



City of Rialto

Agenda

Recreation and Parks Commission

Chairperson Joe Britt

Vice-Chairperson Scott Sparks

Commissioner James Maldonado

Commissioner Jan Morrison

Commissioner Noemi Clara

Commissioner Jose Aparicio

Tuesday, October 5, 2021

6:30 PM

Via Zoom

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Community Services Department (909) 421-4949. Notification 48-hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting [28 CFR 35.102-35.104 ADA Title II].

Members of the public are given an opportunity to speak on any listed agenda items. Please notify the Community Services Department if you wish to do so. All agendas are posted in the City Hall Administration Building (150 South Palm Avenue, Rialto, CA 92376) at least 72-hours in advance of the meeting. Copies of the staff reports relating to each item on the agenda are on file in the Community Services Department. Please call (909) 421-4949 to inquire about any items described on the agenda.

Based upon the open meeting laws (the Brown Act), additional items may be added to the agenda and acted upon by the Transportation Commission only if it is considered to be a "subsequent need" or "emergency item" and is added by a two-thirds vote. Matters raised under Oral Communications may not be acted upon at that meeting other than as provided above.

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CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES FROM REGULAR MEETING

[21-0674](#)

Meeting Minutes

PUBLIC COMMENT

STAFF UPDATES**DISCUSSION AND/OR ACTION ITEMS**[21-0695](#)

1. COVID-19 Updates
Verbal Report
2. Department Project Updates
Verbal Report

[21-0696](#)

Discussion on creating an ADHOC Committee for Hall of Fame application review and selection.

Action: Motion to appoint 2 Commissioners to the Hall of Fame ADHOC Committee to work with staff for review and selection of candidates.

[21-0697](#)

Discussion on Halloween Hi Jinks Event
Verbal Report

[21-0698](#)

Discussion on Outdoor Equity Program Grant.

Action: Motion to recommend the City of Rialto Community Services Department apply for the grant and the recommended projects.

[21-0699](#)

Discussion on Proposition 68 Per Capita Grant opportunities.

Action: Motion to recommend Community Services apply for Prop 68 Per Capita Grant.

[21-0700](#)

Discussion on Childhood Obesity Prevention/Environmental Health and Sustainability Grant

Action: Motion to recommend the Community Services Department apply for the grant based

COMMISSIONER REPORTS**ADJOURNMENT**



City of Rialto

Legislation Text

File #: 21-0674, **Version:** 1, **Agenda #:**

Meeting Minutes

CITY OF RIALTO
RECREATION AND PARKS COMMISSION MINUTES
TUESDAY, OCTOBER 2, 2021, LIVE TELECONFERENCE MEETING
214 S. PALM AVE., RIALTO CA, 92376

I. **CALLED TO ORDER:** The meeting was called to order at 6:37pm by Chari Joe Britt.

II. **ROLL CALL:**

ROLL CALL/COMMISSIONERS	PRESENT	ABSENT	PRESENT TO DATE
Jose Aparicio	X		
Joe Britt	X	X	
Noemy Clara		X	
James Maldonado		X	
Jan Morrison		X	
John Silva		X	
Scott Sparks		X	

STAFF MEMBERS PRESENT:

Julio Salcedo, Acting Community Services Manager
Terre Ermitano, Recreation Programmer
Christina Hernandez, Recreation Programmer
Cynthia Alvarado-Crawford, Director of Community Services

III. **PLEDGE OF ALLEGIANCE:** Led by Commission Members

IV. **APPROVAL OF MINUTES:**
No quorum. No action taken

V. **Public Comment**
None

VI. **Information/Status Reports**

1. Staff Reports: New director was introduced to the commission, and Julio gave updates on the Community Services Department.
2. Program Updates: Recreation Programmer Christina Hernandez gave updates on the Fitness and Aquatics Center. She discussed programming updates. Recreation Programmer Terre Ermitano gave updates on Senior Services being provided.
3. Project updates: Mr. Salcedo reported on the 204 and 300 building at the Rialto Community Center.

VII. Action items

None

VIII. Commissioner Reports

Commissioner Aparicio- Welcomes the new director and discussed his history and his appreciation for the department and its facilities and programs.

Chair Britt: Welcomed the new director and discussed his history and his appreciation for the department and the services that are provided.

IX. Adjournment

With no other business to attend, Chair Britt adjourned the meeting at 7:17 pm with the next regular meeting to be held at 6:30pm, on Tuesday, October 5, 2021 via a Zoom meeting facilitated from 214 S. Palm Ave, Rialto, CA 92376

Respectfully Submitted,

Cynthia Alvarado-Crawford, Director
Department of Community Services

RECREATION & PARKS COMMISSION

May 4, 2021

Chairman Joe Britt called the May 4, 2021 Recreation & Parks Commission meeting to order at 6:33 p.m., via Zoom.

• **ROLL CALL**

Members Present: Chairman Joe Britt

Commissioner Jose Aparicio

Commissioner Jan Morrison

Commissioner James Maldonado

Commissioner Noemy Clara

Absent:

Vice Chairman Scott Sparks

Commissioner John Silva

Also Present:

Julio Salcedo, Acting Community Services Manager

Chairman Joe Britt started the meeting by asking for the Pledged of Allegiance to be carried out. Commissioner Jose Aparicio led the Pledge of Allegiance.

II. APPROVAL OF MINUTES

Chairman Joe Britt followed the pledge of allegiance by asking the commission to consider approving the minutes of the March 16th, 2021 commission meeting. On a motion Commissioner Jose Aparicio and a seconded by Commissioner James Maldonado the minutes were approved.

III. DISCUSSION ITEMS FROM THE PUBLIC

NONE

IV. INFORMATION/STATUS REPORTS

Mobile Recreation and Special Events

Julio Salcedo stated that since the numbers are looking better through the County and State as a whole, we are going to transition for the park ambassador program to the second phase of that program which is the Mobile Recreation Program. Mobile Recreation is taking the activities and services out to the parks where people are. We plan to be at least twice a week in three different parks to start with those parks are Fergusson Park, Flores Park, and Joe Sampson Park. We wanted to go to parks where our presents are minimal so we can spread the services and programs. Mr. Salcedo stated just like how Vice Chairman Sparks stated in previous meetings basically going out

to the community instead of having them come to us. We are looking to start the Mobile Recreation in early June given that the numbers stay looking how they are. Mr. Salcedo also stated that to start with is what we want to start doing in the beginning of June is having goodie bags at those 3 locations so that the Community knows that the program is coming, they can sign up in advance and to get the word out. Mr. Salcedo stated that for Special events we will be having a socially distanced event for the 4th of July currently the staff are working out all the details as you know Ms. Jessica Perez is working on that with her team. The event will be hosted at Jerry Eaves just as past years, we are going to spread the activities and the vendors around. The activity area is larger since the vendors will be spread out. We are not going to be having activities like the years before that includes a lot of touching like the carnival games, we will be having designated areas for the eating areas only. The event is also doing reservations anyone can attend it doesn't have to be with the reservation, but we are going to do reservations for those who would like to reserve a spot right in front of the entertainment stage and of course in better areas to see the firework show. Council did approve the budget \$26,000 for the fireworks at their past Council meeting. Mr. Salcedo stated that we are looking forward to the 4th of July event. Again we will not be having the same activities in the past which includes the eating contest, but we are going to substitute those activities with more creative activities where we won't have a lot of people waiting in group or people waiting in long lines, we are going to keep as socially distanced as possible. Julio Salcedo asked if there were any questions. Chairman Britt stated that the \$26,000 is for the 4th of July event I want to see how that goes but good for the Community people need to let their hair down since being caged up at their house for a year. Chairman Britt stated I am just hoping that the COVID situation has died down. Julio Salcedo stated yes, we are hoping that as well hopefully the numbers stay looking good as they have been. Commissioner Aparicio has a few questions he states with the Mobile Recreation who I can contact so we can be involved. Julio Salcedo stated that you can contact Jasmine Monroe and you can reach her at (909) 421-4949. Actually, right now is the perfect time to get involved because right now we are developing activities and the calendar were hopeful that we will begin to start in the beginning of next month. Commissioner Aparicio also asked do we get reservations for the 4th of July event? Mr. Salcedo stated if you are interested in getting reservations please send me an email and I will get you those reservations. Chairman Britt asks if anyone else has any questions for Mr. Salcedo concerning the 4th of July event? NONE.

Community Services

Julio Salcedo stated just want to inform the commission as the numbers are getting better we are still being cautious about the re-opening plans but I did meet with our City Manager Sean Grayson this past week we thought that it will be appropriate and safe to do some re-opening of some of the programs as you know we already started limiting programming at the pool with the lap swim we also started opening the Fitness & Aquatic Center for those who want to work out on an appointment basis only at only 25% of capacity. This time around we spoke about special events, but we also spoke about youth sports, in the past we had already issued permits to the baseball and softball leagues. This time around we are getting the COVID safety plans for the soccer and football leagues we already gotten 3 leagues that have turned in their safety plans and we are in the works of getting them back on the field. Mr. Salcedo also stated that we are also going to open up two programs which is two additional programs at the Senior Center we saw some pretty good numbers as far as seniors that are participating in our programs that are being vaccinated those numbers look hopeful the only difference is that the program is going to be open but not the Senior Center itself. To explain in another way before when the Senior Center was opened any senior can

come and just hang out at the center and play pool and basically be there from opening to closing this time around we are taking the cautious route the seniors now can only be at the Senior Center for the program itself. So, for example we are going to open up the crochet art club, on Mondays from 8:00am-10:00am so the participants are limited to 12. So, the seniors can only be at the Senior during that time once the program is over the participants are asked to leave the premises. Mr. Salcedo stated that we are hiring for a couple of positions we actually interviewed for a couple a position which was lifeguard and rec leader we were able to hire 3 positions for each which is going to help a lot in the re-opening procedures. Slowly but surely, we are taking the safe road with re-opening it helps a lot that we have a fire chief as our City Manager he gives very good input and very good suggestions. Mr. Salcedo concludes the update and is open to any questions. NONE.

V. PROGRAM UPDATES

COVID Testing Center

Mr. Salcedo states just to update the commission the current testing center at the Carl Johnson in the gym we has extended that agreement with the County to have that testing center at least until the end of next month until the end of June of course we are not getting the numbers that we use to get like in the beginning. In the beginning there was just lines and now is has slowed down a lot but I think it is still important to keep that open as you know there is various strains of this various and we are hoping for the best but we are going to be prepared for the worst just wanted to alert the commission that the COVID will remain open at least until the end of June it is still free and still opened to anyone. Mr. Salcedo is opened to any questions. Commissioner Aparicio asks how long does it take to get the results? Mr. Salcedo states the County says 48hrs, but it is usually faster. He than also states that we also have some take home COVID tests the results are going to take a little longer. Chairman Britt asks we contracted through the County is that right? Mr. Salcedo states we partner with the County we have an MOU instead of a contract. Chairman Britt asks is that paid do we get paid for that? Mr. Salcedo states no we do not basically the county provides the service and we provide location that is why it is free to the community.

Vaccination clinic

Mr. Salcedo states we had a vaccination clinic at the Grace Vargas Senior Center that lasted a whole week we had 500 appointments per day and actually this week they are doing the second dose. At first when we had this clinic they were going to give out the Johnson and Johnson vaccine at that time is when the CDC suggested that they put a hold on the Johnson and Johnson vaccine so instead of cancelling the vaccination clinic they changed it to the Pfizer vaccine so this clinic happened 3 weeks ago at the Grace Vargas Senior Center and this week they are giving the second shots. This is the third event we have with vaccinations with the County we hope that they will keep on doing them. The vaccination clinic is taking the same route as the testing you know at first we saw a big demand for it there was lines and lines and you could not get an appointment now the demand is a little less now is the perfect time to get the vaccine it is available multiple places and we want to make it easier for the community to get their vaccines. Chairman Britt states that's good for the citizens of Rialto. No further questions.

Youth sports

Mr. Salcedo states again as to get back to somewhat normal but also taking the cautious route we have been asking the soccer leagues and the football leagues to turn in their COVID safety plans once we approve their safety plans and we compare those plans with the County and State guidelines for the outside sports. Once we approve their safety plans and they turn in their insurance and their field reservations then they are able to start their recruitment for their sports. Mr. Salcedo states that it has already start for 2 soccer leagues and 1 football league we are also waiting for one of the most popular pony leagues to fix some problems that they had with their 501c3 for some reason that designation was taken away we spoke with them they said they will have it ready, in the meantime the fields that they would be using we will be renting it to other interested groups while they fix their business. Once we finish the collaboration with the County and we can use the gym again hopefully by that time we can start looking at our indoor sports volleyball and basketball that concludes my report and ill be glad to answer any questions. Commissioner Aparicio states he knows that Supervisor Baca will be hosting an event at the Bud Bender park? Mr. Salcedo states yes, he will. Commissioner Aparicio asks if Supervisor Baca is doing the event in combined with the pony league there at the park? Mr. Salcedo stated that he is not aware he does not have that information in front of him, but I can forward you that information. No further questions.

Community Rehab Center

Mr. Salcedo states there is 3 wings right now that are being worked on at the community center the 200 wing is actually almost done just minor details we still need to order the front desk for the office we hope that by the start of next month we are going to be able to move everyone back to their offices. The 300 wings have also made some very good progress the design of the 300 wing has been finalized actually some of the demolition work has already started. The 300 wing is where we are going to be housing our day care and preschool programs so the whole wing is going to be dedicated to those programs we had the programmer that is in charge of that division and some of the instructors be part of that design team that way we can have better use of the space better classrooms, even the restrooms are going to be brand-new we are looking forward to that. The 400 wing is where we mostly hold our contract classes was just approved for the CDBG grant of the amount of \$360,000 to do some renovation on that wing in collaboration with our Public Works department we turned in that application for the CDBG committee from the City and it was approved. Mr. Salcedo states that he also applied for some money to put a fence around out skate park the reason for that is because we have been getting some crime, vandalism in the skate park and looking at other Cities they have structured programming in their skates it shows that they have control of the skate park by putting a fence. What we want to do is have our control back of the skate park that way we decide what hours or operation, structure activity and we can enforce the safety rules that we have that the majority of the users now to pay attention too. I applied for \$120,000 for a fence around the skate park and a water fountain by the skatepark and thankfully it was approved as well by the CDBG committee. Mr. Salcedo states I am open to any questions. Chairman Britt states for the fence around the skatepark is it rot ironed or chain linked? Mr. Salcedo states it is going to be rot ironed we are going to get something that goes with the gate that surrounds the Community Center something durable, something that cannot be jumped so easily. Commissioner Jan Morrison asks compared to prior knowing that we have been on a really crazy year lock down, how much do you equate the vandalisms, the activity all that stuff to the COVID

situation verses just regular stuff? Compared to what it was before when it was opened accessible to the youth now that it has been closed off is there some thought process to why that is happening is it something that has been going on for a long time? How are you looking at that? Mr. Salcedo states just to let you know this fence project we actually applied for it in the last funding cycle last year so the idea of this came from the pandemic the vandalism and the crime at the skatepark has been an ongoing thing ever since I started with the City which was 6 years ago. The reason why we started with the fence is because before we use to see light vandalism we got the graffiti we can wipe it off we got the trash and everything but now we are starting to see more serious crimes we get a lot of fights in that area, drug deals, at the beginning of the pandemic we almost had a near overdose in fact one of my staff that was at the front desk ended up saving this guys life at the skate park. We know who is doing it we call the police the police get there, and they leave. I couldn't say for sure if the pandemic made it worse or if was just a pattern following even before the pandemic, but I can tell you this has been an ongoing issue and it was getting worse. This is not an area that is being used a lot during the week and because of that they don't see staff around they don't see a lot of people around. Mr. Salcedo also stated when we were able to host the little tots' sports that's the area, we use to use during the weekend we had some issues during the sessions not major ones like during the week. We as a department thought it would be worth a lot than just not having any supervision at all. Commissioner Jan Morrison states with doing renovation has anyone thought about the possibility of opening up a walk space towards the back where the skatepark is so that way they can see staff and staff will have access to walk up. Mr. Salcedo states what we can look into is place an office in our gymnasium but the way the offices are set up it would be hard to get a staff to have a door looking out that way. But what we are doing is the staff that are scheduled for facilities, rental, or program supervision we ask them to take perimeter walks. They are supposed to walk the area and make sure there is no trash laying around or anything illegal. We also have one of our programmers who is doing the same thing. Right now, it is calmed down because with the agreement we have with the County they have 2 probation officers there looking over the park. Commissioner Jan Morrison states my main concern was that if there was a way to maybe get more windows to look out that way I was just thinking since there was so much renovation I just wondered if anybody ever thought about plans or what they can do to give the staff more visibility in that area since that continues to be an issue. No further questions.

VII. ACTION ITEMS

Youth sports Feed plan

None

VIII. COMMISSIONERS' REPORTS

COMMISSIONER JAN MORRISON –I am excited Mr. Salcedo to see the Community involvement with the COVID testing and the COVID vaccination are you guys doing it now where they don't have to have an appointment, or can they do just walk in? Mr. Salcedo states right now it is by appointments. Commissioner Jan Morrison states I am glad to see the 4th of July event

coming back. I am apart of the firework committee and you should start seeing on social media about fire safety now since it is the season and how effects the kids how it effects the animals. The organizations are now dealing with the Community Development department with selling the fireworks, the committee is working on getting some flyers out there for the community and for the organizations to post well selling.

Commissioner James Maldonado-I recently received news that for all the schools I have applied too for my MBA program and I got into every single one of them and I wanted to let you guys know that I wrote about the commission in a lot of my essays. This upcoming fall I will attending Yale for my MBA program.

