

Round Two

Technical Assistance FAQ's for Applicants

(April 20, 2011 Additions)

Prop. 84 Statewide Park Program



State of California

Department of Parks and Recreation

Office of Grants and Local Services (OGALS)

Document overview

The content of this technical assistance document is based on answers, tips, and lessons-learned for Round Two applicants.

- Section one features five new FAQ's added on April 20, 2011.
- Section two features the original document presented during the fourteen technical assistance workshops held statewide for Round Two applicants.

Organization of this document

This is organized by page number following the Statewide Park Program Application Guide dated April 1, 2009.

- The numbers in the left column represent the Application Guide page(s) related to the issue. Combine use of the Application Guide with this document.
- The numbers in the right column represent the questions and answers in numerical order. This column is a point of reference to locate a specific question and answer.

The following chart explains the format:

“Pg #”	Question and Answer	“Q #”
Means the Application Guide page number. <u>Combine use of the Application Guide with this document</u>	Technical assistance tips for applicants	Means the questions and answers in numerical order. This column is a point of reference to locate a specific question and answer.

SECTION ONE: April 20, 2011 New Questions and Answers

The FAQ's 1 through 5 below are April 20, 2011, additions to the original "Round Two Technical Assistance FAQ's for Applicants".

- FAQ's 1 through 84 in section two are the same as presented during the fourteen Round Two technical assistance workshops held from February 23rd through April 7, 2011.

Pg #	Question and Answer	Q #
N/A	<p>Can we submit our applications <u>before</u> the July 1, 2011, deadline? Sure! The review process can begin as soon as an application is submitted to OGALS! Note: to maintain the integrity of the competitive process, revisions to the Project Selection Criteria portion of the application cannot be accepted after the application is submitted.</p>	1
4	<p>What was the average Round One grant amount and grant request? The average Round One grant amount was \$2.9 million. The average Round One grant request was \$3.4 million.</p>	2
7	<p>If I am applying for a Round Two grant <u>for the same project site</u> as a Round One application, what revisions or updates are required? It depends on whether it is a different or the same project as explained below:</p> <p><u>Different project:</u> This means a scaled down, phased, or otherwise revised project scope of work, with a different grant request amount, at the same project site as a Round One application.</p> <p>Refer to the Application Checklist on page 7 and provide these revised documents:</p> <ul style="list-style-type: none"> • Checklist items 1 (Application Form), 4 (Grant Scope/Cost Estimate form), and 5 (Funding Sources Form) with a revised grant request amount and total project cost. The Grant Scope Form will also list the revised Recreation Features and/or Major Support Amenities. • Checklist item 3 (new Authorizing Resolution) • Checklist item 10 (Site Plan) showing where the revised Recreation Features and Major Support Amenities will be located within the site. • Checklist item 13 (Project Selection Criteria response) • A Round Two Community FactFinder Report. Follow the FactFinder Tool Kit steps at www.parks.ca.gov/grants. <p>And if applicable, provide:</p> <ul style="list-style-type: none"> • Checklist item 6 (CEQA analysis documents) <u>only</u> if the Round One CEQA analysis documents do not cover the revised project. • Checklist item 7, or 8, or 9 (land ownership, or lease/MOU, or acquisition) <u>only</u> if a change occurred from Round One land tenure. 	3

