

February 17, 2009

DRAFT

**APPLICATION GUIDE**  
**for the**  
**Statewide Park Development and**  
**Community Revitalization**  
**Program of 2008**



State of California  
Department of Parks and Recreation  
Office of Grants and Local Services (OGALS)

*"Creating Community through People, Parks, and Programs"*

**Send Applications and Correspondence to:**

**Street Address for Overnight Mail:**

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

**Mailing Address:**

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

Phone: (916) 653-7423

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



## **Department Mission**

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

## **The Office of Grants and Local Services (OGALS) Mission Statement**

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

## **OGALS VISION GOALS**

- ❖ 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, nonprofit organizations, local governments, and legislative members, who are our partners working to improve the quality of life for all Californians by creating new parks and recreation opportunities.

# APPLICATION GUIDE

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**The meanings of words and terms shown in SMALL CAPS throughout this guide are defined starting on page 53.**

## **OGALS welcomes you to the Statewide Park Development and Community Revitalization Act of 2008 (Statewide Park Program)**

- ❖ Use this guide for the competitive APPLICATION process.
- ❖ We also strongly recommend that you review the GRANT ADMINISTRATION GUIDE before sending your APPLICATION to OGALS. The GRANT ADMINISTRATION GUIDE contains important information about DPR's administrative requirements for APPLICATIONS that receive GRANT awards (GRANTEE requirements).
- ❖ We hope you will find both guides user-friendly.
- ❖ Please call, write, or email OGALS with any questions or comments. Contact information for OGALS is given on the front cover of this guide.
- ❖ Our web page is [www.parks.ca.gov/grants](http://www.parks.ca.gov/grants). It features Statewide Park Program technical assistance materials and updates, staff contacts, and the GRANT ADMINISTRATION GUIDE.

**See page 53 for the definitions of words and terms shown in SMALL CAPS.**

### **Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006 (Proposition 84)**

On November 7, 2006, Californian voters passed Proposition 84. The five billion, four hundred million dollar (\$5.4 billion) "Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006" (Proposition 84) is detailed in the Public Resources Code §§ 75001 through 75090.



### **Statewide Park Program**

Funding for this three hundred sixty eight million dollar (\$368 million) grant program was made available through the Sustainable Communities and Climate Change Reduction chapter in Proposition 84. (Public Resources Code Division 43, Chapter 9, § 75065 (b) (1-5).

- ❖ The enabling legislation for this grant program is set forth in Public Resources Code §§ 5640 through 5653.

# I. Statewide Park Program Information

See page 53 for the definitions of words and terms shown in SMALL CAPS.

## Competitive Program Intent

This program will award grants on a competitive basis for the creation of NEW PARKS and NEW RECREATION OPPORTUNITIES in PROXIMITY to the most CRITICALLY UNDERSERVED COMMUNITIES across California. The creation of NEW PARKS in neighborhoods will be given priority.

These PROJECTS will meet the recreational, cultural, social, educational, and environmental needs of families, youth, senior citizens, and other population groups.

- **The Project Selection Criteria starting on page 24 detail the program intent.**
- **Use the Project Selection Criteria as a planning guide for PROJECT site selection, eligibility, and design before the APPLICATION deadline.**

## Eligible Projects

- ACQUISITION and DEVELOPMENT combination PROJECT
- DEVELOPMENT PROJECT
- These PROJECTS may include but are not limited to the following examples:

### RECREATION FEATURE examples:

- ACQUISITION\* to create a NEW PARK
- athletic fields and courts
- community centers
- community gardens
- gymnasiums
- non-motorized neighborhood and regional recreational trails
- OPEN SPACE and natural areas
- performing arts venues
- picnic areas
- play grounds and tot lots
- skate parks
- swimming pools and aquatic features

### MAJOR SUPPORT AMENITY examples:

- Restroom buildings and parking lots
- Additions that enhance the use and appearance of the PARK including landscaping and public art.

\* ACQUISITION without a DEVELOPMENT component is ineligible. ACQUISITION must be combined with DEVELOPMENT so the PROJECT will result in a NEW RECREATION OPPORTUNITY.

## **Eligible Projects (continued)**

The Statewide Park Program legislation requires PROJECTS to meet six eligibility requirements. PROJECTS cannot be funded unless all six requirements are met.

The six PROJECT eligibility requirements are explained in the bold boxes found at the end of Project Selection Criteria 1 through 7.

- Critical lack of PARK SPACE or significant poverty..... Pages 24-27
- Type of PROJECT.....Pages 28-29
- Safe public use ..... Pages 33-34 Goal 3
- Sustainable techniques.....Pages 35-36
- PROJECT funding..... Page 37
- Fees and hours of operation.....Page 38

The responses to Project Selection Criteria 1 through 7 will be used to determine PROJECT eligibility. The responses to the Project Selection Criteria will also be used to score the APPLICATION.

## **Eligible Applicants**

**Cities, counties, DISTRICTS, JOINT POWERS AUTHORITIES, and NONPROFIT organizations.**

Partnerships between NONPROFIT organizations and local governmental agencies are encouraged. Partnership activities include but are not limited to PROJECT planning and design, construction, community services, programs, and maintenance.

## **APPLICATION Deadline**

There will be two competitive rounds. APPLICANTS may send multiple APPLICATION PACKETS.

Each PROJECT site requires its own APPLICATION PACKET. (see page 6)

Multiple APPLICATION PACKETS may not be sent for the same PROJECT site.

- The APPLICATION deadline for round one and round two will be determined after the Legislature appropriates funds for this program.
- Unsuccessful APPLICATIONS from round one can be resubmitted for round two.

## **Amount of Funds Available**

\$368,000,000 is available in two rounds. The funding of each round may be adjusted based on the volume of competitive APPLICATIONS.

## **Minimum and Maximum Grant Amounts**

- The minimum grant request is: \$100,000
- The maximum grant request is: \$5,000,000

## **There is No Match Requirement**

## II. Application Process

1. Review this guide to understand the competitive APPLICATION requirements.
  - **Use the Project Selection Criteria beginning on page 24 as a planning guide for PROJECT site selection, eligibility, and design before the APPLICATION deadline.**
2. Review the GRANT ADMINISTRATION GUIDE to understand DPR'S GRANT administration requirements.
3. Send the APPLICATION PACKET to OGALS postmarked by the APPLICATION deadline. The Application Packet section, beginning on page 7, provides directions and forms.
4. A letter will be sent to APPLICANTS indicating whether the APPLICATION PACKET is complete or requires additional information to make it complete.
  - Exception: Project Selection Criteria responses must be complete by the APPLICATION deadline. Revisions will not be accepted.
5. Project Selection Criteria 1 through 7 will be used to determine PROJECT eligibility. After determining eligibility, the competitive APPLICATIONS will be evaluated and ranked by OGALS based on Project Selection Criteria responses.
6. GRANT award decisions will be announced approximately six months after the APPLICATION deadline. APPLICANTS will receive either a GRANT award or denial letter. APPLICANTS who receive a GRANT award letter must attend a GRANT administration technical assistance workshop before OGALS will send a CONTRACT.
7. CONTRACTS will be sent to APPLICANTS who receive GRANT awards. APPLICANTS become GRANTEES when their CONTRACTS are signed by their AUTHORIZED REPRESENTATIVE and DPR.
8. GRANTEES start using the GRANT ADMINISTRATION GUIDE.
9. The GRANT PERFORMANCE PERIOD for round one GRANTS is \_\_\_\_ through \_\_\_\_.  
The GRANT PERFORMANCE PERIOD for round two GRANTS is \_\_\_\_ through \_\_\_\_.
  - Costs incurred before or after the GRANT PERFORMANCE PERIOD are not eligible for reimbursement. ELIGIBLE COSTS incurred during the GRANT PERFORMANCE PERIOD may be reimbursed after a CONTRACT is encumbered.
  - Costs incurred during the GRANT PERFORMANCE PERIOD, but before a CONTRACT is encumbered, **are at the APPLICANT'S own risk: submitting an APPLICATION does not guarantee funding in this competitive program.**
  - See the chart on page 6 for more information about the GRANT PERFORMANCE PERIOD and ELIGIBLE COSTS.

The chart below summarizes when ELIGIBLE COSTS can be reimbursed during the GRANT PERFORMANCE PERIOD.

<p><b>1.</b> DATE OF APPROPRIATION starts GRANT PERFORMANCE PERIOD</p>	<p><b>2.</b> GRANT awards announced six months after APPLICATION deadline</p>	<p><b>3.</b> CONTRACTS must be encumbered within three years from GRANT award announcement  (see 2)</p>	<p><b>4.</b> ELIGIBLE COSTS incurred starting with the DATE OF APPROPRIATION can be reimbursed when CONTRACT is encumbered*  (see 1 and 3)</p>	<p><b>5.</b> GRANT PERFORMANCE PERIOD ends eight years after DATE OF APPROPRIATION  (see 1)</p>
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\* The eight year GRANT PERFORMANCE PERIOD starts on the DATE OF APPROPRIATION. Costs incurred starting with the DATE OF APPROPRIATION but prior to CONTRACT encumbrance may be eligible for reimbursement when the CONTRACT is encumbered.



### III. Application Packet

Send one original unbound APPLICATION PACKET to OGALS for each PROJECT site. The APPLICANT should keep a copy of the APPLICATION PACKET for future reference.

- Provide the APPLICATION PACKET items in the order shown in the checklist below. Please number the pages. Handwritten page numbers are acceptable.
- If a checklist item is not applicable to the PROJECT, provide a “N/A” and a brief explanation.

**Limit the APPLICATION PACKET to the items shown in the checklist below. Do not send any additional materials such as CDs, letters, or other attachments.**

#### Application Packet Checklist

1.  Application Form (page 8)
2.  Authorizing Resolution (page 9)
3.  GRANT SCOPE/Cost Estimate Form (page 14)
4.  Funding Sources Form (page 15)
5.  California Environmental Quality Act (CEQA) (page 16)
6.  Land Tenure and Site Control (page 21) (not required for ACQUISITION)
7.  Sub-leases or Agreements (page 22)
8.  Parcel Map, and Willing Seller Letter (page 22) (required for ACQUISITION)
9.  Concept Level Site Plan (page 22)
10.  Photos of the Project Site (page 22) (provide up to two 8"x10" sheets full of photos)
11.  Project Location Map and "California State Parks Community Fact Finder" Report (page 22)
12.  Nonprofit Requirements (page 22)
13.  Project Selection Criteria (page 24)  
Maximum of twelve **double sided**, 8 ½" x 11" pages, double-spaced, with 12-point regular Arial font. (Twelve double sided pages equal twenty four single sided pages.)