Commissioner Joe Britt – I would like to give away backpacks for the kids that are going back to school we can hook up with one of our sponsors. I talked to the Mayor about doing something at Frisbie so we can put Frisbie on the map. I would like to add to the agenda for next meeting for an adhawk committee to look into that see how much it would cost just entertainment out there just local entertainment. The other issue is car shows how do we stop them the largest parking lot we have is Fergusson. What if we do a process to do a car show.

Commissioner Noemy Clara- a couple of weeks ago my degrees came in I will be getting my 5th degree in the summer. I also have my theater production.

Commissioner Jose Aparicio-it is good to hear from Commissioner Clara we haven't heard from her in awhile and Commissioner Maldonado great news. Going back to the parks I made my way to Fergusson park and to Frisbie and I was at wow with Frisbie it was my first checking it out and it was full of people. Everyone is interactive at the park. I just had a quick question about the marijuana smoke do we have a zero policy on that is anyone coming to check on those kinds of things? Mr. Salcedo states marijuana use we did it as alcohol use it is not permitted at all and we have zero tolerance policy in the parks we do have the park ambassadors there if they see something, they do call somebody. He also states the main problem we are having at the parks right now are car shows. We have been in close contact with the PD they have been better at responding. Commissioner Aparicio states contracted classes are they coming back anytime soon? Mr. Salcedo states we are waiting to see if we can go into the yellow tier in order to make that happen contract programs are usually inside a class room we are looking in our guitar classes karate classes we are asking them to provide their COVID safety plan and we will assist them in anyway we can.

VIII. ADJOURNMENT

There being no further business to come before the Commission, Joe Britt adjourned the meeting at 7:12 p.m., announcing that the next meeting will be April 6, 2021.



City of Rialto

Legislation Text

File #: 21-0695, **Version:** 1, **Agenda #:**

1. COVID-19 Updates

Verbal Report

2. Department Project Updates

Verbal Report



City of Rialto

Legislation Text

File #: 21-0696, **Version:** 1, **Agenda #:**

Discussion on creating an ADHOC Committee for Hall of Fame application review and selection.

Action: Motion to appoint 2 Commissioners to the Hall of Fame ADHOC Committee to work with staff for review and selection of candidates.



NOMINATION FORM
THE CITY OF RIALTO
SPORTS HALL OF FAME



CANDIDATE INFORMATION

Candidate's Name: _____

Date & Place of Birth: _____

Address of Candidate: _____

Telephone Number: _____

Email: _____

Is the candidate still living? If not, provide date and place of death: _____

High School: _____ Grad Yr: _____ City and State: _____

Special Honors and Awards:

College: _____ Grad Yr: _____ City and State: _____

Special Honors and Awards:

Family Data: Spouse/Significant other: _____

Children (names and ages): _____

NOMINATOR INFORMATION:

Name: _____

Address: _____

Telephone Number: _____

Email: _____

Please list the names and addresses of those people who are supporting this nomination (Minimum of three - limit six):

Reference #1

Name: _____

Address: _____

Telephone Number: _____

Email: _____

Reference #2

Name: _____

Address: _____

Telephone Number: _____

Email: _____

Reference #3

Name: _____

Address: _____

Telephone Number: _____

Email: _____

Please provide a list of sources for visual material that can be used at the candidate's induction presentation:

I certify under the penalty of perjury that all information contained on the previous form(s) are true to the best of my knowledge. I submit this application under no duress nor obligation.

I understand that application submission does not guarantee induction to the Rialto Hall of Fame. I understand that some or all persons listed on the previous pages, may be contacted to verify all information submitted on this form.

Signature of nominator

Appendix One:

Nomination Consideration:

Any and all candidates must be or have been Rialto Residents or associated with the City and recognized as such. Proof of such activities shall be, but not limited to:

- School attendance
- Civic activity/ service
- Volunteer History

Definitions of Categories.

Note: These categories have been developed to assist the Selection committee and City of Rialto in the review and fair election process of Hall of Fame inductees.

1) Athletes

Candidates are recognized in a wide range of sports. Candidates will be recognized for their specific athletic accomplishments or exploitation of their athleticism. They must have achieved the highest levels possible in their discipline. Consideration must also be given to the candidate's contribution to the promotion and development of their particular discipline. Candidates may be considered from any sports and their achievements must speak directly to the accomplishments.

2) Volunteer Leaders

Candidates in this category must have been involved at a significant level in Volunteering activities that benefit the Rialto community or its' residents. Candidates must have had a clear impact for their contribution and be widely known for their work. Candidates' qualifying experience must have been achieved as an individual, but may have been in conjunction with work with an organization.

3) Cultural Leaders

Candidates in this category must had a clear impact for their contribution and be widely known for their work within the Rialto Community. The category is open to, Non- Athletes or Sport Builders. Candidates must have satisfied the criteria of_____.

4) Other

Candidates in this category must have had a clear impact for their contribution and be widely known for their work.



City of Rialto

Legislation Text

File #: 21-0697, **Version:** 1, **Agenda #:**

Discussion on Halloween Hi Jinks Event
Verbal Report

CITY OF RIALTO PRESENTS



HALLOWEEN HI-JINKS

A Spooook-tacular Community Event

**FREE
ADMISSION
& CANDY**

**FOOD
& VENDORS**

**SUNDAY, OCTOBER 31, 2021
5:30 PM – 9:30 PM**

RIALTO CIVIC CENTER (WILLOW AVE. BETWEEN 1ST ST. & RIALTO AVE.)

ALL ACCESS PRE-SALE ACTIVITY WRISTBANDS

Available October 1 -29, \$4 Each • At the Door, October 31, \$5 Each



@RialtoCommunityServices



@RialtoNetwork

**If you are interested in sponsoring this event, or for more information
please call 909-421-4949 or (909) 877-9706.**

**This event is subject to possible cancellation, modification
postponement to meet Covid-19 Guidelines.**



City of Rialto

Legislation Text

File #: 21-0698, **Version:** 1, **Agenda #:**

Discussion on Outdoor Equity Program Grant.

Action: Motion to recommend the City of Rialto Community Services Department apply for the grant and the recommended projects.

**June 1, 2021
Final Application Guide
for the
Outdoor Equity Grants
Program
(OEP)**



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

State of California Department of Parks and Recreation

Office of Grants and Local Services

DEPARTMENT MISSION

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

COMMUNITY ENGAGEMENT DIVISION (CED) MISSION

Encouraging healthy communities by connecting people to parks, supporting innovative recreational opportunities, embracing diversity, fostering inclusivity, and delivering superior customer service, with integrity for the enrichment of all.

THE OFFICE OF GRANTS AND LOCAL SERVICES (OGALS) MISSION

To address California's diverse recreational, cultural and historical resource needs by developing grant programs, administering funds, offering technical assistance, building partnerships, and providing leadership through quality customer service.

OGALS VISION GOALS

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

Welcome to the Outdoor Equity Grants Program (OEP)

FOREWORD

In 2019, the Outdoor Equity Grants Program (OEP) was enacted when Governor Gavin Newsom signed Assembly Bill 209 (AB 209) – Chapter 675, located in Public Resources Code §5090.75(c)(1.26). On July 1, 2020, the California Legislature authorized funding for OEP.

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

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

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

APPLICATION GUIDE

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

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

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

MAIN LINE: (916) 653-7423

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Definitions for All Words and Terms in SMALL CAPS	50

Words and terms in SMALL CAPS are defined in the back of this guide on pages 50 - 54.

I. PROGRAM OVERVIEW

INTRODUCTION

The Outdoor Equity Grants Program (OEP) will support the HEALTH of Californians by creating OUTDOOR PROGRAM access for underserved communities. OEP will fund program operating and transportation costs but will not fund CAPITAL PROJECTS.

Key words and terms in SMALL CAPS are defined beginning on page 50, including COMMUNITY HOME BASE, OUTDOOR PROGRAM, and NATURAL AREA TRIPS.

ELIGIBLE APPLICANTS

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

GRANT PERFORMANCE PERIOD

July 1, 2020 to June 30, 2023 is the current period for ELIGIBLE COSTS. Visit parks.ca.gov/oep to sign up for e-mail updates for the program.

AMOUNT AVAILABLE

\$19 million is available for competitive GRANTS statewide.

GRANT AMOUNT PER APPLICATION

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

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

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

POSSIBILITY FOR AWARDS OF MORE THAN \$700,000

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

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

COMMUNITY HOME BASE

Each application will address the following in the Grant Selection Criteria section on pages 14 to 23.

First Step – Choosing a Home Base

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

Second Step – Activities

- Plan ACTIVITIES IN THE COMMUNITY and trips from the COMMUNITY HOME BASE to NATURAL AREAS.

For example:

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

Summary of the Above Steps:

1. Establish a COMMUNITY HOME BASE in an underserved community.
2. Organize educational ACTIVITIES IN THE COMMUNITY and trips from the COMMUNITY HOME BASE to natural areas.

GRANT PRIORITIES

The Grant Selection Criteria section starting on page 14, provides additional guidance about the grant priorities.



APPLICATION DEADLINE

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

APPLICATION PROCESS

1. Review the “Competitive Chart” at parks.ca.gov/oep
 - The “Competitive Chart” is an important technical assistance tool that outlines what needs to be prioritized and considered for a competitive OEP APPLICATION.
2. Review this guide to understand the competitive APPLICATION requirements in more detail.
3. Participate in the extensive technical assistance methods such as APPLICATION workshops and contacting OGALS’ OEP experts. See page 42 for a complete list of technical assistance services available for APPLICANTS.
4. Review the GRANT ADMINISTRATION GUIDE, including CONTRACT provisions, to understand the requirements if the competitive APPLICATION is selected for funding.
5. Submit the online APPLICATION by the application deadline announced at parks.ca.gov/oep. APPLICATION submittal instructions are found on page 9.
6. As another form of technical assistance, APPLICANTS may be advised to correct or complete documents after the APPLICATION is submitted.
 - Exception: Grant Selection Criteria (pages 14– 23) responses must be complete by the APPLICATION deadline. Revisions will not be accepted.
7. Competitive APPLICATIONS will be evaluated and ranked based on Grant Selection Criteria responses. GRANT award decisions will be announced approximately five months after the application deadline. APPLICANTS will receive either a GRANT award or GRANT denial letter.

GRANT ADMINISTRATION PROCESS AND PERFORMANCE PERIOD

1. APPLICANTS who receive a GRANT award letter from OGALS must attend a mandatory GRANT administration workshop. Multiple workshops will be offered in accessible areas throughout the state.
 - The attendee(s) for the GRANT administration workshop should include the administrative person responsible for:
 - ✓ overseeing how the grant funds will be spent,
 - ✓ reporting those expenditures during payment requests,
 - ✓ maintaining all records related to the GRANT for audit purposes.
 - As another form of technical assistance, Outdoor Recreation Leadership Training from the Department's Office of Community Involvement will be offered to successful APPLICANTS.
 - ✓ Attendance is not mandatory.
 - ✓ OUTDOOR PROGRAM leaders who will directly engage with the PARTICIPANTS will benefit most from this training.
2. After the mandatory GRANT administration workshop, OGALS will send a CONTRACT to the APPLICANTS.
3. After a signed CONTRACT is returned and signed by the State, the APPLICANT becomes a GRANTEE.
4. The GRANT PERFORMANCE PERIOD starts with the APPROPRIATION DATE.
 - PRE-AWARD PLANNING COSTS dating back to the APPROPRIATION DATE are eligible for a reimbursement of up to 5% of the GRANT amount.
 - A start date for POST AWARD ACTIVITY COSTS will be based on A and B below.
 - Do not start ACTIVITIES IN THE COMMUNITY and NATURE AREA TRIPS with PARTICIPANTS until both of the following is approved by OGALS:
 - A) CONTRACT is signed by both the GRANTEE and the State representative.and
 - B) GRANTEE's insurance policy is approved by OGALS. The Grant Administration Guide explains insurance policy requirements.
5. Send the final grant payment request to OGALS at least three months before the end of the GRANT PERFORMANCE PERIOD. This gives time for OGALS to review the payment documents and final report(s) of the PROGRAM, and process the final payment through the State Controller's Office.

II. Application Package

Detailed guidance to complete the APPLICATION is located on pages 9-36.

As a reminder, each COMMUNITY HOME BASE requires its own separate APPLICATION.

Please follow these three instructions to prepare the APPLICATION.

1. Use the Application Checklist on the next page to organize the APPLICATION.

- Checklist items 1-9 are required for all APPLICATIONS.
- Checklist item 10 is only required for NON-PROFIT APPLICANTS.
- If an item is pending, submit a placeholder that describes the next steps for completion with dates. The Grant Selection Criteria (Checklist item 2) must be complete by the APPLICATION deadline.

2. Send only the items requested in the Checklist. Do not send supplementary materials, such as PowerPoint presentations or letters of support.

3. Submit APPLICATIONS online. Directions for submittal will be available on the website parks.ca.gov/oep.

- The APPLICATION must be entered online by or before the APPLICATION due date announced at parks.ca.gov/oep.

APPLICATION CHECKLIST

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

APPLICATION Item		Application Guide Page Number	Signature required by AUTHORIZED REPRESENTATIVE
<input type="checkbox"/>	1. APPLICATION Form	Pg. 11	Yes
<input type="checkbox"/>	2. Grant Selection Criteria	Pg. 13	N/A
<input type="checkbox"/>	3. Community FactFinder Report and Certification	Pg. 24	Yes
<input type="checkbox"/>	4. Authorizing Resolution	Pg. 26	N/A
<input type="checkbox"/>	5. GRANT SCOPE/Cost Estimate Forms	Pg. 28	Yes
<input type="checkbox"/>	6. Funding Sources Form	Pg. 30	Yes
<input type="checkbox"/>	7. APPLICANT Capacity	Pg. 32	N/A
<input type="checkbox"/>	8. Photos and Copyright License Agreement	Pg. 33	N/A
<input type="checkbox"/>	9. Reporting Certification	Pg. 35	Yes
<input type="checkbox"/>	10. NON-PROFIT APPLICANT Requirements (only for NON-PROFIT APPLICANTS)	Pg. 36	N/A

PROJECT APPLICATION FORM (CHECKLIST Item #1)

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

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

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

- If the GRANT by itself funds the TOTAL PROGRAM COST, write “0” on the “Other Funding Sources” line.

OR

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

Make sure all dollar amounts are consistent with the GRANT SCOPE/Cost Estimate Form and Funding Sources Form.

Program Name:

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

Required people to list on the Form:

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

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

PROJECT APPLICATION FORM (CHECKLIST #1)

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

PROGRAM APPLICATION FORM

PROGRAM NAME (include a name that best identifies the community, 50 character limit)

REQUESTED GRANT AMOUNT \$ _____

OTHER FUNDING SOURCES (IF APPLICABLE) \$ _____

TOTAL PROGRAM COST \$ _____

COMMUNITY HOME BASE NAME and PHYSICAL ADDRESS

COUNTY OF COMMUNITY HOME BASE

APPLICANT NAME (entity applying for the GRANT) and MAILING ADDRESS

AUTHORIZED REPRESENTATIVE, as shown in Authorizing Resolution

Name (typed or printed) and Title Email address Phone

APPLICATION CONTACT, for detailed application questions (if different from AUTHORIZED REPRESENTATIVE)

Name (typed or printed) and Title Email address Phone

GRANT CONTACT, for administration of grant if awarded (if different from Application Contact above)

Name (typed or printed) and Title Email address Phone

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

Signature of AUTHORIZED REPRESENTATIVE

Date

Print Name _____ Title _____

GRANT SELECTION CRITERIA (CHECKLIST ITEM #2)

OVERVIEW

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

APPLICANTS are encouraged to conceptualize an OUTDOOR PROGRAM based on the Grant Selection Criteria. Technical Assistance for these criteria begins on page 42.

The maximum score is 100 points.

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

GRANT SELECTION CRITERIA		MAX POINT VALUE
1.	COMMUNITY HOME BASE	30
2.	Community Planning	15
3.	OUTDOOR PROGRAM Goals	20
4.	Service Learning, Career Pathway, Leadership Opportunities	15
5.	Partnerships and Capacity Building	10
6.	Mentoring Youth Leaders after the GRANT	10
MAXIMUM SCORE		100

GRANT SELECTION CRITERION #1 – COMMUNITY HOME BASE

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

A) Use the Community FactFinder at parksforcalifornia.org/outdoorequity to list the following data for the area surrounding the COMMUNITY HOME BASE:

- Community FactFinder Report ID Number (Found on the top right corner of the report)
- Per Capita Income
- People in Poverty
- Free or Reduced-Priced Meals (Percentage of students at the nearest public elementary, middle, and high schools)
- English Learners (EL) (Number of students enrolled at the nearest public elementary, middle, and high schools)

B) Why was this COMMUNITY HOME BASE selected as a central gathering place in the community for RESIDENTS who currently lack access to an OUTDOOR PROGRAM? Describe the CHALLENGES facing RESIDENTS, including YOUTH, and their need for access to an OUTDOOR PROGRAM.

POINTS FOR A – PER CAPITA INCOME: 6 points will be given to the **lowest per capita income** compared with all statewide APPLICATIONS. OGALS will develop a competitive statewide list representing the per capita income of all APPLICATIONS in rank order, from lowest to highest.

	Points
Lowest 10% on the ranked list.	6
From 11%-20% on the ranked list.	5
From 21%-50% on the ranked list.	4
From 51%-80% on the ranked list.	3
From 81%-100% on the ranked list.	1
No information provided.	0

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

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

Technical assistance is available on page 43.

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

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

POINTS FOR A – ENGLISH LEARNERS: 4 points will be given to the highest number of English learning students compared with all other statewide APPLICATIONS. OGALS will develop a statewide list representing the number of English Learner students of all APPLICATIONS in rank order, from highest to lowest.