	<p>Same project: This means the same project scope of work at the same project site as a Round One application.</p> <p>If it is the same scope of work, provide:</p> <ul style="list-style-type: none"> • A new Authorizing Resolution. See page 11. This ensures the governing body (which may have new elected officials) still approves this project. • A Round Two Community FactFinder Report. Follow the FactFinder Tool Kit steps at www.parks.ca.gov/grants. <p>If applicable:</p> <ul style="list-style-type: none"> • A new Application Form, Grant Scope/Cost Estimate Form, and Funding Sources Form is needed <u>if</u> the grant request amount or total project cost has changed <u>or</u> if a new “authorized representative” is designated through the new Authorizing Resolution (provision #4 on page11). If the grant request or total project amount has changed, make sure the revised dollar amount between all three forms are consistent. If the designated “authorized representative” changed, make sure the new person signs the three forms. 	
<p>7, 24, 15, 55</p>	<p>For acquisition of land, is an appraisal required at time of application? It is not required at the time of application. However, the Grant Scope/Cost Estimate Form on page 15 requires applicants to list the estimated purchase price (see top left corner of the form). OGALS may ask how the estimated purchase price was determined.</p> <p>If OGALS intends to award the grant, and <u>before the grant contract will be issued</u>, OGALS will require an appraisal and a written concurrence of the appraisal by an independent third party Certified General (AG) appraiser. www.orea.ca.gov provides a list of AG appraisers.</p> <p>The acquisition eligible costs chart on page 55 includes appraisals. Appraisal costs after the July 1, 2011 start of the grant performance period can be reimbursed once the grant contract is signed by the grantee and state.</p>	<p>4</p>
<p>6</p>	<p>We understand that acquisition must occur after the July 1, 2011 start of the grant performance period for it to be eligible for reimbursement. The land owner is willing to sell the property for a price not above the current appraised value. Can we enter into a purchase agreement now for a price not above the appraised value, and wait until the grant performance period starts July 1, 2011, and then acquire the property to make it eligible for reimbursement?</p> <p>Yes. It will be eligible for reimbursement if acquired after July 1, 2011, should the grant be awarded. OGALS will also require a written concurrence of the original appraisal by a third party Certified General (AG) appraiser before the grant contract may be issued. See www.orea.ca.gov for a list of AG appraisers near you.</p> <p>Note: State funds may not be used in part or whole to acquire property above fair market value.</p>	<p>5</p>

SECTION TWO

The following FAQ's 1 through 84 are in the same order and content as presented during the fourteen Round Two technical assistance workshops held from February 23rd through April 7, 2011.

Pg #	Question and Answer	Q #
N/A	<p>Do we use the same Application Guide for Round Two? Yes, use the Application Guide dated April 1, 2009. The only changes are technical – CEQA initial studies are no longer required, and Joint Powers Authorities are eligible – see Q's 7 and 34 in this document.</p>	1
2	<p>Eligible Projects. Could a project application include only the construction of a restroom or parking lot? No. A restroom or parking lot can be part of the project, but it must also include the creation of a new recreational opportunity.</p>	2
2	<p>Eligible Projects. Is a dog park a recreation feature? Yes. The list on page 2 is not an exclusive list of projects.</p>	3
2	<p>Eligible Projects – Acquisition – My department wants to buy property for a park from another department in our city. Is this cost eligible for reimbursement if we are awarded a grant? No. The city would be using grant money to pay itself for the acquisition of land that it already owns.</p>	4
2	<p>Eligible Projects – Acquisition – My city wants to buy property for a park from the city's community redevelopment agency (CRA). Is this cost eligible for reimbursement? No. The grant cannot pay for a city to buy property from the city's CRA.</p>	5
3	<p>Eligible Applicant. Are school districts eligible to apply for the program? No. See the list of eligible applicants on page 3. Note that DISTRICT appears in small caps, meaning it is defined on pages 59-60. A school district does not meet the definition of a district as provided by legislative direction in AB 31. A school district could partner with an eligible applicant by leasing property to the eligible applicant. See pages 21-22, option #2, 3, or 4 for lease agreement requirements.</p>	6
3	<p>OGALS Note: Eligible Applicant – Joint Powers Authorities Technical change to the definition of JOINT POWERS AUTHORITY on page 60 of the Application Guide: At least <u>one of the members</u> must be a city, county, or DISTRICT (see definition of DISTRICT on page 59-60 of the Application Guide) for the JOINT POWERS AUTHORITY to be an eligible APPLICANT.</p>	7
3	<p>Partnerships. Do I get extra points for a partnership? No. OGALS encourages partnerships but no extra points are given for them.</p>	8
4	<p>When is the Round Two application deadline? Applications must be postmarked by July 1, 2011. \$184 million is available.</p>	9
4	<p>Will there be any more rounds past Round Two? This is the last round of the Prop. 84 Statewide Park Program</p>	10
4	<p>When will Round Two grant award announcements happen? Possibly early spring, 2012. OGALS does not know how many applications will be received so it is difficult to provide an accurate grant announcement</p>	11

