklist item 9 is only required for NON-PROFIT APPLICANTS.
 - If an item is pending, submit a placeholder that describes the next steps and completion dates. The Grant Selection Criteria (Checklist item 2) must be complete by the APPLICATION deadline.
2. **Send only the items requested in the Checklist.** Do not send supplementary materials, such as PowerPoint presentations or letters of support.
3. **Submit APPLICATIONS online.** Directions for submittal will be available on the website parks.ca.gov/oep.
 - The APPLICATION must be entered online by or before 5 p.m. on the APPLICATION due date announced at parks.ca.gov/oep.

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		APPLICATION GUIDE PAGE NUMBER	SIGNATURE REQUIRED BY AUTHORIZED REPRESENTATIVE
<input type="checkbox"/>	1. Application Form	Pg. 14	Yes
<input type="checkbox"/>	2. Grant Selection Criteria	Pg. 16	N/A
<input type="checkbox"/>	3. Community FactFinder Report and Certification	Pg. 29	Yes
<input type="checkbox"/>	4. Authorizing Resolution	Pg. 31	N/A
<input type="checkbox"/>	5. GRANT SCOPE/Cost Estimate Form and Certification	Pg. 33	Yes
<input type="checkbox"/>	6. Funding Sources Form	Pg. 36	Yes
<input type="checkbox"/>	7. Applicant Capacity	Pg. 38	N/A
<input type="checkbox"/>	8. Reporting Certification	Pg. 39	Yes
<input type="checkbox"/>	9. Non-Profit Applicant Requirements (only for NON-PROFIT APPLICANTS)	Pg. 40	N/A

APPLICATION FORM (CHECKLIST ITEM #1)

A fillable Program APPLICATION Form will be available at parks.ca.gov/oep.

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

Match funding is not required. There is no advantage given for matching funds.

- If the GRANT itself funds the TOTAL PROGRAM COST, enter 0 on the Other Funding Sources line.

OR

- If applicable, identify the amount of Other Funding Sources. See the definition of COMMITTED FUNDS.

Make sure all dollar amounts are consistent with the GRANT SCOPE/Cost Estimate Form and Funding Sources Form. All figures need to be rounded to the nearest whole dollar.

Program Name:

- Use up to 50 characters including spaces. Include the community's name in the program name. Example: East Side Community Nature Learning.

Required people to list on the Form:

- The AUTHORIZED REPRESENTATIVE is the position designated to sign all forms in the APPLICATION packet.
- The APPLICATION Contact is the day-to-day administrator who can answer detailed questions about the PROGRAM and documents in the APPLICATION.
- The GRANT Contact will be the lead contact for GRANT administration if the PROGRAM is selected for funding. The APPLICATION and GRANT contact may be the same person.

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

State of California – Natural Resources Agency
 DEPARTMENT OF PARKS AND RECREATION
 Outdoor Equity Grants Program

APPLICATION FORM

PROGRAM NAME (include a name that best identifies the community, 50-character limit)							
REQUESTED GRANT AMOUNT	\$						
OTHER FUNDING SOURCES (IF APPLICABLE)	\$						
TOTAL PROGRAM COST	\$						
COMMUNITY HOME BASE NAME and PHYSICAL ADDRESS							
COUNTY OF COMMUNITY HOME BASE							
APPLICANT NAME (entity applying for the GRANT) and MAILING ADDRESS							
AUTHORIZED REPRESENTATIVE , as shown in Authorizing Resolution							
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; border-bottom: 1px solid black;">Name (<i>typed or printed</i>) and</td> <td style="width: 20%; border-bottom: 1px solid black;">Title</td> <td style="width: 30%; border-bottom: 1px solid black;">Email address</td> <td style="width: 20%; border-bottom: 1px solid black;">Phone</td> </tr> </table>				Name (<i>typed or printed</i>) and	Title	Email address	Phone
Name (<i>typed or printed</i>) and	Title	Email address	Phone				
APPLICATION CONTACT , for detailed application questions (<i>if different from AUTHORIZED REPRESENTATIVE</i>)							
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; border-bottom: 1px solid black;">Name (<i>typed or printed</i>) and</td> <td style="width: 20%; border-bottom: 1px solid black;">Title</td> <td style="width: 30%; border-bottom: 1px solid black;">Email address</td> <td style="width: 20%; border-bottom: 1px solid black;">Phone</td> </tr> </table>				Name (<i>typed or printed</i>) and	Title	Email address	Phone
Name (<i>typed or printed</i>) and	Title	Email address	Phone				
GRANT CONTACT , for administration of grant if awarded (<i>if different from Application Contact above</i>)							
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; border-bottom: 1px solid black;">Name (<i>typed or printed</i>) and</td> <td style="width: 20%; border-bottom: 1px solid black;">Title</td> <td style="width: 30%; border-bottom: 1px solid black;">Email address</td> <td style="width: 20%; border-bottom: 1px solid black;">Phone</td> </tr> </table>				Name (<i>typed or printed</i>) and	Title	Email address	Phone
Name (<i>typed or printed</i>) and	Title	Email address	Phone				
<p>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 Summary 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.</p>							
Signature of AUTHORIZED REPRESENTATIVE			Date				
Print Name		Title					

GRANT SELECTION CRITERIA (CHECKLIST ITEM #2)

OVERVIEW

The Grant Selection Criteria is used to rank all statewide APPLICATIONS.

APPLICANTS are encouraged to conceptualize an OUTDOOR PROGRAM based on the Grant Selection Criteria. Technical Assistance for these criteria begins on page 48.

The maximum score is 100 points.

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

GRANT SELECTION CRITERIA		MAX POINT VALUE
1.	COMMUNITY HOME BASE	24
2.	Community Planning	8
3.	ACTIVITIES IN THE COMMUNITY	20
4.	NATURAL AREA TRIPS	24
5.	Participant Recruitment Plan	5
6.	INTERNSHIPS Through Service Learning, Career Pathway, and Leadership Opportunities	8
7.	Partnerships and Capacity Building	8
8.	Mentoring Youth Leaders after the GRANT PERFORMANCE PERIOD	3
MAXIMUM SCORE		100

Program Intent Summary

As a reminder, page 8 explains the purpose of a COMMUNITY HOME BASE and the population that needs to be served, which primarily lives within a half-mile of the COMMUNITY HOME BASE. Additionally, some PARTICIPANTS may commute from more distant neighborhoods or rural towns.

GRANT SELECTION CRITERIA #1 – COMMUNITY HOME BASE

Describe the CHALLENGES affecting the RESIDENTS by answering A and B below:

- A) Use the Community FactFinder at parksforcalifornia.org/outdoorequity to list the following data for the area surrounding the COMMUNITY HOME BASE:
 - o Community FactFinder Report ID Number (Found in the report’s top right corner)
 1. Median Household Income
 2. People in Poverty
 3. Free or Reduced-Priced Meals (Percentage of students at the nearest public elementary, middle, and high schools)
 4. English Learners (EL) (Number of students enrolled at the nearest public elementary, middle, and high schools)

- B) Why was this COMMUNITY HOME BASE selected as a central gathering place in the community for RESIDENTS who currently lack access to an OUTDOOR PROGRAM? Describe the CHALLENGES facing RESIDENTS, including YOUTH, and their need for access to an OUTDOOR PROGRAM. Briefly describe the challenges **not** represented in A.

POINTS FOR A(1) – MEDIAN HOUSEHOLD INCOME: 5 points will be given to the **lowest median household income** compared with all statewide APPLICATIONS. OGALS will develop a competitive statewide list representing the median household income of all APPLICATIONS in rank order, from lowest to highest.

Rank Order	Points
Lowest 10% on the ranked list.	5
From 11%-20% on the ranked list.	4
From 21%-50% on the ranked list.	3
From 51%-80% on the ranked list.	2
From 81%-100% on the ranked list.	1
No information provided.	0

POINTS FOR A(2) – PEOPLE IN POVERTY: 5 points will be given to the **highest number of people in poverty** compared with all other statewide APPLICATIONS. OGALS will develop a statewide list representing the number of people in poverty of all APPLICATIONS in rank order, from highest to lowest.

Rank Order	Points
Highest 10% on the ranked list.	5
From 11%-20% on the ranked list.	4
From 21%-50% on the ranked list.	3
From 51%-80% on the ranked list.	2
From 81%-100% on the ranked list.	1
No information provided.	0

GRANT SELECTION CRITERIA #1 – COMMUNITY HOME BASE

POINTS FOR A(3) – FREE OR REDUCED-PRICE MEALS: 5 points will be given to the highest enrollment percentage of free or reduced-priced meals compared with all other statewide APPLICATIONS. OGALS will develop a statewide list representing the school meal enrollment percentage of all APPLICATIONS in rank order, from highest to lowest.

Rank Order	Points
100% to 90% school meal enrollment percentage.	5
From 89%-70% school meal enrollment percentage.	4
From 69%-50% school meal enrollment percentage.	3
From 49%-30% school meal enrollment percentage.	2
From 29%-1% school meal enrollment percentage.	1
No information provided.	0

POINTS FOR A(4) – ENGLISH LEARNERS: 4 points will be given to the highest number of English learning students compared with all other statewide APPLICATIONS. OGALS will develop a statewide list ranking the number of English learning students from highest to lowest.

Rank Order	Points
Highest 10% on the ranked list.	4
From 11%-30% on the ranked list.	3
From 31%-60% on the ranked list.	2
From 61%-100% on the ranked list.	1
No information provided.	0

POINTS FOR B: Up to 5 points will be given to a COMMUNITY HOME BASE with significant CHALLENGES listed in 1.B compared with all statewide APPLICATIONS.

Rank Order	Points
The RESIDENTS near this COMMUNITY HOME BASE have significant CHALLENGES listed in 1.B compared with all statewide APPLICATIONS. The COMMUNITY HOME BASE is a high priority area for access to an OUTDOOR PROGRAM.	5 - 4
The RESIDENTS near this COMMUNITY HOME BASE have average CHALLENGES listed in 1.B and need for access to an OUTDOOR PROGRAM compared with all statewide APPLICATIONS.	3 - 2
The RESIDENTS near this COMMUNITY HOME BASE have minimal CHALLENGES listed in 1.B and need for access to an OUTDOOR PROGRAM compared with all statewide APPLICATIONS.	1
No information provided.	0

Technical assistance is available on page 49.

GRANT SELECTION CRITERIA #2 - COMMUNITY PLANNING

Community planning is an exchange of creative ideas and insights between the APPLICANT and RESIDENTS to help define the vision for an OUTDOOR PROGRAM. Topics should include goals and logistics for Grant Selection Criteria 3-6. This planning must occur any time before the APPLICATION deadline.

Respond to A, B, and C to describe how the APPLICANT or partnering community-based organization(s) engaged a BROAD REPRESENTATION of RESIDENTS.