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

POINTS FOR B: Up to 10 points will be given to a COMMUNITY HOME BASE with significant CHALLENGES compared with all statewide APPLICATIONS.

	Points
The RESIDENTS near this COMMUNITY HOME BASE have significant CHALLENGES compared with all statewide APPLICATIONS. The COMMUNITY HOME BASE is a high priority area for access to an OUTDOOR PROGRAM.	10-6
The RESIDENTS near this COMMUNITY HOME BASE have average CHALLENGES and need for access to an OUTDOOR PROGRAM compared with all statewide APPLICATIONS.	5-4
The RESIDENTS near this COMMUNITY HOME BASE have minimal CHALLENGES and need for access to an OUTDOOR PROGRAM compared with all statewide APPLICATIONS.	3-1
No information provided.	0

Technical assistance is available on page 43.

GRANT SELECTION CRITERION #2 - COMMUNITY PLANNING

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

A) Use the chart format below to describe how the APPLICANT or partnering community-based organization(s) outreached to a BROAD REPRESENTATION of RESIDENTS to help plan the OUTDOOR PROGRAM through two or more MEETINGS.

Method of Outreach such as in-person MEETINGS, online platform (identify platform), teleconference, etc.	Location, date, and start and end time of the Community Planning engagement. Cite why this was an effective location and time to engage RESIDENTS near the COMMUNITY HOME BASE.	Number of RESIDENTS and general description. Identify the number of RESIDENTS engaged, as well as whether the group was made up of families, guardians, YOUTH, OLDER ADULTS, people with disabilities, etc. Of this total, how many were YOUTH?

B) **ACTIVITIES IN THE COMMUNITY.**

Use the chart below to list feedback from RESIDENTS that will be implemented.

List the planning topics discussed with RESIDENTS. Topics can include goals and logistics for Criteria 3-6.	List the ideas from RESIDENTS that will be implemented for ACTIVITIES IN THE COMMUNITY.

C) **NATURAL AREA TRIP(S).**

Use the chart below to list feedback from RESIDENTS that will be implemented.

List the planning topics discussed with RESIDENTS. Topics can include goals and logistics for Criteria 3-6.	List the ideas from RESIDENTS that will be implemented for activities at or near the NATURAL AREA TRIP(S).

POINTS for A - OUTREACH: *Up to 5 points will be given for engaging at least 20 RESIDENTS to help plan the OUTDOOR PROGRAM.*

	Points
<u>Number of RESIDENTS:</u> Over 20 multi-generational RESIDENTS including parents/guardians, OLDER ADULTS, and at least 10 YOUTH that were engaged through a combination of two or more MEETINGS to give feedback about planning the OUTDOOR PROGRAM.	5
<u>Number or RESIDENTS:</u> From 19-15 multi-generational RESIDENTS including parents/guardians, OLDER ADULTS, and at least 7 YOUTH that were engaged through a combination of two or more MEETINGS to give feedback about planning the OUTDOOR PROGRAM.	3
<u>Number or RESIDENTS:</u> From 14-9 multi-generational RESIDENTS including parents/guardians, OLDER ADULTS, and at least 5 YOUTH that were engaged through a combination of two or more MEETINGS to give feedback about planning the OUTDOOR PROGRAM.	2
Less than 9 RESIDENTS were engaged or only one MEETING occurred to give feedback.	1
No residents were engaged to give feedback	0

POINTS for B and C - ACTIVITIES: *Up to 10 points will be given to the inclusion of ideas from RESIDENTS to help plan the OUTDOOR PROGRAM.*

	Points
<u>B: Accepted ideas for ACTIVITIES IN THE COMMUNITY:</u> The response lists goals and logistics input from RESIDENTS <u>that will be included</u> for ACTIVITIES IN THE COMMUNITY.	Yes = 5 No = 0
<u>C: Accepted ideas for NATURAL AREA TRIPS:</u> The response lists goals and logistics input from RESIDENTS <u>that will be included</u> for travel to and activities during the NATURAL AREA TRIPS.	Yes = 5 No = 0

Technical assistance is available on page 44.

GRANT SELECTION CRITERION # 3 – OUTDOOR PROGRAM GOALS

Using the chart and questions below, describe the series of activities that will form the OUTDOOR PROGRAM during the GRANT PERFORMANCE PERIOD.

1. ACTIVITIES IN THE COMMUNITY: Use the top chart and outline of questions a-l to describe a plan for ACTIVITIES IN THE COMMUNITY. Review the definition of “ACTIVITY IN THE COMMUNITY” found on page 50 and provide a plan for achieving up to five of those goals. Please group the ACTIVITIES IN THE COMMUNITY into no more than 5 goals.
2. NATURAL AREA TRIPS: Use the second chart and narrative questions on the next page to describe a plan for each NATURAL AREA TRIP.

ACTIVITIES IN THE COMMUNITY

Activity Goal #	a. Activity Goal Title (up to 7 words that best describes the activity)	b. Location(s) where activity will take place (name and addresses if available).	c. Number of intended PARTICIPANTS per each activity day (an average day is acceptable).	d. Number of planned activity days.	e. Total number of intended PARTICIPANTS (Multiply c times d)
1					
2					

Answer the following for each Activity Goal in the same order as listed in the chart. Up to five goals may be listed. Please group the ACTIVITIES IN THE COMMUNITY into no more than 5 goals.

- f. Provide a general description of intended PARTICIPANTS (youth, older adults, multi-generational, etc.) Of the total listed in e, how many will be YOUTH PARTICIPANTS?
- g. Cite which EDUCATIONAL goal will be met per the definition of EDUCATION found on page 51. Briefly summarize the qualifications of the group or individual who will provide the experience and what teaching method(s) will be used.
- h. How will the activity increase community capacity to foster a long-term ENVIRONMENTAL JUSTICE legacy such as engaging in planning and improving the community’s environment?
- i. List supplies, equipment, and activity fees and their associated cost estimates (see page 46).
- j. Briefly describe estimated transportation costs if applicable. This may include transporting PARTICIPANTS to and from the COMMUNITY HOME BASE. (See page 46)
- k. Briefly describe estimated costs for labor including job titles, hourly rate times hours (see page 46).
- l. Total estimated cost (i + j + k) to achieve this Activity Goal. (This total amount will be listed on the Grant Scope/Cost Estimate Form on page 29)

Respond to a through l above for up to 5 Activity Goals per the definition of ACTIVITIES IN THE COMMUNITY on page 50.

NATURAL AREA TRIPS

Trip #	a. Trip Title (use up to 7 words. Include name of destination)	b. Destination(s) location name and address (if available).	c. Number of intended PARTICIPANTS for this trip. An average estimate per trip is acceptable.	d. For REOCCURRING NATURAL AREA TRIPS <u>to the same</u> location, list the number (#) of repeat trips. Otherwise, list (1).	e. Total number of intended PARTICIPANTS (Multiply c times d)
1					
2					

Answer the following for each NATURE AREA TRIP in the same order as listed in the chart. REOCCURRING NATURAL AREA TRIPS to the same destination will be listed in one row.

- f. Provide a general description of intended PARTICIPANTS (youth, older adults, multi-generational, etc.) Of the total listed in e, how many will be YOUTH PARTICIPANTS?
- g. Will it be a one-day trip or overnight/multiple days? If multiple, how many days?
- h. Cite which EDUCATIONAL goal will be met per the definition of EDUCATION found on page 51. Briefly summarize the qualifications of the group or individual who will provide the experience and what teaching method(s) will be used.
- i. How will PARTICIPANTS also have time for SELF-DISCOVERY to explore or play and form a personal connection with nature?
- j. List supplies, equipment, and activity fees and their associated cost estimates considering the number of intended PARTICIPANTS. (See page 46)
- k. Briefly describe estimated transportation costs considering the number of intended PARTICIPANTS. (See page 46)
- l. Briefly describe estimated costs for labor including job titles, hourly rate times hours. (See page 46)
- m. Total estimated cost (add j through l) to achieve this NATURE AREA TRIP considering the number of intended PARTICIPANTS. (This amount will be listed on the Grant Scope/Cost Estimate Form on page 29)

GRANT SELECTION CRITERION # 3 OUTDOOR PROGRAM GOALS

	Points
<p>The OUTDOOR PROGRAM will include <u>all of the following</u>:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Includes both ACTIVITIES IN THE COMMUNITY and NATURAL AREA TRIPS. <input type="checkbox"/> Activities for both EDUCATION and SELF-DISCOVERY nature exploration. <input type="checkbox"/> The primary intended PARTICIPANTS of the overall OUTDOOR PROGRAM are YOUTH. However, at a minimum, at least one ACTIVITY IN THE COMMUNITY and at least one NATURAL AREA TRIP will involve other age groups such as, families, OLDER ADULTS, or other RESIDENTS. <p>There are a high number of activity days during the GRANT PERFORMANCE PERIOD, the range of proposed activities is outstanding, and the plan maximizes the number of PARTICIPANTS compared with similar grant requests statewide.</p>	20-16
<p>All of the above with one exception:</p> <p>There are a moderate number of activity days during the GRANT PERFORMANCE PERIOD, or the range of proposed activities or number of PARTICIPANTS are average compared with other similar statewide grant requests.</p>	15-10
<p>The OUTDOOR PROGRAM includes <u>one of the following weaknesses</u>:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Activities will only take place in the community <u>or</u> only at the NATURAL AREA TRIP, not both; OR <input type="checkbox"/> Activities are either only EDUCATIONAL curriculum <u>or</u> only SELF-DISCOVERY nature exploration activities, not both. OR <input type="checkbox"/> The primary intended PARTICIPANTS are not YOUTH. OR <input type="checkbox"/> No activities will involve other age groups such as, families, OLDER ADULTS, or other RESIDENTS. OR <p>Compared with other statewide APPLICATIONS, the number of activity</p> <ul style="list-style-type: none"> <input type="checkbox"/> days are low during the GRANT PERFORMANCE PERIOD, or the range of proposed activities or number of PARTICIPANTS are minimal. 	9-1
<p>The GRANT request will not include any OUTDOOR PROGRAM activities designed to create a connection to the natural world.</p>	Ineligible

Technical assistance is available on page 45.

GRANT SELECTION CRITERION #4 – SERVICE LEARNING, CAREER PATHWAY, AND LEADERSHIP OPPORTUNITIES

Answer A, B, and C below to describe how RESIDENTS including YOUTH will participate in meaningful opportunities that can be used for future employment resumes or college admissions for natural resources or ENVIRONMENTAL JUSTICE professions. The experience gained should be useful for future employment resumes or college admissions, via a certificate or internship. Eligible opportunities must be related to completion of the OUTDOOR PROGRAM during the GRANT PERFORMANCE PERIOD consistent with the GRANT SCOPE.

A) Describe the opportunity(s) for RESIDENTS that can be used for future employment resumes or college admissions.	B) Number of RESIDENTS.	C) Cost for internships, if applicable.
		\$
	(Add Total number of RESIDENTS)	(Total cost of all internships if applicable*)

*The opportunity(s) may be paid or unpaid/volunteer. Contact California's Division of Labor Standards and Enforcement at dir.ca.gov/dlse/ for internship rules. If applicable, the total amount listed in C) above will also be listed on the Grant Scope/Cost Estimate Form on page 29)

POINTS: Up to 15 points will be given to an OUTDOOR PROGRAM that will include service learning, career pathway education, or leadership opportunities for at least 15 RESIDENTS. The experience gained can be used for employment resumes or college admissions.

	Points
At least 15 RESIDENTS will receive service learning, career pathway education, or leadership opportunities transferable to employment resumes or college admissions..	15
Between 14 to 10 RESIDENTS will each receive service learning, career pathway education or leadership opportunities transferable to employment resumes or college admissions.	10
From 9 to 1 RESIDENTS will each receive service learning, career pathway education or leadership opportunities transferable to employment resumes or college admissions.	5
The OUTDOOR PROGRAM will not offer at least one RESIDENT any service learning, career pathway education, or leadership opportunity transferable to employment resumes or college admissions.	0

Technical Assistance is available on page 47.

GRANT SELECTION CRITERION #5 – PARTNERSHIPS AND CAPACITY BUILDING

Describe PARTNERSHIP assistance given to the APPLICANT beginning with the appropriation of the AB 209 (July 1, 2020). PARTNERS can assist with achieving any of the goals of Grant Selection Criteria 2-4 and 6.

Answer A and B in the chart below:

A. Name and General Purpose of the Partner Organization.	B. PARTNERSHIP Role specific to any of the Grant Selection Criteria 2-4 and 6.

POINTS: *Up to 10 points will be given to an OUTDOOR PROGRAM that involves at least two PARTNERSHIPS.*

	Points
The OUTDOOR PROGRAM involves two or more PARTNERSHIPS.	10
The OUTDOOR PROGRAM involves one PARTNERSHIP.	5
The OUTDOOR PROGRAM involves no PARTNERSHIPS. Or, a response was not provided.	0

The responses above will be sufficient to describe PARTNERSHIP roles. Supplemental documents such as agreements are not necessary.

Technical assistance is available on page 48.

GRANT SELECTION CRITERION #6 – MENTORING YOUTH LEADERS AFTER THE GRANT PERFORMANCE PERIOD

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

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

OR

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

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

POINTS: 10 points will be given for a plan to mentor YOUTH after the GRANT PERFORMANCE PERIOD or an explanation why this concept cannot be achieved.	
	Points
The APPLICANT provided a plan to mentor YOUTH after the GRANT PERFORMANCE PERIOD towards careers in natural resource and environmental professions or active involvement in the civic decision-making process to have a healthy environment. Or The APPLICANT provided an explanation why this cannot be achieved after the GRANT PERFORMANCE PERIOD.	10
The APPLICANT did not provide a plan or an explanation why YOUTH cannot be mentored after the GRANT PERFORMANCE PERIOD.	0

Technical Assistance is available on page 49.

COMMUNITY FACTFINDER REPORT AND CERTIFICATION (CHECKLIST ITEM #3)

Provide the following two items:

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

The Community FactFinder Report will be used for Grant Selection Criterion 1 on page 14.

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

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

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



COMMUNITY FACTFINDER CERTIFICATION

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

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

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

AUTHORIZED REPRESENTATIVE Signature

Date

AUTHORIZING RESOLUTION (CHECKLIST ITEM #4)

The Authorizing Resolution serves two purposes:

1. It is the means by which the APPLICANT'S Governing Body shows it is aware of all the terms of the CONTRACT. It provides confirmation that the APPLICANT has the funding to complete the proposed OUTDOOR PROGRAM if the GRANT is awarded.
2. Designates a position title (through Provision 4) to represent the Governing Body on all matters regarding the APPLICATION and OUTDOOR PROGRAM. The incumbent in this position is referred to as the AUTHORIZED REPRESENTATIVE.

All checklist items that require a signature, besides Checklist Item 8, must be the signature of the AUTHORIZED REPRESENTATIVE. Submitted documents should be signed and scanned or digitally signed using an encrypted signature, such as Adobe's Digital ID. All forms requiring signatures have been uploaded to the program webpage and include a signature field that meets this requirement.

The AUTHORIZED REPRESENTATIVE can delegate signatory authority to other individuals (by position title) either in entirety or for particular documents. The delegation process requires the AUTHORIZED REPRESENTATIVE to submit an email or letter to OGALS delegating authority.

Format

The Authorizing Resolution on the following page may be reformatted; however, the *language provided in the resolution must remain unchanged*. Any changes to the language may require OGALS Legal Office review. The time involved with the legal review process may delay APPLICATION approval and could affect OGALS' ability to fund the PROJECT.

**RESOLUTION OF THE (Title of Governing Body/City Council, Board of
Supervisors/Directors) OF (City, County, District, or Non-Profit Organization)
Approving the Application for
OUTDOOR EQUITY GRANTS PROGRAM GRANT FUNDS**

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of the Outdoor Equity Grants Program, setting up necessary procedures governing the application; and

WHEREAS, said procedures established by the State Department of Parks and Recreation require the Applicant to certify by resolution the approval of the application before submission of said application to the State; and

WHEREAS, successful Applicants will enter into a contract with the State of California to complete the Grant Scope program;

NOW, THEREFORE, BE IT RESOLVED that the (Applicant's Governing Body) hereby:
APPROVES THE FILING OF AN APPLICATION FOR THE (NAME OF PROPOSAL); AND

1. Certifies that said Applicant has or will have available, prior to commencement of any work on the program(s) included in this application, the sufficient funds to complete the program(s); and
2. Certifies that if the grant is awarded, the Applicant has or will have sufficient funds to operate the program(s) as described in the Grant Selection Criterion response, and
3. Certifies that the Applicant has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Grant Administration Guide; and
4. Delegates the authority to (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
5. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.
6. Will consider promoting inclusion per Public Resources Code §80001(b)(8 A-G).

Approved and adopted the _____ day of _____, 20_____

I, the undersigned, hereby certify that the foregoing Resolution Number _____ was duly adopted by the (Applicant's Governing Body) following a roll call vote:

Ayes:

Noes:

Absent:

_____(Clerk)

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

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

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

1. Establishing the GRANT SCOPE

The Form will be used to establish the expected deliverables for the activities described in Grant Selection Criteria 3 and 4 on pages 18 to 21.

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

2. Providing a Cost Estimate for the OUTDOOR PROGRAM.

See the ELIGIBLE COSTS section starting on page 37 before creating a Cost Estimate.