	timeline.	
4	Grant Amounts. Are the minimum and maximum grant amounts per applicant, or per application? The minimum and maximum grant amounts are for each application. An applicant may receive multiple grant awards.	12
4, 43- 44	Will we be more competitive if we ask for a lower grant amount in Round Two instead of asking for approximately \$5 million? You should ask for the funds necessary for essential project elements as determined through the community based planning meetings with the residents. Also see number 80 and 81 (right column of this document) for Project Selection Criteria #9 - B and #9 - C guidance.	13
4	Prorating a grant amount. Will OGALS award less than the amount applied for? No. OGALS does not prorate grant amounts. Under-funded projects often result in incomplete projects.	14
4	Can Round One grantees apply through Round Two with different project sites? Yes.	15
4	Can a Round One grantee submit a Round Two application for a second phase at the same project site funded through Round One? Yes Will a project site be less competitive through Round Two if a Round One grant is funding its development? If the same site will be developed through a Round One grant, it may be determined that the “challenges” (Project Selection Criteria #9-A) are lower since the community will get a park. However, OGALS cannot say this will absolutely block the chance of the same site (additional phase) being funded through Round Two because OGALS cannot predict the Round Two competition.	16
4	Regional distribution of funds. Is there a required regional distribution of funds in this program? No.	17
4	Match Requirement: Is there a match requirement? No	18
4	No Match: Do I get additional points by having a match? No.	19
4	Will the State’s budget affect Round Two? The State must sell bonds to process grant payments. The State will need to sell bonds in 2012 to make funds available for 2012 payment requests from Round Two grantees.	20
6	What is the Date of Appropriation for Round Two grants? The Date of Appropriation is not yet established by the legislature and will be <u>no earlier than</u> July 1, 2011. This means that the starting date for incurring eligible costs for Round Two funded projects has not yet been established.	21

6	<p>Eligible Costs. I already incurred design costs for my Round One application that was not funded. Does this mean those costs cannot be reimbursed through Round Two?</p> <p>Yes. These costs are not eligible. This was explained during the Round One Technical Assistance Workshops, the Round One “Frequently Asked Questions” document, and page 6 of the Application Guide.</p> <p>The earliest starting date for the Round Two Grant Performance Period will be July 1, 2011.</p>	22
6	<p>Encumbrance. The word encumbrance appears in the third box of the flow chart on page 6. What is encumbrance?</p> <p>Encumbrance occurs when both parties have signed the grant agreement. It means there is a legal obligation upon the State and grantee.</p>	23
7	<p>Presentation and organization of Application Packet: Do you want binders, tabs, letters of support? Is there a page limit, or a certain font for all thirteen items listed on page 7?</p> <p>Please follow the directions at the top of page 7 for the presentation and organization of your Application Packet.</p> <ul style="list-style-type: none"> • The first bullet point asks for an “unbound” Application Packet. • The fifth bullet point directs applicants to only send what is listed on page 7, and specifically states not to send letters of support or other supplementary material. • The directions on page 7 do not set a particular font or page limit for the entire Application Packet. • The last bullet point on page 7 refers to directions and forms for each specific application item. For example, item 13 on page 7 is the Project Selection Criteria. It refers to page 26. This means the directions on page 26 are only for the Project Selection Criteria response, not the entire Application Packet. 	24
8	<p>Application Form: When it states “Total Acreage of the park will be _____”, what do we enter?</p> <p>Provide the total acreage of the park including acreage that “will” be added through the grant project. For example, if the existing park is 10 acres and the project is not an expansion, then input “10”. If you are adding 2 acres to your 10 acre existing park, then input “12”. If you are creating a new .75 acre park, then input “.75”.</p>	25
11	<p>Authorizing Resolution: Do I need a separate authorizing resolution for each application?</p> <p>No. A single resolution can serve for multiple applications if the resolution specifies the name of each proposed project. The names of the various projects in the resolution should match the project application forms.</p>	26
11	<p>Authorizing Resolution – Provision #1. We will have all funds to complete the project only if the grant is awarded. Can #1 be revised?</p> <p>Yes. You can add this phrase to the end of provision #1: “...should the grant be awarded”.</p>	27