## Application Item #1 – Application Form Application Form

PROJECT NAME	Requested GRANT Amount (1) \$ _____ (1)  Other Funding Sources (2) \$ _____ (2)  Estimated TOTAL PROJECT COST (3) \$ _____ (3)
--------------	--

PROJECT PHYSICAL ADDRESS (including zip code)	Nearest Cross Street	County of Project Location
---	----------------------	----------------------------

GRANT APPLICANT (entity applying for the grant)	GRANT APPLICANT'S Mailing Address
---	-----------------------------------

AUTHORIZED REPRESENTATIVE AS SHOWN IN RESOLUTION		
Name <i>(typed or printed)</i> and Title	Email address	Phone

DIRECTOR/PRESIDENT OF APPLICANT		
Name <i>(typed or printed)</i> and Title	Email address	Phone

CONTACT for ADMINISTRATION of the GRANT <i>(if different from AUTHORIZED REPRESENTATIVE)</i>		
Name <i>(typed or printed)</i> and Title	Email address	Phone

For ACQUISITION, land acquired will be _____ acres  _____ Acres to be acquired in fee simple by Applicant _____ Acres to be acquired in other than fee simple <i>(attach explanation)</i>	For DEVELOPMENT, total acreage of the PARK will be (include land to be acquired if applicable) _____.  _____ Acres owned in fee simple by Applicant _____ Acres available under a _____ year lease or easement
---	---

GRANT SCOPE: I represent and warrant that this APPLICATION PACKET describes the intended use of the requested GRANT to complete the RECREATION FEATURES and MAJOR SUPPORT AMENITIES listed in the attached GRANT SCOPE/Cost Estimate Form. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this APPLICATION PACKET, including required attachments, is accurate.

Signed \_\_\_\_\_ Date \_\_\_\_\_

AUTHORIZED REPRESENTATIVE as shown in Resolution

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

## **Application Item #2 – Authorizing Resolution**

- The Resolution template may be reformatted. However, the language provided in the Resolution must be included in the reformatted document.
- Adding language to the Resolution could delay APPLICATION approval as DPR's legal office may need to review the language and require revisions.

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Resolution No: \_\_\_\_\_

RESOLUTION OF THE (Title of Governing Body/City Council, Board of Supervisors/Directors) OF (City, County, District, or Non-Profit Organization)  
APPROVING THE APPLICATION FOR STATEWIDE PARK PROGRAM  
GRANT FUNDS

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of the Statewide Park 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 application(s) before submission of said application(s) to the State; and

WHEREAS, the applicant will enter into a contract with the State of California to complete the grant scope project;

NOW, THEREFORE, BE IT RESOLVED that the (applicant's governing body) hereby:

Approves the filing of an application for the (name of project); and

Certifies that said applicant has or will have available, prior to commencement of any work on the project included in this application, the sufficient funds to complete the project; and

Certifies that the applicant has or will have sufficient funds to operate and maintain the project(s), and

Certifies that the applicant has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Grant Administration Guide; and

Delegates the authority to (designated position) to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the grant scope; and

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)

## Application item #3 - GRANT SCOPE/Cost Estimate Form

The GRANT SCOPE/Cost Estimate Form on page 14 has two uses:

- I. Establishing the GRANT SCOPE.
- II. Providing a Cost Estimate.

### **I. Establishing the GRANT SCOPE:**

This form will be used to establish the expected GRANT deliverables for PROJECT COMPLETION. To be eligible for GRANT funding, the RECREATION FEATURES and MAJOR SUPPORT AMENITIES that will be paid for by the GRANT must be included on the GRANT SCOPE/Cost Estimate Form.

Use the form to describe only the RECREATION FEATURES and MAJOR SUPPORT AMENITIES that will be completed before the end of the GRANT PERFORMANCE PERIOD. All of the RECREATION FEATURES and MAJOR SUPPORT AMENITIES listed on the form must be completed before a final GRANT payment can be approved.

See page 3 for examples of RECREATION FEATURES and MAJOR SUPPORT AMENITIES.

### **Directions for establishing the GRANT SCOPE:**

Use one of the following phrases to describe the type of work for each RECREATION FEATURE and MAJOR SUPPORT AMENITY that will be funded by the GRANT:

- “Acquire approximately...” (provide the number of acres that will be acquired as the RECREATION FEATURE).  
See the definition of ACQUISITION on page 53.
- “Construct a new...” (RECREATION FEATURE or MAJOR SUPPORT AMENITY)....  
Definition: to build a new RECREATION FEATURE or MAJOR SUPPORT AMENITY that did not previously exist.
- “Renovate a ...” (RECREATION FEATURE)  
See the definition of RENOVATION on page 57.

Describe the RECREATION FEATURES in the GRANT SCOPE/Cost Estimate Form:

- a) Describe the ACQUISITION, construction, or RENOVATION of a RECREATION FEATURE in the GRANT SCOPE/Cost Estimate Form regardless of its estimated cost at the time of APPLICATION.

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

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

Describe the MAJOR SUPPORT AMENITIES (a or b below) in the GRANT SCOPE/Cost Estimate Form:

- a) Describe the construction of a new parking lot, restroom building, or other non-recreational facility on the GRANT SCOPE/Cost Estimate Form.
- b) Include an item of work to improve the appearance or use of the general PROJECT site on the GRANT SCOPE/Cost Estimate Form only if its estimated cost at the time of APPLICATION is \$50,000 or greater.

Examples of how (b) would be included in the GRANT SCOPE/Cost Estimate Form:

- “Landscaping for the general project site” (would be an expected GRANT deliverable only if the landscaping is estimated at \$50,000 or more).
- “Public art for the general project site” (would be an expected GRANT deliverable only if the public art is estimated at \$50,000 or more).
- “Lighting for the general project site” (would be an expected GRANT deliverable only if the lighting is estimated at \$50,000 or more).

If an estimated cost of the landscaping, public art, or lighting for the general project site is less than \$50,000, it is a MINOR SUPPORT AMENITY, and would be excluded on the GRANT SCOPE/Cost Estimate Form as an expected GRANT deliverable. As a reminder, see the reason for not including MINOR SUPPORT AMENITIES explained in the box above.

## **II. Providing a concept level cost estimate on the GRANT SCOPE/Cost Estimate Form**

- Use the form on page 14 to provide the concept level estimated cost for each RECREATION FEATURE and MAJOR SUPPORT AMENITY described in the GRANT SCOPE/Cost Estimate Form.
  - As a reminder, do not list MINOR SUPPORT AMENITIES. The cost of MINOR SUPPORT AMENITIES can be included in the construction cost of their related RECREATION FEATURE.
- The estimated TOTAL PROJECT COST on the GRANT SCOPE/Cost Estimate Form must equal the estimated TOTAL PROJECT COST listed on the Application Form.
- OGALS recommends that estimated construction costs include allowance for compliance with the Americans with Disabilities Act of 1990 (42 U.S.C. §12101 et. seq.). Each RECREATION FEATURE and MAJOR SUPPORT AMENITY listed in the GRANT SCOPE, and their related paths of travel from parking lots and other access points, must be designed to accommodate persons with disabilities.
- No more than 25% of the GRANT amount may be spent on PRE-CONSTRUCTION costs. See the ELIGIBLE COSTS charts starting on page 50 before creating a cost estimate.
- If the estimated costs change during the course of the PROJECT, a revised form is not required.

**GRANT SCOPE/Cost Estimate Form**  
 Follow the directions on pages 11-13

<b>GRANT SCOPE Items:</b>  <b>ACQUISITION: List each parcel number, acreage, estimated date of purchase, and cost.</b>  <b>DEVELOPMENT: List each RECREATION FEATURE and MAJOR SUPPORT AMENITY.</b>	<b>Estimated cost of each RECREATION FEATURE and MAJOR SUPPORT AMENITY</b>
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	<b>Total estimated cost of the RECREATION FEATURES and MAJOR SUPPORT AMENITIES</b> \$
Estimated PRE-CONSTRUCTION cost (Total cost such as planning, design, construction documents, CEQA, and permits necessary before construction begins)	<b>Estimated PRE-CONSTRUCTION cost</b> \$
<b>Requested GRANT Amount: \$ _____</b>	<b>Estimated TOTAL PROJECT COST</b> \$

The APPLICANT understands that this form will be used to establish the expected GRANT deliverables, and that all of the RECREATION FEATURES and MAJOR SUPPORT AMENITIES listed on this form must be completed and open to the public before final GRANT payment is processed as specified in the "End of GRANT PERFORMANCE PERIOD" section found on page 2 of the GRANT ADMINISTRATION GUIDE. The APPLICANT also understands that no more than 25% of the GRANT amount may be spent on PRE-CONSTRUCTION costs. See the ELIGIBLE COSTS charts starting on page 50 in the APPLICATION GUIDE before creating a cost estimate.

APPLICANT'S AUTHORIZED REPRESENTATIVE Signature \_\_\_\_\_

Date \_\_\_\_\_



## Application Item # 4 – Funding Sources Form

- Use the form to identify each funding source, and note if the source is from the state, local city or county, federal, or private (such as a foundation grant or business contribution).
- Use the form to identify the date when each funding source was committed to the PROJECT. See the definition of COMMITTED FUNDS on page 54.
- If the funding sources change during the course of the PROJECT, a revised form is not required.
- The TOTAL PROJECT COST listed at the bottom of this form must equal the estimated TOTAL PROJECT COST listed on the Application Form and at the bottom of the GRANT SCOPE/Cost Estimate form.

### Funding Sources Form

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

**Estimated date (date may change) of PROJECT COMPLETION: Month/Day/Year**

The APPLICANT understands that the PROJECT cannot be funded unless the requested GRANT equals the estimated cost needed to complete the PROJECT, or, the requested GRANT plus the total amount of additional COMMITTED FUNDS equals the estimated cost of the PROJECT. The PROJECT must be completed and open to the public before final GRANT payment is processed as specified in the “End of GRANT PERFORMANCE PERIOD” section found on page 2 of the GRANT ADMINISTRATION GUIDE.

APPLICANT’S AUTHORIZED REPRESENTATIVE Signature \_\_\_\_\_

Date \_\_\_\_\_

## Application Item #5 – CEQA Compliance

### If CEQA compliance is complete at the time of APPLICATION

- Provide the CEQA Compliance Certification Form (see page 18).
- Provide a copy of the Notice of Exemption or the Notice of Determination.
  - If a Notice of Exemption or a Notice of Determination were not completed, provide a letter from the Lead Agency that explains why, certifies that the PROJECT is CEQA compliant, and notes the date that the PROJECT was approved by the Lead Agency.

### If CEQA compliance is not complete at the time of APPLICATION

- Provide a CEQA initial study document.
- Provide a plan for CEQA compliance. The plan must include the following items.
  - A timeline for CEQA compliance showing estimated dates when each step of the CEQA compliance process will be completed.
  - A total estimated cost for CEQA compliance.
  - An explanation of any obstacles that may delay CEQA compliance.