- The TOTAL PROGRAM COST must cover all the ACTIVITIES IN THE COMMUNITY and the NATURAL AREA TRIPS described in Grant Selection Criterion 3. This is the row labeled as (1) on the Form.
- Rows (2) to (4) on the Form cover other items that may be added into the TOTAL PROGRAM COST.
- Contingency for costs can be folded into the line items. Do not list contingency as a separate item.
- OGALS understands that actual costs may change during the OUTDOOR PROGRAM. In most cases, a revised GRANT SCOPE/Cost Estimate Summary Form is not required when estimated costs fluctuate during the OUTDOOR PROGRAM.
- Check the math and dollar amounts between all forms in the APPLICATION to ensure the GRANT request amount and TOTAL PROGRAM COST is consistent.

GRANT SCOPE/COST ESTIMATE FORM

Follow the directions starting on page 28. Use the response to Grant Selection Criteria #3-4 on pages 18 to 21 to summarize the TOTAL PROGRAM COST and deliverables on this form.

See the ELIGIBLE COSTS section starting on page 37 before creating a cost estimate

ACTIVITY IN THE COMMUNITY: In the column below, list each Activity Goal Title and number of intended PARTICIPANTS consistent with the response to Grant Selection Criterion 3(a) and 3(e) on page 18.	Total Cost for ACTIVITY IN THE COMMUNITY consistent with the response to Grant Selection Criterion 3(l) on page 18
Activity Goal Title: _____ # of PARTICIPANTS: _____	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
NATURE AREA TRIP: In the column below, list each Trip Title/Destination and number of intended PARTICIPANTS consistent with the response to Grant Selection Criterion 3(a) and 3(e) on page 19.	Total Cost for NATURE AREA TRIP consistent with the response to Grant Selection Criterion 3(m) on page 19
Trip Title/Destination: _____ # of PARTICIPANTS: _____	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
(1) Total cost of all ACTIVITIES IN THE COMMUNITY and NATURE AREA TRIPS	\$ (1)
(2) Internships from Grant Selection Criterion # 4(C) on page X if applicable	\$ (2)
(3) PRE-AWARD PLANNING COSTS for planning the OUTDOOR PROGRAM (up to 5% of the requested GRANT amount):	\$ (3)
(4) Hazard and liability insurance premium that will cover the OUTDOOR PROGRAM:	\$ (4)
(5) TOTAL PROGRAM COST = (1) + (2) + (3) + (4)	\$ (5)
Requested GRANT Amount:	\$

The APPLICANT understands that this form will be used to establish the expected GRANT deliverables for POST-AWARD ACTIVITY COSTS.

AUTHORIZED REPRESENTATIVE Signature

Date

FUNDING SOURCES FORM (CHECKLIST ITEM #6)

Amounts to list on the Form:

Match is not required.

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

OR

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

Participant Fees:

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

Funding Sources that are loans:

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

Use of Grant Monies

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

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

FUNDING SOURCES FORM

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

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

AUTHORIZED REPRESENTATIVE Signature

Date

APPLICANT CAPACITY (CHECKLIST ITEM #7)

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

Provide a response to the following:

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

PHOTOS AND COPYRIGHT LICENSE AGREEMENT (CHECKLIST ITEM #8)

OPTIONAL: Providing photos of the MEETINGS with RESIDENTS is optional, and is not a requirement. If the APPLICANT decides to provide photos of the MEETINGS that occurred under Grant Selection Criterion #2, please follow the directions listed below.

Community Based Planning Photos:

1. Provide digital photos of planning MEETINGS or other engagement with RESIDENTS described in Grant Selection Criterion 2 on page 16.
 - a. Photos of RESIDENTS actively providing ideas are preferred.
 - b. The photos do not need to include every RESIDENT that participated.
 - c. High-quality resolution is recommended such as 2048 x 1536 pixels. OGALS may highlight awarded OUTDOOR PROGRAMS at ParksforCalifornia.org
 - d. File Name: When uploading the photo into the online application system, use a File Name that describes what is taking place in the photo (purpose, location, and date). For example: Meeting with Boys and Girls Club youth 1515 Alta California Street, July 21 2021.
2. Provide one signed Copyright License Agreement (see next page) from the APPLICANT that will cover all photos.

State of California - Resources Agency
DEPARTMENT OF PARKS AND RECREATION

COPYRIGHT LICENSE AGREEMENT

COPYRIGHT REGISTRATION NO.

ITEM DESCRIPTION

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

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

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

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

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

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

AGREED AND ACCEPTED			
BY	DATE	BY	DATE
▷		▷	
PRINTED NAME OF PERSON SIGNING		PRINTED NAME OF PERSON SIGNING	
ADDRESS		TITLE	DISTRICT/SECTION
CITY/STATE/ZIP CODE		State of California Department of Parks and Recreation	
PHONE NO.	EMAIL	PHONE NO.	EMAIL

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

REPORTING CERTIFICATION (CHECKLIST ITEM #9)**Certification Form**

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

Reporting Requirements:

1. Total number of YOUTH served.
2. Partnerships formed through the OUTDOOR PROGRAM, including a description of partnership accomplishments and lessons learned.
3. EDUCATIONAL goals achieved through the OUTDOOR PROGRAM per the definition of EDUCATION found on page 51, and how the objective was met.
4. Videos and/or photos that provide a sample of highlights with quotes, captions, or testimonials about the impact of the OUTDOOR PROGRAM.
5. To inform future OUTDOOR PROGRAMS, provide tips and lessons-learned:
 - successful methods used,
 - unforeseen challenges and recommended solutions.
 - These tips will be made available online to help build capacity statewide.

The APPLICANT understands that if the GRANT request is approved, GRANTEES will respond to the Reporting Requirement #1-5 above through an online reporting system that will be made available at www.parks.ca.gov/oep before the final grant payment will be approved.

AUTHORIZED REPRESENTATIVE Signature

Date

NON-PROFIT REQUIREMENTS (CHECKLIST ITEM #10)

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

Please provide items 1-2 below:

1. Letter of Determination from the Internal Revenue Service indicating current 501(c)(3) status.
2. First two pages of the NON-PROFIT'S most recently filed federal 990 forms.

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

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

III. Eligible Costs

This section provides rules and examples of ELIGIBLE COSTS for the OUTDOOR PROGRAM. It provides rules and guidance for PRE-AWARD PLANNING COSTS and POST-AWARD ACTIVITY COSTS.

PRE-AWARD PLANNING COSTS

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

- Planning costs dating back to the APPROPRIATION DATE are eligible for a reimbursement of up to 5% of the GRANT amount if the APPLICATION is selected for funding.
- May include note takers, facilitators, and multi-lingual translation, transportation, equipment, supplies, etc. for MEETINGS and other OUTDOOR PROGRAM planning purposes.
- See the bottom of the Grant Scope/Cost Estimate Summary Form to add a planning cost estimate.
- Also see the definition of PRE-AWARD PLANNING COSTS.

POST-AWARD ACTIVITY COSTS

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

These are not planning costs. POST-AWARD ACTIVITY COSTS are direct costs to conduct the ACTIVITIES IN THE COMMUNITY and NATURAL AREA TRIPS.

These POST-AWARD ACTIVITY COSTS become eligible on the start date provided by OGALS. See the definition of POST-AWARD ACTIVITY COSTS.

The next pages provide guidance about:

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

A) Supplies, Equipment, and Activity Fees/Admissions

- **Activity Fees:** Location entrance fees for places such as museums, parks, campground reservations, zoos, aquariums, botanical gardens, parking, ski lifts, special events; specific experiences such as horseback riding, paddling, rafting, rock climbing, birding; renting or leasing vehicles or equipment for the actual activity fits in this category such as whale watching and safety equipment.
- **Activity supplies and equipment (examples):** include but are not limited to backpacks, tents, mountain bikes, kayaks, surfboards, bodyboards, stand up paddle boards, life jackets, helmets, wetsuits, snowboard/ski's, canopy, sleeping bags, stoves, 2-way radios, binoculars, water filters, snowshoes, hiking boots, gloves, goggles, compasses, fire starters, bug repellent, sunblock, poison oak protectant, first aid supplies, canteens, flashlights, batteries, lanterns, interpretive materials, trash/recycling bags, safety whistle, bear spray, utensils, etc. that are necessary to support an activity.
- **Most Economical use of State Funds** - For supplies and equipment that will cost over \$500 per single unit item, and which can be purchased, leased, or rented, the most economical use of state funds must be applied. This means that the grantee will use the most affordable option to complete the OUTDOOR PROGRAM during the GRANT PERFORMANCE PERIOD by either renting, leasing, or purchasing the supplies and equipment.
- Supplies and equipment may come from GRANTEE'S central stock if claimed costs are no higher than supplies or equipment purchased elsewhere. For audit purposes, a report or source document must describe the work performed, indicate the hours used, relate the use to the GRANT SCOPE, and must be signed by the operator or supervisor.

B) Travel Costs

- **Travel must be within California only.**
- **Overnight accommodations (camping or lodging):** Campsite rentals, yurts, and hotels, following the most economical use of State funds, including travel to and from the destination of the NATURAL AREA TRIP. The cost cannot exceed the state per diem set in each County where the overnight accommodation will take place. calhr.ca.gov/employees/pages/travel-reimbursements.aspx
- **Food and food storage:** The purchase of food, and purchase or rental of food storage for safety compliance during the NATURAL AREA TRIP. This means the PARTICIPANTS will learn how to prepare the food as an EDUCATIONAL health activity of the OUTDOOR PROGRAM.
- **Meal per diem for NATURAL AREA TRIPS only:** Breakfast, lunch, and dinner meals during the path of travel and overnight stays are eligible [up to the State's per diem rates or actual cost](#), whichever is less. Keep receipts for audit purpose.
Food related to ACTIVITIES IN THE COMMUNITY is ineligible.
- **Passenger Ticket purchases:** Trains, boats, airplanes, or other public transportation for PARTICIPANTS to and from the planned activity.

- **Vehicle use for transportation of PARTICIPANTS may involve:**
 - Taking PARTICIPANTS to and from the COMMUNITY HOME BASE to NATURAL AREA TRIPS.
 - Taking PARTICIPANTS to and from the COMMUNITY HOME BASE and their schools and neighborhoods for ACTIVITIES IN THE COMMUNITY related to the Grant Selection Criteria.
- **Vehicles chartered or rented by GRANTEE:**
 - Chartered transportation paying for a charter company's standard rate is an ELIGIBLE COST.
 - Rental of vehicles at market value, including low Greenhouse Gas (GHG) emission vehicles, are an ELIGIBLE COST.
- **Vehicles owned/leased by GRANTEE:**
 - [Mileage incurred on a GRANTEE'S own vehicles can be charged at the State's rate](#) that is in effect at the time of the trip. Maintenance and repair cost necessary to safely operate vehicles are built into the State's rate of the allowable charge per mile.
 - A Mileage Log must record the trips charged to the GRANT. For audit purposes, the Mileage Log must describe the miles driven, OUTDOOR PROGRAM purpose related to the GRANT SCOPE, and must be signed by the operator and supervisor.

C) Labor

- **Employee services:** See accounting rules for employee services explained in the GRANT ADMINISTRATION GUIDE.
- **Internships consistent with Grant Selection Criterion #4:** Internships will be administered as employee services of the GRANTEE. The GRANTEE must follow applicable laws for employee services, including internships. Contact California's Division of Labor Standards and Enforcement at dir.ca.gov/dlse/ for internship rules.
- **Program activity providers:** Including physical activity instructors, trainers, nature guides, career pathway educators, language translators, drivers, etc.
- **Program management:** Including site inspections, coordinating partners, scheduling activities, directing equipment, materials, activity instructors, and transportation personnel.
- **Communication and training:** Including outreach to RESIDENTS, training of program activity providers for cultural awareness, and risk management.
- **Reporting:** Including data collection, photography, and videography which can include interviews with PARTICIPANTS.
- **GRANT administration and accounting**
- **Miscellaneous costs:** Including economical use of State funds cost comparison for equipment, supplies, and NATURAL AREA TRIPS related expenses, transporting materials, equipment, personnel, and communications and video documentation of the program achievements.

- D) Insurance:** Premiums on hazard and liability insurance including aggregate coverage for all activities necessary for the OUTDOOR PROGRAM. See the Grant Administration Guide for an Insurance Policy Checklist that lists the insurance policy requirements for GRANTEES.

Keep all records of all costs for audit purpose.

- ✓ For labor charged to the GRANT, maintain timesheets recording specific time spent on the OUTDOOR PROGRAM.
- ✓ Keep invoices, receipts, and payment records **for all** purchases, leases, and rentals.

INELIGIBLE COSTS

- **Outside the GRANT PERFORMANCE PERIOD:** Costs incurred before or after the GRANT PERFORMANCE PERIOD.
- **CAPITAL PROJECTS:** Construction/development of land. Vehicle or land acquisition.
- **Indirect costs:** Overhead business expenses of the GRANTEE'S fixed or ordinary operating costs: (rent, mortgage payments, property taxes, utilities, office supplies).
- **Routine park maintenance** by the GRANTEE'S existing staff is an ineligible activity. Examples include routine restroom cleaning, garbage removal, groundskeeping, scheduled maintenance, graffiti removal, etc.
- **Fundraising.**
- **Food:** If not related to a NATURAL AREA TRIP. Food for ACTIVITIES IN THE COMMUNITY is ineligible. See Eligible Costs, heading B, Travel Costs, for eligible food costs only during NATURE AREA TRIPS.
- **Grant Writing.**
- **Programs imposed on an APPLICANT through legal mitigation.**

Lack of Record Keeping:

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

Examples include:

- Charging employee services without documentation of actual time spent on the OUTDOOR PROGRAM.
- Lack of source documents (no evidence of invoices, bid process, payment receipts, etc.).
- See the GRANT ADMINISTRATION GUIDE'S "Accounting Requirements" for additional guidance.

As a reminder, keep all records of all costs for audit purpose.

- ✓ For labor charged to the GRANT, maintain timesheets recording specific time spent on the OUTDOOR PROGRAM.
- ✓ Keep invoices, receipts, and payment records for all purchases, leases, and rentals.
- ✓ See the GRANT ADMINISTRATION GUIDE'S "Accounting Requirements" for additional guidance.

IV. Appendices

TECHNICAL ASSISTANCE FOR APPLICANTS

This page summarizes the assistance available to APPLICANTS.

To ensure a fair process, OGALS' Competitive Project Officers will provide all APPLICANTS with correct and consistent guidance.

All statewide APPLICANTS are encouraged to access the following:

Application Workshops by OGALS

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

Access to Program Competitive Project Officers

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

Assistance with Incomplete Application Documents

OGALS may contact APPLICANTS to explain what corrections are needed. OGALS does not automatically disqualify an APPLICATION if a document is incomplete or needs a correction with the exception of the Grant Selection Criteria. OGALS' Competitive Project Officers can also preview Checklist Items 1, and 3-10 before the APPLICATION deadline.

Strengths and Weaknesses

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

Grant Administration Workshop

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

Outdoor Recreation Leadership Training

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

GRANT SELECTION CRITERIA GUIDANCE

This section gives technical assistance for Grant Selection Criteria 1 through 6 found on pages 14 to 22.

GRANT SELECTION CRITERION 1 {COMMUNITY HOME BASE} ON PAGE 14

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

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

Part A – Community FactFinder Report:

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

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

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

Part B – Other Challenges:

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

This Criterion is the APPLICANT's chance to describe the need for the OUTDOOR PROGRAM not covered by the data found in the Community FactFinder. There may be other circumstances affecting the need for the OUTDOOR PROGRAM in addition to the examples listed in the definition for CHALLENGES. If so, describe those circumstances as well.

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

GRANT SELECTION CRITERION 2 {COMMUNITY PLANNING} ON PAGE 16

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

APPLICANTS are encouraged to partner with community-based organizations that can help engage the RESIDENTS. A BROAD REPRESENTATION of RESIDENTS should be engaged through at least 2 MEETINGS. While a specific MEETING may not have a BROAD REPRESENTATION, when each MEETING is added with others, the combination should.

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

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

1. Identifying a RESIDENT that is seen as a leader who can assist with outreach and even with language translation. YOUTH may be able to assist with outreach and language translation. Or, due to COVID-19 restrictions, YOUTH can help with technology/webinar MEETINGS.
2. Using MEETING locations RESIDENTS, such as sidewalk meetings. APPLICANTS or a partnering community group can set up a banner, easels, and tables on a Saturday morning and knock door-to-door inviting residents to join neighbors and discuss OUTDOOR PROGRAM ideas.
3. Having MEETINGS where RESIDENTS will already be present. For example, facilitate MEETINGS with students in their classes, or a MEETING at a senior center or retirement community complex, or add OEP planning to the agendas of neighborhood/community-based organization meetings where RESIDENTS will be available.
4. Scheduling MEETINGS to accommodate RESIDENTS with different employment and family schedules, including weekend or evening hours.

Capturing Ideas:

- It is recognized that awareness of opportunities can be a barrier to getting fully informed ideas from RESIDENTS. To overcome this barrier, APPLICANTS or partners can consider a brainstorming approach with RESIDENTS. The APPLICANT or partner and RESIDENTS can share ideas and feedback with each other to make fully informed decisions.
- Capture ideas about ACTIVITIES IN THE COMMUNITY and logistics for planning NATURE AREA TRIPS. See Grant Selection Criteria 3-6 which can be a basis for planning topics to discuss.
- To help the RESIDENTS prioritize the selection of their preferred activities, make budget limitations and projections clear to RESIDENTS.

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

GRANT SELECTION CRITERION 3 {OUTDOOR PROGRAM ACTIVITIES} ON PAGE 18

Design the activities to strengthen the PARTICIPANTS' connection with the natural world.