- A. Repeat the outline below to describe each MEETING that was conducted IN PERSON at or within a half-mile of the COMMUNITY HOME BASE.
1. **Meeting #** ____
 2. **Venue name and address:**
 3. **Meeting Date/Year:**
 4. **Start and End Times (am/pm):**
 5. **Day of Week:**
 6. **Convenience:** (Why was this an effective location and time to engage RESIDENTS near the COMMUNITY HOME BASE who lack personal transportation?)
 7. **Number of YOUTH IN PERSON:** (How many of the RESIDENTS were YOUTH who attended IN PERSON? How many attended online?)
 8. **Number of adults IN PERSON:** (How many of the RESIDENTS were adults such as parents, guardians, grandparents, teachers, etc. who attended IN PERSON? How many attended online?)
- B. **ACTIVITIES IN THE COMMUNITY:** Answer the questions below to describe topics presented at the MEETINGS and ideas from RESIDENTS.
- **Topics Discussed:** What topics were discussed with RESIDENTS? Topics can include activities that RESIDENTS may want to participate in, learn about, scheduling logistics, etc.
 - **Accepted ideas:** What ideas from RESIDENTS **will be included** for ACTIVITIES IN THE COMMUNITY? Only list ideas that will be used in this OUTDOOR PROGRAM.
- C. **NATURAL AREA TRIP(S):** Answer the questions below to describe topics presented at the MEETINGS and ideas from RESIDENTS.
- **Topics discussed:** What topics were discussed with RESIDENTS? Topics can include destinations that RESIDENTS may want to visit, activities to participate in, traveling and scheduling logistics, etc.
 - **Accepted ideas:** What ideas from RESIDENTS **will be included** for the NATURAL AREA TRIP(S)? Only list ideas that will be used in this OUTDOOR PROGRAM.

GRANT SELECTION CRITERIA #2 – COMMUNITY PLANNING

POINTS FOR A - OUTREACH: <i>Up to 4 points to engaging at least 20 RESIDENTS to help plan the OUTDOOR PROGRAM through two IN PERSON MEETINGS within a half-mile of the COMMUNITY HOME BASE.</i>	
Rank Order	Points
Two IN PERSON MEETINGS took place with RESIDENTS at the COMMUNITY HOME BASE or within a half-mile of the COMMUNITY HOME BASE with at least one of the MEETINGS occurring on a weekend or in the evening. <u>If No, the remainder of Part A, B, and C will also receive 0 points.</u>	Yes = 2 No = 0
At least 10 YOUTH and 10 adults were engaged IN PERSON through the combined set of MEETINGS.	Yes = 2 No = 0

POINTS FOR B AND C - ACTIVITIES: <i>Up to 4 points will be given to the inclusion of ideas from RESIDENTS to help plan the OUTDOOR PROGRAM.</i>	
Rank Order	Points
<u>B: Accepted ideas for ACTIVITIES IN THE COMMUNITY:</u> The response lists ideas from RESIDENTS <u>that will be included</u> for ACTIVITIES IN THE COMMUNITY.	Yes = 2 No = 0
<u>C: Accepted ideas for NATURAL AREA TRIPS:</u> The response lists ideas from RESIDENTS <u>that will be included</u> for the NATURAL AREA TRIPS.	Yes = 2 No = 0

Technical assistance is available on page 50.

GRANT SELECTION CRITERIA #3 – ACTIVITIES IN THE COMMUNITY

Respond to A-C below to describe the proposed ACTIVITIES IN THE COMMUNITY within a 5-mile radius of the COMMUNITY HOME BASE. ACTIVITIES IN THE COMMUNITY is defined on page 52 as having two goals.

- A. Repeat the outline below to describe each ACTIVITY IN THE COMMUNITY.
 - 1. **ACTIVITY #**__
 - 2. **Title:** (Provide five words to briefly describe the activity)
 - 3. **Location:** (Provide the name and address where the activity will take place within a 5-mile radius of the COMMUNITY HOME BASE.)
 - 4. **Category:** (Identify if this is for learning about the community’s environment or preparing for NATURAL AREA TRIPS or both.)
 - 5. **Summary:** (Provide two sentences about the planned activities.)
 - 6. **EDUCATIONAL goal:** (Provide one sentence about what EDUCATIONAL goal(s) defined on page 60 will be met through the experience.)
 - 7. **Age group:** (Provide a one sentence general description of PARTICIPANTS age groups such as families, YOUTH, OLDER ADULTS, or multi-generational.)
- B. How many days in total will involve all ACTIVITIES IN THE COMMUNITY?
- C. Of the total PARTICIPANTS, how many YOUTHS will be served by all ACTIVITIES IN THE COMMUNITY? To calculate, average the number of YOUTH per day and then multiply it by the number of days. (Example: average of 30 youth per day x 20 days = 600).

POINTS for A - ACTIVITIES IN THE COMMUNITY: <i>Up to 6 points will be given to ACTIVITIES IN THE COMMUNITY that involve teaching YOUTH and multi-generational PARTICIPANTS about the community’s environment and preparing PARTICIPANTS for NATURAL AREA TRIPS.</i>	
Rank Order	Points
At least one ACTIVITY IN THE COMMUNITY will include learning about the community’s environment.	YES = 2 NO = 0
At least one ACTIVITY IN THE COMMUNITY will include preparing PARTICIPANTS for NATURAL AREA TRIPS.	YES = 2 NO = 0
At least one ACTIVITY IN THE COMMUNITY will include multi-generational RESIDENTS including families and OLDER ADULTS.	YES = 2 NO = 0

GRANT SELECTION CRITERIA #3 – ACTIVITIES IN THE COMMUNITY

POINTS for A (continued) - ACTIVITIES IN THE COMMUNITY: *Up to 8 points will be given to proposed ACTIVITIES IN THE COMMUNITY that are excellent.*

Rank Order	Points
The proposed ACTIVITIES IN THE COMMUNITY are excellent, compared to other statewide applications of SIMILAR GRANT REQUESTS.	8-5
The proposed ACTIVITIES IN THE COMMUNITY are average, compared to other statewide applications of SIMILAR GRANT REQUESTS.	4-2
The proposed ACTIVITIES IN THE COMMUNITY are minimal, compared to other statewide applications of SIMILAR GRANT REQUESTS.	1
No ACTIVITIES IN THE COMMUNITY are proposed.	0

POINTS for B - NUMBER OF ACTIVITY DAYS: *3 points will be given to the highest number of activity days compared to SIMILAR GRANT REQUESTS.*

Rank Order	Points
The number of proposed activity days is in the top 70%-100% of statewide applications with SIMILAR GRANT REQUESTS.	3
The number of proposed activity days is in the middle 40%-69% of statewide applications with SIMILAR GRANT REQUESTS.	2
The number of proposed activity days is in the lower 1%-39% range of statewide applications with SIMILAR GRANT REQUESTS.	1
No ACTIVITIES IN THE COMMUNITY will take place.	0

POINTS for C - NUMBER OF YOUTH PARTICIPANTS: *3 points will be given to the highest number of YOUTH PARTICIPANTS compared to SIMILAR GRANT REQUESTS.*

Rank Order	Points
The number of proposed YOUTH PARTICIPANTS is in the top 70%-100% of statewide applications with SIMILAR GRANT REQUESTS.	3
The number of proposed YOUTH PARTICIPANTS is in the middle 40%-69% of statewide applications with SIMILAR GRANT REQUESTS.	2
The number of proposed YOUTH PARTICIPANTS is in the lower 1%-39% of statewide applications with SIMILAR GRANT REQUESTS.	1
No ACTIVITIES IN THE COMMUNITY will take place.	0

Technical assistance is available on page 52.

GRANT SELECTION CRITERIA #4 – NATURAL AREA TRIPS

Respond to A-C below, describing the proposed NATURAL AREA TRIPS. A NATURAL AREA TRIP is a location outside a five-mile radius from the COMMUNITY HOME BASE that is challenging to access by RESIDENTS such as beaches, rivers, lakes, forests, mountains, deserts, tribal land, and state and national parks within California.

At least a one day or overnight trip should be to a destination of the State Park system. A list is available here: <https://www.parks.ca.gov/ParkIndex/>

- A. Repeat the outline below for each NATURAL AREA TRIP destination.
 1. **NATURAL AREA TRIP destination #**__
 2. **Destination:** (Provide the name and address where the nature experience will take place outside a 5-mile radius from the COMMUNITY HOME BASE. If a destination will be visited more than once, add a parenthesis after the destination’s name with the number of REOCCURRING TRIPS. Example: Rendon Park - 5 trips.)
 3. **Category:** (Identify if Day Trip or Overnight and number of nights.)
 4. **Summary:** (Provide two sentences about planned activities.)
 5. **SELF-DISCOVERY goal:** (Provide a sentence on what SELF-DISCOVERY goal will be met.)
 6. **EDUCATIONAL goal:** (Provide a sentence about what EDUCATIONAL goal will be met.)
 7. **Age group:** (Provide a sentence describing the PARTICIPANT age groups such as families, YOUTH, OLDER ADULTS, or multi-generational.)

- B. How many NATURAL AREA TRIPS will occur? This includes REOCCURRING TRIPS to the same destination.

- C. How many YOUTHS will be served by all NATURAL AREA TRIPS? To calculate, average the number of YOUTH per trip and multiply it by the number of trips. (Example: average of 20 YOUTH per trip x 20 trips = 400). See the definition of PARTICIPANTS.

POINTS for A – NATURAL AREA TRIPS: *Up to 6 points will be given to NATURAL AREA TRIPS that involve at least one visit to a destination of the State Park system, with a plan for YOUTH and multi-generational PARTICIPANTS to experience both EDUCATIONAL and SELF-DISCOVERY goals.*

Rank Order	Points
At least one NATURAL AREA TRIP will be to a destination of the State Park system.	YES = 2 NO = 0
The applicant provided a plan for the NATURAL AREA TRIPS to involve both SELF-DISCOVERY and EDUCATIONAL experiences for PARTICIPANTS.	YES = 2 NO = 0
At least one NATURE AREA TRIP will include multi-generational RESIDENTS including families and OLDER ADULTS.	YES = 2 NO = 0

GRANT SELECTION CRITERIA #4 – NATURAL AREA TRIPS

POINTS for A (continued) - RANGE OF NATURAL AREA TRIPS: *Up to 12 points will be given to proposed NATURAL AREA TRIPS that are excellent compared to SIMILAR GRANT REQUESTS.*

Rank Order	Points
The proposed NATURAL AREA TRIPS are excellent, compared to other statewide applications of SIMILAR GRANT REQUESTS.	12-8
The proposed NATURAL AREA TRIPS are average, compared to other statewide applications of SIMILAR GRANT REQUESTS.	7-4
The proposed NATURAL AREA TRIPS are minimal, compared to other statewide applications of SIMILAR GRANT REQUESTS.	3-1
No NATURAL AREA TRIPS will take place, or no response was provided.	Ineligible

POINTS for B - NUMBER OF NATURAL AREA TRIPS: *3 points will be given to the highest number of NATURAL AREA TRIPS compared to SIMILAR GRANT REQUESTS.*

Rank Order	Points
The number of proposed NATURAL AREA TRIPS is in the top 70%-100% of statewide applications with SIMILAR GRANT REQUESTS.	3
The number of proposed NATURAL AREA TRIPS is in the middle 40%-69% of statewide applications with SIMILAR GRANT REQUESTS.	2
The number of proposed NATURAL AREA TRIPS is in the lower 1%-39% of statewide applications with SIMILAR GRANT REQUESTS.	1
No NATURAL AREA TRIPS are proposed, or no response was provided.	0

POINTS for C – NUMBER OF YOUTH PARTICIPANTS: *3 points will be given to the highest number of proposed YOUTH PARTICIPANTS compared to SIMILAR GRANT REQUESTS.*

Rank Order	Points
Based on all applications statewide of SIMILAR GRANT REQUESTS, the number of proposed YOUTH PARTICIPANTS is 70%-100%.	3
Based on all applications statewide of SIMILAR GRANT REQUESTS, the number of proposed YOUTH PARTICIPANTS is 40%-69%.	2
Based on all applications statewide of SIMILAR GRANT REQUESTS the number of proposed YOUTH PARTICIPANTS is 1%-39%.	1
No NATURAL AREA TRIPS are proposed involving YOUTH PARTICIPANTS, or no response was provided.	0

Technical assistance is available on page 53.

