



California Department of  
Parks and Recreation

# Outdoor Equity Grant Program

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Grant Administration Workshop



# Welcome

from the

**Office of Grants and Local Services  
(OGALS)**

Part of the

**Community Engagement Division (CED)**

**California State Parks**





# Resources

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Webpage- [www.parks.ca.gov/grants](http://www.parks.ca.gov/grants)

- [Grant Administration Guide](#)
- [Grant Forms](#)

## Administrative Project Officer

- Phone number
- E-mail address





## To Be:

# OGALS Vision

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





Anne Davigeadono



Thina Nguyen



Stephanie Schiechl



Kevin Glaudel



Mary Baum



Rosalind Rowe



Dennis Carlson

# Administrative Project Officers



Karen Sims



Lydia Willett



Melinda Steinert



Sara Schussler

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Sam Lumley



Paula Jow



Lisa Vigil



# Administrative Overview

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- Grant Process
- Special Requirements
- Grant Payments
- Eligible/Ineligible Costs
- Grant Contract
- Accounting and Audits



# Grant Process

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1. Applicants receive award letter.
2. Applicant attends mandatory grant administration workshop.
3. Applicant fulfills any unmet application requirements:
  - o Proof of insurance documents
4. OGALS sends a contract to the applicant.
  - o The applicant returns the contract, signed by the AUTHORIZED REPRESENTATIVE, to OGALS.
  - o OGALS returns a copy of the fully executed contract to the applicant who then becomes the GRANTEE.
5. GRANTEE requests reimbursement payments for eligible costs. When the project is complete, the GRANTEE send PROJECT COMPLETION PACKET(s).
  - o OGALS reviews completion documents and final report prior to processing the final payment request.
6. In preparation for an audit, the GRANTEE must retain all PROJECT records for five years following issuance of the final GRANT payment.





# Special Requirements

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Program Recognition

Status Reports

Insurance

Fidelity Bond and  
Three Bid Process





# Program Recognition

GRANTEES shall recognize the Outdoor Equity Grant Program on:

- PROJECT announcements
- Social media
- Website
- Marketing materials
- News releases using the phrase:

*"This program funded by the Outdoor Equity Grants Program, created through AB 209 and administered by California State Parks, Office of Grants and Local Services."*





# Status Reports

- OGALS will send a Status Report every six months until receipt of a project completion packet
- Payment Requests will not be processed if Status Reports are overdue
- Additional project reporting will be required annually on the Parks for CA website:

[www.parksforcalifornia.org/projects](http://www.parksforcalifornia.org/projects)



## Sample Status Report – Due xx/xx/20xx (30 days from mail date)

Grantee:  
Project Number:  
Project Name:  
Project Scope:  
Project Phase: Pre-Activities Activities

Estimated date of project completion: Click or tap to enter a date.

Potential obstacles affecting completion: Click or tap here to enter text.

Is the project: On Time? Choose an item. Within Budget? Choose an item. Within Scope? Choose an item. If any response is no, explain: Click or tap here to enter text.

Describe grant-funded programming completed since (DATE).

- Pre-Activities (planning, etc): Click or tap here to enter text.
- Activities (Provide recent photos and/or videos)

Number of activities since: Click or tap here to enter text.

Youth served since: Click or tap here to enter text.

Describe the effectiveness of partnerships: Click or tap here to enter text.

Describe how the activities are meeting the project's goals and objectives: Click or tap here to enter text.

Describe the tools used to measure those outcomes: Click or tap here to enter text.

Describe grant-funded work expected to be completed by (MailDate + 6 mos):  
Click or tap here to enter text.

If there have been any changes to the funding for this project, attach a revised Funding Sources Form (see Application Guide page 31).

I represent and warrant that I have full authority to execute this Grant Progress Status Report on behalf of the Grantee. I declare under penalty of perjury, under the laws of the State of California, that this status report, and any accompanying documents, for the above-mentioned Grant is true and correct to the best of my knowledge.

X

Authorized Representative



# Insurance



## ACORD Certificate required PRIOR to executing the grant agreement:

- **Commercial General Liability**

- Minimum \$1,000,000 per occurrence for bodily injury and property damage liability combined with a \$2,000,000 annual policy aggregate.

- **Vehicle Liability**

- Minimum \$1,000,000 combined single coverage limit per accident.