- 1) EDUCATION and SELF-DISCOVERY activities with structured and unstructured time allows PARTICIPANTS to develop personal connections to nature.
- 2) Activities for population groups with unique needs and interests may be scheduled:
 - a. For example, different types of activities may serve OLDER ADULTS compared to YOUTH.
 - b. Families may go on one nature experience trip, and a youth leadership group may go on another trip.
 - c. Activities that bring different generations together are also encouraged.
- 3) Partnerships may help to provide additional experience or serve other age groups or abilities.
- 4) The majority of activities should take place outdoors; however, indoor EDUCATION classes or some indoor activities due to weather constraints are acceptable.
- 5) Transportation is an eligible cost if it meets the following purpose:
 - a. Taking PARTICIPANTS to and from the COMMUNITY HOME BASE to NATURAL AREA TRIPS.
 - b. Taking PARTICIPANTS to and from the COMMUNITY HOME BASE, their schools, and neighborhoods.
- 6) For potential ENVIRONMENTAL JUSTICE community reporting, a web-based tool will be available at parks.ca.gov/oep.

The following examples may occur during ACTIVITIES IN THE COMMUNITY or during NATURAL AREA TRIPS:

EDUCATION topics may include but are not limited to these examples:

1. Natural resources and interpretation.
2. ENVIRONMENTAL JUSTICE data collection, analysis and reporting. For example, testing water and soil, and identifying other environmental health factors.
3. Guided nature walks.
4. Art instruction such as videography, graphic design, photography, painting and drawing
NATURAL AREA TRIPS or ENVIRONMENTAL JUSTICE scenes.
5. Cultural heritage and historic exploration, including museums
6. Tribal land visits.
7. Building awareness of parks, recreation, and resource protection benefits.
8. Water conservation and solutions to prevent pollution.
9. Climate change and potential solutions.
10. Coastal protection.
11. Safety (CPR, wilderness first responder, first aid, etc.).
12. Camping skills.
13. Wildlife viewing, and other outdoor pursuits.
14. Wilderness survival skill building.

Recreation activities may include but are not limited to:

1. Activities in nature: Hiking, biking, horseback riding, paddling, swimming, surfing, skiing, sledding, and off-highway motorized vehicle recreation in designated areas, etc.
2. Teamwork and leadership building activities in nature.
3. Therapeutic recreation in nature to heal from the effects of PTSD, trauma, and other physical and emotional conditions.
4. Cooking and learning sound nutrition habits and food storage safety for camping trips. (Note: The purchase of food and food storage through the GRANT program is only eligible during NATURAL AREA TRIPS. (See page 38).
5. Cultural activities such as performing arts, music, dance, visual art activities, tribal gatherings, etc.
6. Other recreation-based multi-generational activities that bring together families, YOUTH, OLDER ADULTS, and other diverse populations.

Planned activities may also include service learning, career pathway, and leadership opportunities; see examples of these on page 47.

Developing Cost Estimates for Criterion #3

Use the following guidance to respond to items i through l on page 18 and j through m on page 19.

- For equipment, supplies, activity fees and travel start the phrase with “Purchase,” “Lease,” or “Rent” and include the number to be purchased and name of the item, multiplied by the cost per item. The most economical use of state funds is required between these options to achieve the goals during the GRANT PERFORMANCE PERIOD only.
- For labor include the type of work, number of workers and titles, estimated hours per worker, multiplied by hourly salary.
- Contingency for costs can be folded into the lump sum cost estimate. Do not list “contingency” as its own separate item.

Estimated Costs Examples:

- **Equipment, supplies, and activity fees**
 - Purchase 100 tents x \$250/tent = \$25,000 (costs such as shipping, tax, warranty, etc. should be folded into the above lump sum estimated cost.)
- **Travel**
 - Rent 3 vans x \$200/day x 4-day trip = \$2,400 (costs such as gas, parking, insurance, tolls, etc. should be folded into the above lump sum estimated cost.)
- **Labor**
 - 10 Camp Guides x 30 hours each x \$20/hour = \$6,000 (see employee services costs and ineligible costs on pages 39 to 41):

GRANT SELECTION CRITERION 4 {SERVICE LEARNING, CAREER PATHWAY, AND LEADERSHIP OPPORTUNITIES} ON PAGE 20

This criterion encourages and is designed to give RESIDENTS, especially YOUTH or under-employed adults, opportunities that can be used for employment resumes or college admissions.

- ✓ The opportunities may also be unpaid opportunities.
- ✓ Employment of RESIDENTS through internships is only eligible if the activities are consistent with the GRANT SCOPE to achieve the goals of the OUTDOOR PROGRAM.

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

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

Examples of meaningful opportunities for RESIDENTS consistent with the purpose of the GRANT SCOPE include:

1. YOUTH leadership and community organizing in outreach to RESIDENTS during community-based planning.
2. Language translators.
3. MEETINGS assistance or web-based technical assistance (IT) for RESIDENTS.
4. Internships, training positions, or paid positions for those to gain experience as nature guides, interpreters, rangers, natural scientists, physical activity coaches, therapists, trainers, etc.
5. Developing communication related to water, parks, climate, coastal protection, and other outdoor pursuits (graphic art, messaging/writing, photography, videography, painting/drawing, social media or website development, etc.).
6. Reporting on or interviewing PARTICIPANTS, including using technical skills such as videography.
7. Leadership can be developed by PARTICIPANTS sharing their skills, insight, and experiences with other RESIDENTS.
8. Community development to work across boundaries (cross-disciplinary, cultural, generational, geographic) to strengthen community connections and action. Working with people and institutions to equip them to address access related CHALLENGES and work together to solve them.

GRANT SELECTION CRITERION 5 {PARTNERSHIPS AND CAPACITY BUILDING} ON PAGE 21

Time period: To receive up to ten points, the PARTNERSHIP contributions should occur starting from July 1, 2020 onward. A PARTNERSHIP can involve a public agency, non-profit organization, or company that is assisting the APPLICANT to achieve one or more goals related to Grant Selection Criteria 2, 3, 4, and 6.

Partnership Examples

1. Assisting with outreach and MEETINGS with RESIDENTS (see Criterion 2).
2. Capacity building such as teaching the APPLICANT or another partner a service skill, cultural awareness training, administrative assistance, mentoring, etc.
3. Fiscal Sponsors can qualify as a partnership. This is when the APPLICANT/GRANTEE will serve as the fiscal sponsor of community organizations. The APPLICANT/GRANTEE will administer the GRANT funds and ensure compliance. The community organizations can conduct OUTDOOR PROGRAM activities on behalf of the GRANTEE as a PARTNERSHIP.
4. Conducting one or more activities related to Grant Selection Criteria 3, 4, and 6, such as providing EDUCATION or outdoor skills.
5. Transportation services.
6. A group that specializes in serving a specific age or cultural group, foster youth, or language translation/interpretation.
7. Contributing volunteer services.
8. Contributing materials, equipment, supplies, etc.
9. Contributing cash donations, or providing a grant.

There is no point advantage for greater amounts of COMMITTED FUNDS. Cash contributions are not required to receive the maximum 10 points.

Partnership with a HEALTH ORGANIZATION

AB 209 includes the following priority: *“Contribute to healthy lifestyles, sound nutritional habits, and improved outdoor educational and recreational experiences.”*

Forming a partnership with a HEALTH ORGANIZATION is encouraged, but not required for the response to this criterion.

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

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

California’s 2021-2026 Statewide Comprehensive Outdoor Recreation Plan (SCORP) recognizes shared goals between park agencies and HEALTH ORGANIZATIONS. Visit ParksforCalifornia.org to read the SCORP and learn more.

GRANT SELECTION CRITERION 6 {MENTORING YOUTH LEADERS AFTER THE GRANT PERFORMANCE PERIOD} ON PAGE 22

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

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

- A web-based tool that allows for community reporting will be available at parks.ca.gov/oep.

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

GRANT SELECTION CRITERIA REQUIREMENTS

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

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

- Criterion 2 (use of RESIDENTS' ideas)
- Criterion 3 (activity plan)
- Criterion 4 (service learning, career pathway, leadership opportunities)
- Criterion 5 (partnerships and capacity building)
- Criterion 6 (engagement with YOUTH leaders after the GRANT PERFORMANCE PERIOD)

DEFINITIONS FOR ALL WORDS AND TERMS IN SMALL CAPS

ACTIVITY IN THE COMMUNITY – outdoor or indoor EDUCATION components designed to teach PARTICIPANTS about the community’s environment, and the community’s link to clean air, water, and land, that achieves one or more of the following goals:

1. ENVIRONMENTAL JUSTICE analysis and reporting that may involve YOUTH leadership development in the community.
2. Solution-based learning about the community’s connection to climate change and other environmental issues such as stormwater runoff, air quality, brownfields, land-use planning, urban heat island effect, groundwater supply, energy and water efficiency.
3. Discovering nature in action in the community through educational walks looking for flora (trees/plants) and fauna (animals/insects), and visits to local resources such as a community park, creek, zoo, science or nature center etc.
4. Curriculum based activities at the COMMUNITY HOME BASE. (See definition of EDUCATION)
5. Preparing participants for NATURAL AREA TRIPS.

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

APPLICATION – the required attachments listed in the Application Checklist on page 10.

APPROPRIATION DATE – begins on July 1st of the State fiscal year when OEP funds are authorized by the legislature.

AUTHORIZED REPRESENTATIVE – the position appointed by the APPLICANT’S governing body to sign all required GRANT documents. The AUTHORIZED REPRESENTATIVE can designate an alternate by informing OGALS in writing.

BROAD REPRESENTATION – RESIDENTS who may have different recreational, physical activity, and career pathway education needs, including YOUTH, families, OLDER ADULTS, people with disabilities, single adults, etc.

CAPITAL PROJECT – land acquisition, land construction, or acquisition of vehicles. Capital projects as defined for purpose of this grant program are not eligible.

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

COMMITTED FUNDS – the APPLICANT has secured all additional funds needed to complete the proposed OUTDOOR PROGRAMS. Secured funds are cash in hand or having a contract or other binding agreement with another entity(s) obligating the additional funds. Future fundraising plans are not COMMITTED FUNDS.

COMMUNITY HOME BASE – a central gathering place for RESIDENTS of an underserved community where the *majority of targeted* PARTICIPANTS live. For example, a school, recreation center, community meeting space, or local park may serve as the central gathering place in the underserved community. See pages 5 to 6 and Project Selection Criterion 1.

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

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

1. Instruction in arts, science, technology, engineering, and mathematics that connects the nature experiences, or environmental stewardship.

or

2. Foster stewardship of the environment using curriculum pursuant to Public Resources Code, Division 34, Part 4: Statewide Environmental Education (Sections 71300-71305).

or

3. Curriculum that is aligned to the content standards for California public schools adopted by the State Board of Education, including, but not limited to, the Next Generation Science standards, or the California History-Social Science Standards.

4. Additional Learning Opportunities may also include the following, however either 1, 2, or 3 above must be accomplished.

- Coordinate instructional resources and strategies for providing active pupil participation with onsite conservation efforts.
- Promote service-learning opportunities between schools and local communities.
- Assess the impact to participating pupils of the unified education strategy on pupil achievement and resource conservation.
- Healthy lifestyles and sound nutritional habits.
- Community outreach methods and civic engagement related to ENVIRONMENTAL JUSTICE.
- Career pathway mentoring related to natural resource agencies, environmental protection agencies, park operations, and therapeutic recreation.

ELIGIBLE COSTS – expenses during the GRANT PERFORMANCE PERIOD to complete the GRANT SCOPE approved by OGALS through a fully executed CONTRACT. Also see the definition of PRE-AWARD PLANNING COSTS and POST-AWARD ACTIVITY COSTS.

ENVIRONMENTAL JUSTICE – As defined by the United States Environmental Protection Agency: “Environmental justice is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income, with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. This goal will be achieved when everyone enjoys:

- the same degree of protection from environmental and health hazards, and
- equal access to the decision-making process to have a healthy environment in which to live, learn, and work.”
- *For purpose of this program, Environmental Justice also means planning and community engagement for parks, greenspaces, tree canopy, active transportation, healthy food sources, and other improvements to the community’s environment.*

DEFINITIONS FOR ALL WORDS AND TERMS IN SMALL CAPS

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

GRANTEE – an entity having a CONTRACT with DPR for a GRANT funded by this program.

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

GRANT PERFORMANCE PERIOD – the period of time, starting with the APPROPRIATION DATE, when ELIGIBLE COSTS may be incurred by the GRANTEE and charged to the GRANT. Dates for each round will be posted at parks.ca.gov/oep.

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

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

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

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

MEETING – RESIDENTS worked together with the APPLICANT or with the APPLICANT’S partnering community-based organization(s) to plan the OUTDOOR PROGRAM.

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

NATURAL AREA TRIP – a location at least five miles from the COMMUNITY HOME BASE that is challenging to access by RESIDENTS such as beaches, rivers, lakes, forests, mountains, deserts, tribal land, and state and national parks within California.

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

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

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

- SELF-DISCOVERY activities that empower PARTICIPANTS to develop a sense of connection with nature, which may include unstructured time spent in the NATURAL AREA TRIP.
- Activities that contribute to healthy lifestyles, sound nutritional habits, and improved outdoor EDUCATIONAL and recreational experiences.
- Integrating instruction in science, technology, engineering, arts, and mathematics that connects to the nature experiences stewardship.
- Activities that foster stewardship of the environment using curriculum pursuant to:
 - Coordinate instructional resources and strategies for providing active pupil participation with onsite conservation efforts.
 - Promote service-learning opportunities between schools and local communities.
 - Assess the impact to participating pupils of the unified EDUCATION strategy on pupil achievement and resource conservation.
- Curriculum that is aligned to the content standards for California public schools adopted by the State Board of Education, including, but not limited to, the Next Generation Science standards, or the California History-Social Science standards.
- Service learning and community outreach activities related to strengthening the connection to the natural world.
- Therapeutic recreation using nature to help people heal.

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

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

PARTNERSHIP — a public agency, non-profit organization, company, community organization, or other entity, that is assisting the APPLICANT to achieve one or more goals related to Grant Selection Criteria 2-6.

POST-AWARD ACTIVITY COSTS — program operation costs such as admission fees, travel, equipment, supplies, and staffing for ACTIVITIES IN THE COMMUNITY and NATURAL AREA TRIPS during the GRANT PERFORMANCE PERIOD.

The start date for these costs will be based on both:

- The start date provided in a GRANT agreement approved by OGALS.
- The date when a GRANTEE provides evidence of insurance approved by OGALS. See the Grant Administration Guide for insurance policy requirements.

DEFINITIONS FOR ALL WORDS AND TERMS IN SMALL CAPS

PRE-AWARD PLANNING COSTS – costs associated with planning the OUTDOOR PROGRAM during the GRANT PERFORMANCE PERIOD only. Planning costs dating back to the APPROPRIATION DATE are eligible for a reimbursement of up to 5% of the GRANT amount if the APPLICATION is selected for funding. This is for planning-costs only. Planning includes an exchange of ideas and insight between the APPLICANT, PARTNERS, and RESIDENTS to help define the vision and logistics for the OUTDOOR PROGRAM. Planning topics should include goals and logistics for Grant Selection Criteria 3-6. Please see Grant Selection Criteria #2 on page 16 and technical assistance on page 44 for more information about planning the proposed OUTDOOR PROGRAM.

REOCCURRING ACTIVITY IN THE COMMUNITY - achieving a goal below through a series of events that will occur multiple times at the same location during the GRANT PERFORMANCE PERIOD. EDUCATION objectives and other learning experiences may be adjusted for each repeat ACTIVITY IN THE COMMUNITY.

1. ENVIRONMENTAL JUSTICE analysis and reporting which may involve YOUTH leadership development in the community.
2. Solution-based learning about the community's connection to climate change and other environmental issues such as stormwater runoff, air quality, brownfields, land-use planning, urban heat island effect, groundwater supply, energy and water efficiency.
3. Discovering nature in action in the community through educational walks looking for flora (trees/plants) and fauna (animals/insects), and visits to local resources such as a community park, creek, water treatment facility, zoo, science or nature center etc.
4. Curriculum based activities at the COMMUNITY HOME BASE. (See definition of EDUCATION)
5. Preparing participants for NATURAL AREA TRIPS.

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

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

SELF-DISCOVERY – time provided for PARTICIPANTS in a NATURAL AREA TRIP to explore or play and form a personal connection with nature.

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

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

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



City of Rialto

Legislation Text

File #: 21-0699, **Version:** 1, **Agenda #:**

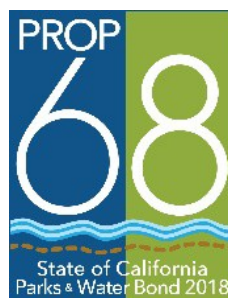
Discussion on Proposition 68 Per Capita Grant opportunities.

Action: Motion to recommend Community Services apply for Prop 68 Per Capita Grant.

**Procedural Guide
for the
California Drought, Water, Parks, Climate, Coastal
Protection, and Outdoor Access for All Act of 2018**

PER CAPITA PROGRAM

September 2020



**State of California
The Natural Resources Agency
Department of Parks and Recreation
Office of Grants and Local Services (OGALS)**

“Creating Community through People, Parks, and Programs”

Send 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](http://www.parks.ca.gov/grants): <http://www.parks.ca.gov/grants>

2018-2019 California State Budget, Chapter 29

Budget Item 3790-101-6088 (b) - \$185,000,000 shall be available for the Local Park Rehabilitation, Creation in Urban Areas Program, consistent with subdivision (a) of Section 80061 of the Public Resources Code.

**STATE OF CALIFORNIA
DEPARTMENT OF PARKS AND RECREATION**



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.

Community Engagement Division Mission

The mission of the Community Engagement Division is to encourage healthy communities by connecting people to parks, supporting innovative recreational opportunities, embracing diversity, fostering inclusivity, and delivering superior customer service, with integrity for the enrichment of all.