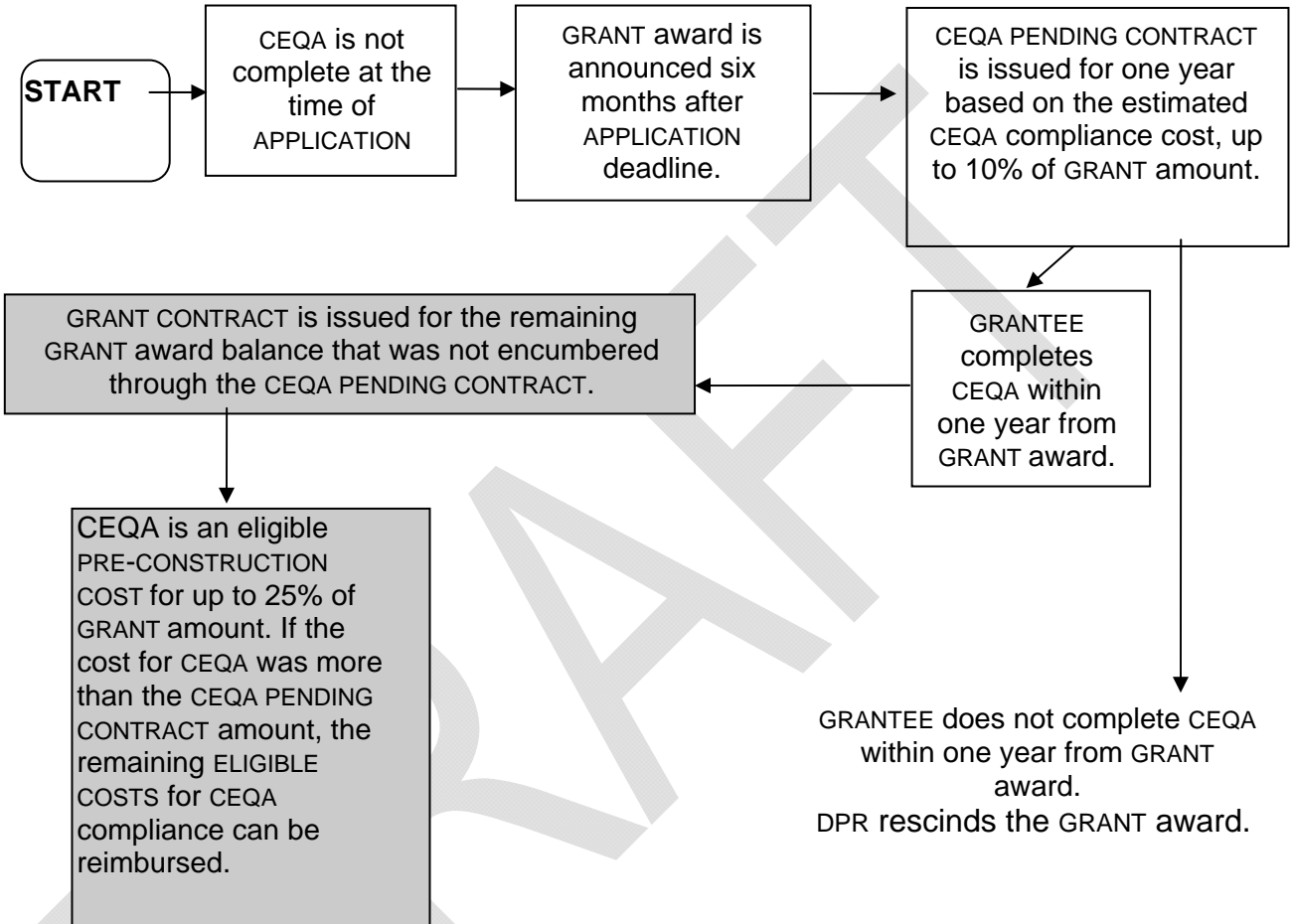
**CEQA compliance must be complete within one year from the date of the GRANT award announcement.** The CEQA PENDING CONTRACT has a one year performance period starting on the date of the GRANT award announcement. DPR will rescind the GRANT award if CEQA compliance is not complete within twelve months from the date of the GRANT award announcement.

**See the GRANT ADMINISTRATION GUIDE (page 1 item 2, pages 11-13, and page 26) for more information about the CEQA PENDING CONTRACT process.** The chart on the next page also explains the CEQA PENDING CONTRACT process.

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

“CEQA” is the California Environmental Quality Act as stated in the Public Resources Code §21000 et seq.; Title 14 California Code of Regulations §15000 et seq. CEQA is a law establishing policies and procedures that require entities to identify, disclose to decision makers and the public, and attempt to lessen significant impacts to environmental and historical resources that may occur as a result of the entities’ proposed PROJECT. For more information refer to <http://ceres.ca.gov/ceqa/>.

The following flow chart shows the CEQA PENDING CONTRACT process. If CEQA compliance is not complete within one year after the date of the GRANT award announcement, DPR will rescind the GRANT award.



## CEQA Compliance Certification Form

Applicant/Grantee: \_\_\_\_\_ Project Name: \_\_\_\_\_

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

When was CEQA analysis completed for this project? Date: \_\_\_\_\_

What document(s) was filed for this project's CEQA analysis: (check all that apply)

Initial Study     Notice of Exemption     Negative Declaration

Mitigated Negative Declaration

Environmental Impact Report     Other: \_\_\_\_\_

Please attach the Notice of Exemption or the Notice of Determination as appropriate.

If these forms were not completed please attach a letter from the Lead Agency explaining why, certifying the project has complied with CEQA and noting the date that the project was approved by the Lead Agency.

Lead Agency Contact Information:

Agency Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

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

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

### Certification:

I hereby certify that the Lead Agency listed above has determined that it has complied with the California Environmental Quality Act (CEQA) for the project identified above and that the project is described in adequate and sufficient detail to allow the project's construction or acquisition.

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

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

\_\_\_\_\_  
Date

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

## **Application Item #6 – Land Tenure Requirement**

If the PROJECT does not include ACQUISITION, either #1, #2, #3, or #4 below must be provided to meet the land tenure requirement:

The purpose of the land tenure requirement in #1 below is to verify that the APPLICANT owns the PROJECT site. If the APPLICANT does not have ownership, adequate tenure is verified by meeting the requirements in #2, #3, or #4 below.

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

- Provide a copy of the deed, or the deed recordation number, or a title search, or a current county assessor's parcel map showing that the APPLICANT is the land owner.

### **2. If the PROJECT site is not owned in fee simple by the APPLICANT, and the APPLICANT and land owner have a land tenure agreement that meets all of the requirements shown on the Land Tenure Form (page 21):**

- A. Provide the Land Tenure Form (page 21). The Form lists the land tenure agreement requirements between the APPLICANT and the land owner.
- B. Provide a copy of the land tenure agreement between the APPLICANT and the land owner, such as the lease, joint powers agreement, easement, memorandum of understanding, or other document, and highlight the sections that meet the requirements listed in the Land Tenure Form.

### **3. If the PROJECT site is not owned in fee simple by the APPLICANT and the APPLICANT cannot meet the 20 or 30 year term requirement as described in item 3, page 21 of the Land Tenure Form:**

If an APPLICANT cannot meet the 20 or 30 year term requirement at the time of APPLICATION, provide:

- A and B as explained in #2 above, and the following:
- a letter from the landowner which:
  - States the landowner's policy prohibiting long term land tenure agreements.
  - Describes the long standing use of the property by the APPLICANT.
  - States a commitment to continue to renew the land tenure agreement with the APPLICANT in incremental periods to satisfy the 20 or 30 year land tenure term requirement, absent any unforeseen circumstances.
- A letter from the APPLICANT signed by its AUTHORIZED REPRESENTATIVE which:
  - Agrees to renew the land tenure agreement with the landowner in incremental periods to satisfy the 20 or 30 year land tenure term requirement.

DPR expects the GRANTEE to fully comply with the Use of Facilities terms of the CONTRACT (see GRANT ADMINISTRATION GUIDE page 8). If the landlord does not renew a lease, and the GRANTEE cannot comply with the time period stated in the CONTRACT, DPR may hold the GRANTEE in breach of CONTRACT.

**4. If the PROJECT site is not owned in fee simple by the APPLICANT and the land tenure agreement is not signed at the time of APPLICATION:**

When an APPLICANT does not have a signed land tenure agreement at the time of APPLICATION, provide:

- A and B as explained in #2 above, and letters from the APPLICANT and the landowner in which each commits to sign the proposed land tenure agreement should the GRANT be awarded.

If OGALS sends a letter at the end of the competitive process stating that the GRANT will be awarded, the APPLICANT must send a signed land tenure agreement to OGALS before the GRANT CONTRACT can be signed by DPR.

## Land Tenure Form

APPLICANTS must complete this form when the PROJECT does not involve ACQUISITION and the site is not owned by the APPLICANT in fee simple. Indicate the page numbers where the following information can be found in the agreement.

1. **Type of agreement:** \_\_\_\_\_  
o Identify the type of agreement, such as a lease, joint powers agreement, easement, memorandum of understanding, etc.
2. **Parties to the signed agreement:** Found on page(s) \_\_\_\_\_  
o Highlight the sections which identify the parties to the agreement.  
o The agreement must be signed by all parties.
3. **Term of the agreement:** Found on page(s) \_\_\_\_\_  
o All GRANT amounts up to \$1,000,000 require at least 20 years of land tenure.  
o All GRANT amounts greater than \$1,000,000 require at least 30 years of land tenure.  
o OGALS will start counting the 20 or 30 year land tenure requirement from the APPROPRIATION DATE.
4. **Renewal clause:** Found on page(s) \_\_\_\_\_  
o The renewal clause must include an option (which can be non-binding) for the APPLICANT/GRANTEE to renew the agreement beyond the original 20 or 30 year term requirement.
5. **Termination (revocability):** Found on page(s) \_\_\_\_\_  
Any of the following is acceptable:  
o No termination clause - the agreement is non-revocable.  
o The termination clause may specify that the agreement is revocable for breach of the agreement/for cause.  
o The termination clause may specify that the agreement is revocable by mutual consent.  
The following is not acceptable: A termination clause that allows the land owner to revoke the agreement without cause (at will) will not be approved.
6. **Site Control Roles and Responsibilities:** Found on page(s) \_\_\_\_\_  
o The APPLICANT must have the authority to construct, operate, and maintain the PROJECT in accordance with the CONTRACT provisions.
7. **Roles and responsibilities:** Found on page(s) \_\_\_\_\_  
o The agreement must authorize the APPLICANT to proceed with the construction PROJECT. The APPLICANT may delegate construction to other entities.  
o The agreement gives APPLICANT permission to operate the PROJECT site (such as scheduling recreational programs). The APPLICANT may delegate operational roles to other entities.  
o The agreement identifies which entity is responsible for maintenance of the PROJECT site. Entities other than the APPLICANT may have this role.



### **Application Item # 7 - Sub-leases or Agreements**

- Provide a list of all *other* leases, agreements, memoranda of understanding, etc., affecting PROJECT property or its operation and maintenance.
- or
- If this requirement is not applicable, provide a brief statement such as “there are no other agreements affecting the PROJECT property or its operation and maintenance.”

### **Application Item # 8 – County Assessor’s Parcel Map and Willing Seller Letter**

(For projects involving ACQUISITION)

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

- Provide a county assessor’s parcel map showing the parcel(s) to be acquired. The parcel numbers shown in the parcel map must match the GRANT SCOPE/Cost Estimate Form.
- Provide a letter from the land owner(s) indicating the intent to sell the property or to negotiate. The letter does not need to include legally binding language.

### **Application Item # 9 – Concept Level Site Plan**

- Provide a drawing showing where the RECREATION FEATURES and MAJOR SUPPORT AMENITIES listed in the GRANT SCOPE/Cost Estimate Form will be located in the PARK.
- If the GRANT SCOPE includes a building(s), note the function and approximate square footage of each space designated for recreation, and the building’s approximate total square footage.

### **Application Item # 10 – Photos of the PROJECT Site**

- Provide up to two 8 x 10 sheets filled with photos of the PROJECT site and its surrounding area.

### **Application Item #11 - PROJECT Location Map(s) and “California State Parks Community Fact Finder” Report.**

- Provide a map showing highway and street access to the PROJECT site.
- Provide the “California State Parks Community Fact Finder” Report. (see Technical Assistance on page 41).