- **Workers Compensation**

- Minimum \$1,000,000
- If paid employees are not used, then the Exemption of Workers' Compensation or Waiver of Subrogation must be submitted to OGALS.

- **Self Insurance**

- All policies or letters of self-insurance must use the **CG-2010-1185 form or equivalent** and include the following clause:

“The California Department of Parks and Recreation, Office of Grants and Local Services and the State of California, its officers, agents, employees, and servants are named as additional insured.”

- Coverage must be in place for the complete term of the agreement, plus six months after the date of the final grant payment.
- All insurance types listed are eligible for reimbursement as a grant expense.



# Nonprofit Requirements

## Fidelity Bond Insurance

- Payments can not be approved without proof of a current Fidelity Bond policy
- Premium cost is eligible for grant reimbursement
- DPR must be named as third-party loss payee
- Coverage must be equal to or greater than the grant amount
- Coverage must be in place for the complete term of the grant agreement, plus six months after the date of the final grant payment

## Competitive Bid Process

- Payment requests including contracted goods or services cannot be approved without proof of competitive bid process
- Required when expenses for contracted services are over \$5,000
- Must provide evidence of summary/list of bidders, adopted board selection and signed contract
- Waivers may be considered with documentation and justification for a non-competitive bid (sole source) process





# Grant Payments

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- Best Practices
- Requirements
- Resources
- How to Submit



# Grant Payments

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- May be submitted to your Project Officer once the contract is fully executed
- Processed through the State Controller's Office, a hard copy check mailed approximately 10-12 weeks from the approval date
- Pre-award planning costs are allowed up to 5% of the grant, if incurred after July 1, 2020
- Reimbursements up to 80% of the GRANT amount are permitted prior to the final reimbursement
- The final 20% of the GRANT is retained for final reimbursement
- Group costs together to avoid frequent payment requests
- Payment requests greater than \$10,000 are encouraged
- Match is not required for this program



# Grant Payment Requirements

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- Overhead or costs listed on a cost allocation plan are never permitted as a grant expense
- Payments may be withheld if there are outstanding issues:
  - Outstanding Project Status Reports
  - Other unmet grant requirements
  - Breach of any other contract with OGALS
  - An unresolved audit exception
  - An outstanding conversion
- When bid process is required, provide a summary of bidders, notice of award, and contract agreement.
- Provide good audit trails
- Ensure the project's fiscal documents are retained for five years after final grant payment (receipts, invoices, agreements, canceled checks, time attendance records, vehicle logs, etc.)



# Eligible Costs

- **Labor / In-House Employee Services**
- **Entry, Activity and Admission Fees**
- **Activity Supplies and Equipment**
- **Meals**
  - During path of travel (getting to outdoor program destination)
- **Food/Food Storage**
  - As part of an educational health activity at the Outdoor Program
- **Transportation and Travel Costs**  
(within California only)





# Eligible Costs

## Food & Travel Per Diem

Type of Food Expense:	When:	Eligible Grant Expense ?	\$ Limit per participant:	
Meal per diem for travelers (Program activity providers and participants)	During path of travel and overnight stays, to and from the Natural Area Trip destination.	Yes	Breakfast	\$ 7
			Lunch	\$11
			Dinner	\$23
			Or actual costs, whichever is less. Current state per diem rates can be found <a href="https://hrmanual.calhr.ca.gov/Home/ManualItem/1/2203">https://hrmanual.calhr.ca.gov/Home/ManualItem/1/2203</a>	
Food/Drink and Food Storage	As part of the Natural Area Outdoor Program as an educational health activity.	Yes	No limits Actual cost substantiated with receipts	
Food/Drink	Activities in the Community or at the Community Home Base.	No	N/A	





# Eligible Costs

## Lodging Travel Per Diem

Lodging	When:	Eligible Grant Expense?	\$ Limit per participant:	
Lodging rates for travelers (Program activity providers and participants)	During travel to and from the Natural Area Trip destination and during the Natural Area outdoor program.	Yes	All counties except those listed below	\$90
			Sacramento, Napa, Riverside	\$95
			Marin	\$110
			Los Angeles, Orange, Ventura, excluding the City of Santa Monica, Edwards AFB	\$120
			San Diego, Monterey	\$125
			Alameda, San Mateo, Santa Clara	\$140
			City of Santa Monica	\$150
			San Francisco	\$250
			Or actual costs, whichever is less. Current state per diem rates can be found <a href="https://hrmanual.calhr.ca.gov/Home/ManualItem/1/2203">https://hrmanual.calhr.ca.gov/Home/ManualItem/1/2203</a>	