The Office of Grants and Local Services Mission

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

To Be:

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

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Words and terms shown in SMALL CAPS are in the definitions section.

Per Capita Program Summary

Background

This program originates from Proposition 68, placed on the ballot via Senate Bill 5 (DeLeon, Chapter 852, statutes of 2017), and approved by voters on June 5, 2018. Funds for the program were appropriated via State Budget item 3790-101-6088(b). Legislative program information is found in the Public Resources Code (PRC) beginning at §80000 (see page 51). OGALS retains the right to waive requirements not mandated by statute. Funds are provided for two programs, as described below:

General Per Capita Program: \$185,000,000

Funds are available for local park rehabilitation, creation, and improvement grants to local governments on a per capita basis. Grant recipients are encouraged to utilize awards to rehabilitate existing infrastructure and to address deficiencies in neighborhoods lacking access to the outdoors (PRC §80061(a)).

Urban County Per Capita: \$13,875,000

Additional funds are available for Per Capita grants to cities and districts in urbanized counties (*a county with a population of 500,000 or more*) providing park and recreation services within jurisdictions of 200,000 or less in population. An entity eligible to receive funds under this subdivision shall also be eligible to receive funds available under the General Per Capita Program (PRC §80061(b)).

Eligible Recipients (PRC §80062)

Sixty percent (60%) of the General Per Capita funds are allocated to the following entities based on population. The minimum allocation is \$200,000.

- Cities
- Eligible Districts, other than a regional park district, regional park and open-space districts, and regional open-space districts¹

Forty percent (40%) of the General Per Capita funds are allocated to the following entities based on population. The minimum allocation is \$400,000.

- Counties
- Regional park districts, regional park and open space districts, and regional open space districts

Allocations

Visit OGALS' [Per Capita webpage](http://www.parks.ca.gov/percapita) at www.parks.ca.gov/percapita for allocations.

¹ For purposes of this chapter, “district” means any regional park district, regional park and open-space district, or regional open-space district formed pursuant to Article 3 (commencing with §5500) of Chapter 3 of Division 5, any recreation and park district formed pursuant to Chapter 4 (commencing with §5780) of Division 5, or any authority formed pursuant to Division 26 (commencing with §35100). With respect to any community or unincorporated region that is not included within a district, and in which no city or county provides parks or recreational areas or facilities, “district” also means any other entity, including, but not limited to, a district operating multiple-use parklands pursuant to Division 20 (commencing with §71000) of the Water Code.

Eligible Projects

- PROJECTS must be capital outlay for recreational purposes, either acquisition or DEVELOPMENT. Do not submit combined acquisition and DEVELOPMENT projects, rather submit separate APPLICATION PACKETS for each PROJECT type.
- Multiple PROJECTS may be completed under one contract; each PROJECT requires a separate APPLICATION PACKET.
- A PROJECT can only have one location. One PROJECT serving several parks is not permitted.
- GRANTEES are encouraged to partner with other GRANTEES on PROJECTS (PRC §80063(b)). See page 54 for information on allocation transfers.

Match

PROJECTS not serving a “severely disadvantaged community” (median household income less than 60% of the statewide average) require a 20% match (see page 13) (PRC §80061(c)).

No Supplanting

GRANTEES must use Per Capita grant funds to supplement existing expenditures, rather than replace them (PRC §80062(d)). For example, a GRANTEE has a budget for recreational capital expenditures of \$500,000 per year, and is receiving a \$200,000 allocation under the Per Capita program. The budget cannot be reduced to \$300,000, with the Per Capita funds making up the difference.

Similarly, if a PROJECT has been approved by the governing body, and a funding source has been identified, *Per Capita funds cannot be swapped in as a new funding source unless the prior funding source is applied to other identified recreational capital projects.*

GRANTEES should keep all documents indicating intent to use Per Capita grant funds for PROJECTS.

Grant Process Overview

The GRANT PERFORMANCE PERIOD is shown on the contract. Visit OGALS' [Per Capita webpage](http://www.parks.ca.gov/percapita) at www.parks.ca.gov/percapita for deadlines and current information on each step in the process listed below.

1. **OGALS Mandatory Grant Administration Workshops** will be held statewide. All recipients are required to attend.
2. **Resolution:** GRANTEE passes one resolution approving the filing of *all* applications associated with the contract, and provides a copy to OGALS.
3. **APPLICATION PACKET(s):** The GRANTEE defines the PROJECT SCOPE(s) and amount of GRANT funds needed for each PROJECT. As PROJECTS are identified, the GRANTEE submits individual APPLICATION PACKET(s) to OGALS. OGALS reviews each APPLICATION PACKET and sends a letter of approval to the GRANTEE or requests additional information.
4. **Contract:** OGALS sends a contract to the GRANTEE once the OGALS has received and approved APPLICATION PACKET(s) equaling the total contract amount.
 - a. The contract section, beginning on page 42, includes a sample contract.
 - b. The GRANTEE must return the contract signed by the AUTHORIZED REPRESENTATIVE to OGALS.
 - c. OGALS returns a copy of the fully executed contract to the GRANTEE.
5. **Payments and end of GRANT PERFORMANCE PERIOD:** GRANTEE requests payments for eligible costs. The grant payments section, beginning on page 33, provides payment request instructions and forms.
 - a. The GRANTEE may request payments after each PROJECT is approved by OGALS.
 - b. The GRANTEE completes PROJECT SCOPE(s).
 - c. The GRANTEE sends PROJECT COMPLETION PACKET(s) to OGALS.
 - d. OGALS processes the final payment request after each PROJECT is complete as documented by the GRANTEE in the PROJECT COMPLETION PACKET, and as verified by OGALS by conducting a site inspection.
6. **Accounting and Audit:** DPR's Audits Office may conduct an audit. The GRANTEE is required to retain all PROJECT records, including source documentation with original signatures, for five years following issuance of the final GRANT payment or PROJECT termination, whichever is later. The Accounting and Audit Section, beginning on page 48, provides directions and an Audit Checklist for DPR audit and accounting requirements.

Authorizing Resolution

GRANTEE passes *one* resolution approving the filing of *all* APPLICATION PACKETS associated with the contract, and forwards a copy to OGALS.

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

The Authorizing Resolution serves two purposes:

1. It is the means by which the GRANTEE'S Governing Body agrees to the terms of the contract; it provides confirmation that the GRANTEE has the funding to complete, operate and maintain PROJECTS associated with the contract.
2. Designates a position title to represent the Governing Body on all matters regarding PROJECTS associated with the contract. The incumbent in this position is referred to as the AUTHORIZED REPRESENTATIVE.

Resolution items 4, 5, 7, 8 and 9 are required by Proposition 68.

Complete the highlighted areas of the Authorizing Resolution (beginning on following page). The AUTHORIZED REPRESENTATIVE can delegate signatory authority to other individuals (by position title) either in entirety or for particular documents. This may be included in item 11 of the resolution, or the AUTHORIZED REPRESENTATIVE may submit a letter (on letterhead) or email to OGALS delegating authority.

Resolution Form

Resolution Number: (insert number here)

RESOLUTION OF THE (Title of Governing Body/City Council, Board of Supervisors)
OF (City, County, or District) APPROVING APPLICATION(S) FOR PER CAPITA
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 Per Capita Grant Program, setting up necessary procedures governing application(s); and

WHEREAS, said procedures established by the State Department of Parks and Recreation require the grantee's Governing Body to certify by resolution the approval of project application(s) before submission of said applications to the State; and

WHEREAS, the grantee will enter into a contract(s) with the State of California to complete project(s);

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

1. Approves the filing of project application(s) for Per Capita program grant project(s); and
2. Certifies that said grantee has or will have available, prior to commencement of project work utilizing Per Capita funding, sufficient funds to complete the project(s); and
3. Certifies that the grantee has or will have sufficient funds to operate and maintain the project(s), and
4. Certifies that all projects proposed will be consistent with the park and recreation element of the [city/county/district's] general or recreation plan (PRC §80063(a)), and
5. Certifies that these funds will be used to supplement, not supplant, local revenues in existence as of June 5, 2018 (PRC §80062(d)), and
6. Certifies that it will comply with the provisions of §1771.5 of the State Labor Code, and
7. (PRC §80001(b)(8)(A-G)) To the extent practicable, as identified in the "Presidential Memorandum--Promoting Diversity and Inclusion in Our National Parks, National Forests, and Other Public Lands and Waters," dated January 12, 2017, the [city/county/district] will consider a range of actions that include, but are not limited to, the following:
 - (A) Conducting active outreach to diverse populations, particularly minority, low-income, and disabled populations and tribal communities, to increase awareness within those communities and the public generally about specific programs and opportunities.
 - (B) Mentoring new environmental, outdoor recreation, and conservation leaders to increase diverse representation across these areas.
 - (C) Creating new partnerships with state, local, tribal, private, and nonprofit organizations to expand access for diverse populations.

(D) Identifying and implementing improvements to existing programs to increase visitation and access by diverse populations, particularly minority, low-income, and disabled populations and tribal communities.

(E) Expanding the use of multilingual and culturally appropriate materials in public communications and educational strategies, including through social media strategies, as appropriate, that target diverse populations.

(F) Developing or expanding coordinated efforts to promote youth engagement and empowerment, including fostering new partnerships with diversity-serving and youth-serving organizations, urban areas, and programs.

(G) Identifying possible staff liaisons to diverse populations.

8. Agrees that to the extent practicable, the project(s) will provide workforce education and training, contractor and job opportunities for disadvantaged communities (PRC §80001(b)(5)).
9. Certifies that the grantee shall not reduce the amount of funding otherwise available to be spent on parks or other projects eligible for funds under this division in its jurisdiction. A one-time allocation of other funding that has been expended for parks or other projects, but which is not available on an ongoing basis, shall not be considered when calculating a recipient's annual expenditures. (PRC §80062(d)).
10. Certifies that the grantee has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Procedural Guide; and
11. Delegates the authority to the (designated position, not name of person occupying position), or designee 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(s); and
12. 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 (grantee's governing body) following a roll call vote:

Ayes: _____
Noes: _____
Absent: _____

(Clerk)

Application Packet

- GRANTEE may submit multiple APPLICATION PACKETS.
- Separate APPLICATION PACKETS are required for each PROJECT site and/or PROJECT type.
- Provide all APPLICATION PACKET items in the order shown in the following checklist.
- Submitted documents need not contain original signatures; but the GRANTEE must keep all original signed documents.
- GRANTEES are encouraged to submit documents digitally, as .pdf files. Do not send the APPLICATION PACKET as one file. E-mail each checklist item to the PROJECT OFFICER as a separate digital file, labeled using the digital file names indicated on the application checklist.
- If submitting hard copies, number all pages of the APPLICATION PACKET.

Any costs incurred prior to finalizing the contract are at the GRANTEE'S own risk.



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

Application Packet Checklist

GRANTEES must complete the checklist below and submit it with the APPLICATION PACKET.
An APPLICATION PACKET is not complete unless all items on the checklist are submitted.
Each PROJECT requires its own APPLICATION PACKET.

Check if included	Check if not applicable	Application Item	Procedural Guide Page #	Check when signed by AUTHORIZED REPRESENTATIVE	Application Packet Page #
<input type="checkbox"/>		Application Packet Checklist Digital file name: checklist.pdf	Pg. 11		Pg. _____
<input type="checkbox"/>		Application Digital file name: application.pdf	Pg. 12	<input type="checkbox"/>	Pg. _____
<input type="checkbox"/>	<input type="checkbox"/>	Development Project Scope/Cost Estimate, or Digital file name: devscope.pdf	Pg. 19	<input type="checkbox"/>	Pg. _____
<input type="checkbox"/>	<input type="checkbox"/>	Acquisition Requirements Digital file names: acqscope.pdf & acqdocs.pdf	Pg. 14	<input type="checkbox"/>	Pg. _____
<input type="checkbox"/>		Funding Sources Form Digital file name: fundingsources.pdf	Pg. 20	<input type="checkbox"/>	Pg. _____
<input type="checkbox"/>		Per Capita Match Calculator Digital file name: match.pdf	Pg. 13	<input type="checkbox"/>	Pg. _____
<input type="checkbox"/>	<input type="checkbox"/>	CEQA Compliance Certification Digital file name: ceqa.pdf	Pg. 21	<input type="checkbox"/>	Pg. _____
<input type="checkbox"/>	<input type="checkbox"/>	Land Tenure documentation Digital file names: ownership.pdf or nonownership.pdf	Pg. 21		Pg. _____
<input type="checkbox"/>	<input type="checkbox"/>	Sub-Leases or Agreements Digital file name: otheragreements.pdf	Pg. 24		Pg. _____
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan Digital file name: siteplan.pdf	Pg. 24		Pg. _____
	<input type="checkbox"/>	GHG Emissions Reduction Worksheet (at completion) Digital file name: emissions.pdf	Pg. 24		Pg. _____
<input type="checkbox"/>		Photos Digital file name: photos.pdf	Pg. 24		Pg. _____



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DEPARTMENT OF PARKS AND RECREATION

Per Capita Project Application Form

PROJECT NAME	REQUESTED GRANT AMOUNT \$
PROJECT SITE NAME and PHYSICAL ADDRESS where PROJECT is located including zip code (substitute latitude and longitude where no street address is available)	MATCH AMOUNT (if project is not serving a severely disadvantaged community) \$
	LAND TENURE (<input checked="" type="checkbox"/> all that apply) <input type="checkbox"/> Owned in fee simple by GRANTEE <input type="checkbox"/> Available (or will be available) under a () year lease or easement
NEAREST CROSS STREET	
Project Type (Check one) Acquisition <input type="checkbox"/> Development <input type="checkbox"/>	
COUNTY OF PROJECT LOCATION	
GRANTEE NAME AND MAILING ADDRESS	
AUTHORIZED REPRESENTATIVE AS SHOWN IN RESOLUTION	
Name (typed or printed) and Title	Email address Phone
GRANT CONTACT-For administration of grant (if different from AUTHORIZED REPRESENTATIVE)	
Name (typed or printed) and Title	Email address Phone
GRANT SCOPE: I represent and warrant that this APPLICATION PACKET describes the intended use of the requested GRANT to complete the items listed in the attached Development PROJECT Scope/Cost Estimate Form or acquisition documentation. 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.	
Signature of AUTHORIZED REPRESENTATIVE as shown in Resolution Date	
Print Name:	
Title:	

Per Capita Match

PROJECTS that do not serve severely disadvantaged communities (median household income less than 60% of the statewide average) must include 20% match from the GRANTEE (PRC §80061(c)).

Costs incurred to provide match must be eligible costs. Calculate match using the [Per Capita match calculator](https://www.parksforcalifornia.org/percapita) at <https://www.parksforcalifornia.org/percapita>; submit the report with the APPLICATION PACKET.

Costs incurred to provide match must be eligible costs. State funds are not allowed for match. Eligible match sources are:

- Federal funds
- Local funds
- Private funds
- IN-HOUSE EMPLOYEE SERVICES
- Volunteer labor – must maintain time and attendance records showing actual hours worked (see <https://independentsector.org> for [volunteer hourly wage value](#))

Match and Eligible Costs

The match is 20% but grantee must show 25% in additional costs if match is required. For example:

Determining the match amount:

PROJECT amount:	\$125,000
20% match:	(\$25,000)
GRANT amount:	\$100,000

Submitting costs for reimbursement

GRANT amount:	\$100,000
25% in additional costs:	\$25,000
PROJECT amount:	\$125,000

In summary, the 20% match calculation is based on the PROJECT amount, not on the GRANT amount.

Acquisition Projects

Acquisition Rules

1. Purchase price cannot exceed the appraised value, even if the GRANTEE is willing to pay the difference.
2. Land cannot be acquired through eminent domain.
3. Associated acquisition costs, such as appraisals, escrow fees, title insurance, etc., combined must be less than 25% of the PROJECT costs.
4. A deed restriction must be recorded on the property after the acquisition is complete (see page 29).
5. Land must be open to the public for recreational purposes within three years from the date the final payment is issued by the State Controller's Office (SCO).²
6. GRANTEE must provide Title Insurance.
7. PROJECTS must be consistent with the park and recreation element of the [city/county/district's] general or recreation plan (PRC §80063(b)).
8. Per Capita funds must be used to supplement, not supplant, local revenues in existence as of June 5, 2018 (PRC §80062(d)).

Acquisition Grant Scope/Cost Estimate

Provide the following information on a document signed by the AUTHORIZED REPRESENTATIVE:

- A brief description, for example, "Acquisition of approximately (enter total acreage to be acquired) for the development of park by (enter date no later than three years from the date final payment is issued by the SCO)."
- Estimated total costs for land and relocation
- Estimated total costs other than the purchase price and relocation costs, such as appraisals, escrow fees, title insurance fees, deed restriction recordation costs

Acquisition Documentation

For each parcel to be acquired, submit these documents:

1. An appraisal conducted within the last twelve months
2. A separate letter from an independent third party, AG rated appraiser certified by the California Office of Real Estate Appraisers stating the appraisal was reviewed, and was completed using acceptable methods
3. County Assessor's parcel map, showing parcel number and parcel to be acquired
4. Estimated value of each parcel to be acquired with a description of how that value was determined (such as the listed price on MLS, in-house estimation, website evaluation, assessed value)
5. Acreage of each parcel to be acquired
6. A description of any encumbrances that will remain on the property, such as grazing, timber, mineral rights or easements

² Grantees will see this date on their project complete letter – "A final payment was issued by the SCO on xx/xx/20xx"

7. A brief description of the intended recreational use of the land with the estimated date by which the site will be open to the public for recreational purposes

For easement acquisitions, in addition to the requirements above, provide:

8. A copy of the proposed easement guaranteeing the authority to use the property for the purposes specified in the application.