GRANT SELECTION CRITERIA #5 – PARTICIPANT RECRUITMENT PLAN

Provide responses to A and B below, to describe a strategy for ensuring that the majority of PARTICIPANTS for the OUTDOOR PROGRAM will be RESIDENTS who live within a half-mile of the COMMUNITY HOME BASE. For rural areas see the definition of RESIDENTS.

- A. What is the plan for inviting, recruiting, and encouraging RESIDENTS with an emphasis on YOUTH, who live within a half-mile of the COMMUNITY HOME BASE to participate in the OUTDOOR PROGRAM? The plan should describe a strategy for using at least three of the ten methods listed on page 55.

- B. Why are the planned methods likely to be effective in reaching YOUTH RESIDENTS who live within a half-mile of the COMMUNITY HOME BASE?

POINTS – YOUTH RECRUITMENT PLAN: Up to 5 points will be given for a plan where a majority of PARTICIPANTS will be YOUTH who live within a half-mile of the COMMUNITY HOME BASE.	
Rank Order	Points
The response to A includes a plan describing how the majority of PARTICIPANTS served will be YOUTH that live within a half-mile of the COMMUNITY HOME BASE. The plan includes a strategy for using at least three of the ten methods listed on page 55. The response to B includes reasons why the methods will likely be effective.	Sufficient = 5 points Insufficient = 0 points

Technical assistance is available on page 55.

GRANT SELECTION CRITERIA #6 – INTERNSHIPS THROUGH SERVICE LEARNING, CAREER PATHWAY, AND LEADERSHIP OPPORTUNITIES

Use the following outline to describe how RESIDENTS, including YOUTH, will receive INTERNSHIPS that can be used for future employment resumes or college admissions for natural resources, ENVIRONMENTAL JUSTICE, or outdoor recreation professions. INTERNSHIPS must provide a service related to completion of the OUTDOOR PROGRAM during the GRANT PERFORMANCE PERIOD consistent with the GRANT SCOPE. See page 56 for a list of eligible INTERNSHIPS.

Repeat the outline below for each type of INTERNSHIP.

- **INTERNSHIP Title:** (Identify a position title for the INTERNSHIP.)
- **INTERNSHIP Role:** (In up to three sentences, describe what service the INTERNSHIP will provide consistent with the eligible INTERNSHIPS listed on page 56.)
- **Number of RESIDENTS:** (How many RESIDENTS will receive this INTERNSHIP during the GRANT PERFORMANCE PERIOD?)
- **Hours per RESIDENT:** (How many hours of experience will each RESIDENT receive during the GRANT PERFORMANCE PERIOD?)
- **Cost:** (If applicable, provide the total cost that will be charged to the grant for the above INTERNSHIP role.) *

*INTERNSHIPS may be paid or unpaid/volunteer. Contact California’s Division of Labor Standards and Enforcement at dir.ca.gov/dlse/ for internship rules. The total amount listed in “Cost” will also be listed on the GRANT SCOPE/Cost Estimate Form on page 34.

POINTS: 8 points will be given for INTERNSHIPS of 200-hours for at least 3 RESIDENTS. Eligible INTERNSHIPS are on page 56.	
Rank Order	Points
At least 3 RESIDENTS will each receive 200-hour INTERNSHIPS transferable to employment resumes or college admissions. The INTERNSHIPS will be <u>directly</u> related to the OUTDOOR PROGRAM.	8
2 RESIDENTS will each receive 200-hour INTERNSHIPS transferable to employment resumes or college admissions. The INTERNSHIPS will be <u>directly</u> related to the OUTDOOR PROGRAM.	5
1 RESIDENT will receive a 200-hour INTERNSHIP transferable to employment resumes or college admissions. The INTERNSHIPS will be <u>directly</u> related to the OUTDOOR PROGRAM.	2
The OUTDOOR PROGRAM will not offer any RESIDENTS a 200-hour INTERNSHIP transferable to employment resumes or college admissions, or not related to the OUTDOOR PROGRAM.	0

Technical assistance is available on page 56.

GRANT SELECTION CRITERIA #7 – PARTNERSHIPS AND CAPACITY BUILDING

Use the following outline to describe each PARTNERSHIP with the APPLICANT that will help achieve any of the goals of Grant Selection Criteria 3, 4, or 6.

Repeat the outline below for each PARTNERSHIP.

- **Organization Name and General Purpose:** (Provide the entity's title and a one-sentence summary about what the entity specializes in.)
- **Role:** (Provide up to two sentences describing what the partner will contribute to help achieve Grant Selection Criteria 3, 4, or 6.)
- **Estimated Grant Amount and Value:** (Identify the proposed amount the GRANTEE would reimburse the partner should the grant be awarded, and why the amount represents the best value. Or respond by writing "Not Applicable" if there is no plan for reimbursement.) *

POINTS: 8 points will be given to an OUTDOOR PROGRAM that involves at least three PARTNERSHIPS, to achieve the goals of Criteria 3, 4, or 6.	
Rank Order	Points
The OUTDOOR PROGRAM involves three or more PARTNERSHIPS, to achieve the goals of Criteria 3, 4, or 6.	8
The OUTDOOR PROGRAM involves two PARTNERSHIPS, to achieve the goals of Criteria 3, 4, or 6.	5
The OUTDOOR PROGRAM involves one PARTNERSHIP, to achieve the goals of Criteria 3, 4, or 6.	2
The OUTDOOR PROGRAM involves no PARTNERSHIPS, to achieve the goals of Criteria 3, 4, or 6.	0

*The responses above will be sufficient to describe PARTNERSHIP roles at the time of APPLICATION. If the OEP grant is awarded and the GRANTEE plans to use grant funds to pay a partner, an agreement between the partner and the GRANTEE must be formalized that includes the following:

- Description of the service to be provided.
- Time period for those services.
- Amount of the OEP grant that GRANTEE will pay the partner.
- And those partners must report ELIGIBLE COSTS expenditures to the GRANTEE. It is the GRANTEES’s responsibility to keep those records for an audit.

Technical assistance is available on page 57.

GRANT SELECTION CRITERIA #8 – MENTORING YOUTH LEADERS AFTER THE GRANT PERFORMANCE PERIOD

GRANT SELECTION CRITERIA #8 – MENTORING YOUTH LEADERS AFTER THE GRANT PERFORMANCE PERIOD

APPLICANTS can respond to either A or B below to provide a plan for mentoring YOUTH after the GRANT funds expire or explain why this would not be achievable.

- A) Describe a plan to recruit and empower YOUTH who will be selected by the APPLICANT as having potential to become future environmental leaders in California. To describe the plan, include the following:
- Approximately how many YOUTHS will be selected by the APPLICANT and how will they be identified as having interest in becoming future environmental leaders in California?
 - What types of activities will the mentoring involve? Examples include capacity building or EDUCATIONAL mentoring towards careers in natural resource and environmental professions. Or civic engagement including making ENVIRONMENTAL JUSTICE recommendations to local, state, or federal government. This includes cultivating active involvement in the civic decision-making process to have a healthy environment.
 - From approximately what time-period will the YOUTH be mentored after the GRANT PERFORMANCE PERIOD?

OR

- B) Why is it not possible to mentor YOUTH leaders after the GRANT PERFORMANCE PERIOD?

Sustaining the OUTDOOR PROGRAM beyond the GRANT PERFORMANCE PERIOD **is not required**. This is about mentoring YOUTH after the OUTDOOR PROGRAM.

POINTS: 3 points will be given for a plan to mentor YOUTH <u>after</u> the GRANT PERFORMANCE PERIOD or an explanation why this concept cannot be achieved.	
Rank Order	Points
The APPLICANT provided a plan to mentor YOUTH <u>after</u> the GRANT PERFORMANCE PERIOD towards careers in natural resource and environmental professions or active involvement in the civic decision-making process to have a healthy environment. Or The APPLICANT provided an explanation why this cannot be achieved <u>after</u> the GRANT PERFORMANCE PERIOD.	3
The APPLICANT did not provide a plan or an explanation why YOUTH cannot be mentored <u>after</u> the GRANT PERFORMANCE PERIOD.	0

Technical assistance is available on page 58.

COMMUNITY FACTFINDER REPORT AND CERTIFICATION (CHECKLIST ITEM #3)

Provide the following two items:

1. **Community FactFinder Report.** To create a report of the COMMUNITY HOME BASE listed in the response to Criteria 1, use the Outdoor Equity Community FactFinder tool at parksforcalifornia.org/outdoorequity/

The Community FactFinder Report will be used for Grant Selection Criteria 1 on page 17.

Only one Community FactFinder Report can be submitted in the APPLICATION.

2. **Community FactFinder Certification.** This form will be signed by the AUTHORIZED REPRESENTATIVE.

Its purpose is to certify that the Community FactFinder Report was generated from a point on or within the COMMUNITY HOME BASE. If the blue pin tip is outside the COMMUNITY HOME BASE, OGALS reserves the right to generate a new Community FactFinder Report with the blue pin tip in the middle of the COMMUNITY HOME BASE for the purpose of Grant Selection Criteria 1.

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



COMMUNITY FACTFINDER CERTIFICATION

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

- ✓ The Community FactFinder Report was generated with the blue pin tip located on or within the boundary of the COMMUNITY HOME BASE.

I understand if the above requirement was not met, OGALS will generate a new report with the blue pin tip located in the middle of the COMMUNITY HOME BASE to create the new half-mile radius and will use this new data for the purposes of Grant Selection Criteria 1.

AUTHORIZED REPRESENTATIVE Signature

Date

AUTHORIZING RESOLUTION (CHECKLIST ITEM #4)

The Authorizing Resolution serves two purposes:

1. It is how 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 OUTDOOR PROGRAM if the GRANT is awarded.
2. Designates a position title (through Provision 4) to represent the Governing Body on all matters regarding the APPLICATION and OUTDOOR PROGRAM. The incumbent in this position is referred to as the AUTHORIZED REPRESENTATIVE.