	OGALS Note: “Authorized Representative”	
11	<p>Authorizing Resolution – Provision #4 – is where the applicant’s governing body assigns a “designated position”. This “designated position” is the “Authorized Representative” who will be responsible for signing all application documents.</p> <p>The bottom of the Application Form, Grant Scope/Cost Estimate Form, Funding Sources Form, and CEQA Compliance Certification Form (if applicable) have “Authorized Representative” signature lines, which must be signed by the same position as the “designated position” on the Authorizing Resolution – Provision #4.</p> <p>If the Authorized Representative will have another person (designee) sign a form on their behalf, include a letter or other memo from the Authorized Representative in front of the form, explaining the situation.</p>	28
15	<p>Cost Estimate. Should the estimated project costs be current at the time of application or based on projected costs?</p> <p>Project costs should be based on when the expenditures will occur during the grant performance period. Do not short-change your project. OGALS wants your project to succeed if awarded a grant.</p>	29
15	<p>Contingency. Can I put in contingency as a line item cost?</p> <p>As noted above, you may build contingency into the individual lump-sum costs of each recreation feature or major support amenity, but don’t include it as a separate line item in the Grant Scope/Cost Estimate Form.</p>	30
17	<p>Pledges for additional funds to complete the project. Do pledges count as committed funds?</p> <p>No, unless there is a legally binding contract for the pledge. See the definition of committed funds on page 59.</p>	31
18	<p>What is CEQA?</p> <p>CEQA is explained on the bottom of page 18. Your city or county planning agency typically provides CEQA guidance.</p>	32
18	<p>CEQA Compliance. Do we get more points if CEQA is complete?</p> <p>No.</p>	33
18	<p>CEQA initial study: The middle of page 18 states what is required if CEQA compliance is not complete at the time of application. Can we submit the “plan” for CEQA Compliance instead of the CEQA initial study document?</p> <p>Yes. For Round Two, OGALS is accepting the “plan” as described on page 18 and is not requiring initial studies.</p>	34
18	<p>CEQA. Do we need to submit an Initial Study if we have already begun a Notice of Exemption, Negative Declaration, Notice of Completion, or Notice of Determination?</p> <p>No. You can give us a copy of the draft notice, along with the “plan” for CEQA compliance requested on page 18</p>	35

18	<p>CEQA Compliance. Can we do NEPA instead? NEPA cannot substitute for CEQA. CEQA compliance is required by the Proposition 84 Bond Act.</p>	36
20	<p style="text-align: center;">OGALS Note: CEQA Compliance Certification Form</p> <p>If the CEQA Lead Agency contact is signing the bottom of this form instead of the Authorized Representative, please include a cover letter to the form signed by the Authorized Representative, delegating authority to the CEQA Lead Agency contact for purpose of signing this form.</p> <p>As a reminder, the “Authorized Representative” is the same “designated position” identified in the Resolution, provision 4, page 11, that also signs the Application Form, Grant Scope/Cost Estimate Form, and Funding Sources Form.</p>	37
20	<p>CEQA Compliance Certification Form: We have not yet filed a Notice of Exemption or Notice of Determination. Do we need to provide this form at the time of Application? No. Please provide the “plan” for CEQA compliance as described on the middle of page 18.</p>	38
21	<p>Land Tenure. I have some complicated land tenure issues. May I send a draft land tenure agreement in advance of my application packet? Sure. OGALS can review draft application documents (with exception to the competitive Project Selection Criteria response) before the July 1, 2011 application deadline.</p>	39
21	<p>Land Tenure. If we own the project site, do we need to provide the Land Tenure Form on page 23? No. Follow #1 on page 21 if you own the project site. The form on page 23 is only required if the applicant is going to lease the property from another land owner.</p>	40
21	<p>Land Tenure. If I will acquire the project site to become the land owner, do I need to provide the Land Tenure Form on page 23? No. As stated on the top of the Land Tenure Form, it is only required if the applicant is going to lease the property from another land owner, instead of acquiring the property, or already owning the property. For acquisition, we only need the County Assessor’s Parcel map and Willing Seller Letter as explained on page 24. The applicant does not need to meet any of the land tenure requirements shown on pages 21-22, because the purpose of acquisition is to obtain land tenure.</p>	41
24	<p>Concept Level Site Plan. How large should the concept level site plan be? No larger than 11” x 17”.</p>	42