For relocation costs, in addition to the requirements above, provide:

9. A letter signed by the AUTHORIZED REPRESENTATIVE, listing the relocation costs for each displaced tenant, certifying that the relocation amount does not exceed the maximum allowed pursuant to Government Code §7260-7277.

Eligible Acquisition Costs

- IN-HOUSE EMPLOYEE SERVICES – see accounting rules (page 48)
- GRANT/PROJECT administration and accounting
- Public meetings/focus groups/design workshop
- Appraisals, escrow fees, surveying, other costs associated with acquisition
- Cost of land

Ineligible Acquisition Costs – Cannot be charged to the grant

- Costs to fulfill any mitigation requirements imposed by law (PRC §80020)
- Acquisitions where purchase price is greater than appraised value
- Costs for land acquired through eminent domain or condemnation
- Costs incurred outside the GRANT performance period
- Development costs

Development Projects

Development Project Rules

1. PROJECTS must be consistent with the park and recreation element of the GRANTEE'S general or recreation plan (PRC §80063(b)).
2. Per Capita funds must be used to supplement, not supplant, local revenues in existence as of June 5, 2018 (PRC §80062(d)).
3. Contracted work must comply with the provisions of §1771.5 of the State Labor Code.
4. GRANTEE must have adequate liability insurance, performance bond, or other security necessary to protect the State and GRANTEE'S interest against poor workmanship, fraud, or other potential loss associated with the completion of the PROJECT.
5. PRE-CONSTRUCTION COSTS may not exceed 25% of the PROJECT amount.
6. The primary purpose of any building constructed or improved must be public recreation. For example, renovating a gymnasium that includes office space for staff is eligible; renovating GRANTEE'S office building is not.
7. PROJECTS must be accessible, including an accessible path of travel to the PROJECT.

Eligible Development Costs

All costs must be incurred within the GRANT PERFORMANCE PERIOD. Costs listed below are examples of eligible costs, and not inclusive. Contact OGALS if you have any questions regarding a PROJECT cost.

Eligible Pre-construction Costs – up to 25% of PROJECT costs; incurred prior to groundbreaking as determined by the GRANTEE

- Public meetings, focus groups, design workshops
- Plans, specifications, construction documents, and cost estimates
- Permits
- CEQA
- Bid preparation and packages
- IN-HOUSE EMPLOYEE SERVICES prior to groundbreaking
- GRANT/PROJECT administration and accounting prior to groundbreaking

Eligible Construction Costs – up to 100% of the PROJECT costs; incurred after groundbreaking.

- Construction – necessary labor and construction activities to complete the PROJECT, including site preparation (demolition, clearing and grubbing, excavation, grading), onsite implementation and construction supervision
- Equipment – Equipment use charges (rental and in-house) must be made in accordance with GRANTEE'S normal accounting practices.
- Bond and other signs
- Premiums on hazard and liability insurance to cover personnel or property
- Site preparation
- Purchase and installation of equipment: security cameras, lighting, signs, display boards, sound systems, video equipment, etc.
- Construction management: including site inspections and PROJECT administration

- Miscellaneous: other costs incurred during the construction phase, such as transporting materials, equipment, or personnel, and communications
- IN-HOUSE EMPLOYEE SERVICES after groundbreaking
- GRANT/PROJECT administration and accounting after groundbreaking

Ineligible Development Costs – Cannot be charged to the grant

- PRE-CONSTRUCTION COSTS that exceed 25% of the PROJECT costs
- Development to fulfill any mitigation requirements imposed by law (PRC §80020)
- All non-capital costs, including interpretive and recreational programming, software and software development
- Construction or improvements to facilities that are not primarily designated for recreational purposes, such as park district offices
- Construction outside the boundaries of the recreation facility
- Furniture or equipment not site specific *and* not necessary for the core function of a new facility (non-capital outlay)
- Costs incurred before or after the GRANT PERFORMANCE PERIOD
- Indirect costs – overhead business expenses of the GRANTEE'S fixed or ordinary operating costs (rent, mortgage payments, property taxes, utilities, etc.)
- Food and beverages
- Out-of-state travel
- Fundraising and grant writing
- Repairs – activities performed to a section of a structure that are intended to allow the continued use.
- Maintenance – activities intended to be performed on a regular basis to maintain the expected useful life of a structure.

Distinguishing capital outlay (eligible) from maintenance and repair (not eligible):

- Capital outlay – building something new, or for existing structures, activities intended to boost the condition beyond its original or current state.
- Repairs – activities performed to a section of a structure that are intended to allow the continued use.
- Maintenance – activities intended to be performed on a regular basis to maintain the expected useful life of a structure.

Examples:

Roof – replacing broken shingles is maintenance; fixing a hole is repair; replacing the roof is capital outlay.

Playground – adding additional fall material is maintenance; fixing the chains on a swing set is repair; replacing the play structures is capital outlay.

Windows – repairing the glazing is maintenance; replacing broken panes is repair; replacing the windows is capital outlay.

Accounting Rules for In-House Employee Services

GRANTEES must follow these accounting practices for services performed by its employees to be eligible for reimbursement:

- Maintain time and attendance records as charges are incurred, identifying the employee through a name or other tracking system, and that employee's actual time spent on the PROJECT.
- Time estimates, including percentages, for work performed on the PROJECT are not acceptable.
- Time sheets that do not identify the specific employee's time spent on the PROJECT are not acceptable.
- Costs of the salaries and wages must be calculated according to the GRANTEE'S wage and salary scales, and may include benefit costs such as vacation, health insurance, pension contributions and workers' compensation.
- Overtime costs may be allowed under the GRANTEE'S established policy, provided that the regular work time was devoted to the same PROJECT.
- May not include overhead or cost allocation. These are the costs generally associated with supporting an employee, such as rent, personnel support, IT, utilities, etc.
- If planning to claim IN-HOUSE EMPLOYEE SERVICES costs, provide a sample timesheet for OGALS review to confirm these accounting practices are being followed.



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

Development Project Scope/Cost Estimate Form

GRANTEE:	PROJECT Name
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Development project scope (Describe the project in 30 words or less):

Project Scope Items - ☐ all that apply:

Install new	Renovate existing	Replace existing	Recreation Element
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pool, aquatic center, splash pad
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trails or walking paths
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Landscaping or irrigation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Group picnic, outdoor classrooms, other gathering spaces
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Play equipment, outdoor fitness equipment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sports fields, sports courts, court lighting
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Community center, gym, other indoor facilities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Restroom, concession stand
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minor elements which support one or more of the recreation elements checked above: benches, lighting, parking, signage, etc.

PRE-CONSTRUCTION (costs incurred prior to ground-breaking, such as design, permits, bid packages, CEQA); up to 25% of total PROJECT cost.	\$
Construction	\$
Total PROJECT cost	\$
Subtract GRANTEE match if not in severely disadvantaged community (20% of total PROJECT cost, see page 13)	Less match -\$
Total GRANT amount requested	\$

The GRANTEE understands that all elements listed on this form must be complete and open to the public before the final grant payment will be made.

AUTHORIZED REPRESENTATIVE Signature

Date

Print Name and Title



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

Funding Sources Form

GRANTEE:	PROJECT Name
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PROJECTS funded by the program are not complete until the PROJECT SCOPE is complete, and the PROJECT is open to the public. PROJECTS will:

- Be entirely funded by the GRANT, *or*
- Require funds in excess of the GRANT.

If the PROJECT requires funds in excess of the GRANT, the SCOPE of the PROJECT may be either the SCOPE of the larger project, or a subset of the larger project.

For example, if the PROJECT is \$100,000 towards construction of a \$500,000 park, the SCOPE can be the \$500,000 park, or a \$100,000 element of the park, such as a playground, that can be complete and open to the public.

- ☐ The PROJECT will be entirely funded by the GRANT, *or*
- ☐ The PROJECT requires funds in excess of the GRANT:
- ☐ The SCOPE is the same as the scope of the larger project, *or*
 - ☐ The SCOPE is a subset of a larger project, the scope of that larger project is:

Larger project cost: \$

Anticipated completion date:

List all funds that will be used. Submit revised Funding Sources form should funding sources be added or modified.

Funding Source	Date Committed	Amount
Per Capita/State of California	July 1, 2018	\$
		\$
		\$

I represent and warrant that I have full authority to execute this Funding Sources Form on behalf of the GRANTEE. I declare under penalty of perjury, under the laws of the State of California, that this status report, and any accompanying documents, for the above-mentioned GRANT is true and correct to the best of my knowledge.

AUTHORIZED REPRESENTATIVE Signature

Date

Print Name and Title



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

GRANTEE:

Project Name:

Project Address:

Is CEQA complete? ☐Yes ☐No Is completing CEQA a PROJECT SCOPE item? ☐Yes ☐No

What document was filed, or is expected to be filed for this project's CEQA analysis:

Date complete/expected to be completed

- ☐ Notice of Exemption (attach recorded copy if filed)
☐ Notice of Determination (attach recorded copy if filed)
☐ Other:

If CEQA is complete, and a Notice of Exemption or Notice of Determination was not filed, 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 above referenced Lead Agency has complied or will comply with the California Environmental Quality Act (CEQA) and that the project is described in adequate and sufficient detail to allow the project's construction or acquisition.

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

AUTHORIZED REPRESENTATIVE Signature

Date

Print Name and Title

FOR OGALS USE ONLY

CEQA Document	Date Received	PO Initials
<input type="checkbox"/> NOE <input type="checkbox"/> NOD		

Land Tenure

The purpose of the land tenure requirement is to verify that the GRANTEE has sufficient legal rights to the property to fulfill the terms of the contract.

- PROJECT amounts up to \$100,000 require at least 20 years of land tenure at the site to be acquired or developed.
- PROJECT amounts greater than \$100,000 require at least 30 years of land tenure at the site to be acquired or developed.
- The 20- or 30-year land tenure requirement begins on July 1, 2018.
- The GRANTEE remains responsible for fulfillment of the terms of the contract, even if the GRANTEE's land tenure agreement changes within the contract PERFORMANCE PERIOD.

Land Tenure Ownership Documentation

If the GRANTEE owns the PROJECT site in fee simple, provide one of the following:

- Deed or deed recordation number, or
- Title report, or
- Tract map or assessor's map with owner's name

Land Tenure Non-Ownership Documentation

If the GRANTEE does not own the PROJECT site in fee simple, provide:

- Land Tenure Agreement Checklist (page 22)
- Signed land tenure agreement

If the grantee does not own the project site in fee simple, and the existing land tenure agreement does not meet the requirements in the Land Tenure Checklist, provide

- Land Tenure Agreement Checklist (page 22)
- Signed land tenure agreement
- An explanation as to how the existing land tenure agreement adequately protects the State's interest. OGALS will review and determine if the land tenure is sufficient.

Land Tenure Agreement Checklist

If the GRANTEE does not own the land in fee simple, complete this checklist. Attach a copy of the signed land tenure agreement. Identify the page numbers where the required items can be found in the land tenure agreement and highlight the provisions in the agreement where the information is located. *All items are required.*

Land Tenure Checklist

GRANTEE:		PROJECT Name
<input checked="" type="checkbox"/>	Page	Required Item
<input type="checkbox"/>		Type of agreement: For example: lease, joint powers agreement, easement, memorandum of understanding, etc. <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/>
<input type="checkbox"/>		Parties to the agreement (land owner must be public agency or utility) and date signed: <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> Party <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/> </div> <div style="width: 35%;"> Date Signed <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/> </div> </div>
<input type="checkbox"/>		Term of the agreement: _____ years
<input type="checkbox"/>		Agreement end date: _____ <ul style="list-style-type: none"> Grant amounts up to \$100,000 require at least 20 years of land tenure. Grant amounts above \$100,000 require at least 30 years of land tenure. The land tenure requirement begins on July 1, 2018.
<input type="checkbox"/>		Renewal option: Must include an option, which can be non-binding, for the GRANTEE to renew the agreement beyond the original 20 or 30 year term.
<input type="checkbox"/>		Termination clause: Any of the following is acceptable: <ul style="list-style-type: none"> No termination clause – the agreement is non-revocable. Termination clause specifies the agreement is revocable only for cause. The termination clause cannot allow the land owner to revoke the agreement without cause, i.e., at will.
<input type="checkbox"/>		Site Control, Roles and Responsibilities should the GRANT be awarded, the agreement: <ul style="list-style-type: none"> Authorizes the GRANTEE to <i>proceed with the construction</i> PROJECT. The GRANTEE may delegate construction to other entities. Establishes <i>when the general public can use</i> the PROJECT and gives GRANTEE <i>permission to operate</i> the PROJECT site (such as scheduling recreational programs). The GRANTEE may delegate operational roles to other entities but is bound through the contract provisions to ensure full public access for the duration of the land tenure period. Identifies which entity will <i>maintain</i> the PROJECT site. The GRANTEE may delegate maintenance to other entities but is bound through the contract provisions to ensure maintenance of the PROJECT site for the duration of the land tenure period.

Site Plan

Provide a drawing showing where all the items listed in the project scope/Cost Estimate Form will be located. To ensure that any building use meets the requirements of the program, include the function and approximate square footage of each room within buildings that are part of the scope, and the approximate total square footage of the buildings. It does not need to be a detailed engineering rendering.

Sub-leases or Agreements

Provide a list of all *other* leases, agreements, memoranda of understanding, etc., affecting PROJECT property or its operation and maintenance.

Photos

Provide photos that will establish a “before” comparison for the site to be improved.

Greenhouse Gas Emissions Reduction and Carbon Sequestration.³

If your PROJECT involves tree planting, follow the instructions below and submit with the PROJECT COMPLETION PACKET.

Before getting started, gather the following PROJECT information:

- Tree species
- Size of trees at planting
- Information on the distance and direction to the nearest building (if applicable)
- Information on the age and climate control of any nearby buildings (if applicable)
- Information about the tree’s growing conditions

Getting started:

1. Navigate to the [i-Tree site](https://planting.itreetools.org) at <https://planting.itreetools.org> and select the tab for a new project.
2. On the Location map, select your state, county and city, and then click Next.
3. Configure the project parameters⁴:
 - “Electricity emissions factor” enter 285 and select kilograms
 - “Fuel emissions factor” enter 53.1 and select kilograms
 - “Years for the project” is the age of the trees 40 years from when they are planted. So, if the trees will be four years old at the time of planting, enter 44.
 - “Tree mortality” enter 0
4. Tree Planting Configurations
 - Enter the tree groups for the project; create a new group for each new species or for each new location.
 - Species – select the species; add multiple species by creating new groups.

³ PRC §80001(b)(7)

⁴ Project parameters are from the California Air Resources Board’s “Quantification Methodology for the California Natural Resources Agency Urban Greening Grant Program.”

- DBH – tree diameter four feet above the ground at time of planting.
- Distance to nearest tree – select from drop down menu
- Tree is (north, south, east or west) of Building – select the direction the tree is located to the nearest climate-controlled building.
- Climate controls – select the type of climate controls the nearby building has installed. If a tree is more than 60 feet away from a climate-controlled building, select “none.”
- Condition – select the overall health of the trees at the time of planting.
- Exposure to sunlight – select the amount of sun that reaches the tree, based on its surroundings.
- Number of trees – enter the number of trees that are the same species and the same characteristics (e.g. distance to building, location in respect to building, exposure to sunlight, etc.) If some of these characteristics change, multiple lines of the same species should be input into the tool.

Once all the groups are entered, click **next**

5. Print the report in landscape mode, and submit it to OGALS.

Special Requirements

- Status Reports (page 26)
- Bond Act Sign (page 28)
- Deed Restriction (page 29)

Status Report

OGALS will send a Status Report every six months until receipt of a PROJECT COMPLETION PACKET. Payment requests will not be processed if Status Reports are overdue. See sample on following page.

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

Grantee:

Project Number:

Project Name:

Project Scope:

Project Phase: ☐ Pre-Construction/Pre-Acquisition ☐ Acquisition and/or Construction

When will you submit your next payment request?

For how much?

Estimated date of project completion:

Potential obstacles affecting completion:

Is the project: On Time? yes/no Within Budget? yes/no Within Scope? yes/no If no, explain:

Describe grant-funded work completed since last status report submitted on (DATE):

Are CCC or certified local corps working on this project? Yes/No

Provide photos showing work completed since (DATE)

Describe grant-funded work expected to be completed by (MailDate + 6 mos)

If there have been any changes to the proposed funding for this project, attach a revised Funding Sources Form.

Provide information on payments to be submitted over the next three years:

Between 7/1/20 and 6/30/21	Between 7/1/21 and 12/31/21	Between 1/1/22 and 6/30/22	Between 7/1/22 and 12/30/22	Between 1/1/23 and 6/30/23	Between 7/1/23 and 12/30/23	After 1/1/24
\$	\$	\$	\$	\$	\$	\$

The purpose of this data is to help the State estimate borrowing needs; you will not be held to these estimates.

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

AUTHORIZED REPRESENTATIVE Signature

Date

Print Name and Title

(*Certification to above information requires a signature by a person authorized in the resolution)

Bond Act Sign

A sign acknowledging the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018 as the funding source for the project must be installed during construction and at completion (PRC §80001(b)(3)). If appropriate, the same sign can be used during construction and completion.

Sign requirements

The sign must be available during construction, at the final inspection of the PROJECT, and remain in place for a minimum of four (4) years from date of PROJECT completion. There is no minimum or maximum size other than the minimum size for the logo, as long as the sign contains the required wording.

Sign Language

All signs must contain the following language:

GAVIN NEWSOM, GOVERNOR

Wade Crowfoot, Secretary for Natural Resources

Armando Quintero, Director, California Department of Parks and Recreation

Use the names of the current officials. The name of the director of the local agency or other governing body may be added. The sign may also include names (and/or logos) of other partners, organizations, individuals and elected representatives.