All checklist items that require a signature must be the signed by the AUTHORIZED REPRESENTATIVE. Submitted documents should be signed and scanned or digitally signed using an encrypted signature, such as Adobe's Digital ID. All forms requiring signatures have been uploaded to the program webpage and include a signature field that meets this requirement.

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 an email or letter to OGALS delegating authority.

Format

The Authorizing Resolution on the following page may be reformatted; however, the language provided in the resolution must remain unchanged. Any changes to the language may require 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.

State Agency Exception

If the APPLICANT is a state agency, the following can be submitted as an alternate to the requirements above:

1. A document from the state agency's governing body that provides delegated authority to a position or entity on behalf of the state to apply for and administer all state grants.
2. The Authorizing Resolution on the next page may be completed and signed by the delegated authority.

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 OUTDOOR EQUITY GRANTS 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 Outdoor Equity Grants 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 program;

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

APPROVES THE FILING OF AN APPLICATION FOR THE (NAME OF PROPOSAL); AND

1. Certifies that said Applicant has or will have available, prior to commencement of any work on the program(s) included in this application, the sufficient funds to complete the program(s); and
2. Certifies that if the grant is awarded, the Applicant has or will have sufficient funds to operate the program(s) as described in the Grant Selection Criteria response, 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 (position title of the 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 ITEM #5)

The GRANT SCOPE/Cost Estimate Form on the following pages has two uses:

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

1. Establishing the GRANT SCOPE

The Form will be used to establish the expected deliverables for the activities described in Grant Selection Criteria 3 and 4 on pages 21 and 23.

- Use the Form to list only the activities that will be funded by the GRANT plus COMMITTED FUNDS (if applicable) during the GRANT PERFORMANCE PERIOD. Do not include future costs beyond what the GRANT and COMMITTED FUNDS will support during the GRANT PERFORMANCE PERIOD.
- Use the GRANT SCOPE/Cost Estimate Form to provide the lump-sum estimated cost of all activities consistent with the response to Grant Selection Criteria 3 and 4.

2. Providing a Cost Estimate for the OUTDOOR PROGRAM.

See the ELIGIBLE COSTS section starting on page 41 before creating a Cost Estimate.

- The TOTAL PROGRAM COST must cover all the ACTIVITIES IN THE COMMUNITY and the NATURAL AREA TRIPS described in Grant Selection Criteria 3. This is the row labeled as (1) on the Form.
- Rows (2) to (3) on the Form cover other items that may be added to the TOTAL PROGRAM COST.
- Up to 5% contingency for costs can be folded into the line items. Do not list contingency as a separate line item.
- OGALS understands that actual costs may change during the OUTDOOR PROGRAM. In most cases, a revised GRANT SCOPE/Cost Estimate Summary Form is not required when estimated costs fluctuate during the OUTDOOR PROGRAM.
- Check the math and dollar amounts between all forms in the APPLICATION to ensure the GRANT request amount and TOTAL PROGRAM COST is consistent.

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

GRANT SCOPE/COST ESTIMATE FORM

Follow the directions starting on page 33. Use the response to Grant Selection Criteria 3,4, and 6 to summarize the TOTAL PROGRAM COST and deliverables on this form.

See the ELIGIBLE COSTS section starting on page 41 before creating a cost estimate.

ACTIVITIES IN THE COMMUNITY: In the column below, list each Activity Title consistent with the response to Grant Selection Criteria 3 on page 21.	Total Cost for ACTIVITIES IN THE COMMUNITY
Activity Title:	\$
	\$
	\$
	\$
	\$
NATURAL AREA TRIPS: In the column below, list each Trip Destination consistent with the response to Grant Selection Criteria 4 on page 23. If a destination will be visited more than once, add a parenthesis after the destination's name with the number of REOCCURRING TRIPS. Example: Maguire Park (5 trips).	Total Cost for NATURAL AREA TRIPS
Trip Destination:	\$
	\$
	\$
	\$
	\$
(1) Total cost of all ACTIVITIES IN THE COMMUNITY and NATURAL AREA TRIPS	\$ (1)
(2) INTERNSHIPS from Grant Selection Criteria 6 on page 26 if applicable	\$ (2)
(3) Liability insurance premium that will cover the OUTDOOR PROGRAM	\$ (3)
(4) TOTAL PROGRAM COST = (1) + (2) + (3)	\$ (4)
Requested GRANT Amount:	\$

The next page provides certification language on the fillable form that will be available at www.parks.ca.gov/oep.

GRANT SCOPE/Cost Estimate Certification

The certification language below will be included on the fillable GRANT SCOPE/Cost Estimate Form found at www.parks.ca.gov/oep.

I certify under penalty of perjury that the following was considered before developing the GRANT SCOPE/Cost Estimate Form.

- ✓ The APPLICANT understands that the GRANT SCOPE/Cost Estimate Form will be used to establish the expected GRANT deliverables.
- ✓ The cost estimate is based on planning all activities and trips during the GRANT PERFORMANCE PERIOD only, including transportation, overnight accommodations and food, labor, equipment, supplies, admission fees, and insurance.
- ✓ The most ECONOMICAL USE OF STATE FUNDS was considered in planning the cost estimate. This includes considering the following:
 - Renting or leasing equipment compared to purchasing based on the planned days of use during the GRANT PERFORMANCE PERIOD.
 - Cost analysis for purchases including the best value for quality, safety, reuse, and sustainability for the lowest price possible.
 - Cost analysis for reuse and sustainability of equipment and supplies is based on the planned days of use during the GRANT PERFORMANCE PERIOD only.
 - Reviewing the audit checklist in the GRANT ADMINISTRATION GUIDE about keeping records.
- ✓ The applicant is aware and fully understands the eligible and ineligible costs listed on pages 41 to 47.

AUTHORIZED REPRESENTATIVE Signature

Date

FUNDING SOURCES FORM (CHECKLIST ITEM #6)

Amounts to list on the Form:

Match is not required.

- If the GRANT itself funds the TOTAL PROGRAM COST, then the top right and bottom right boxes will show the requested GRANT amount only.

OR

- If applicable, use the Funding Sources Form to identify each funding source by name and amount.
- Note if the source is state, city, county, federal, or private.
- Review the definition of COMMITTED FUNDS. Provide a commitment date for each funding source indicating when it was committed. All additional funds must be committed no later than 3 months after the APPLICATION deadline.
- The TOTAL PROGRAM COST listed at the bottom of this form must equal the estimated TOTAL PROGRAM COST listed on the Application Form and at the bottom of the GRANT SCOPE/Cost Estimate Summary Form.

Participant Fees:

- If applicable, list the total estimated amount that will be charged to PARTICIPANTS for ACTIVITIES IN THE COMMUNITY and NATURAL AREA TRIPS during the GRANT PERFORMANCE PERIOD.
- These are fees charged to PARTICIPANTS for costs in addition to and beyond what the GRANT will pay for.
- If any part of the OUTDOOR PROGRAM will involve fees charged to PARTICIPANTS, the amount charged should be reasonable. Consider PARTICIPANTS affected by poverty.

Funding Sources that are loans:

If the source is a loan, identify the type of loan. Please be mindful of GRANT CONTRACT Provision shown below:

Use of Grant Monies

GRANTEE shall not use any grant funds (including any portion thereof) for the purpose of making any leverage loan, pledge, promissory note or similar financial device or transaction, without the prior written approval of the STATE.

NOTE: If the funding sources change during the GRANT PERFORMANCE PERIOD, a revised form is required within 30 days.

FUNDING SOURCES FORM

Funding Source	Date COMMITTED	Amount
Outdoor Equity Grant Request	TBD	\$
PARTICIPANT Fees (total estimated if applicable)		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
Grand Total All Funding Sources: (Estimated TOTAL PROGRAM COST)		\$

The APPLICANT understands that the OUTDOOR PROGRAM cannot be funded unless the requested GRANT equals the estimated cost needed to complete the OUTDOOR PROGRAM, or, the requested GRANT plus the total amount of additional COMMITTED FUNDS equals the estimated cost of the OUTDOOR PROGRAM. Except for PARTICIPANT fees, additional funds must be secured no later than three months after the APPLICATION deadline if not yet COMMITTED at time of APPLICATION. If the GRANT is awarded, there will be no need for additional fundraising. The costs must be incurred before the final GRANT payment is processed. If funding sources change from the time of APPLICATION until final GRANT payment, the APPLICANT understands this form must be updated within 30 days.

 AUTHORIZED REPRESENTATIVE Signature

 Date

APPLICANT CAPACITY (CHECKLIST ITEM #7)

The purpose of this requirement is to evaluate the APPLICANT'S capacity to achieve the OUTDOOR PROGRAM during the GRANT PERFORMANCE PERIOD.

Provide a response to the following:

1. Describe the experience or capacity of the APPLICANT or partner to achieve the plan described in Grant Selection Criteria 3 and 4.
2. Provide a statement of understanding that *it is the APPLICANT'S commitment to oversee successful administration of the grant and keep all records of all costs charged to the grant for an audit, should the grant be awarded.* See the Audit Checklist in the Grant Administration Guide.
3. Provide a partial list of government or foundation grants awarded to the APPLICANT for OUTDOOR PROGRAMS within the past five years. Include the date of award, purpose of the grant, grant amount, and accomplishments through the grant.
4. Describe if the APPLICANT or partnering organization is located near the COMMUNITY HOME BASE (headquarters, office, etc.). Or describe another point of connection with the RESIDENTS or stakeholders near the COMMUNITY HOME BASE that contributes to the capacity to achieve the OUTDOOR PROGRAM.
5. If the OUTDOOR PROGRAM will take place on land not owned by the APPLICANT, describe if a permit or agreement is required. Answer A through C below.
 - A. Describe if all landowners of the locations listed in the response to Grant Selection Criteria #4 have been contacted to determine if a special permit or agreement is needed. Advise the landowner about the intended number of PARTICIPANTS.
 - B. If applicable: Provide a copy of the permit or agreement. Or, if a copy of the permit or agreement is not yet available, provide a plan to secure the permit or agreement should the GRANT be awarded. List and include a timeline for each step to secure the permit or agreement.
 - C. If not applicable: Describe what steps were taken to verify that no special permits or agreements with any of the properties will be required.

REPORTING CERTIFICATION (CHECKLIST ITEM #8)

Certification Form

The following reporting requirements are only applicable if the GRANT is awarded. By signing this form, the APPLICANT agrees to keep reporting requirements, #1-5, listed below, during the GRANT PERFORMANCE PERIOD. To meet AB 209 reporting requirements, GRANTEES will submit the following information to OGALS through an online reporting system before the final GRANT payment will be approved.

Reporting Requirements:

1. Total number of YOUTH served.
2. Partnerships formed through the OUTDOOR PROGRAM, including a description of partnership accomplishments and lessons learned.
3. EDUCATIONAL goals achieved through the OUTDOOR PROGRAM per the definition of EDUCATION found on page 60, and how the objective was met.
4. Videos and/or photos that provide a sample of highlights with quotes, captions, or testimonials about the impact of the OUTDOOR PROGRAM.
5. To inform future OUTDOOR PROGRAMS, provide tips and lessons-learned:
 - Successful methods used,
 - Unforeseen challenges and recommended solutions.
 - These tips will be made available online to help build capacity statewide.