# Eligible Costs

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## Transportation

### For Participants and Program Activity Providers:

- To and from the Community Home Base to Natural Area Trips
- To and from Community Home Base, and the participant's schools and neighborhoods for Activities in the Community related to the Grant Project





# Eligible Costs

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## Transportation

### Eligible Transportation Costs:

- ✓ **Vehicles Owned/Leased by Grantee**
  - A signed mileage log, recording trips charged to the grant
  - Mileage can be charged at the State's rate (62.5 ¢ per mile), this is in lieu of fuel charges. Current vehicle mileage rates can be found <https://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx>
- ✓ **Vehicles Chartered or Rented by Grantee**
  - Chartered or rented vehicle fees may be charged to the grant
  - Fuel charges may be charged to the grant

### Ineligible Transportation Costs:

- ⊘ **Vehicle Maintenance**
- ⊘ **Vehicle Repair**
- ⊘ **Towing Fees**



# Ineligible Costs

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- ❌ Cost incurred before or after the project performance period
- ❌ Travel outside California
- ❌ Indirect Costs: Overhead
- ❌ Food for activities in the community
- ❌ Grant Writing
- ❌ Programs imposed through legal mitigation
- ❌ Lack of recordkeeping:
  - Costs can be ineligible without proper documentation (receipts/invoices/bid process)
- ❌ Capital Outlay





# Payment Request Form

- All payment request types (reimbursement, final, ADVANCE) require this form.
- Payment requests must be submitted by e-mail to the PROJECT OFFICER.
- Round all amounts to the nearest whole dollar.
- A Grant Expenditure Form is required with all reimbursement and final payment requests.

## Payment Request Form

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

### PAYMENT REQUEST State Grant Programs

See Instructions on Page 2.

1. PROJECT NUMBER		2. CONTRACT NUMBER	
3. APPLICANT			
4. PROJECT NAME			
5. TYPE OF PAYMENT <input type="checkbox"/> Advance <input type="checkbox"/> Reimbursement <input type="checkbox"/> Final			
<b>6. PAYMENT INFORMATION</b> <i>(Round all figures to the nearest dollar)</i>			
a. Grant Project Amount		\$	_____
b. Funds Received To Date		\$	_____
c. Available (a. minus b.)		\$	_____
d. Amount Of This Request		\$	<input type="text"/>
e. Remaining Funds After This Payment (c. minus d.)		\$	_____
<b>7. SEND WARRANT TO:</b>			
AGENCY NAME			
STREET ADDRESS			
CITY/STATE/ZIP CODE			
<b>8. CERTIFICATION AND SIGNATURE OF PERSON AUTHORIZED IN RESOLUTION</b>			
<i>I represent and warrant that I have full authority to execute this payment request on behalf of the Grantee. I declare under penalty of perjury, under the laws of the State of California, that this report, and any accompanying documents, for the above-mentioned Grant is true and correct to the best of my knowledge.</i>			
SIGNATURE OF PERSON AUTHORIZED IN RESOLUTION		TITLE	DATE
▶			
<b>FOR CALIFORNIA DEPARTMENT OF PARKS AND RECREATION USE ONLY</b>			
PAYMENT APPROVAL SIGNATURE		DATE	
▶			



# Grant Expenditure Form

- All payment requests require a summary of costs incurred.
- An electronic version of the grant expenditure form is available on OGALS website.
- GRANTEES may use their own spreadsheet if it contains the required information.
- Keep copies of invoices or warrants with the PROJECT records, don't forward to OGALS unless requested.

## Grant Expenditure Form

All payment requests require a summary of costs incurred. An electronic version of the [grant expenditure form](#) and other grant forms can be found on the OGALS website. GRANTEES may use their own spreadsheet if it contains the required information shown below. Keep copies of invoices or warrants with the PROJECT records, available to OGALS on request. Only provide the following information to OGALS:

Project Number:

Warrant/ Check # (1)	Date (2)	Recipient (3)	Scope Item (4)	Purpose (5)	Amount (6)
<b>TOTAL</b>					<b>\$</b>

List only ELIGIBLE COSTS charged to the GRANT.