### **Application Item #12 - Only for APPLICANTS that are NON PROFIT organizations:**

- Letter of Determination from the Internal Revenue Service indicating 501(C)(3) status.
- Mission statement.
- Balance sheet showing income and expenditure projections for the next calendar or fiscal year.

## **Application Item # 13 - Project Selection Criteria**

### **Overview**

1. Critical Lack of PARK SPACE (18 points)
2. Significant Poverty (18 points)
3. Type of PROJECT (12 points)
4. Community Based Planning (18 points)
5. Sustainable Techniques (11 points)
6. PROJECT Funding (0 points)
7. Fees and Hours of Operation (5 points)
8. Youth Outdoor Learning Employment or Volunteer Opportunities (3 points)
9. Community Challenges and PROJECT Benefits (15 points)

Responses to Project Selection Criteria numbers 1 through 7 will be used to determine if the PROJECT is eligible for GRANT funding. PROJECT eligibility requirements are shown at the end of Project Selection Criteria 1 through 7.

OGALS will use Project Selection Criteria responses to rank all competing APPLICATIONS. All competing APPLICATIONS start with 0 points. The maximum score is 100 points. Information is provided at the end of each Project Selection Criteria showing how responses will be scored.

**See page 53 for the definitions of words and terms shown in SMALL CAPS.**

## IV. Project Selection Criteria

- Limit the response to a maximum of twelve **double sided**, 8 ½” x 11” pages, double-spaced, with 12-point regular Arial font. (Twelve double sided pages equal twenty four single sided pages.) Do not include attachments.
- Structure your response to follow the same numbered and lettered order of the Project Selection Criteria.

### 1. Critical Lack of PARK SPACE

**See page 41 for technical assistance**

Provide information about the critical lack of PARK SPACE within PROXIMITY of the PROJECT site by answering the following questions:  
(Recommended half page response or less)

What is the ratio of USABLE PARK SPACE per 1,000 RESIDENTS within PROXIMITY of the PROJECT site according to the “California State Parks Community Fact Finder” report?

- The APPLICANT may pick any point on the boundary of the proposed PROJECT site to locate the origin of the ½ mile radius. Only the portion of PARK SPACE which falls within the radius will be counted by the “California State Parks Community Fact Finder” report.

*The scale below shows that up to 18 points will be given to PROJECTS in PROXIMITY to CRITICALLY UNDERSERVED COMMUNITIES having the lowest ratio of USABLE PARK SPACE per 1,000 RESIDENTS when compared with all APPLICATIONS. OGALS will develop a competitive statewide list representing the USABLE PARK SPACE per 1,000 RESIDENTS of all APPLICATIONS in ranking order, from lowest to highest.*

<b>Points:</b>	<b>18</b>	<i>Lowest 10% on the ranked list.</i>
	<b>16</b>	<i>From 11%-20% on the ranked list.</i>
	<b>14</b>	<i>From 21%-30% on the ranked list.</i>
	<b>12</b>	<i>From 31%-40% on the ranked list.</i>
	<b>10</b>	<i>From 41%-60% on the ranked list.</i>
	<b>8</b>	<i>From 61%-80% on the ranked list.</i>
	<b>6</b>	<i>From 81%-100% on the ranked list.</i>
	<b>0</b>	<i>No information provided.</i>

**Eligibility Criteria - Project Site - Project Selection Criteria #1 above  
or 2-A on the next page:**

For the APPLICATION to be eligible, the community within PROXIMITY of the PROJECT site must meet one of the following conditions:

- \* The community within PROXIMITY of the PROJECT site has a ratio of less than 3 acres of USABLE PARK SPACE per 1,000 residents. \*

**Or**

- \* The median household income of census tracts in PROXIMITY to the PROJECT was lower than \$47,331 based on the “California State Parks Community Fact Finder” report (See Project Selection Criteria 2-A).

**Reminder: technical assistance is available on page 41.**

## 2. Significant Poverty

See page 41 for technical assistance

Provide information about significant poverty within PROXIMITY of the PROJECT site by answering the following:  
(Recommended half page response or less)

- A.** What is the median household income within PROXIMITY of the PROJECT site according to the “California State Parks Community Fact Finder” report?

*The scale below shows that up to 12 points will be given to PROJECTS in PROXIMITY to CRITICALLY UNDERSERVED COMMUNITIES having the lowest median household incomes compared with all APPLICATIONS. OGALS will develop a competitive statewide list representing the median household incomes of all APPLICATIONS in ranking order, from lowest to highest.*

<b>2- A Points:</b>	<b>12</b>	Lowest 10% on the ranked list.
	<b>10</b>	From 11%-20% on the ranked list.
	<b>8</b>	From 21%-40% on the ranked list.
	<b>6</b>	From 41%-60% on the ranked list.
	<b>4</b>	From 61%-80% on the ranked list.
	<b>2</b>	From 81%-100% on the ranked list.
	<b>0</b>	No information provided.

- B.** What is the number of families living below poverty within PROXIMITY of the PROJECT site according to the “California State Parks Community Fact Finder” report?

*The scale below shows that up to 6 points will be given to PROJECTS in PROXIMITY to CRITICALLY UNDERSERVED COMMUNITIES having the highest number of families below the poverty level compared with all APPLICATIONS. OGALS will develop a competitive statewide list representing the number of families below poverty of all APPLICATIONS in ranking order, from highest to lowest.*

<b>2- B Points:</b>	<b>6</b>	Highest 10% on the ranked list.
	<b>5</b>	From 11% to 20% on the ranked list.
	<b>4</b>	From 21% to 50% on the ranked list.
	<b>3</b>	From 51% to 80% on the ranked list.
	<b>2</b>	From 81% to 90% on the ranked list.
	<b>1</b>	Lowest 9% on the ranked list.

**Eligibility Criteria - Project Site - Project Selection Criteria #1 or 2-A above:**

For the APPLICATION to be eligible, the community within PROXIMITY of the PROJECT site must meet one of the following conditions:

- \* The community within PROXIMITY of the PROJECT site has a ratio of less than 3 acres of USABLE PARK SPACE per 1,000 residents. (see Project Selection Criteria 1 on page 24)

Or

- \* The median household income of census tracts in PROXIMITY to the PROJECT was lower than \$47,331 based on the “California State Parks Community Fact Finder” report. ( see Project Selection Criteria 2-A)

**Reminder: technical assistance is available on page 41.**

### 3. Type of PROJECT

See page 42 for technical assistance

Explain if the PROJECT will create a NEW PARK, or EXPAND an existing overused PARK, or create a NEW RECREATIONAL OPPORTUNITY, by answering one of the following (A, B, or C).

(Recommended one page response or less)

#### **A. Creating a NEW PARK:**

- What was the use of the PROJECT site before the APPROPRIATION DATE?
- Is the PROJECT site ADJACENT to an existing PARK?
- How will the PROJECT create a portion of OPEN SPACE?

#### **B. Adding new PARK SPACE to EXPAND an existing overused PARK:**

- What was the use of the expansion property before the APPROPRIATION DATE?
- Provide evidence showing that the existing PARK is overused such as photos showing heavy use or deterioration, statistics, or other information.

#### **C. Creating a new RECREATION FEATURE or RENOVATING an existing RECREATION FEATURE to create a NEW RECREATIONAL OPPORTUNITY: How will the DEVELOPMENT create a new RECREATION FEATURE(S) or recreational opportunity?**

*The scale below shows that a maximum of 12 points will be given to PROJECTS that will create a NEW PARK:*

**12 points:** The PROJECT will create a NEW PARK. The property to be developed into a NEW PARK will not be ADJACENT to existing PARK SPACE and was not used as a PARK before the APPROPRIATION DATE. And, the PROJECT will create a portion of OPEN SPACE.

**10 points:** The PROJECT will add new PARK SPACE to EXPAND an existing overused PARK. The property was not PARK SPACE before the APPROPRIATION DATE, and will be ADJACENT to an existing PARK. Evidence was provided showing that the existing PARK is overused.

**7 points:** The PROJECT will create one or more new RECREATION FEATURES.

**4 points:** The PROJECT is a RENOVATION of an existing RECREATION FEATURE to change it beyond its original condition so that it allows for expanded use.

**0 points:** The PROJECT will result in rehabilitation of an existing RECREATION FEATURE that will not change it beyond its original condition and will not allow for expanded use. Or, the APPLICANT did not respond to the criterion.

**Eligibility Criteria - Type of Project - Project Selection Criteria #3 above:**

For the APPLICATION to be eligible, the proposed GRANT SCOPE must consist of one of the following types of ACQUISITION and DEVELOPMENT combination or DEVELOPMENT PROJECTS:

\* Creating a NEW PARK.

Or

\* Adding new PARK SPACE to EXPAND an existing overused PARK.

Or

\* Constructing a new RECREATION FEATURE(s). This can include constructing a new RECREATION FEATURE that is not located in a PARK.

Or

\* RENOVATION of an existing RECREATION FEATURE(S) to create a NEW RECREATION OPPORTUNITY. This can include RENOVATION of a RECREATION FEATURE that is not located in a PARK.

- For the RENOVATION of an existing RECREATION FEATURE to be eligible under this program, it must result in the creation of a NEW RECREATION OPPORTUNITY(s).

**Reminder: technical assistance is available on page 42.**



#### 4. Community Based Planning

See page 45 for technical assistance.

Describe how the APPLICANT or partnering community based organization(s) made efforts to meet with the RESIDENTS for the DESIGN of the PARK before the APPLICATION deadline and no earlier than November 2006, by answering the following questions:  
(Recommended ten page response or less)

**A.** How many MEETINGS occurred in the CRITICALLY UNDERSERVED COMMUNITY and why were they convenient for the RESIDENTS? Respond to the following:

- Use this format to list the type and location, time, and date of each MEETING that occurred in the CRITICALLY UNDERSERVED COMMUNITY:

MEETING #	MEETING Type, Venue, Address	Time am-pm	Day of Week	Date/Year
1				
2				

- Describe how the MEETING locations and times were convenient for RESIDENTS lacking transportation and with various employment and family schedules.

*The scale below show that up to 4 points will be given for the amount and convenience of MEETINGS that occurred in the CRITICALLY UNDERSERVED COMMUNITY.*

**4 points:** The APPLICANT or partnering community based organization(s) facilitated at least five MEETINGS to obtain ideas from the RESIDENTS, and the MEETINGS were located within the CRITICALLY UNDERSERVED COMMUNITY, or within a convenient distance for RESIDENTS lacking private transportation.

At least two of the MEETINGS occurred on a weekend or evening.

The MEETINGS occurred before the APPLICATION deadline and no earlier than November 2006.

**2 points:** Four or three MEETINGS were located within the CRITICALLY UNDERSERVED COMMUNITY or within a convenient distance for RESIDENTS lacking private transportation. One of the MEETINGS occurred on a weekend or evening.

The MEETINGS occurred before the APPLICATION deadline and no earlier than November 2006.

**1 point:** Two or one MEETINGS were located within the CRITICALLY UNDERSERVED COMMUNITY or within a convenient distance for RESIDENTS

lacking private transportation. One of the MEETINGS occurred on a weekend or evening.  
 The MEETINGS occurred before the APPLICATION deadline and no earlier than November 2006.