24	<p>Concept Level Site Plan. How detailed should the concept level site plan be?</p> <p>Only a bird's eye view of the project site, nothing fancy. OGALS does not require a blueprint or construction-ready design documents. If the Grant Scope includes a building, list the square footage of each separate room in the building and identify the use of each room.</p>	43
24	<p>Concept Level Site Plan. If I am building a community center, how much office space is too much?</p> <p>The majority of the community center must be designed for recreational purposes. Office space necessary to provide community services such as counseling, tutoring, mentoring, and the general operation of the center itself is acceptable. Office space associated with activities not related to the facility's principle use is not permitted. OGALS can review a design sketch in advance of the application deadline.</p>	44
24	<p>Concept Level Site Plan. What if we discover we need to change the location of Recreation Features within the park, but all of the Grant Scope items will still be included in the project?</p> <p>Explain the reason to OGALS before proceeding.</p>	45
26	<p>OGALS Note: Responding to the Project Selection Criteria – top bullet point on page 26:</p> <p>When using chart formats for Project Selection Criteria #1-9 responses, single space lines may be used instead of double spacing. Single spacing may only be used for chart responses.</p>	46
26	<p>Project Selection Criteria response. Do I need to restate the entirety of a question in the narrative?</p> <p>No, only include an outline response using the same Project Selection Criteria numbers, titles, and letters of Project Selection Criteria 1-9.</p>	47
26-29	<p>Project Selection Criteria 1 and 2 looks at poverty and acreage within a ½ mile radius, yet there are other serious issues affecting our community. Is there a way we can discuss these other challenges?</p> <p>Yes, Criteria #9-A should be used to tell the story of the community's challenges that contribute to the urgent need for a new park or new recreational opportunities.</p>	48
26-29	<p style="text-align: center;">OGALS Note: Project Selection Criteria 1, 2, and the Community Fact Finder</p> <p>Use the "<u>Community Fact Finder Process and Tools for Applicants</u>" document available at www.parks.ca.gov/grants and presented at technical assistance workshops.</p> <p>It explains 8 steps to submit a complete and competitive Community Fact Finder report in the Application Packet.</p> <p>Project Selection Criteria #1 and #2 questions and answers are also in the "<u>Community Fact Finder Process and Tools for Applicants</u>" document.</p>	49

30	<p>Criteria #3, Creation of a New Park. If the Round Two “Appropriation Date” is no earlier than July 1, 2011, does this mean that a park open to the public before July 1, 2011 is not a new park?</p> <p>Yes. If the park is open to the public before the application deadline, it is not a new park for purpose of this criterion. See also technical assistance on pages 46-48 and definition of “new park” on page 61. The Appropriation Date for Round Two has not yet been established, and will be no earlier than July 1, 2011.</p>	50
30	<p>Criteria #3, Creation of a New Park. If we build a new park on school property, is that a new park?</p> <p>Yes, if the school property is not in or adjacent to a park that existed before the application deadline.</p> <p>If there is an existing park adjacent to the school, the project scores 10 points as an expansion, instead of 12. See also technical assistance on pages 46-48, definition of a “new park” on page 61, “adjacent” on page 58, “expansion” on page 60.</p>	51
30	<p>Criteria # 3. If we don’t own the “adjacent” park, and we plan to create what we would consider a new park, is that an expansion of an existing park or a new park for purpose of the program?</p> <p>If there is an existing park next to or across the street (adjacent), this project example will qualify as an expansion for 10 points. See the definition of “adjacent” and “expansion” and technical assistance examples on pages 46-48.</p>	52
33-37	<p>Criteria #4 A - C, Community Based Planning. For Round Two, do applicants need to conduct a new series of meetings?</p> <p>It depends on either scenario:</p> <ul style="list-style-type: none"> • <u>If it is a new project (new site and/or new scope)</u>, then yes, meet with the residents following Criteria #4 A - C. • <u>If it is the same exact Grant Scope project as the Round One application</u>, another set of meetings is not required. However, if there were any weaknesses with the meetings, new meetings may address the weaknesses. <p><u>The same scoring rubrics on pages 33-37 will be used.</u></p>	53
33-37	<p>Criteria #4, Community Based Planning. Should the application include sign up sheets from our meetings? No. OGALS only wants the items requested in the Application Guide. Keep back-up documentation and anything else generated during your public meetings as OGALS may review them during a site visit, or if an audit is conducted after a grant award.</p> <p>Pictures of the meetings can be included in the photos of the project site section explained on page 24 of the Application Guide, but this is optional and does not affect Project Selection Criteria ranking.</p>	54