The APPLICANT understands that if the GRANT request is approved, GRANTEES will respond to these reporting requirements through an online reporting system that will be made available at www.parks.ca.gov/oep before the final grant payment will be approved.

AUTHORIZED REPRESENTATIVE Signature

Date

NON-PROFIT REQUIREMENTS (CHECKLIST ITEM #9)

NON- PROFIT REQUIREMENTS (CHECKLIST ITEM #9)

This checklist item is only for NON-PROFIT organization APPLICANTS.

Please provide items 1-5 below:

1. Letter of Determination from the Internal Revenue Service indicating current 501(c)(3) status.
2. First two pages of the NON-PROFIT'S last two years of filed federal 990 forms.
3. Print page from the Attorney General's "[Registry of Charitable Trusts](https://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y)" showing a "Current Status." Link: <https://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y>
4. First page of the most recently filed Annual Registration Renewal Fee Report to the Attorney General of California (RFF-1 Form). Link: https://oag.ca.gov/system/files/media/rff1_form.pdf
5. Current Self-Service Entity Status Letter from California Franchise Tax Board's website. Link: <https://webapp.ftb.ca.gov/eLetter/>

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 the most recent fiscal year.

III. ELIGIBLE COSTS

This section provides rules and examples of ELIGIBLE COSTS for the OUTDOOR PROGRAM. For additional information on eligible and ineligible costs see the GRANT ADMINISTRATION GUIDE found at www.parks.ca.gov/oep.

General Guidance for all purchases, leases, rentals, transportation, lodging, and labor

- Costs must be necessary to achieve the goals of the OUTDOOR PROGRAM only.
- Costs must be the most ECONOMICAL USE OF STATE FUNDS.
- Costs may be audited. Keep all records and receipts.

Planning Costs

These are costs associated with planning the OUTDOOR PROGRAM during the GRANT PERFORMANCE PERIOD.

- Planning costs dating back to the APPROPRIATION DATE are eligible for reimbursement if the APPLICATION is selected for funding.
- May include note takers, facilitators, language translators, transportation, equipment, supplies, facility rental, etc. for MEETINGS and other OUTDOOR PROGRAM planning purposes.

ACTIVITIES IN THE COMMUNITY and NATURAL AREA TRIPS

The rest of this section below provides rules and guidance for implementing the ACTIVITIES IN THE COMMUNITY and NATURAL AREA TRIPS as proposed in Grant Selection Criteria 3 and 4.

These are direct costs to conduct the ACTIVITIES IN THE COMMUNITY and NATURAL AREA TRIPS.

The next pages provide guidance about:

- A. Supplies, Equipment, and Activity Fees/Admissions
- B. Travel Costs
- C. Labor Costs
- D. Insurance for all activities necessary for the OUTDOOR PROGRAM

III. ELIGIBLE COSTS

A. Supplies, Equipment, and Activity Fees/Admissions

- **Activity Fees:** Location entrance fees for places such as parks, campground reservations, whale watching, botanical gardens, ski lifts, and specific experiences such as horseback riding, paddling, rafting, rock climbing, birding, hang gliding, sailing, kite surfing, cross-country skiing, snowshoeing, etc.
- **Activity supplies and equipment (examples):** include but are not limited to backpacks, tents, bikes (including class 1 and 2 e-bikes), kayaks, surfboards, bodyboards, stand up paddle boards, life jackets, helmets, wetsuits, snowboard/ski's, canopy/beach umbrella, towels, sleeping bags, stoves, 2-way radios, binoculars, water filters, snowshoes, hiking boots, gloves, goggles, compasses, fire starters, bug repellent, sunblock and protective gear, poison oak protectant, first aid supplies, canteens, flashlights, batteries, lanterns, interpretive materials, trash/recycling bags, safety whistle, bear spray, utensils, health and safety equipment including COVID rapid-testing kits, etc. that are necessary to support an activity. For gardening or planting activities, seeds, potted plants less than 15 gallons, and hand tools can be purchased.
- **Supplies that can be kept by the participant:** program t-shirts, reusable water bottles, hats, and tote bags that are necessary for the OUTDOOR PROGRAM. All other activity supplies and equipment must be retained by the GRANTEE and used for future programming.
- **Renting or leasing equipment for the actual activity fits in this category.**
- **Most ECONOMICAL USE OF STATE FUNDS** - For supplies and equipment that will cost over \$500 per single unit item, and/or \$10,000 per purchase transaction and which can be purchased, leased, or rented, the most ECONOMICAL USE OF STATE FUNDS must be applied. This means that the GRANTEE will use the most affordable option to complete the OUTDOOR PROGRAM during the GRANT PERFORMANCE PERIOD by either renting, leasing, or purchasing the supplies and equipment.
- **Supplies and equipment may come from GRANTEE'S central stock if claimed costs are no higher than supplies or equipment purchased, rented, or leased elsewhere.** For audit purposes, a report or source document must describe the work performed, indicate the hours used to justify the amount charged to the grant, relate the use to the GRANT SCOPE, and must be signed by the GRANTEE'S operator or supervisor.

B. Travel Costs

- **Travel must be within California only.**
- **Overnight accommodations (camping or lodging):** Campsite rentals and yurts following the most ECONOMICAL USE OF STATE FUNDS, including travel to and from the

destination of the NATURAL AREA TRIP. For overnight stays at hotels, GRANTEE must document the most economical selection was obtained by documenting three informal quotes on the Hotel Lodging Form (See the GRANT ADMINISTRATION GUIDE.)

- **Food and food storage:** The purchase of food, and purchase or rental of food storage for safety compliance during the NATURAL AREA TRIP.
- **Education Requirement for all meals:** Each meal must include an EDUCATIONAL health activity as part of the OUTDOOR PROGRAM. Healthy food is encouraged. Examples of EDUCATIONAL health lessons include how food processing affects climate change or environmental health, minimizing packaging waste, nutrition, learning how to prepare meals, etc.
- **Daily Meal Budget Per Participant for NATURAL AREA TRIPS:**
 - An average of \$20 per meal, which includes drinks and snacks, is allowed. If three meals (breakfast, lunch, and dinner) are necessary per day, the total maximum per participant is \$60 per day. Use the following formula to plan the costs for trips.
 - Calculation Formula
Number of meals x number of participants per trip x \$20 = maximum amount for the trip. Example:
 - ✓ An overnight trip will include 6 meals for 10 participants.
 - ✓ 6 meals x 10 participants x \$20 = \$1,200 maximum amount for the trip.
 - Actual costs may vary per meal, for instance \$15 lunch and \$25 for dinner average \$20 per meal. Up to three meals may be served per participant per day. GRANTEES must submit total costs per trip and show costs fall within the total cap as shown in the example above.
 - Costs such as plates, utensils, napkins, coolers, ice, etc. are eligible as supplies, which are separate from the daily meal budget above. If shopping for groceries and supplies, GRANTEES are encouraged to pay for food/water/snacks separately from supplies. Having two separate receipt totals will assist with calculations on the meal budget for the trip.
- **Vehicle use for transportation of PARTICIPANTS may involve:**
 - Taking PARTICIPANTS from their schools and neighborhoods to and from the COMMUNITY HOME BASE, for ACTIVITIES IN THE COMMUNITY related to the Grant Selection Criteria.
 - Taking PARTICIPANTS to and from the COMMUNITY HOME BASE to NATURAL AREA TRIPS.

III. ELIGIBLE COSTS

- **Vehicles chartered or rented by GRANTEE:**
 - Chartered transportation for a charter company's standard rate is an ELIGIBLE COST.
 - Rental of vehicles including trailers at market value, including low Greenhouse Gas (GHG) emission vehicles, are an ELIGIBLE COST. Vehicle purchases are considered CAPITAL PROJECTS and are not eligible.
- **Vehicles owned/leased by GRANTEE:**
 - [Mileage incurred on a GRANTEE's own vehicles can be charged at the State's rate](#) that is in effect at the time of the trip. Maintenance, repair cost, insurance, licensing, registration, and depreciation necessary to safely operate vehicles are built into the State's rate of the allowable charge per mile.
 - A Mileage Log must record the trips charged to the GRANT. For audit purposes, the Mileage Log must describe the miles driven, OUTDOOR PROGRAM purpose related to the GRANT SCOPE, and must be signed by the operator and supervisor.
- **Passenger ticket purchases and public transportation fares:** Trains, buses, boats, airplanes, paratransit, or other public transportation for PARTICIPANTS to travel to and from the planned OUTDOOR PROGRAM.

C. Labor

- **Employee services:** See accounting rules for employee services explained in the GRANT ADMINISTRATION GUIDE.
- **INTERNSHIPS consistent with Grant Selection Criteria #6:** INTERNSHIPS will be administered as employee services of the GRANTEE. The GRANTEE must follow applicable laws for employee services, including internships. Contact California's Division of Labor Standards and Enforcement at dir.ca.gov/dlse/ for internship rules. Also, see the definition of STIPENDS.
- **Program activity providers:** Including physical activity instructors, trainers, nature guides, career pathway educators, language translators, drivers, etc.
- **Program management:** Including site inspections, coordinating partners, scheduling activities, directing equipment, materials, activity instructors, and transportation personnel.
- **Communication and training:** Including outreach to RESIDENTS, training of program activity providers for cultural awareness, and risk management.
- **Reporting:** Including data collection, photography, and videography which can include interviews with PARTICIPANT; documentation of the program achievements.
- **GRANT administration and accounting**

D. Insurance Requirements if Awarded:

- Premiums on liability insurance including aggregate coverage for all activities necessary for the OUTDOOR PROGRAM. See parks.ca.gov/oep for an Insurance Policy Checklist that lists the insurance policy requirements for GRANTEES.
- **Private vehicle insurance costs are included within the state mileage reimbursement rate.**

Keep all records of all costs for audit purposes.

- ✓ For labor charged to the GRANT, maintain timesheets recording specific time spent on the OUTDOOR PROGRAM for each specific person.
- ✓ Keep records documenting how the most ECONOMICAL USE OF STATE FUNDS was determined for supplies and equipment that will cost over \$500 per single unit item, and/or \$10,000 per purchase transaction.
- ✓ Keep invoices, receipts, and payment records **for all** purchases, leases, and rentals.
- ✓ Keep logs for charging the use of GRANTEE'S stock equipment, supplies, and vehicles.