**Column (1)** Electronic payment numbers/electronic funds transfer numbers in the "Warrant/Check Number" column are acceptable. Include an "EP" next to the electronic payment numbers/electronic funds transfer numbers.

If IN-HOUSE EMPLOYEE SERVICES or GRANTEE'S own equipment was used, a work order or other tracking number can be used instead of a check/warrant number.

**Column (2)** Date payment was made to recipient. If IN-HOUSE EMPLOYEE SERVICES were used, provide the date range with a summary of actual hours worked, and a sample timesheet.

**Column (3)** Name of Contractor, IN-HOUSE EMPLOYEE SERVICES, or other entity providing services and/or materials.

**Column (4)** Activity in the Community or Nature Area Trip identified in Grant Scope/Cost Estimate Form.

**Column (5)** Brief description of cost such as equipment, transportation, supplies, labor.

**Column (6)** Amount of reimbursement requested



# In-House Employee Services Accounting Rules

Reimbursement requests for grantee in-house employee services must provide a sample timesheet that shows:

- Actual hours worked are identified specific to the project
- Employees are identified by name or other tracking system





# In-House Employee Services Accounting Rules

## General Required Practices

- ✓ Salaries and wages may include fringe benefit costs such as vacation, health insurance, pension contributions and workers' compensation.
- ✓ Overtime hours may be included if regular work time was devoted to the project in the same day.

## Grantees Cannot

- ✗ Include overhead costs/billable rates/cost allocation rates within a salary or wage pay scale.
- ✗ Estimate time/hours worked or provide percentages for work performed.



# Advance Payment Requests

- ADVANCE payment requests up to 50% of the grant amount may be requested once a contract is fully executed
- OGALS reserves the right to disapprove ADVANCE payment requests
- Past Performance, GRANTEE capacity, and the GRANTEE's financial resources will all be considered
- ADVANCE funds must be placed in an interest-bearing account. Any interest earned must be spent on the project within six months
- ADVANCES must be spent and cleared with documented expenditures within six months of receiving







# Advance Justification

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- Explain why an ADVANCE is needed instead of a reimbursement. Describe any hardships your agency will experience if a reimbursement were issued instead of an ADVANCE.
- Include a payment schedule, with a month-by-month estimate, for up to six months, showing the anticipated amount needed, and to whom the funds will be paid.
- The six-month schedule should begin approximately ten weeks after ADVANCE request is submitted.
- Include a statement on the funding plan, indicating how your agency intends to cash flow to the percentage of the project exceeding the 50% ADVANCE limit.
- Include a statement that your agency will put the advanced funds into a separate interest-bearing account, and spend any interest earned on the PROJECT.
- An acknowledgement that all invoices and contracts pursuant to which payments are made shall be made available to OGALS on demand.



# Project Completion

- Submit PROJECT COMPLETION PACKETS by December 31st of the year preceding the project performance period's end date.
- OGALS encourages digital submission of documents, as .pdf files.
- The final payment will be processed after PROJECT COMPLETION and the following occurs:
  - Approval of the PROJECT COMPLETION PACKET



# Project Completion Packet

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- Payment Request Form
- Grant Expenditure Form
- Final Funding Sources Form
- Final Project Report
- Project Completion Certification Form
- Audit Checklist





# Project Completion Certification Form



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

## Project Completion Certification Form

Grantee:

Project Number:

### Grantee contact for audit purposes

Name:

Address:

Phone: (     )

Email:

Project completion – list the grant scope items:

### Provide revised Funding Sources Form

Interest earned on advanced funds:     \$

Interest spent on eligible costs:     \$

### Certification:

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

I have read California Penal Code §118 and understand that every person who testifies, declares, deposes, or certifies under penalty of perjury and willfully states as true any material matter which he or she knows to be false, is guilty of perjury, which is a felony punishable by imprisonment in state prison for two, three, or four years.