33-37	<p>Criteria #4, Community Based Planning. If the meeting documents are not in English, must we translate them for possible review?</p> <p>No. Translations are not required. Just keep the back-up documents as noted in the response above.</p>	55
33-37	<p>Criteria #4 A - C, Community Based Planning. Do surveys count as meetings?</p> <p>A survey is not a meeting. The purpose of having meetings is to promote a group dynamic, with participants building upon the ideas of one another. Group discussions can lead to a more in-depth understanding of what the residents need. See the definition of “meeting” on page 61 and technical assistance on pages 49-50.</p>	56
33-37	<p>Criteria #4 A - C, Community Based Planning. What are examples of effective meeting methods with residents?</p> <p>See technical assistance pages 49-50 in the Application Guide. In addition to examples on pages 49-50:</p> <p>“Sidewalk meetings” at the proposed project site also reportedly worked well. For example, applicants or a partnering community group set up a banner, easels, and tables with coffee and donuts on a Saturday morning and knocked door-to-door inviting residents to join neighbors and discuss park design ideas. They also invited motorists and pedestrians.</p> <p>In other cases, youth, senior, and family residents created scale models showing their park design ideas.</p>	57
34-35	<p>Criteria #4 - B, Community Based Planning methods to invite residents. You get three points if you use three different methods for all of the community meetings, right?</p> <p>Yes. The scoring rubric states “the combined set of meetings.”</p>	58
34-35	<p>Criteria #4 - B, Community Based Planning. Must each meeting have a broad representation of residents?</p> <p>No. The cumulative effect of the meetings should result in a broad representation of residents. For example, meeting with youth at a school, seniors at a center, or parents at a PTA meeting may not get you a broad representation in each meeting, but when each meeting is added with others, the combination does.</p>	59
36-37	<p>Criteria #4 - C, Community Based Planning. Should Goals 1, 2 and 3 on page 36-37 be achieved in each meeting?</p> <p>Criteria #4 A, B, and C on pages 33-37 are interlinked. The goal of #4-A on page 33 is to have convenient meetings at different times to accommodate residents with various family and working schedules. Residents may be able to only attend one meeting that best fits their schedules. For this reason, in fairness to residents who can only attend one meeting, OGALS recommends using Goals 1-3 in each meeting. The outcome of the meetings will most accurately incorporate a broad representation of residents' needs and ideas if Goals 1-3, as explained on pages 36-37, are reached during each meeting.</p>	60

<p>36-37, 50</p>	<p>Criteria #4 - C, Goal 1, Community Based Planning. Can we explain budget limitations for a project to help residents determine their priorities during the meetings?</p> <p>Yes. Read the last three technical assistance bullet points on page 50.</p>	<p>61</p>
<p>36-37</p>	<p style="text-align: center;">OGALS Note: Criteria #4 – C response format.</p> <p>Use the following bold outline or a chart to ensure the response addresses each point shown below and on pages 36-37 of the Application Guide.</p> <p>Goal 1: Selection of the RECREATION FEATURE(S): Process: (describe the process that enabled the RESIDENTS to identify, prioritize, and then select, RECREATION FEATURE(S) for the proposed PROJECT)</p> <p>DESIGN of the RECREATION FEATURE(S): Process: (describe the process that enabled the RESIDENTS to provide DESIGN ideas for the selected RECREATION FEATURE(S). Design idea list: (list the RESIDENTS’ ideas that will be included in the DESIGN of the RECREATION FEATURE(S). Avoid listing ideas that will not be included.) .</p> <p>Goal 2: Location of the RECREATION FEATURE(S) within the PARK Process: (describe the process that enabled the RESIDENTS to express their preferences for the location of the RECREATION FEATURE(S) within the PARK.) Reasons: (list the reasons that will be used for the location of the RECREATION FEATURE(S) within the PARK. Avoid listing reasons that will not be used.)</p> <p>Goal 3: Safety and PARK beautification Process: (describe the process that enabled the RESIDENTS to provide PARK DESIGN ideas for safe public use and PARK beautification.) Safe public use idea list: (list the RESIDENTS’ ideas that will be included in the proposed PROJECT. Avoid listing ideas that will not be included.) Park beautification idea list: (list the RESIDENTS’ ideas that will be included in the proposed PROJECT. Avoid listing ideas that will not be included.)</p>	<p>62</p>