**0 points:** MEETINGS were not located within the CRITICALLY UNDERSERVED COMMUNITY or within a convenient distance for RESIDENTS lacking private transportation. Or, none of the MEETINGS occurred during a weekend or evening. Or, the MEETINGS did not occur before the APPLICATION deadline, or were earlier than November 2006.

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

- Structure the response using the format below to describe the method of invitation, and the number and general description of the RESIDENTS who participated in each MEETING as listed in the order of the response to 4-A:

MEETING #	Description of the method(s) used to invite RESIDENTS to this MEETING. (see page ___ for a list of seven examples)	Number of RESIDENTS who participated in this MEETING.	General description of the RESIDENTS (youth, seniors, families or other groups) who participated in this MEETING.
1			
2			

*The scales below show that up to 6 points will be given for methods used to invite a BROAD REPRESENTATION of RESIDENTS who participated in the MEETINGS that occurred in the CRITICALLY UNDERSERVED COMMUNITY.*

Approach: Methods for inviting a BROAD REPRESENTATION of RESIDENTS:

**3 points:** For the combined set of MEETINGS, the APPLICANT or partnering community based organization(s) used at least three methods to invite a BROAD REPRESENTATION of RESIDENTS

**2 points:** For the combined set of MEETINGS, the APPLICANT or partnering community based organization(s) used two methods to invite a BROAD REPRESENTATION of RESIDENTS.

**1 point:** For the combined set of MEETINGS, the APPLICANT or partnering community based organization(s) used one method to invite a BROAD REPRESENTATION of RESIDENTS.

**0 points:** The methods used were limited to inviting advocacy groups likely to promote a specific type of PROJECT. Or, the APPLICANT or partnering community based organization(s) did not use at least one method to invite a BROAD REPRESENTATION of RESIDENTS. In either case, 0 points will also be given to the response for 4-C.

Result: Participation of a BROAD REPRESENTATION of RESIDENTS

**1 point:** The number and general description of the RESIDENTS who participated in the combined set of MEETINGS consisted of a BROAD REPRESENTATION of the CRITICALLY UNDERSERVED COMMUNITY.

**0 points:** The number and general description of the RESIDENTS who participated in the combined set of MEETINGS did not consist of a BROAD REPRESENTATION of the CRITICALLY UNDERSERVED COMMUNITY, and was limited to an advocacy group or league likely to promote a specific type of PROJECT, or, the APPLICANT or partnering community based organization(s) did not invite any RESIDENTS, or MEETINGS did not occur, or a response was not provided. In either case, 0 points will also be given to the response for 4-C.

**C.** During the MEETINGS that occurred in the CRITICALLY UNDERSERVED COMMUNITY, how were the RESIDENTS enabled to DESIGN the PARK using goals 1-3? Structure the response by answering the bullets under each goal below.

**Goal 1:** The RESIDENTS worked together to identify and prioritize RECREATION FEATURES that best meet their needs, and reached a general agreement on the type *and* DESIGN of the RECREATION FEATURE(S) included in the proposed PROJECT.

- **Selection of the RECREATION FEATURE(S):**  
Describe the process that enabled the RESIDENTS to identify, prioritize, and then select, RECREATION FEATURE(S) for the proposed PROJECT.
- **DESIGN of the RECREATION FEATURE(S):**  
Describe the process that enabled the RESIDENTS to provide DESIGN ideas for the selected RECREATION FEATURE(S). List the RESIDENTS' ideas that will be included in the DESIGN of the RECREATION FEATURE(S).

**Goal 2:** The RESIDENTS engaged in a process to provide their input about the location of the RECREATION FEATURE(S) within the PARK.

- **Location of the RECREATION FEATURE(S) within the PARK:**  
Describe the process that enabled the RESIDENTS to express their preferences for the location of the RECREATION FEATURE(S) within the PARK. List the reasons that will be used for the location of the RECREATION FEATURE(S) within the PARK.

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

- **Safety and PARK beautification:**  
Describe the process that enabled the RESIDENTS to provide PARK DESIGN ideas for safe public use and PARK beautification. List the RESIDENTS' ideas that will be included in the proposed PROJECT.

*The scale below shows that up to 10 points will be given for MEETING goals 1-3 that enabled the RESIDENTS to DESIGN the PARK.*

The APPLICANT'S response **described** how:

Goal 1:

- **3 points:** The RESIDENTS identified their preferred RECREATION FEATURES (not limited to a few predetermined options presented by the APPLICANT), and then selected RECREATION FEATURES for the proposed PROJECT.
- **1 point:** The RESIDENTS provided DESIGN ideas for their selected RECREATION FEATURES.
- **1 point:** The APPLICANT'S response also lists the RESIDENTS' ideas that will be included in the DESIGN of the RECREATION FEATURES.

Goal 2:

- **1 point:** The RESIDENTS expressed their preferences for the location of the RECREATION FEATURES within the PARK.
- **1 point:** The APPLICANT'S response also lists the RESIDENTS' reasons that will be used for the location of the RECREATION FEATURES within the PARK.

Goal 3:

- **1 point:** The RESIDENTS provided PARK DESIGN ideas for safe public use.\*
- **1 point:** The RESIDENTS provided PARK beautification ideas.
- **1 point:** The APPLICANT'S response also lists the RESIDENTS' PARK DESIGN ideas for safe public use\* and beautification that will be included in the proposed PROJECT.

**0 points:** The APPLICANT'S response did not address any of the eight elements of goals 1-3.

**Eligibility Criteria – Community Based Planning for Safe Public Use\* - Project Selection Criteria number 4 – C above.**

- \* For the APPLICATION to be eligible, the proposed PROJECT DESIGN must include RESIDENTS' ideas to ensure safe public use. See Goal 3 described above.

**Reminder: technical assistance for Project Selection Criteria number 4 is available on page 45.**

## 5. Sustainable Techniques

See page 47 for technical assistance.

Describe how the PROJECT will provide efficient use of water and other natural resources by answering the following:

(Recommended three page response or less)

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

1. Use of water efficient irrigation system that includes a rain sensor and soil moisture meter, or on-site water recycling that reduces potable water consumption.
2. Incorporate pervious surfaces or other technique(s) such as bio-swales or grading to capture storm water for infiltration or irrigation or reduce storm water runoff.
3. At least 10% of the materials for PROJECT construction will consist of recycled materials, or construction waste will be minimized by the separation and recycling of recoverable materials generated during construction.
4. Landscaping that excludes the use of invasive plants and instead features drought tolerant or climate appropriate non-invasive native turf, trees, shrubs, plants, and ground cover, and minimizes the use of toxic pesticides and inorganic fertilizers.

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

5-A Sustainable Technique	Description of the sustainable technique

*The scale below shows that up to 6 points will be given to PROJECTS that will include the four sustainable techniques listed in 5-A.*

**5 - A**

**6 points:** The PROJECT will include all four of the listed techniques.

**4 points:** The PROJECT will include three of the listed techniques.

**2 points:** The PROJECT will include two of the listed techniques.

**0 points:** The PROJECT will include none of the listed techniques.

**B.** How will the PROJECT include other energy, water, and natural resource conservation techniques that are not listed in question A above?

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

5-B Sustainable Technique	Description of the sustainable technique

*The scale below shows that up to 5 points will be given to PROJECTS with at least five other sustainable techniques for efficient use of energy, water, and other natural resources that were not listed in 5 – A.*

**5 – B**

**5 points:** The PROJECT will include five other techniques that were not listed in 5 – A.

**4 points:** The PROJECT will include four other techniques that were not listed in 5 – A.

**3 points:** The PROJECT will include three other techniques that were not listed in 5 – A.

**2 points:** The PROJECT will include two other techniques that were not listed in 5 – A.

**1 points:** The PROJECT will include one technique that was not listed in 5 – A.

**0 points:** The PROJECT will not include at least one other technique that was not listed in 5-A.

Note: A PROJECT which includes construction or RENOVATION of a building larger than 2,000 gross square feet that will achieve at least Silver Level of LEED Certification will be awarded the maximum points for Project Selection Criteria # 5 above. In such cases, the APPLICANT may provide a plan for Silver Level LEED Certification instead of responding to A and B above. Information on the LEED program is located at: <http://www.usgbc.org>.

**Eligibility Criteria - Sustainable Techniques - Project Selection Criteria number 5 above.**

For the APPLICATION to be eligible, the PROJECT must include at least two of the four techniques listed in Criteria 5 - A above.

**Reminder: technical assistance for Project Selection Criteria number 5 is available on page 47.**

## **6. Project Funding**

**See page 48 for technical assistance.**

Describe how the requested GRANT and additional COMMITTED FUNDS, if any, will meet all costs needed to complete the PROJECT by answering the following:  
(Recommended ½ page response or less)

- A.** Will the requested GRANT plus the additional COMMITTED FUNDS (if any) meet all costs needed to complete the PROJECT, or are additional funds needed?
- B.** If additional funds are needed, explain when the funds may be COMMITTED, and identify the funding source(s) and amount(s).

**Eligibility Criteria – Project Costs - Project Selection Criteria number 6 above.**

Points will not be given for this criterion. However, for the PROJECT to be eligible for funding, the requested GRANT must equal the estimated cost needed to complete the PROJECT, or, the requested GRANT plus the total amount of additional COMMITTED FUNDS must equal the estimated cost of the PROJECT.

**Reminder: technical assistance for Project Selection Criteria number 6 is available on page 48.**



## 7. Fees and Hours of Operation

Describe how youth, seniors, and families affected by poverty will have DAILY ACCESS by answering the following:  
(Recommended one page response)

- A.** What will be the Monday through Sunday hours of operation to accommodate various needs of youth, seniors, and families?
- B.** Will youth, seniors, and families be charged entrance or membership fees? If so, list each fee, identify if the fee is daily, weekly, or monthly, and explain why the fee will not prevent DAILY ACCESS for youth, seniors, and families affected by poverty.

*The scale below shows that up to 5 points will be given to projects with weekday and weekend operating hours appropriate for youth, families, seniors, and other population groups in the CRITICALLY UNDERSERVED COMMUNITY, and with reasonable or no entrance or membership fees.*

### **7 - A**

**2 points:** The PROJECT will be open 7 days a week and the operating hours will accommodate the needs of youth, seniors, and families.

**0 points:** The PROJECT will not be open 7 days a week to accommodate the various needs of youth, seniors, and families, or the APPLICANT did not respond to the criterion.

### **7 - B**

**3 points:** The RESIDENTS will not be charged any entrance or membership fees to use the PROJECT. Or, the lowest entrance or membership fees for youth, seniors, and families affected by poverty calculate to \$3 per month or less per person and will not deter DAILY ACCESS.

**1 point:** The lowest entrance or membership fees for youth, seniors, and families affected by poverty calculate to more than \$3 but less than \$10 per month per person which may deter DAILY ACCESS.

**0 points:** The RESIDENTS will be charged fees that will calculate to more than \$10 per month per person, or the APPLICANT did not respond to the criterion.

Note: To calculate fees affecting DAILY ACCESS, all fees will be compared on a monthly basis. For example, daily entrance fees will be multiplied by thirty, and weekly fees will be multiplied by four, to compare those fees with monthly fees.