INELIGIBLE COSTS

- **Outside the GRANT PERFORMANCE PERIOD:** Costs incurred before or after the GRANT PERFORMANCE PERIOD.
- **Indirect costs:** Overhead business expenses of the GRANTEE'S fixed or ordinary operating costs: (rent, mortgage payments, property taxes, utilities, office supplies).
- **CAPITAL PROJECTS:** Construction/development of land or land acquisition. Examples include greenhouses, planter boxes, lumber, garden infrastructure such as irrigation, purchase of potted trees and plants larger than 15 gallons and/or requiring installation with heavy construction equipment, nonportable tables, benches, outdoor kitchen, and shelters, etc. Land alteration projects that would require California Environmental Quality Act (CEQA) review are ineligible.
- **Vehicle acquisition for ownership:** Any purchase of a vehicle that requires a license and vehicle registration through the DMV, such as dirt bikes, UTVs, trailers, mobile classroom, etc. are not eligible for purchase through this program.
- **Class 3 e-bikes, which can exceed 20 mph.**
- **Routine park maintenance** by the GRANTEE'S existing staff is an ineligible activity. Examples include routine restroom cleaning, garbage removal, groundskeeping, scheduled maintenance, graffiti removal, etc.
- **Fundraising**
- **Food for ACTIVITIES IN THE COMMUNITY:** Serving meals during ACTIVITY IN THE COMMUNITY is ineligible. Food that is being prepared as an ACTIVITY IN THE COMMUNITY, for the purpose of consumption during the NATURAL AREA TRIPS is the only exception. See ELIGIBLE COSTS, heading B, Travel Costs, for eligible food costs only during NATURAL AREA TRIPS.
- **Travel outside of the state of California**
- **Gifting of equipment** to PARTICIPANTS or the general public including but not limited to tents, backpacks, sleeping bags, cooking gear, kayaks, surfboards, wetsuits, skateboards, bikes, purchased with GRANT funds. Non-consumable supplies and equipment purchased with GRANT funds must be retained by the GRANTEE for a period equivalent to the life of the equipment. GRANTEES are encouraged to continue using purchased equipment after the GRANT PERFORMANCE PERIOD for programming. If GRANT funded equipment is disposed of or sold during the GRANT PERFORMANCE PERIOD, the residual market value must be used for ELIGIBLE COSTS or paid back to the State.
- **Gifting of passes** to PARTICIPANTS or the general public for use other than the planned purpose or times of the NATURAL AREA TRIPS or ACTIVITIES IN THE COMMUNITY for the OUTDOOR PROGRAM.
- **Gifting of awards, trophies, plaques, ribbons, medals, and prizes**
- **Gifting of money such as promotional gift cards to recruit or reward PARTICIPANTS for non-eligible costs**

Example: A \$100 gas gift card without receipts documenting the actual purchase of gas for the purpose of the GRANT SCOPE would be ineligible.

\$500 gift card to PARTICIPANTS without documentation of a STIPEND.

- **Grant writing**
- **Programs imposed on an APPLICANT through legal mitigation.**

Lack of Record Keeping:

During an Audit, lack of record keeping can make claimed ELIGIBLE COSTS ineligible.

Keep all records of all costs for audit purposes.

- ✓ For labor charged to the GRANT, maintain timesheets recording specific time spent on the OUTDOOR PROGRAM for each specific person.
- ✓ Keep records documenting how the most ECONOMICAL USE OF STATE FUNDS was determined for supplies and equipment that will cost over \$500 per single unit item, and/or \$10,000 per purchase transaction.
- ✓ Keep invoices, receipts, and payment records **for all** purchases, leases, and rentals.
- ✓ Keep logs for charging the use of GRANTEE'S stock equipment, supplies, and vehicles.
- ✓ An Audit checklist is available in the GRANT ADMINISTRATION GUIDE.

IV. APPENDICES

TECHNICAL ASSISTANCE FOR APPLICANTS

This page summarizes the assistance available to APPLICANTS. To ensure a fair process, OGALS' Competitive Project Officers will provide all APPLICANTS with correct and consistent guidance. All statewide APPLICANTS are encouraged to access the following:

Application Workshops by OGALS

Application Workshops will be offered featuring a page-by-page review of this APPLICATION Guide, including time for questions.

Access to Program Competitive Project Officers

OGALS' Competitive Project Officers provide a range of customer service options to all applicants in a timely manner. APPLICANTS are encouraged to email, call, or schedule meetings when guidance is needed. A list of OGALS' Competitive Project Officers by region is available at parks.ca.gov/oep.

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 except for the Grant Selection Criteria. OGALS' Competitive Project Officers can also preview Checklist Items 1, and 3-9 before the APPLICATION deadline.

Strengths and Weaknesses

APPLICANTS who do not receive a GRANT award can get strengths and weaknesses feedback based on the Grant Selection Criteria after GRANT awards are announced. This feedback may be useful to APPLICANTS if another ROUND of funding is available.

Grant Administration Workshop

APPLICANTS who receive a GRANT award must attend a mandatory GRANT administration workshop. During the workshop, OGALS and DPR auditors provide an in-depth review of the GRANT ADMINISTRATION GUIDE that explains the requirements and forms necessary for administration. OGALS' Grant Administration Project Officers are also available to answer administrative questions through the final payment process.

Outdoor Recreation Leadership Training

The Department's Office of Community Involvement offers interactive, hands-on training that equips adults with the skills and confidence to lead outdoor recreation activities with an emphasis on camping. Visit parks.ca.gov/oci for more information.

GRANT SELECTION CRITERIA GUIDANCE

This section gives technical assistance for Grant Selection Criteria 1 through 8 found on pages 16 to 28.

GRANT SELECTION CRITERIA 1 {COMMUNITY HOME BASE} ON PAGE 17

The goal of OEP is to provide access to RESIDENTS who otherwise would be financially, imaginatively (due to a lack of awareness), or physically unable to benefit from the proposed experience(s) described in Grant Selection Criteria 3-4.

The COMMUNITY HOME BASE should be strategically located near where a majority of the targeted population lives in the underserved community. PARTICIPANTS can also live further than a half-mile radius from the COMMUNITY HOME BASE. For example, a school in a rural area may be the central gathering place for PARTICIPANTS.

Part A – Community FactFinder Report:

The COMMUNITY HOME BASE half-mile radius will be used to evaluate data within the community. The APPLICANT may choose any point in or on the boundary of the proposed COMMUNITY HOME BASE to place the blue pinpoint to establish the half-mile radius.

The use of the half-mile radius helps steer APPLICANTS towards selecting a COMMUNITY HOME BASE that best meets the intent of this funding opportunity. The FactFinder's half-mile radius uniformly quantifies median household income, people below poverty, and public-school data using consistent data available statewide.

If the radius were larger, it could encompass higher income areas, which would disadvantage many statewide APPLICATIONS.

Part B – Other Challenges:

Review the definition for CHALLENGES and use it as a guide to describe the community's story.

Statistics are not necessary; this Criteria is the APPLICANT'S chance to describe the need for the OUTDOOR PROGRAM not covered by the data found in the Community FactFinder. There may be other circumstances affecting the need for the OUTDOOR PROGRAM in addition to the examples listed in the definition for CHALLENGES. If so, describe those circumstances as well.

For rural areas where PARTICIPANTS may need to commute further distances from their neighborhoods to the COMMUNITY HOME BASE, explain why the COMMUNITY HOME BASE is centrally located and accessible.

GRANT SELECTION CRITERIA 2 {COMMUNITY PLANNING} ON PAGE 19

This criteria is about planning the OUTDOOR PROGRAM goals, activities, and logistics through an exchange of ideas and feedback with RESIDENTS.

APPLICANTS are encouraged to partner with community-based organizations that can help engage the RESIDENTS. A BROAD REPRESENTATION of RESIDENTS should be engaged through at least two IN PERSON MEETINGS within a half-mile of the COMMUNITY HOME BASE. While a specific MEETING may not have a BROAD REPRESENTATION, when each MEETING is added with others, the combination should.

MEETINGS can promote a group dynamic, with RESIDENTS building upon the ideas of one another. Engaging and interactive group discussions can lead to a more in-depth understanding of the RESIDENTS' needs. A survey may be used during the process as another way of gathering input from RESIDENTS in addition to MEETINGS. However, while a survey can be a tool, it is not by itself a MEETING where RESIDENTS have discussions.

Outreach Methods

Cost effective approaches and inclusive approaches to engaging RESIDENTS for OUTDOOR PROGRAM planning includes:

1. Meeting with RESIDENTS at or within a half-mile of the COMMUNITY HOME BASE.
2. Identifying a RESIDENT that is seen as a leader who can assist with outreach and even with language translation.
3. Using meeting locations, such as a sidewalk within a half-mile of the COMMUNITY HOME BASE, applicants or a partnering community group can set up a booth with banners, easels, or tables on a weekend morning and even send staff/volunteers to go knock on doors to invite residents to join in the MEETING. A farmers' market and other events within half-mile of the COMMUNITY HOME BASE can be used for outreach.
4. Having MEETINGS where RESIDENTS will already be present within a half-mile of the COMMUNITY HOME BASE. For example, facilitate MEETINGS with students in their classes, or a MEETING at a senior center or retirement community complex, or add OEP planning to the agendas of neighborhood/community-based organization meetings where RESIDENTS will be available.
5. This program emphasizes engaging and serving residents in an underserved community. Community members who live in the COMMUNITY HOME BASE'S surrounding neighborhoods should be engaged. Participation and community member input is welcome from outside that COMMUNITY HOME BASE area during the community planning.
6. Scheduling MEETINGS to accommodate RESIDENTS with different employment and family schedules, including weekend or evening hours.

7. Conducting an IN-PERSON MEETING with a hybrid component is acceptable and may result in more RESIDENTS attending a MEETING. This could include an IN-PERSON MEETING that also allows for virtual participation through video conference capabilities. Examples include but are not limited to Zoom, Microsoft Teams, Facebook Live, Google Meet, etc. RESIDENTS, including YOUTH, may be able to help with technology for hybrid MEETINGS.

Capturing Ideas:

- It is recognized that awareness of opportunities can be a barrier to getting fully informed ideas from RESIDENTS. To overcome this barrier, APPLICANTS or partners can consider a brainstorming approach with RESIDENTS. The APPLICANT or partner and RESIDENTS can share ideas and feedback with each other to make fully informed decisions.
- Capture ideas about ACTIVITIES IN THE COMMUNITY and logistics for planning NATURAL AREA TRIPS. See Grant Selection Criteria 3-4 which can be a basis for planning topics to discuss.
- To help the RESIDENTS prioritize the selection of their preferred activities and destinations for the OUTDOOR PROGRAM, make budget limitations and projections clear to RESIDENTS.
- The focus of the MEETINGS and ideas received must be consistent with the intent detailed on pages 19 to 20.

The MEETINGS or other planning efforts must take place before the APPLICATION is sent to OGALS. Make it clear to RESIDENTS that OEP may be highly competitive, that funding is not guaranteed, and be prepared to discuss other options for funding the activities.

MEETING costs may be eligible for reimbursement: Please review the “Planning Costs” section in Eligible Costs on page 41. The current GRANT PERFORMANCE PERIOD is provided at www.parks.ca.gov/oep.