Furthermore, I have read California Penal Code §72 and understand that every person who, with the intent to defraud, presents for allowance or for payment to any state board or officer, or to any county, city, or District board or officer, authorized to allow or pay the same if genuine, any false or fraudulent claim, bill, account, voucher, or writing, is guilty of a felony-misdemeanor punishable either by imprisonment in county jail for a period of not more than one year, by a fine not exceeding one thousand dollars, or both, or by imprisonment in state prison, by a fine not exceeding ten thousand dollars, or both.

I represent and warrant that I have full authority to execute this Project Completion Certification on behalf of the Grantee. I declare under penalty of perjury that the foregoing certification of Project Completion for the above-mentioned Grant is true and correct.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title





# Final Project Report

## Sample Final Project Report (final version will be web-based)

Grantee:  
Project Number:  
Project Name:  
Project Scope:

Summarize grant-funded programming completed (Provide videos and/or photos that offer a sample of highlights with quotes, captions, or testimonials about the impact of the outdoor program). Click or tap here to enter text.

Number of activities completed: Click or tap here to enter text.

Total number of youth served: Click or tap here to enter text.

List all partnerships and describe the effectiveness of each: Click or tap here to enter text.

Describe how the activities met the project's goals and objectives: Click or tap here to enter text.

Describe the tools used to measure those outcomes: Click or tap here to enter text.

Provide tips and lessons-learned including successful methods used, unforeseen challenges, and recommended solutions. Click or tap here to enter text.

I represent and warrant that I have full authority to execute this Final Project Report on behalf of the Grantee. I declare under penalty of perjury, under the laws of the State of California, that this report, and any accompanying documents, for the above-mentioned Grant is true and correct to the best of my knowledge.

X

Authorized Representative





# Grant Contract

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# Grant Contract Face Sheet

- Contract will be sent to grantee after completion of grant workshop and submission of proof of insurance.
- **Grant Performance Period:** Period in which the PROJECT must be conducted, and expenses incurred.

## Competitive Grant Program Contract



State of California – The Natural Resources Agency  
 DEPARTMENT OF PARKS AND RECREATION  
**Sample Grant Contract**  
 Competitive Grant Program

GRANTEE: Grantee Name

GRANT PERFORMANCE PERIOD is from July 1, 20XX through June 30, 20XX

The GRANTEE agrees to the terms and conditions of this contract (CONTRACT), and the State of California, acting through its Director of the Department of Parks and Recreation, pursuant to the State of California, agrees to fund the total State grant amount indicated below.

The GRANTEE agrees to complete the PROJECT SCOPE(s) as defined in the Development PROJECT SCOPE/Cost Estimate Form or acquisition documentation for the application(s) filed with the State of California.

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

Total State grant amount not to exceed \$ [GRANT amount]

GRANTEE

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

\_\_\_\_\_  
 Print Name and Title

STATE OF CALIFORNIA, DEPARTMENT OF PARKS AND RECREATION

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

\_\_\_\_\_  
 Print Name and Title

CERTIFICATION OF FUNDING (FOR STATE USE ONLY)				
AMOUNT OF ESTIMATE \$		CONTRACT NUMBER	FUND	
ADJ. INCREASING ENCUMBRANCE \$		APPROPRIATION		
ADJ. DECREASING ENCUMBRANCE \$		ITEM VENDOR NUMBER		
UNENCUMBERED BALANCE \$		LINE ITEM ALLOTMENT	CHAPTER	STATUTE
T.B.A. NO.	B.R. NO.	INDEX	Funding Source	OBJ. EXPEND
I hereby certify upon my personal knowledge that budgeted funds are available for this encumbrance.				
SIGNATURE OF ACCOUNTING OFFICER			DATE	



# Contract Provisions Highlights

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- **B.1.** Submit a written request if you need to make a change to the grant scope. OGALS must provide written approval of any changes.
- **C.2.** OGALS may make reasonable changes to the Procedural Guide and will notify your agency within a reasonable time.
- **D.2.** Return project status reports promptly. And, submit your completion packet within 60 days of project completion or the end of the grant performance period, whichever is earlier.
- **F.** If funding for any fiscal year is reduced or deleted by the budget act for purposes of this program, OGALS has the option to cancel or reduce the amount of the contract.
- **G.** The state will not be liable for any injuries or lawsuits related to the project.
- **H.1.** Maintain all records for the project and have them available to audit at reasonable times. Retain all documents for five years after project completion.
- **I.1.** Your agency will operate and maintain the property acquired or developed for the duration of the Contract Performance Period.
- **J.2.** Your agency shall not discriminate on the basis of residence, except reasonable differences in admission or other fees may be maintained on the basis of residence and pursuant to law.
- **N.** Grant funds cannot be used for the purpose of making any leverage loan, pledge, promissory note or similar financial device or transaction, without: 1) the prior written approval of the STATE; and 2) a recorded subordination agreement provided and approved by OGALS.