### **Eligibility Criteria – Project Accessibility - Project Selection Criteria number 7 above.**

For the APPLICATION to be eligible, [entrance or membership fees must calculate to less than \\$30 per month per person](#), and hours of operation following PROJECT COMPLETION must [accommodate DAILY ACCESS](#).

## 8. Youth Outdoor Learning Employment or Volunteer Opportunities

See page 49 for technical assistance.

Describe how the PROJECT will include employment or volunteer OUTDOOR LEARNING OPPORTUNITIES for the RESIDENTS, CALIFORNIA CONSERVATION CORPS, or CERTIFIED LOCAL CONSERVATION CORPS members by using the format below to answer A and B:

(Recommended two page response or less)

- A.** What types of employment or volunteer OUTDOOR LEARNING OPPORTUNITIES will be available for RESIDENTS or corps members during the planning phase (see criteria # 4 above) or by PROJECT COMPLETION (such as landscaping or creating public art)?
- B.** How many RESIDENTS or corps members will receive the employment or volunteer OUTDOOR LEARNING OPPORTUNITIES?

Use the following format to answer A and B above:

A. Brief Description of the Employment or Volunteer OUTDOOR LEARNING OPPORTUNITY	B. # of RESIDENTS or corps members

*The scale below shows that up to 3 points will be given to PROJECTS that will include employment or volunteer OUTDOOR LEARNING OPPORTUNITIES for at least twenty RESIDENTS or CALIFORNIA CONSERVATION CORPS, or CERTIFIED LOCAL CONSERVATION CORPS members.*

Employment or Volunteer OUTDOOR LEARNING OPPORTUNITIES

**3 points:** At least twenty RESIDENTS or corps members will receive employment or volunteer OUTDOOR LEARNING OPPORTUNITIES.

**2 points:** Less than twenty but at least ten RESIDENTS or corps members will receive employment or volunteer OUTDOOR LEARNING OPPORTUNITIES.

**1 point:** Less than ten but at least five RESIDENTS or corps members will receive employment or volunteer OUTDOOR LEARNING OPPORTUNITIES.

**0 points:** The PROJECT will not provide employment or volunteer OUTDOOR LEARNING OPPORTUNITIES for at least five RESIDENTS or corps members, or the APPLICANT did not respond to the criterion.

**Reminder: technical assistance for Project Selection Criteria number 8 is available on page 49.**

## 9. Community Challenges and PROJECT Benefits

Describe the CHALLENGES in the CRITICALLY UNDERSERVED COMMUNITY that contribute to the urgent need for a NEW PARK or NEW RECREATIONAL OPPORTUNITIES, describe the PROJECT's benefits, and describe the APPLICANT'S abilities to deliver the PROJECT to the CRITICALLY UNDERSERVED COMMUNITY by answering the following questions:

(Recommended five page response or less)

- A. What CHALLENGES are present within the CRITICALLY UNDERSERVED COMMUNITY that contribute to the need for a NEW PARK or NEW RECREATIONAL OPPORTUNITIES?
- B. How will the PROJECT improve the community's recreational, social, cultural, educational, and environmental conditions?
- C. What administrative and operational experience or capacity does the APPLICANT have to ensure PROJECT COMPLETION and long term operation and maintenance of the PROJECT?

*The scale below shows that up to 15 points will be given to a CRITICALLY UNDERSERVED COMMUNITY having severe CHALLENGES, the PROJECT will significantly improve recreational, social, cultural, educational, and environmental conditions, and the APPLICANT has sufficient abilities to deliver the PROJECT.*

**15 - 10 points:** The CRITICALLY UNDERSERVED COMMUNITY has severe CHALLENGES compared to other APPLICATIONS. The PROJECT will significantly improve the community's recreational, social, cultural, educational, and environmental conditions. The APPLICANT has sufficient administrative and operational experience or capacity to ensure PROJECT COMPLETION and long term operation and maintenance of the PROJECT for the benefit of the CRITICALLY UNDERSERVED COMMUNITY.

**9 - 4 points:** The CRITICALLY UNDERSERVED COMMUNITY has average CHALLENGES compared to other APPLICATIONS. The PROJECT will significantly improve the community's recreational, social, cultural, educational, and environmental conditions. The APPLICANT has sufficient administrative and operational experience or capacity to ensure PROJECT COMPLETION and long term operation and maintenance of the PROJECT for the benefit of the CRITICALLY UNDERSERVED COMMUNITY.

**3 - 1 points:** The CRITICALLY UNDERSERVED COMMUNITY has minimal CHALLENGES compared to other APPLICATIONS. Or, the PROJECT will minimally improve the community's recreational, social, cultural, educational, and environmental conditions. Or, the APPLICANT lacks sufficient administrative and operational experience or capacity to ensure PROJECT COMPLETION and long term operation and maintenance of the PROJECT to benefit the CRITICALLY UNDERSERVED COMMUNITY.

## **Technical Assistance**

This section provides responses to frequently asked questions and additional guidance for the Project Selection Criteria.

### **Technical Assistance for Project Selection Criterion #1, Critical Lack of Park Space, starting on page 24.**

Use the “California State Parks Community Fact Finder” report to determine the ratio of acres per 1,000 RESIDENTS within PROXIMITY of the PROJECT site:

1. Go to [www.parks.ca.gov/grants](http://www.parks.ca.gov/grants)
2. Click on the Statewide Park Program link and go to the “California State Parks Community Fact Finder”. (This tool will generate a report with the required information to answer Project Selection Criteria #1 and Project Selection Criteria #2.
3. Locate the origin of the ½ mile radius by entering the PROJECT site address or manually zooming to a boundary of the PROJECT site. The origin of the ½ mile radius may be located along any boundary of the PROJECT site. Only the portion of PARK SPACE which falls within the radius will be counted by the “California State Parks Community Fact Finder”.
4. Select “Run Report”.

### **Technical Assistance for Project Selection Criteria #2, Significant Poverty, starting on page 26.**

**A.** The median household income within PROXIMITY of the PROJECT site will be included in the “California State Parks Community Fact Finder” report. See steps 1-4 above.

**B.** The number of families living below poverty within PROXIMITY of the PROJECT site will be included in the “California State Parks Community Fact Finder” report. See steps 1-4 above.

**Technical Assistance for Project Selection Criteria #3, Type of Project, starting on page 28.**

The following provides examples and further clarifies the difference between a NEW PARK PROJECT scoring a maximum of 12 points compared to 10 point, 7 point, and 4 point PROJECT types explained on the bottom of page 28.

**NEW PARK - 12 points**

- A new community center or other type of recreational facility can qualify as a NEW PARK if OPEN SPACE will also be created by the PROJECT, and the PROJECT is not in or ADJACENT to an existing PARK.
  - Any PROJECT that is in or ADJACENT to a PARK that existed before the APPROPRIATION DATE cannot qualify as a NEW PARK.
- PROJECTS on land that was zoned or designated to become a PARK, but was not yet developed and open to the public before the APPROPRIATION DATE, can qualify as a NEW PARK.
  - If the land was developed and open to the public as a PARK before the APPROPRIATION DATE, it cannot qualify as a NEW PARK.

**EXPAND an existing PARK - 10 points**

- To EXPAND an existing PARK, the PROJECT must add new acreage to an existing PARK. This includes adding new acreage of PARK SPACE next to or across the street from a PARK that existed before the APPROPRIATION DATE.
- For example, adding a greenway or greenbelt next to or across the street from an existing PARK would EXPAND that existing PARK.

**Creating a new RECREATION FEATURE - 7 points**

- This is limited to creating a new RECREATION FEATURE that did not previously exist. An improvement(s) to an existing RECREATION FEATURE is a RENOVATION (see below)

**Renovating an existing RECREATION FEATURE - 4 points**

- Renovating an existing RECREATION FEATURE means that additions will be constructed on an existing RECREATION FEATURE. For example, adding lighting, ADA compliance, a slide or other additions to improve an existing RECREATION FEATURE is a RENOVATION.
- If a PROJECT in an existing PARK includes both the creation of a new RECREATION FEATURE, and the RENOVATION of an existing RECREATION FEATURE, the PROJECT will be scored a maximum of 7 points: The creation of a new RECREATION FEATURE (7 points) is the higher scoring element.

**(Continued) Technical Assistance for Project Selection Criteria #3, Type of Project, starting on page 28.**

The following provides examples of how a type of PROJECT would score, using a greenway or linear PARK as an example.

1. Example: The PROJECT will create a new greenway or linear PARK that is not in or ADJACENT to a PARK that existed before the APPROPRIATION DATE. This is a NEW PARK -12 points.
2. Example: The PROJECT will create a new greenway or linear PARK that is ADJACENT to a PARK that existed before the APPROPRIATION DATE. This EXPANDS an existing PARK - 10 points.
3. Example: The PROJECT will create new workout stations, or a new playground, or a new picnic area in the existing greenway or linear PARK. This creates a new RECREATION FEATURE - 7 points.
4. Example: The PROJECT will RENOVATE existing workout stations, or an existing playground - 4 points.

**If a PROJECT includes components of multiple categories, the higher point value category will be awarded.**

The following provides examples of how a type of PROJECT would score, using a community center as an example.

1. Example: The PROJECT will create a new community center and OPEN SPACE such as a community garden or a landscaped playground. The PROJECT is not in or ADJACENT to an existing PARK. This is a NEW PARK -12 points.
2. Example: The PROJECT will create a new community center that is ADJACENT to a PARK that existed before the APPROPRIATION DATE. The land where the community center will be built is not in existing PARK SPACE, and will become part of the PARK through the PROJECT. This EXPANDS an existing PARK - 10 points.
3. Example: The PROJECT will create a new community center in existing PARK SPACE. Or, the PROJECT will create a new community center that is not in existing PARK SPACE, and will not create OPEN SPACE or EXPAND an existing PARK.\* This creates a new RECREATION FEATURE - 7 points.
4. Example: The PROJECT will RENOVATE an existing community center - 4 points. \*

\* Examples 3 and 4 above show that constructing a new RECREATION FEATURE or RENOVATING an existing RECREATION FEATURE “*not located in a PARK*” is an eligible type of PROJECT.

**(Continued) Technical Assistance for Project Selection Criteria #3, Type of Project, starting on page 28.**

Finding land for NEW PARKS:

The following provides examples of what some agencies have done to create NEW PARKS in “built-out” communities:

- Acquired and demolished a blighted building(s) for the creation of a NEW PARK.

Offsetting PARK maintenance costs

The following provides examples of what some agencies have done to offset PARK maintenance costs:

- Partnered with non profits and community based organizations that help maintain the park in exchange for use of the site.
- Formed “Adopt a Park” or “Friends of the Park” organizations where local residents assist with maintenance duties or fundraising events.
- Used sustainable design techniques to decrease maintenance costs (See Project Selection Criteria #5 on page 35).

## **Technical Assistance for Project Selection Criteria #4, Community Based Planning, starting on page 30.**

Overview to Project Selection Criteria #4:

Effective, highly used, and safe parks are designed using significant community input.

APPLICANTS may partner with community based organizations that can help engage the RESIDENTS during the community based planning process.