38	<p>OGALS Note: Criteria #5 – A.4, Sustainable Design Techniques For #5-A, part 4, when describing how the project will have “landscaping that excludes the use of invasive plants and instead...,” make sure the description also addresses the issue of “toxic pesticides and inorganic fertilizers” at the end of 5.A.4 shown on page 38.</p>	63
39-40, 51-52	<p>OGALS Note: Criteria #5 - B, Sustainable Design Techniques As stated on page 39, the response to #5-B is for “other...techniques not listed in 5-A”. You cannot get points for listing the same technique in both A and B. For #5-B, see a list of examples on pages 51-52. The techniques have to be capitol outlay through the project, not operations like turning off lights.</p>	64
39-40	<p>Criteria #5-B, Sustainable Design Techniques. Can development of a community garden or a fruit tree orchard get a point under 5-B? OGALS accepts the reasoning that it can “promote a sense of place” - example #6 on page 52. For example, some Round One applicants explained the area’s agricultural history, and that a fruit tree orchard in the park would “promote a sense of place” while providing other long term benefits.</p>	65
39-40	<p>Criteria #5, Sustainable Design Techniques, LEED Certification. It states that I can provide a plan to achieve a Silver Level of LEED Certification instead of responding to Criteria #5, parts A and B, and get the maximum points. What should the plan include? The “plan” in response to Criteria #5 on page 38-40 should include:</p> <ul style="list-style-type: none"> • the key steps and estimated date for achieving Silver Level of LEED Certification. • the cost of obtaining the certification. Note: make sure you build in the cost when formulating your overall project budget as it’s an eligible grant cost. • Please see www.usgbc.org for more information. 	66
38-40	<p>Criteria #5, Sustainable Design Techniques. How will OGALS verify that we met our stated goals in our sustainable design? At the final site visit OGALS will verify that your project includes the sustainable elements specified in your application. OGALS will also request updates in “status reports” sent to grantees twice per year until project completion. OGALS will withhold final payment until the elements are complete. This requirement also pertains to the LEED certification.</p>	67
41	<p>Criteria #7, Hours of Operation. When snowing, my park is not open seven days a week. Will the project be ineligible? No. Weather cannot be controlled. Answer Criteria #7, A and B, and explain why the park is closed due to weather and when it will be open.</p>	68
41	<p>Criteria #7, Hours of Operation. The scoring rubric states that the project must be open 7 days a week. Must the project be open on holidays? No.</p>	69

41	<p>Criteria #7, Fees. Do activity fees affect the score, such as a baseball or soccer league registration fee?</p> <p>If the activity fee is required at all times to enter and use the project, then it does affect the score. For example, if the project is a soccer field, and only soccer teams can use the field, then the fee charged to join the team/league counts. Using the same example, if residents can use the soccer field without paying, tell OGALS when the field will be available for the residents.</p>	70
41	<p>Criteria #7, Fees. What if one of the proposed Recreation Features will be free, and the other will have an entrance fee?</p> <p>If the facility with the entrance fee is the majority cost of the grant request, the entrance fee will be considered when evaluating the response. If the majority of the grant request will pay for one or more facilities that are free, the \$0 charge will be considered.</p>	71
41	<p>Criteria #7, Fees. Can I charge more to non-residents to use my city's facility?</p> <p>You cannot apply differences in admission or other fees on the basis of residence for state-funded projects.</p>	72
41	<p>Criteria #7, Fees. We have membership or daily entrance fees that, when calculated, exceed \$30 per month per person. However, we will have scholarships for low income residents. Can our response be based on the scholarships?</p> <p>No. The entrance or membership fee scale will be based on what any person would pay to be able to use the park before having to prove they are eligible for a scholarship.</p>	73
41	<p>Criteria #7, Fees. The criteria states "...for youth, seniors, and families affected by poverty." Does this mean we can have a different fee for those not affected by poverty?</p> <p>No. The entrance or membership fee scale will be based on what any person would pay to be able to use the park before having to prove they are affected by poverty. "For residents affected by poverty" is in the criteria to encourage applicants to consider members of the public affected by poverty as the baseline for determining what the fee will be for everyone.</p>	74
41	<p>Criteria #7, Fees. Does the renting of the facility for parties or other special functions affect my answer to Criteria #7?</p> <p>Special events not part of a facility's usual daily entrance fees are excluded from the fee calculation.</p>	75
41	<p>Criteria #7, Fees. How would parking fees affect the score?</p> <p>If the only way to enter the park is by driving, the parking fee will count as an entrance fee. If pedestrians can enter the park without paying to enter, the parking fee would not affect the score.</p>	76
42-43, 53	<p style="text-align: center;">OGALS Note: Criteria #8</p> <p>As stated in #8-A and technical assistance on page 53, the employment or volunteer opportunities must be before or "by PROJECT COMPLETION", <u>not long term operation/programs after "PROJECT COMPLETION"</u>.</p> <p>See definition of PROJECT COMPLETION on page 62 and the technical assistance list on page 53.</p> <p>You can do one or a combination of these examples on page 53 by PROJECT COMPLETION for the 3 points. For example, 20 children can plant trees by PROJECT COMPLETION and you meet the criteria. Or, 10 residents can create art</p>	77