GRANT SELECTION CRITERIA 3 {ACTIVITIES IN THE COMMUNITY} ON PAGE 21

To be eligible as an ACTIVITY IN THE COMMUNITY, it must involve outdoor or indoor EDUCATION components within a 5-mile radius* of the COMMUNITY HOME BASE designed to achieve these two goals:

1. Preparing PARTICIPANTS for NATURAL AREA TRIP(S).
2. Learning about the community's environment:
 - A. ENVIRONMENTAL JUSTICE analysis and reporting that may involve YOUTH leadership development in the community. This may include solution-based learning about the community's connection to climate change and other environmental issues such as stormwater runoff, air quality, brownfields, land-use planning, urban heat island effect, groundwater supply, energy and water efficiency, tree canopy, and park access.
 - B. Discovering nature in action in the community through EDUCATIONAL walks looking for flora (trees/plants) and fauna (animals/insects), and visits to local resources such as a community park, creek, zoo, science or nature center etc.
 - C. Curriculum based activities at the COMMUNITY HOME BASE. (See definition of EDUCATION)

The majority of activities should take place outdoors; however, indoor EDUCATION classes or some indoor activities due to weather constraints are acceptable.

Transportation is an eligible cost if it involves taking PARTICIPANTS to and from the COMMUNITY HOME BASE, their schools, and neighborhoods for ACTIVITIES IN THE COMMUNITY.

*The 5-mile radius is the straight-line distance from the COMMUNITY HOME BASE, and not driving routes. Applicants may use online tools that provide a straight-line distance between two locations.

GRANT SELECTION CRITERIA 4 {NATURAL AREA TRIPS} ON PAGE 23

The following list provides examples of eligible activities and education topics:

1. Activities for population groups with unique needs and interests may be scheduled:
 - For example, different types of activities may serve OLDER ADULTS compared to YOUTH.
 - Families may go on one NATURAL AREA TRIP, and a youth leadership group may go on another trip.
 - Activities that bring different generations together are also encouraged.
 - Partnerships may help to provide additional experience or serve other age groups or abilities.
2. Natural resources and interpretation.
3. ENVIRONMENTAL JUSTICE data collection, analysis, and reporting. For example, testing water and soil, and identifying other environmental health factors.
4. Guided nature walks, hiking, biking, horseback riding, paddling, swimming, surfing, skiing, sledding, off-highway motorized vehicle recreation in designated areas, etc.
5. Art instruction such as videography, graphic design, photography, painting, and drawing NATURAL AREA TRIPS OR ENVIRONMENTAL JUSTICE scenes.
6. Cultural heritage and historic exploration, including museums.
7. Tribal land visits, cultural activities such as performing arts, music, dance, visual art activities, tribal gatherings, etc.
8. Building awareness of parks, recreation, and resource protection benefits.
9. Water conservation and solutions to prevent pollution.
10. Climate change and potential solutions.
11. Coastal protection.
12. Safety (CPR, wilderness first responder, first aid, etc.).
13. Camping skills.
14. Cooking and learning sound nutrition habits and food storage safety for camping trips or other NATURAL AREA TRIPS. (Note: The purchase of food and food storage through the GRANT program is only eligible for NATURAL AREA TRIPS (See page 43).
15. Wildlife viewing.
16. Wilderness survival skill building.
17. Teamwork and leadership building activities in nature.
18. Therapeutic recreation in nature to heal from the effects of PTSD, trauma, and other physical and emotional conditions.
19. Other recreation-based multi-generational activities that bring together families, YOUTH, OLDER ADULTS, and other diverse populations.

Visiting at least one destination of the State Park system:

The Outdoor Equity Grants Program includes a priority for participation “in outdoor environmental educational experiences at state parks.” This can be any of the destinations on this list <https://www.parks.ca.gov/ParkIndex/>.

Local, regional, national, and private natural area destinations within California are also eligible.

5-mile radius to define the distance for NATURAL AREA TRIPS:

The 5-mile radius is the straight-line distance from the COMMUNITY HOME BASE, and not driving routes. Applicants may use online tools that provide a straight-line distance between two locations.

Additional points will not be awarded for having both overnight trips **and** day trips. The proposed NATURAL AREA TRIPS can be all day trips, or all overnight trips, or any combination.

GRANT SELECTION CRITERIA 5 {PARTICIPANT RECRUITMENT PLAN} ON PAGE 25

The intent of this criteria is to establish a clear plan for inviting and encouraging RESIDENTS to participate in the OUTDOOR PROGRAM, should the grant be awarded. The following are examples of recruitment methods for inviting and encouraging RESIDENTS living within a half-mile of the COMMUNITY HOME BASE to participate in the OUTDOOR PROGRAM. To score maximum points at least three of the ten methods listed below must be used:

1. Partnering with community leaders, organizations, health agencies and "promotoras" to assist with outreach if they have relationships with existing networks of RESIDENTS who may be more likely to respond to invitations from that particular organization.
2. Collaborating with local schools. Schools can also send notices through an online portal or use flyers to inform families and YOUTH about when and where upcoming events will take place.
3. Identifying neighborhood youth or a respected adult RESIDENT who can be asked to assist or lead the outreach process.
4. Conducting door-to-door in-person invitations.
5. Developing invitations in commonly spoken languages.
6. Providing invitations that are clearly welcoming to multiple generations. Help PARTICIPANTS understand what ages are welcome and when the event will start and end.
7. Mailing flyers to residences within the half-mile radius.
8. Posting flyers in high foot traffic areas such as bus stops, major intersections, stores, schools, community centers, faith-based institutions, and libraries. Place flyers on the windshields of vehicles in parking lots.
9. Using local radio, television public service announcements, local newspapers, or social media, to distribute information.
10. Going to meetings where RESIDENTS will already be present. For example, inviting OLDER ADULTS at a center, or parents at a PTA meeting, for multi-generational ACTIVITIES IN THE COMMUNITY and NATURAL AREA TRIP(s).

GRANT SELECTION CRITERIA 6 {INTERNSHIPS THROUGH SERVICE LEARNING, CAREER PATHWAY, AND LEADERSHIP OPPORTUNITIES} ON PAGE 26

The intent of this criteria is to give RESIDENTS, especially YOUTH or under-employed adults, INTERNSHIPS that can be used for employment resumes or college admissions. If the APPLICANT is planning to only involve K-8 grade aged children, to score the maximum points the APPLICANT should consider working with high school students or other RESIDENTS.

- ✓ INTERNSHIPS may be paid or unpaid opportunities.
- ✓ INTERNSHIPS of RESIDENTS are only eligible if the activities are consistent with the GRANT SCOPE to achieve the goals of the OUTDOOR PROGRAM.
- ✓ Internships must be a minimum of 200-hours and provide a service that qualifies for 1-7 below.

The series of activities offered through the OUTDOOR PROGRAM can introduce PARTICIPANTS to the fields of therapeutic recreation, services for Adverse Childhood Experiences, natural science, park or resource management, community engagement or public service. Leadership development will cultivate diverse adaptive leaders who prioritize outdoor EDUCATIONAL and recreational experiences, healthy lifestyles, exercise, value of and participation in nature, and community development.

The opportunities may also include activities designed to influence the community's health and quality of life (environmental, recreational, EDUCATIONAL, and cultural) if consistent with the GRANT SCOPE to achieve the goals of the OUTDOOR PROGRAM.

1-7 below is a complete list of INTERNSHIPS for RESIDENTS consistent with the purpose of the OUTDOOR PROGRAM that will receive credit in Criteria #6:

1. Leadership development opportunities during the community-based outreach, planning, organizing, or leading ACTIVITIES IN THE COMMUNITY, or NATURAL AREA TRIPS.
2. Learning how to be a language translator to support the OUTDOOR PROGRAM.
3. Gain experience as nature or outdoor recreation guides, or assisting natural or cultural interpreters, rangers, natural scientists, and therapeutic recreation specialists.
4. Developing communication related to water, parks, climate, coastal protection, and other outdoor pursuits (graphic art, messaging/writing, photography, videography, painting/drawing, social media, or website development).
5. Reporting on or interviewing PARTICIPANTS, including using technical skills such as videography.
6. Administrative duties that are specific to the OUTDOOR PROGRAM.
7. Community development to work across boundaries (cross-disciplinary, cultural, generational, geographic) to strengthen community connections and action. Working with people and institutions to equip them to address access related CHALLENGES and work together to solve them.

GRANT SELECTION CRITERIA 7 {PARTNERSHIPS AND CAPACITY BUILDING} ON PAGE 27

Time period: To receive up to eight points, a PARTNERSHIP can involve a public agency, non-profit organization, tribe, or company that is assisting the APPLICANT to achieve one or more goals related to Grant Selection Criteria 3, 4, and 6.

Partnership Examples:

1. Capacity building such as teaching the APPLICANT or another partner a service skill, cultural awareness training, administrative assistance, mentoring, etc.
2. Fiscal Sponsors can qualify as a partnership. This is when the APPLICANT/GRANTEE will serve as the fiscal sponsor of community organizations. The APPLICANT/GRANTEE will administer the GRANT funds and ensure compliance. The community organizations can conduct OUTDOOR PROGRAM activities on behalf of the GRANTEE as a PARTNERSHIP.
3. Conducting one or more activities related to Grant Selection Criteria 3, 4, and 6, such as providing EDUCATION or outdoor skills.
4. Transportation services
5. A group that specializes in serving a specific age or cultural group, foster youth, or language translation/interpretation.
6. Contributing volunteer services.
7. Contributing materials, equipment, supplies, food, etc.
8. Contributing cash donations or providing a GRANT. There is no point advantage for greater amounts of COMMITTED FUNDS. Cash contributions are not required to receive the maximum eight points.

If the GRANT is awarded, GRANTEES will provide a brief description of what the partners accomplished, and lessons learned.

The following will not receive credit:

1. Entrance to Destinations: An entity charging a standard non-discounted entrance/admission fee that the public would pay for is not a PARTNERSHIP.
2. Destination Operators: Visiting a destination such as a park or beach is not considered a PARTNERSHIP (unless the destination's operator contributes to the OUTDOOR PROGRAM beyond the routine programming available to the public).
3. Paying Vendors: Paying for-profit vendors full price for services such as transportation charter, rentals, lessons, activities, etc. is not a PARTNERSHIP.

GRANT SELECTION CRITERIA 8 {MENTORING YOUTH LEADERS AFTER THE GRANT PERFORMANCE PERIOD} ON PAGE 28

This criteria encourages, but does not require, APPLICANTS to develop a plan to mentor YOUTH for civic engagement, leadership roles, and career pathways after the GRANT PERFORMANCE PERIOD.

For example, an annual community needs assessment about ENVIRONMENTAL JUSTICE may be conducted and reported by YOUTH.

APPLICANTS have an option to describe why it will not be possible to mentor YOUTH after the GRANT PERFORMANCE PERIOD by answering part B instead of part A.

GRANT SELECTION CRITERIA REQUIREMENTS

If the GRANT is awarded, responses to the Criteria listed below will be included in a Status Report sent to GRANTEES every six months until final GRANT payment.