### **Criteria # 4-A:**

Different types of creative MEETINGS can be used for PARK planning and DESIGN, such as:

- Focus groups
- Design workshops
- Park design activities with students at the schools nearest to the PROJECT

Five convenient MEETINGS with the RESIDENTS can be organized using many cost effective approaches, such as:

- Have MEETINGS at venues where RESIDENTS will already be present. Examples include: Facilitating MEETINGS with students in their classes. Adding to the meeting agendas of neighborhood/community based organizations to facilitate a MEETING where RESIDENTS will be available. Use community festivals, cook-outs, and other events that attract RESIDENTS.
- Use MEETING locations preferably within walking distance for the RESIDENTS. Neighborhood/community based organizations and schools etc. may let you use their meeting space.
- Schedule multiple MEETINGS to accommodate RESIDENTS with different employment and family schedules. Weekend or evening hours are ideal.

### **Criteria # 4-B:**

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

To score points for criteria #4-B, different types of methods can be used to invite and encourage RESIDENTS to participate. Each of the following examples would count as one method:

1. Providing food or other incentives to attend is a proven technique that agencies have used to increase turnout! Make the incentives clear in the invitations.



2. Partner with community leaders and organizations who can assist with outreach.
3. Post flyers in high foot traffic areas (if needed, use different languages and explain that an interpreter will be available at the meetings)
4. Door-to-door in-person invitations.
5. Mail invitations that can also include surveys (same language idea noted above).
6. Notices distributed at local schools.
7. Scheduling one or more MEETINGS at venues where RESIDENTS will already be present counts as one method for inviting RESIDENTS, i.e. one point for criteria #4-B. For example, schedule informal MEETINGS with students in their classes; add to the meeting agendas of neighborhood/community based organizations to facilitate a MEETING where RESIDENTS will be available.

**(Continued) Technical Assistance for Project Selection Criteria #4 - C, Community Based Planning, pages 33-34.**

Structure the MEETINGS following the minimum goals of Criteria #4-C shown on page 33-34.

- Goal 1 in Criteria #4-C is for the RESIDENTS to prioritize the selection of their preferred RECREATION FEATURES. See the 3 point scoring description on page 34. Keep in mind that the phrase “not limited to a few predetermined options presented by the APPLICANT” means that the RESIDENTS were given a blank slate as a starting point:
- Using easels or other means for the RESIDENTS to provide visual representations (e.g., sketches) of their ideas is an effective way to enable the RESIDENTS to DESIGN the PARK, thereby completing goals 1-3 in Criteria #4-C.
- To help the RESIDENTS prioritize the selection of their preferred RECREATION FEATURES, make budget limitations and projections clear to RESIDENTS. (See Criteria 6, page 37.)
- The MEETINGS will take place before the competitive APPLICATION is sent to OGALS. Make it clear to RESIDENTS that the Statewide Park Program may be highly competitive, funding is not guaranteed, and be prepared to discuss other options.
- In addition to following the goals of Criteria #4-C, the community based planning process can also be designed to obtain RESIDENTS’ input on the topics detailed in Criteria #7, #8, and #9 on pages 38-40.

**Technical Assistance for Project Selection Criteria #5, Sustainable Techniques, starting on page 35.**

**Criteria #5.A.3**

- A potential resource guide for recycled material content is available at the California Waste Management Board's website:  
<http://www.ciwmb.ca.gov/rcp/>
- "Separation and recycling of recoverable materials" may include the recycling of demolished buildings, concrete, wood, or steel that will be removed when creating a NEW PARK.

**Criteria #5.A.4**

The "California Invasive Plants Inventory" published by the California Invasive Plant Council may be helpful: <http://www.calipc.org/ip/inventory/index.php>.

**Criteria #5-B**

In addition to the four techniques that are listed in Criteria #5 – A, the PROJECT will need to include five more techniques for efficient use of energy, water, and other natural resources, to score the maximum of 11 points.

Energy Conservation Techniques include but are not limited to:

1. energy efficient outdoor lighting, solar tubes, skylights, and skylids for indoor lighting
2. design and locate buildings considering sun exposure for heating, cooling and lighting needs
3. minimize building heating and cooling requirements with vegetation on roof-tops or use of shade trees
4. comprehensive building insulation
5. cooling/heating system efficiency

Water Conservation or Runoff Techniques include but are not limited to:

1. on-site water recycling
2. low flow water fixtures
3. irrigation efficiency, gray-water irrigation systems or solar-powered irrigation systems
4. rain sensors
5. capture runoff from off-site source(s)
6. filtration of runoff to cleanse water before it goes into drainage systems/ prevent the introduction of contamination into the ocean
7. bioswales, particularly to capture "first flush" runoff from parking lots or roads
8. eliminate potable water use in ornamental or storm water features

**(Continued) Technical Assistance for Project Selection Criteria #5, Sustainable Techniques, starting on page 35.**

Other Natural Resource Conservation and Ecological Techniques include but are not limited to:

1. use of locally sourced materials to reduce environmental impacts from transportation
2. use of rapidly renewable (harvested within a 10 year cycle) building materials such as agrifiber, linoleum, wheatboard, strawboard, bamboo, and wool or cotton insulation
3. use of certified wood (environmentally responsible forest management certified by the Forest Stewardship Council)
4. preserve special status trees
5. reduce urban heat island effects
6. promote a sense of place with native vegetation
7. create off-street commuting and interconnectivity between neighborhoods through a greenbelt or trail
8. preserve and restore native wildlife habitat
9. protect and restore riparian and wetland buffers
10. repair or restore damaged or lost streams, wetlands and coastal habitat

**Technical Assistance for Project Selection Criteria #6, Project Funding, starting on page 37.**

For APPLICATION purposes, limit the PROJECT to what can be completed and made open to the public six months before the end of the GRANT PERFORMANCE PERIOD. See the “End of the GRANT PERFORMANCE PERIOD” section found on page 2 of the GRANT ADMINISTRATION GUIDE.

- Do not include long-term or multi-phased elements that will not be paid for by the requested GRANT plus COMMITTED FUNDS (if any).
- For ACQUISITION and DEVELOPMENT combination PROJECTS, the entire acquired property need not be developed. Only a phase that creates a fully-useable recreational opportunity must be completed and made open to the public before the end of the GRANT PERFORMANCE PERIOD.

**Technical Assistance for Project Selection Criteria #8, Youth Outdoor Learning Employment or Volunteer Opportunities, on page 39.**

The following provides examples of youth employment or volunteer “OUTDOOR LEARNING OPPORTUNITIES” during community based planning and PROJECT design, or by PROJECT COMPLETION:

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

A combination or just one of the examples above can be used to provide youth employment or volunteer “OUTDOOR LEARNING OPPORTUNITIES” for at least twenty RESIDENTS or corps members.

## V. Eligible Costs Chart

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

### ACQUISITION Costs

The following provide examples of ELIGIBLE COSTS for ACQUISITION.

<b>ACQUISITION COSTS</b> (Up to 100% of GRANT Amount)	<b>EXAMPLES</b>
Purchase price of the property and other activities necessary to complete the ACQUISITION.	<ul style="list-style-type: none"> <li>• <b>Appraisals, surveys</b></li> <li>• <b>Preliminary title reports</b></li> <li>• <b>Title insurance fees</b></li> <li>• <b>Escrow fees and purchase price</b></li> <li>• <b>Relocation costs:</b> costs resulting in displacement of tenants (not willing sellers or GRANTEES) pursuant to Government Code §§7260 – 7277.               <ul style="list-style-type: none"> <li>○ If the GRANT is not paying for relocation costs, the GRANTEE must ensure that the willing seller is paying displaced tenants in compliance with Government Code §§7260 – 7277.</li> </ul> </li> <li>• <b>Employee services:</b> see accounting rules for employee services on page 38 of the GRANT ADMINISTRATION GUIDE.</li> <li>• <b>PROJECT/GRANT administration and accounting</b></li> </ul>

### DEVELOPMENT Costs

DEVELOPMENT includes PRE-CONSTRUCTION COSTS and CONSTRUCTION COSTS.

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

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

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

CONSTRUCTION COSTS start when:

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

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

<b>PRE-CONSTRUCTION COSTS</b> (Maximum 25% of GRANT amount)	<b>EXAMPLES</b>
Costs incurred during the planning, design, and permit phase of the project, <u>before</u> construction begins.	<ul style="list-style-type: none"> <li>• <b>Public meetings/focus groups/design workshop costs</b></li> <li>• <b>Plans, specifications, construction documents, and cost estimates</b></li> <li>• <b>Permits</b></li> <li>• <b>CEQA</b></li> <li>• <b>Premiums on hazard and liability insurance to cover personnel or property</b></li> <li>• <b>Fidelity bond premium cost</b></li> <li>• <b>Bid packages</b></li> <li>• <b>Employee services:</b> see accounting rules for employee services on page 38 of the GRANT ADMINISTRATION GUIDE</li> <li>• <b>PROJECT/GRANT administration (excluding grant writing) and accounting.</b></li> </ul>

<b>CONSTRUCTION COSTS</b> (Up to 100% of GRANT Amount)	<b>EXAMPLES</b>
Costs incurred during the construction phase of the PROJECT when ground-breaking construction activities such as site preparation, grading, or gutting begins.	<ul style="list-style-type: none"> <li>• <b>Site preparation, grading, gutting</b></li> <li>• <b>Foundation work</b></li> <li>• <b>Purchase and installation of permanent equipment:</b> playground equipment, benches, signs, display boards, sound systems, video equipment etc.</li> <li>• <b>Construction supplies and materials:</b> may be drawn from central stock if claimed costs are no higher than supplies or materials purchased elsewhere.</li> <li>• <b>Construction equipment owned by GRANTEE:</b> equipment owned by the GRANTEE may be charged to the GRANT for each use. Rental rates published by the California Department of Transportation may be used as a guide. For audit purposes, a report or source document must describe the work performed, indicate the hours used, relate the use to the GRANT SCOPE,</li> </ul>

<b>CONSTRUCTION COSTS</b> (Up to 100% of GRANT Amount)	<b>EXAMPLES</b>
<p>Costs incurred during the construction phase of the PROJECT when ground-breaking construction activities such as site preparation, grading, or gutting begins.</p>	<p>and must be signed by the operator or supervisor.</p> <ul style="list-style-type: none"> <li>• <b>Construction equipment rented or purchased by GRANTEE:</b> may also be rented or purchased, whichever is the most economical use of GRANT funds. For purchased equipment, the GRANT will pay for the rental price equivalent in proportion to the time the purchased equipment is used on the GRANT SCOPE. (Rental rates published by the California Department of Transportation may be used as a guide.) The GRANT will pay for the total cost of the equipment if the purchase price is less than the rental price equivalent. Any funds earned by the GRANTEE from the sale of equipment purchased with the GRANT must be spent on the PROJECT.</li> <li>• <b>Construction management:</b> including site inspections, labor compliance program (page 18 of the GRANT ADMINISTRATION GUIDE).</li> <li>• <b>Employee services</b> – see accounting rules for employee services on page 38 of the GRANT ADMINISTRATION GUIDE.</li> <li>• <b>PROJECT/GRANT administration and accounting</b></li> <li>• <b>Miscellaneous costs:</b> other costs incurred during the construction phase, such as transporting materials, equipment, personnel, and communications.</li> </ul>

<b>INELIGIBLE COSTS</b>	<b>EXAMPLES OF INELIGIBLE COSTS</b>
<p>Cannot be charged to the GRANT</p>	<ul style="list-style-type: none"> <li>• <b>Outside the GRANT PERFORMANCE PERIOD</b> – costs incurred before or after the GRANT PERFORMANCE PERIOD.</li> <li>• <b>Indirect costs</b> – overhead business expenses <u>of the GRANTEE'S fixed or ordinary operating costs:</u> (rent, mortgage payments, property taxes, utilities)</li> <li>• <b>Outside PARK/PROJECT site boundaries</b> – Streets, traffic lights, or other infrastructure not located within the PARK/PROJECT site.</li> <li>• <b>Fundraising</b></li> <li>• <b>Food</b></li> <li>• <b>Grant Writing</b></li> </ul>

## VI. Definitions

Capitalized words and terms used in this procedural guide are defined below.