# Audits and Accounting

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All PROJECT records must be retained for five years after final payment is issued.

- Provide an employee having knowledge of the PROJECT and its records to assist the DPR auditor.
- Provide accounting data that clearly records costs incurred and accurately reflects fiscal transactions, with the necessary controls and safeguards.
- Provide good audit trails, with the source documents (purchase orders, receipts, progress payments, invoices, timecards, cancelled warrants, warrant numbers, etc.)
- Keep records of all eligible costs, including those not submitted to OGALS for payment. This provides a potential source of additional eligible costs, should any submitted expenses be deemed ineligible.





# Audit Checklist

- Keep a copy with your project records.
- Remember to mark those items you will retain for audit purposes.



## Audit Checklist

An audit of the PROJECT may be performed before or following PROJECT completion. The GRANTEE must retain and make available all PROJECT related records for five years following PROJECT termination or final payment of GRANT funds. Listed below are some of the items the auditor will examine during the review of your records as applicable. It is the responsibility of the GRANTEE to have these records available in a central location ready for review once an audit date and time has been confirmed. If you have any questions regarding these documents, contact the State Department of Parks and Recreation Audits Office at (916) 657-0370.

### CONTRACTS

- Summary list of bidders (including individual bid packages)
- Recommendation by reviewer of bids
- Award by governing body (minutes of the meeting/resolution)
- Construction contract agreement
- Contract bonds (bid, performance, payment)
- Contract change orders
- Contractor's progress billings
- Payments to contractor (cancelled checks/warrants, bank statements, EFT receipts\*\*)
- Stop Notices (filed by sub-contractors and release if applicable)
- Liquidated damages (claimed against the contractor)
- Notice of completion (recorded)
- Statement of just compensation (signed by seller)
- Statement of difference (if purchased above appraisal)
- Waiver of just compensation (if purchased below appraisal: signed by seller)
- Final Escrow Closing Statement
- Cancelled checks/warrants, bank statements and EFT receipts, [payment(s) to seller(s)]
- GRANT deed (vested to the participant) or final order of condemnation
- Title insurance policy (issued to participant)
- Relocation documents
- Income (rental, grazing, sale of improvements, etc.)

### IN-HOUSE EMPLOYEE SERVICES\*

- Authorization/work order identifying project
- Daily time sheets signed by employee and supervisor
- Hourly rate (salary schedules/payroll register)
- Fringe benefits (provide breakdown)

### IN-HOUSE EQUIPMENT\*

- Authorization/work order
- Daily time records identifying the project site
- Hourly rate related backup documents

### MINOR CONTRACTS/ MATERIALS/ SERVICES/EQUIPMENT RENTALS

- Purchase orders/Contracts/Service Agreements
- Invoices
- Payments (cancelled checks/ warrants, bank statements and EFT receipts \*\*)

### ACQUISITION

- Appraisal Report
  - Did the owner accompany the appraiser?
  - 10-year history

### INTEREST

- Schedule of interest earned on State funds advanced (Interest on grant advances is accountable, even if commingled in a pooled fund account and/or interest was never allocated back to the grant fund.)

### AGREEMENT/CONTRACTS

- Leases, agreements, etc., pertaining to developed/acquired property
- Proof of insurance pertaining to developed/acquired property

\* Estimated time expended on the projects is not acceptable. Actual time records and all supporting documentation must be maintained as charges are incurred and made available for verification at the time of audit.

\*\* Front and back if copied.



# What's Next?

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- Submit required insurance documents to your Project Officer
- Project Officer will forward grant contract to you for signature
- Complete project by December prior to end of project performance period
- Submit a completion package at least six months prior to end of project performance period





# OGALS Mission

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- “...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.”





# THANK YOU!

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Office of Grants and Local Services

Phone

916-653-7423

Website

[www.parks.ca.gov/grants](http://www.parks.ca.gov/grants)