The Status Report will serve as a reminder of what the APPLICANT committed to during the competitive process. It will list responses to the following Grant Selection Criteria:

- Criteria 2 (use of RESIDENTS' ideas)
- Criteria 3 (ACTIVITIES IN THE COMMUNITY)
- Criteria 4 (NATURAL AREA TRIPS)
- Criteria 5 (Participant Recruitment Plan)
- Criteria 6 (INTERNSHIPS through service learning, career pathway, leadership opportunities)
- Criteria 7 (PARTNERSHIPS and capacity building)
- Criteria 8 (Mentoring YOUTH leaders after the GRANT PERFORMANCE PERIOD)

DEFINITIONS FOR ALL WORDS AND TERMS IN SMALL CAPS

ACTIVITY IN THE COMMUNITY – outdoor or indoor EDUCATION components within a 5-mile radius of the COMMUNITY HOME BASE designed to achieve these two goals:

1. Preparing PARTICIPANTS for NATURAL AREA TRIP(S).
2. Learning about the community's environment:
 - A. ENVIRONMENTAL JUSTICE analysis and reporting that may involve YOUTH leadership development in the community. This may include solution-based learning about the community's connection to climate change and other environmental issues such as stormwater runoff, air quality, brownfields, land-use planning, urban heat island effect, groundwater supply, energy and water efficiency, tree canopy, and park access.
 - B. Discovering nature in action in the community through EDUCATIONAL walks looking for flora (trees/plants) and fauna (animals/insects), and visits to local resources such as a community park, creek, zoo, science or nature center etc.
 - C. Curriculum based activities at the COMMUNITY HOME BASE. (See definition of EDUCATION)

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 1st of the State fiscal year when OEP funds are 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 – RESIDENTS who may have different recreational, physical activity, and career pathway education needs, including YOUTH, families, OLDER ADULTS, people with disabilities, single adults, etc.

CAPITAL PROJECT – land acquisition, land construction, or acquisition of vehicles. CAPITAL PROJECTS as defined for the purpose of this GRANT program are not eligible.

CHALLENGES – conditions present within a half-mile of the COMMUNITY HOME BASE affecting the HEALTH and quality of life for RESIDENTS. Examples include: a lack of safe or affordable recreational opportunities, under-performing schools, low household incomes, high crime rates, blighted land, brownfield land, residential overcrowding, lack of transportation, barriers such as freeways and rivers disconnecting neighborhoods, or physical challenges which make it difficult to access remote destinations.

DEFINITIONS FOR ALL WORDS AND TERMS IN SMALL CAPS

COMMITTED FUNDS – the APPLICANT has secured all additional funds needed to complete the proposed OUTDOOR PROGRAMS. 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.

COMMUNITY HOME BASE – a central gathering place for RESIDENTS of an underserved community where the *majority of targeted* PARTICIPANTS live. For example, a school, recreation center, community meeting space, or local park may serve as the central gathering place in the underserved community. See pages 8 to 9 and Grant Selection Criteria 1.

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

ECONOMICAL USE OF STATE FUNDS – A comparison by the GRANTEE of the best value of quality, safety, reuse, and sustainability:

- For equipment and supplies, consider renting or leasing compared to purchasing based on the planned days of use during the GRANT PERFORMANCE PERIOD.
- For purchase of reusable items, compare the quality for how many days or years of use are planned during GRANT PERFORMANCE PERIOD only. The lowest cost may not be the greatest value or the most responsible purchase if the item will be reused over multiple years during the GRANT PERFORMANCE PERIOD.
- See the audit checklist in the Grant Administration Guide for additional information about keeping records.

EDUCATION(AL) – integrating one or more of the following learning opportunities during the OUTDOOR PROGRAM.

1. Instruction in arts, science, technology, engineering, and mathematics that connects nature experiences, or environmental stewardship.
or
2. Foster stewardship of the environment using curriculum pursuant to Public Resources Code, Division 34, Part 4: Statewide Environmental Education (Sections 71300-71305).
or
3. Curriculum that is aligned to the content standards for California public schools adopted by the State Board of Education, including, but not limited to, the Next Generation Science standards, or the California History-Social Science Standards.
4. Additional Learning Opportunities may also include the following, however either 1, 2, or 3 above must be accomplished.
 - Coordinate instructional resources and strategies for providing active pupil participation with onsite conservation efforts.
 - Promote service-learning opportunities between schools and local communities.
 - Assess the impact to participating pupils of the unified education strategy on pupil achievement and resource conservation.

DEFINITIONS FOR ALL WORDS OR TERMS IN SMALL CAPS

- Healthy lifestyles and sound nutritional habits. Examples of EDUCATIONAL health lessons include how food processing affects climate change or environmental health, minimizing packaging waste, nutrition, learning how to prepare meals during NATURAL AREA TRIPS, etc.
- Community outreach methods and civic engagement related to ENVIRONMENTAL JUSTICE.
- Career pathway mentoring related to natural resource agencies, environmental protection agencies, park operations, and therapeutic recreation.

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

ENVIRONMENTAL JUSTICE – For purpose of this GRANT program, ENVIRONMENTAL JUSTICE means planning, community engagement, or solution-based learning about the community’s connection to climate change and other environmental issues such as stormwater runoff, air quality, brownfields, land-use planning, urban heat island effect, groundwater supply, energy and water efficiency, tree canopy, and park access.

As defined by the United States Environmental Protection Agency: “Environmental justice is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income, with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. This goal will be achieved when everyone enjoys the same degree of protection from environmental and health hazards, and equal access to the decision-making process to have a healthy environment in which to live, learn, and work.”

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 this program.

GRANT ADMINISTRATION GUIDE – the document titled the “GRANT ADMINISTRATION GUIDE for the Outdoor Equity Program” that explains GRANT procedures and requirements.

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/oep.

GRANT SCOPE – the OUTDOOR PROGRAM deliverables listed in the GRANT SCOPE/Cost Estimate Forms that must be completed prior to final GRANT payment. Also see the definitions of TOTAL PROGRAM COST.

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

DEFINITIONS FOR ALL WORDS AND TERMS IN SMALL CAPS

HEALTH ORGANIZATION – a government, foundation or community-based organization, or private entity with a primary mission of supporting clean air, water, and land, physical activity, therapeutic recreation, active transportation, social and mental wellness, nutrition, and ENVIRONMENTAL JUSTICE.

IN PERSON – RESIDENTS who are physically present at a MEETING location.

INTERNSHIPS – paid or unpaid opportunity during the GRANT PERFORMANCE PERIOD of at least 200 hours of leadership and service learning designed to provide the recipient an advantage with career pathways or college admission.

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

MEETING – RESIDENTS worked together with the APPLICANT or with the APPLICANT'S community-based organization(s) to plan the OUTDOOR PROGRAM. The type of MEETING can be creative, cost effective, and non-traditional. Formal public hearings are not required.

NATURAL AREA TRIP – a location outside the 5-mile radius from the COMMUNITY HOME BASE that is challenging to access by RESIDENTS such as beaches, rivers, lakes, forests, mountains, deserts, tribal land, and state and national parks within California. Zoos, aquariums, natural history museums, and botanical gardens may also be eligible destinations if the primary purpose is for nature EDUCATION.

NON-PROFIT – any NON-PROFIT entity qualified to do business in California under Section 501(c)(3) of Title 26 of the United States Code.

OLDER ADULTS: people who are 60 years of age or older, as defined in the California Code of Regulations §7135.

OUTDOOR PROGRAM– experiences proposed through one APPLICATION that promote EDUCATION, physical activities, leadership, and career pathways that strengthen PARTICIPANTS' connection with the natural world. These include ACTIVITIES IN THE COMMUNITY and transporting RESIDENTS to NATURAL AREA TRIPS from the COMMUNITY HOME BASE. These do not involve actual construction projects of buildings or land infrastructure.

- SELF-DISCOVERY activities that empower PARTICIPANTS to develop a sense of connection with nature, which may include unstructured time spent in the NATURAL AREA TRIP.
- Activities that contribute to healthy lifestyles, sound nutritional habits, and improved outdoor EDUCATIONAL and recreational experiences.
- Integrating instruction in science, technology, engineering, arts, and mathematics that connects to the nature experiences stewardship.

- Activities that foster stewardship of the environment using curriculum pursuant to:
 - Coordinate instructional resources and strategies for providing active pupil participation with onsite conservation efforts.
 - Promote service-learning opportunities between schools and local communities.
 - Assess the impact to participating students of the unified EDUCATION strategy on pupil achievement and resource conservation.
- Curriculum that is aligned to the content standards for California public schools adopted by the State Board of Education, including, but not limited to, the Next Generation Science standards, or the California History-Social Science standards.
- Service learning and community outreach activities related to strengthening the connection to the natural world.
- Therapeutic recreation that uses nature to help people heal.

PARTICIPANTS – RESIDENTS who will join the OUTDOOR PROGRAM if the GRANT is awarded. People living outside the COMMUNITY HOME BASE half-mile radius may also be included.

For reporting purposes and to develop cost estimates, an individual may be counted multiple times if the individual engages in multiple ACTIVITIES IN THE COMMUNITY and NATURAL AREA TRIPS. For example, if an individual participates in five REOCCURRING NATURAL AREA TRIPS, the individual would be counted as five participants for cost and reporting purposes.

PARTNERSHIP – a public agency, NON-PROFIT organization, company, community organization, or other entity, that is assisting the APPLICANT to achieve one or more goals related to Grant Selection Criteria 3-4 and 6.

REOCCURRING NATURAL AREA TRIP – Repeat trips to the same state or national park or other location outside of the community during the GRANT PERFORMANCE PERIOD.

RESIDENTS – the population *living primarily within* a half-mile of the COMMUNITY HOME BASE including YOUTH, families, and adults of all ages. This includes but is not limited to migrant working families, foster youth, and families who are homeless. It is recognized that *some PARTICIPANTS may also commute from more distant neighborhoods or rural towns.*

SELF-DISCOVERY – set aside unstructured free time for individuals to explore nature on their own to form a personal connection with nature at the NATURAL AREA TRIP destination. This can include therapeutic self-reflection.

SIMILAR GRANT REQUESTS - For Grant Selection Criteria #3-4, OGALS will compare APPLICATIONS only against other APPLICATIONS in the following groupings:

- A: \$20,000 - \$99,999
- B: \$100,000-\$199,999

DEFINITIONS FOR ALL WORDS AND TERMS IN SMALL CAPS

- C: \$200,000-\$299,999
- D: \$300,000-\$399,999
- E: \$400,000-\$499,999
- F: \$500,000-\$599,999
- G: \$600,000-\$700,000

STIPENDS - GRANTEES may create their own fixed stipend rate for INTERNSHIPS. Interns may receive per diem allowances if providing a service for the OUTDOOR PROGRAM.

- GRANTEES must maintain attendance records as charges are incurred, identifying the intern through a name or other tracking system.
- A fixed stipend rate must be justifiable and documented under a GRANTEE'S established policy.

TOTAL PROGRAM COST – the combined dollar amount of all funding sources to cover costs listed in the GRANT SCOPE/Cost Estimate Forms to achieve the OUTDOOR PROGRAM during the GRANT PERFORMANCE PERIOD.

YOUTH – an emphasis on K-12 students who are eligible for Free/Reduced priced meals, and students with limited English proficiency (English Learners) as defined in Education Code Section 42238.01. This also includes but is not limited to children of migrant working families, foster youth, and children who are homeless

PROGRAM WEBSITES: parks.ca.gov/oep | parksforcalifornia.org/outdoorequity