**ACQUISITION** – to obtain fee title of real property or a permanent easement, which gives permanent rights to use the property for the purposes of the GRANT SCOPE. A lease or rental is not considered ACQUISITION. ACQUISITION must be combined with DEVELOPMENT so the PROJECT will result in a new recreational opportunity.

**ADJACENT** – a PARK that existed before the APPROPRIATION DATE and is next to or across the street from the PROJECT site.

**ADVANCE** – payment made to the GRANTEE for work that will occur in the future or work that has already occurred during the GRANT PERFORMANCE PERIOD and has not been paid for by the GRANTEE.

**APPLICANT** – an entity which does not yet have a fully-executed CONTRACT with DPR, and is requesting GRANT funding through a competitive process.

**APPLICATION PACKET** – the Application form and its required attachments described in the Application Checklist and Directions on page 7.

**APPROPRIATION DATE** – when program funding is authorized by the legislature. The APPROPRIATION DATE is the start of the GRANT PERFORMANCE PERIOD.

**AUTHORIZED REPRESENTATIVE** – the APPLICANT'S/GRANTEE'S designated position authorized in the Resolution to sign all required GRANT documents. The AUTHORIZED REPRESENTATIVE may designate an alternate by informing OGALS in writing.

**BROAD REPRESENTATION** – the number and diversity of RESIDENTS involved in the DESIGN of the PROJECT represented the CRITICALLY UNDERSERVED COMMUNITY, including youth, seniors, and families that may have different recreational needs. Involving only an advocacy group or league likely to promote a specific type of PROJECT does not meet the intent of involving a broad representation of RESIDENTS.

**CALIFORNIA CONSERVATION CORPS** – A State workforce development program that employs 18-25 year-olds for environmental conservation or enhancement projects, fire protection, and emergency response. [www.ccc.ca.gov](http://www.ccc.ca.gov)

**CERTIFIED LOCAL CONSERVATION CORPS** – NON PROFIT organizations certified by the CALIFORNIA CONSERVATION CORPS to provide community and conservation work, education, and job training. [www.californialocalconservationcorps.org/](http://www.californialocalconservationcorps.org/)

**CEQA** – the California Environmental Quality Act as stated in the Public Resources Code §21000 et seq.; Title 14 California Code of Regulations §15000 et seq. CEQA is a law establishing policies and procedures that require entities to identify, disclose to decision makers and the public, and attempt to lessen



significant impacts to environmental and historical resources that may occur as a result of the entities' proposed PROJECT. For more information refer to <http://ceres.ca.gov/ceqa/>.

**CHALLENGES** – conditions present in a community affecting the quality of life for YOUTH AT HIGH RISK, seniors, and families, such as a lack of safe and affordable recreational opportunities, low performing schools, significant poverty, high crime rates, brown fields, low property values, and residential overcrowding.

**COMMITTED FUNDS** – at the time when the APPLICATION PACKET is sent to OGALS, or no later than four months thereafter, the APPLICANT has possession of additional funds that will be spent on the PROJECT, or has a contract or other binding agreement with another entity(s) obligating funds that will be spent on the PROJECT. Funds that are not in the APPLICANT'S possession or not obligated through a binding agreement are not COMMITTED FUNDS.

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

**CONTRACT** – an agreement between the DPR and the GRANTEE specifying the performance of the GRANT SCOPE within the GRANT PERFORMANCE PERIOD, and other GRANT obligations between the GRANTEE and DPR.

**CRITICALLY UNDERSERVED COMMUNITY** – an area within PROXIMITY of a PROJECT site that has significant poverty or a critical lack of PARK SPACE based on the response to Project Selection Criteria 1 or 2.

**DAILY ACCESS** – the entrance or membership fees, if any, and hours of operation following PROJECT COMPLETION, will not prevent youth, seniors, and families affected by poverty from using the PROJECT Monday through Sunday.

**DESIGN** – the result of the selection and planning process achieved through the community based planning MEETINGS. Design as used in Project Selection Criteria #4 only means the preliminary conceptualization of the PROJECT and does not require the completion of construction documents.

**DISTRICT** – means one of the following:

- (1) A recreation and park district formed under Chapter 4 (commencing with Section 5780).
- (2) A public utility district formed under Division 7 (commencing with Section 15501) of the Public Utilities Code in a nonurbanized area that employs a full-time park and recreation director and offers year-round park and recreation services on lands and facilities owned by that district.
- (3) A memorial district formed under Chapter 1 (commencing with Section 1170) of Division 6 of the Military and Veterans Code that employs a full-time park and recreation director and offers year-round park and recreation services on lands and facilities owned by that district.
- (4) The Malaga County Water District exercising powers authorized under Section 31133 of the Water Code.

(5) A community service district formed under Division 3 (commencing with Section 61000) of Title 6 of the Government Code in a nonurbanized area that is authorized to provide public recreation as specified in subdivision (e) of Section 61100 of the Government Code.

(6) A county service area or zone in the county service area, within the County of San Bernardino that is empowered to provide public park and recreation services pursuant to Chapter 2.2 (commencing with Section 25210.1) of Part 2 of Division 2 of Title 3 of the Government Code, that is actually providing public park and recreation services that was reorganized prior to January 1, 1987, from a park and recreation district to a county service area or zone.

(7) A regional park district formed pursuant to Article 3 (commencing with Section 5500) of Chapter 3.

**DEVELOPMENT** – to construct a new RECREATION FEATURE OR MAJOR SUPPORT AMENITY. RENOVATION of an existing RECREATION FEATURE to create a new recreational opportunity(s) is also considered development.

**DPR** – the California Department of Parks and Recreation.

**ELIGIBLE COSTS** – expenses incurred during the GRANT PERFORMANCE PERIOD to complete the GRANT SCOPE approved by OGALS through a fully encumbered CONTRACT. Costs of MINOR SUPPORT AMENITIES are combined with costs associated with RECREATION FEATURES and MAJOR SUPPORT AMENITIES.

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

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

**GRANTEE** – an entity having a CONTRACT with DPR for a GRANT funded by the Statewide Park Program.

**GRANT ADMINISTRATION GUIDE** – the document titled the “GRANT ADMINISTRATION GUIDE for 2006 Bond Act (Proposition 84) Grants” available from OGALS. The guide provides requirements and forms for GRANT administration.

**GRANT PERFORMANCE PERIOD** – the period of time, starting with the APPROPRIATION DATE, that ELIGIBLE COSTS may be incurred by the GRANTEE and charged to the GRANT, and ending eight years after the APPROPRIATION DATE.

The GRANT PERFORMANCE PERIOD for round one GRANTS is \_\_\_\_ through \_\_\_\_.

The GRANT PERFORMANCE PERIOD for round two GRANTS is \_\_\_\_ through \_\_\_\_.

**GRANT SCOPE** – the RECREATION FEATURES and MAJOR SUPPORT AMENITIES listed in the GRANT SCOPE/Cost Estimate Form that must be completed prior to final GRANT payment.

**JOINT POWERS AUTHORITY** – an agreement between a city, county, and/or a DISTRICT to perform services, cooperate with, or lend powers for the operation and maintenance of PARK land. For a joint power authority to be an eligible APPLICANT, all members of the joint power authority must be eligible APPLICANTS.

**MAJOR SUPPORT AMENITY**–

1. Parking lot, restroom building, or other non-recreational facility located within a Project site.
2. An improvement to the appearance of the general Project site such as landscaping and public art additions, only when estimated to cost \$50,000 or more at the time of Application.

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

- The type of meeting can be informal such as facilitating a meeting with students in their classroom and adding to a meeting agenda of a neighborhood/community based organization where RESIDENTS will already be available. Formal public hearings are not required.

**MINOR SUPPORT AMENITY** – a permanent item that is not a RECREATION FEATURE, including but not limited to a sign, bench, and drinking fountain estimated to cost less than \$50,000 at the time of APPLICATION.

**NEW PARK** – The PROJECT will create a PARK on property that was not open to the public as a PARK before the APPROPRIATION DATE, and is not ADJACENT to a PARK.

**NEW RECREATION OPPORTUNITY** – construction of a new RECREATION FEATURE where none currently exists. Or, for RENOVATION, an existing RECREATION FEATURE will be changed beyond its original condition so that it allows for expanded use.

**NON PROFIT** - any nonprofit entity qualified to do business in California under Section 501(c)(3) of Title 26 of the United States Code, and that has among its primary purposes the recreational, vocational, educational, and other services to improve social and cultural conditions of a community; the preservation, protection, or enhancement of land or water resources in their natural, scenic, historical, agricultural, forested, or open-space condition or use, or the provision of conservation and environmental education and other services to improve environmental conditions of a community.

**OGALS** – DPR’s Office of Grants and Local Services.

**OPEN SPACE** – a natural or landscaped portion of the PROJECT site designed specifically for active or passive outdoor recreation. Landscaping without a portion designed to support outdoor recreation does not qualify as open space.

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

**PARK** – land for the general public’s physical and social health that provides RECREATION FEATURES for outdoor or indoor athletic activities, cultural enrichment, nature appreciation, or other active or passive recreational activities, and which includes a portion of OPEN SPACE. Under this definition, a greenway or linear park is also a park. A school is not a park and a community center on land that does not include an ADJACENT portion of OPEN SPACE is not a park.

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

**PRE-CONSTRUCTION COSTS** – costs incurred subject to the 25% cap on the GRANT during the planning, design, and permitting phase of the PROJECT necessary before construction can begin.

**PROJECT** – the RECREATION FEATURES and MAJOR SUPPORT AMENITIES listed in the GRANT SCOPE/Cost Estimate Form.

**PROJECT COMPLETION** – when the RECREATION FEATURES and MAJOR SUPPORT AMENITIES listed in the GRANT SCOPE /Cost Estimate Form are complete and the facilities are open and useable by the public. With approval by OGALS, project completion may occur before the facilities are open and useable by the public.

**PROJECT OFFICER** – an OGALS employee who acts as a GRANT administration contact for APPLICANTS and GRANTEES.

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

**RECREATION FEATURE** – a facility that provides recreational use. The ACQUISITION of land is also considered a RECREATION FEATURE.

**RENOVATION** – construction to change an existing RECREATION FEATURE beyond its original condition so that it creates a NEW RECREATION OPPORTUNITY and expanded use.

**RESIDENTS** – the population living within a half mile of the PROJECT site including youth, families, and seniors.

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

**USABLE PARK SPACE** – the PARK is open to the public. PARKS that are temporarily closed also count as usable PARK SPACE.

**YOUTH AT HIGH RISK** – the CRITICALLY UNDERSERVED COMMUNITY places youth at high risk of being affected by criminal activity, school failure or dropout, juvenile delinquency, gangs, adolescent pregnancy, or substance abuse.