	<p>tiles for the park, and 10 residents can help with landscaping by PROJECT COMPLETION, and you are done!</p> <p>What you do through Criteria #8 can link with Criteria #4 - C (Residents Ideas for Park Beautification such as public art and landscaping), and Criteria #9-B, Project Benefits.</p>					
43	<p style="text-align: center;">OGALS Note: Criteria #9 - A</p> <p>The format below is recommended, but not required. Applicants can use single space instead of double space if a chart format is used.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">CHALLENGE</th> <th>Description of the CHALLENGE</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"> </td> <td> </td> </tr> </tbody> </table> <p>Also read technical assistance on page 53.</p>	CHALLENGE	Description of the CHALLENGE			78
CHALLENGE	Description of the CHALLENGE					
43	<p style="text-align: center;">OGALS Note: Criteria #9 – B</p> <p>Projects that will meet the needs of youth, seniors, and families will be more competitive than ones that provide a single use for a more limited group. Use the technical assistance on pages 53-54 as a guide to structure your response: Format your response using the “recreational, social, cultural, educational, and environmental conditions” separate headings as shown on page 53-54. Projects that address each of these conditions will be more competitive.</p>	79				
43	<p>Project Benefits. #9 - B: How will a \$2 million new park compete against a \$5 million new park? It seems like a \$5 million new park can have a greater range of recreational, social, cultural, educational, and environmental benefits for youth, seniors, and families because more things can be built with a larger grant.</p> <p>OGALS does not expect a \$2 million new park to provide the same facilities and benefits as a \$5 million new park. OGALS will consider the “PROJECT” benefits based on what that \$2 million park will do for the community.</p>	80				
43	<p style="text-align: center;">OGALS Note: Criteria #9 - C:</p> <p>Similar to Criteria #9-B, OGALS analyzes the applicant’s “experience or capacity for project completion and long term operation and maintenance” based on what the “PROJECT” consists of.</p> <p>Using the same example, if the “PROJECT” is a \$2 million new park designed for low long term operation and maintenance costs, OGALS may have fewer concerns about an applicant with less extensive experience or capacity.</p> <p>If the “PROJECT” is a \$5 million new park with a more expensive range of facilities to operate and maintain, OGALS may have more concerns about an applicant with less extensive experience or capacity.</p>	81				

	<p>Some Round One applicants that proposed more expensive long term operation and maintenance cost projects did not clearly demonstrate sufficient experience or capacity. OGALS recommends that applicants consider the projected monthly/annual operation and maintenance costs, including but not limited to water and energy utilities, staffing, repairs etc. compared to projected long term funding sources. Applicants may also consider working with the residents through community based planning (Criteria #4) to conceptualize a more affordable project, if deemed necessary by the applicant considering this guidance.</p>	
55	<p>Acquisition Costs. Does the 25% limit on pre-construction apply to acquisition? No. There is no 25% cap on acquisition. For acquisition, 100% of the grant amount can pay for acquisition if your additional committed funds are paying for the development portion.</p>	82
	<p>Grant Administration Guide. If the grant is awarded, is there prevailing wage requirements? See page 19-20 of the Grant Administration Guide, which describes the Labor Compliance Program. Public agencies using their own employees are exempt from the Labor Compliance Program requirement. Construction work performed by a contractor must have a Labor Compliance Program. The Department of Industrial Relations is responsible for providing guidance for the creation and use of a Labor Compliance Program. Their web page at www.dir.ca.gov/LCP.asp provides a link to contact information and frequently asked questions.</p>	83
	<p>Guide cover: How do I send my application to the Office of Grants and Local Services? Applications must be mailed or shipped (US Postal Service, FEDEX, UPS etc.), and <u>postmarked</u> no later than July 1, 2011. They can also be hand delivered no later than July 1, 2011. Close of business for OGALS is 5 PM. See the cover of the Statewide Park Program Application Guide for the mailing or physical street address.</p>	84