Logo

All signs must display the Parks and Water Bond Act logo (shown on the cover of this guide). Display the logo to maximize visibility and durability. [Download the logo](http://resources.ca.gov/grants/logo-art/) at <http://resources.ca.gov/grants/logo-art/>. The logo must measure a minimum of 24" tall. Exceptions may be approved, when appropriate, at OGALS' discretion.

Sign Construction

All materials used shall be durable and resistant to the elements and graffiti.

Sign Cost

The cost of the sign(s) is an eligible PROJECT cost. Permanent signage is encouraged.

Appropriateness of Signs

For projects where the required sign may be out of place or affected by local sign ordinances, OGALS may authorize a sign that is more appropriate to the project.

State Approval

GRANTEE shall submit the proposed number, locations, size, and language of signs for preliminary review. Final payments will not be processed until post completion signage has been approved and installed.

Deed Restriction

The Deed Restriction restricts the title to the property, safeguarding the property for purposes consistent with the GRANT for the duration of the CONTRACT PERFORMANCE PERIOD.

If the GRANTEE owns the PROJECT land, a Deed Restriction must be recorded on the title to the property before OGALS will approve any grant payments. If the GRANTEE is acquiring land, a deed restriction is required before the PROJECT is complete.

A Deed Restriction *is not required* if the GRANTEE does not own the PROJECT land, such as where the GRANTEE is improving property it has access to under a lease agreement.

Deed Restriction Instructions

1. The GRANTEE must own the PROJECT land and have an encumbered contract for the GRANT amount.
2. The PROJECT OFFICER will send the Deed Restriction to the GRANTEE. *Do not alter the Deed Restriction.* The GRANTEE takes the following steps:
 1. Add ownership information to **Paragraph I of the Deed Restriction:** [formal name of GRANTEE] *Insert ownership information as it appears on the deed.*
 2. *Create 3 copies (GRANTEE copy, OGALS copy and recorder's copy) of the Deed restriction and the required attachments:*
 - (1) Exhibit A: Label this attachment "Exhibit A (Legal Description of Property)." Include a formal legal description of every parcel of property to which grant funds will be used for the development and/or acquisition thereof. This information can be obtained from the grant deed or title policy. (The assessor's parcel number or a street address is NOT a valid legal description.) and,
 - (2) Exhibit B: Label this attachment "Exhibit B (Grant Contract)" and include a complete copy of the Grant Contract and provisions signed by the AUTHORIZED REPRESENTATIVE and the State of California.
3. *Notarize it:* Take the following documents to a notary. OGALS recommends submitting these documents to the OGALS PROJECT OFFICER for review prior to notarizing.
 - Unsigned and undated Deed Restriction
 - Exhibit A (Legal Description of Property)
 - Exhibit B (Grant Contract)The AUTHORIZED REPRESENTATIVE dates and signs the Deed Restriction signature page in the presence of a notary. The notary will complete a Notary Acknowledgement (Civil Code §1189).
4. *Record it:* Take the notarized documents bulleted above to the County Recorder's Office of the county in which the property is located. Ask the County Clerk to record the Deed Restriction with Notary Acknowledgement, Exhibit A, and Exhibit B, on the title to the property.
5. *Send it:* Send a copy of the notarized and recorded documents bulleted above to the OGALS PROJECT OFFICER.

RECORDING REQUESTED BY:
California Department of Parks and Recreation
Office of Grants and Local Services

WHEN RECORDED MAIL TO:
Office of Grants and Local Services
PO Box 942896
Sacramento, CA 94296-0001
Attn: [Project Officer]

DEED RESTRICTION

I. WHEREAS, insert ownership information as it appears on the deed (hereinafter referred to as “Owner(s)” is/are recorded owner(s) of the real property described in Exhibit A, attached and incorporated herein by reference (hereinafter referred to as the “Property”); and

II. WHEREAS, the California Department of Parks and Recreation (hereinafter referred to as “DPR”) is a public agency created and existing under the authority of section 5001 of the California Public Resources Code (hereinafter referred to as the “PRC”). And

III. WHEREAS, Owner(s) (or Grantee) received an allocation of grant funds pursuant to the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access For All Act of 2018 Per Capita Program for improvements on the Property; and

IV. WHEREAS, on (enter date), DPR’s Office of Grants and Local Services conditionally approved Grant [project number], (hereinafter referred to as “Grant”) for improvements on the Property, subject to, among other conditions, recordation of this Deed Restriction on the Property; and

V. WHEREAS, but for the imposition of the Deed Restriction condition of the Grant, the Grant would not be consistent with the public purposes of the Per Capita Program and the funds that are the subject of the Grant could therefore not have been allocated; and

VI. WHEREAS, Owner(s) has/have elected to comply with the Deed Restriction requirement of the Grant, so as to enable Owner(s), to receive the Grant funds and perform the work described in the Grant;

NOW, THEREFORE, in consideration of the issuance of the Grant funds by DPR, the undersigned Owner(s) for himself/herself/themselves and for his/her/their heirs, assigns, and successors-in-interest, hereby irrevocably covenant(s) with DPR that the condition of the grant (set forth at paragraph(s) 1 through 5 and in Exhibit B hereto) shall at all times on and after the date on which this Deed Restriction is recorded constitute for all purposes covenants, conditions and restrictions on the use and enjoyment of the Property that are hereby attached to the deed to the Property as fully effective components thereof.

1. DURATION. This Deed Restriction shall remain in full force and effect and shall bind Owner(s) and all his/her/their assigns or successors-in-interest for the period running from July 1, 20xx to June 30, 20xx (20 years) or June 30, 20xx (30 years).

2. TAXES AND ASSESMENTS. It is intended that this Deed Restriction is irrevocable and shall constitute an enforceable restriction within the meaning of a) Article XIII, section 8, of the California Constitution; and b) section 402.1 of the California Revenue and Taxation Code or successor statute. Furthermore, this Deed Restriction shall be deemed to constitute a servitude upon and burden to the Property within the meaning of section 3712(d) of the California Revenue and Taxation Code, or successor statute, which survives a sale of tax-deeded property.

3. RIGHT OF ENTRY. DPR or its agent or employees may enter onto the Property at times reasonably acceptable to Owner(s) to ascertain whether the use restrictions set forth above are being observed.

4. REMEDIES. Any act, conveyance, contract, or authorization by Owner(s) whether written or oral which uses or would cause to be used or would permit use of the Property contrary to the terms of this Deed Restriction will be deemed a violation and a breach hereof. DPR may pursue any and all available legal and/or equitable remedies to enforce the terms and conditions of this Deed Restriction up to and including a lien sale of the property. In the event of a breach, any forbearance on the part of DPR to

enforce the terms and provisions hereof shall not be deemed a waiver of enforcement rights regarding such breach, or any subsequent breach.

SEVERABILITY. If any provision of these restrictions is held to be invalid, or for any reason becomes unenforceable, no other provision shall be affected or impaired.

AUTHORIZED REPRESENTATIVE Signature Date

Print Name and Title

Business Name (if property is owned by a business):

Additional signature, if required Date

Print Name and Title

Grant Payments

Payments may be requested after a PROJECT is approved and the contract is encumbered. Payment requests are processed through the State Controller's Office and mailed to the GRANTEE approximately six to eight weeks from the date OGALS approves the request.

Payment Rules

1. A Grant Expenditure Form (see page 35) is required with all reimbursement and final payment requests.
2. Payment requests prior to groundbreaking are limited to 25% of the PROJECT amount.
3. Payments before the final payment may not exceed 80% of the PROJECT amount. 20% of the PROJECT amount is retained for the final reimbursement.
4. A deed restriction is required prior to processing any reimbursement payments except an acquisition ADVANCE.
5. Group costs together to avoid frequent payment requests. Reimbursement requests greater than \$10,000 are encouraged.
6. For PROJECTS where match is required, GRANTEES must show eligible costs equal to 125% of the requested reimbursement amount (see page 13).
7. Complete CEQA prior to requesting any construction reimbursement.
8. Provide a sample timesheet to the PROJECT OFFICER *prior to* incurring any IN-HOUSE EMPLOYEE SERVICES costs, and if claiming IN-HOUSE EMPLOYEE SERVICES costs, provide a sample timesheet with each reimbursement payment request.
9. Provide a summary list of bidders, recommendation by reviewer of bidders, awarding by governing body and contract agreement to the PROJECT OFFICER *prior to requesting reimbursement* for costs on contracts requiring a bid process.
10. Provide construction progress photos, including a photo with the construction sign visible on the PROJECT site (see page 28), with all construction payment requests.
11. OGALS may withhold payment if the GRANTEE has outstanding issues, such as:
 - breach of any other contract with OGALS
 - an unresolved audit exception
 - an outstanding conversion
 - park sites closed or inadequately maintained
 - overdue Project Status Reports
 - other unmet grant requirements

Payment Request Form Instructions

- All payment request types (reimbursement, final, ADVANCE) require this form.
- Payment requests may be submitted by e-mail to the PROJECT OFFICER.
- Round all amounts to the nearest whole dollar.
- A Grant Expenditure Form (see page 35) is required with all reimbursement and final payment requests.
- Complete the Payment Request Form as follows:
 1. PROJECT Number - Number assigned by OGALS when this PROJECT was approved.
 2. Contract Number - As shown in Certification of Funding section of the contract
 3. APPLICANT - GRANTEE name as shown on the contract
 4. PROJECT Title - Name of the PROJECT as shown in the Application
 5. Type of Payment – check appropriate box on form
 6. Payment Information – always round to the nearest dollar.
 7. Send Warrant To - AGENCY name, address and contact person
 8. Signature of AUTHORIZED REPRESENTATIVE according to the Resolution

Payment Request Form

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

PAYMENT REQUEST State Grant Programs

See Instructions on Page 2.

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

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Grant Expenditure Form

All payment requests require a summary of costs incurred. An electronic version of the [grant expenditure form](http://www.parks.ca.gov/grants) is available at www.parks.ca.gov/grants. GRANTEES may use their own spreadsheet if it contains the required information shown below. Keep copies of invoices or warrants with the PROJECT records, available to OGALS on request. Only provide the following information to OGALS:

PROJECT Number:

Warrant/ Check #(1)	Date(2)	Recipient(3)	Purpose(4)	Pre-Construction Amount(5)	Construction Amount(6)
------------------------	---------	--------------	------------	-------------------------------	---------------------------

PRE-CONSTRUCTION Subtotal (5)	\$
Construction Subtotal (6)	\$
Grand Total (5) + (6)	\$

List only ELIGIBLE COSTS charged to the GRANT.

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

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

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

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

Column (4) SCOPE item related to the expenditure and a brief description, such as “playground design,” “community center permits,” “walkway materials,” “sports field construction.”

Column (5) PRE-CONSTRUCTION costs eligible for up to 25% of the GRANT.

Column (6) DEVELOPMENT costs eligible for up to 100% of GRANT.

Project Completion Packet

PROJECT COMPLETION PACKETS must be submitted by March 31st of the year the contract expires.

GRANTEES are encouraged to submit documents digitally, as .pdf files. E-mail the documents to the PROJECT OFFICER as separate digital files, labeled as the document item. GRANTEES should follow up with PROJECT OFFICER to confirm documents were received.

The final payment (not less than 20% of the PROJECT amount) will be processed after PROJECT COMPLETION and the following occurs:

1. Approval of the PROJECT COMPLETION PACKET (page 37).
2. Site inspection by the PROJECT OFFICER to verify PROJECT COMPLETION.

To request the final payment and complete the PROJECT, the GRANTEE must submit the following documents:

1. Payment Request Form (page 35)
2. Grant Expenditure Form (page 35)
3. Final Funding Sources Form (page 20)
4. GHG Emissions Reduction Worksheet (page 24)
5. PROJECT COMPLETION Certification Form (page 38)
6. Photo of the bond act sign and location (page 28)
7. Recorded Deed Restriction, if not already provided (page 29)
8. Completed CEQA, if not already provided (page 21)
9. Notice of Completion (optional)⁵
10. Audit checklist with items checked that GRANTEE will retain for five years following receipt of final payment (page 50)

For acquisition PROJECTS, the GRANTEE must submit these additional documents:

1. A copy of the recorded deed to the property
2. A map sufficient to verify the description of the property including parcel numbers and acreage
3. Copy of title insurance policy
4. Copy of title report

⁵ OGALS recommends that the GRANTEE file a Notice of Completion with the County Recorder pursuant to State of California Civil Code §3093. Filing the Notice of Completion is not a PROJECT COMPLETION requirement.



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

Project Completion Certification Form

Grantee:

Project Number:

Grantee contact for audit purposes

Name:

Address:

Phone: ()

Email:

Project completion – list the grant scope items:

Provide revised Funding Sources Form

Interest earned on advanced funds: \$

Interest spent on eligible costs: \$

Was a Notice of Completion filed with the County Recorder or other appropriate entity?

Yes / No

Certification:

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

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

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

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

AUTHORIZED REPRESENTATIVE Signature

Date

Print Name and Title

Advance Payments

- OGALS reserves the right to disapprove ADVANCE payment requests.
- Past performance, GRANTEE capacity, and the GRANTEE's financial resources will all be considered before issuing an ADVANCE.
- *GRANTEES that are unable to finance a considerable portion of their PROJECTS are encouraged to seek an allocation transfer (page 54).*
- ADVANCE payments may be requested for costs the GRANTEE will incur within the next six months.
- ADVANCE funds must be placed in an interest-bearing account. Any interest earned on those funds *must* be spent within six months of receipt.
- The sum of DEVELOPMENT ADVANCES cannot exceed 50% of the PROJECT amount.

Pre-Construction Advance

Payment Type	Maximum Request	When to Request	Documents to Send to PROJECT OFFICER
Costs to be incurred in next six months	Preconstruction estimate shown on Development Project SCOPE/Cost Estimate Form	After the contract has been encumbered	<ul style="list-style-type: none">• Payment Request Form• ADVANCE justification (see below)• Sample timesheet if funds will be spent on IN-HOUSE EMPLOYEE SERVICES

Construction Advance

Payment Type	Maximum Request	When to Request	Documents to Send to PROJECT OFFICER
Costs to be incurred in next six months	No more than 50% of the grant amount.	After the contract has been encumbered, and construction will commence during the next six months	<ul style="list-style-type: none">• Payment Request Form• ADVANCE justification (see below)• Bid documents (see page 33, number 9)• Copy of signed contract and a notice to proceed or IN-HOUSE EMPLOYEE SERVICES schedule• Filed NOD or NOE (page Error! Bookmark not defined.)• Sample timesheet if funds will be spent on IN-HOUSE EMPLOYEE SERVICES

Advance Justification

Provide the following information:

- Explanation as to why an ADVANCE is needed instead of a reimbursement. Describe any hardships the GRANTEE will experience if a reimbursement were issued instead of an ADVANCE.
- A payment schedule, with a month-by-month estimate, for up to six months, showing the anticipated amount needed, and to whom the funds will be paid (IN-HOUSE EMPLOYEE SERVICES or name of contractor). The six-month period should begin six to eight weeks after payment request is submitted.

- A funding plan, indicating how the GRANTEE intends to provide cash flow to the percentage of the PROJECT exceeding the 50% ADVANCE limit.
- A statement indicating the GRANTEE will put the advanced funds into a separate, interest bearing account, and spend any interest earned on the PROJECT.
- An acknowledgement that all invoices and contracts pursuant to which payments are made shall be made available to OGALS on demand.

Clearing the Advance

ADVANCES must be cleared with six months of receipt, or earlier. ADVANCES should be cleared incrementally, that is, as costs are incurred.

An ADVANCE is cleared as follows:

- Submit a grant expenditure form (see page 35) documenting expenditures of eligible costs equal to the ADVANCE amount *plus any earned interest* (or 125% of the ADVANCE amount if match is required).
- Submit photos of construction completed and the construction sign (see page 28) with the ADVANCE funds (for construction ADVANCES).
- Return the balance of unspent GRANT funds to OGALS no later than thirty days after the end of the six-month ADVANCE period.
- OGALS will then return the GRANT funds to the contract balance. OGALS cannot return interest to the contract balance.

Subsequent Payments

ADVANCE payments must be cleared before *any* payments will be approved.

This requirement may be waived in cases where a PROJECT requires timely payments to contractors, and the remaining balance of unspent ADVANCED funds cannot cover the next PROJECT payment. The following are required to request a waiver:

1. A letter to the PROJECT OFFICER, signed by the AUTHORIZED REPRESENTATIVE, explaining why the waiver is needed.
2. A statement in the letter that the majority of ADVANCED funds has been cleared.
3. A payment schedule with month by month estimates detailing the anticipated amount needed including the unspent balance of previously ADVANCED funds, along with the additional requested reimbursement or ADVANCE.

Acquisition Advance into Escrow

Payment Type	When to Request	Documents to Send
ADVANCES up to 100% of the GRANT and MATCH amounts	After the contract is encumbered and escrow is open	See following instructions 1. Escrow letter 2. Title report cover page 3. Payment request form

The following items are required to request an ADVANCE payment into escrow:

1. A letter on the GRANTEE's letterhead, addressing all of the following elements, and signed by the GRANTEE's AUTHORIZED REPRESENTATIVE:

- a) Name, address and telephone number of the title company or escrow holder, and the escrow account number to which the GRANT funds will be disbursed.
 - b) Copy of the property appraisal and written concurrence (page 14).
 - c) GRANT contract number and amount of GRANT funds requested.
 - d) A statement by the GRANTEE that “the preliminary title report shows that there are no liens, easements, or any other restrictions that would prevent completion of the PROJECT SCOPE and fulfillment of the contract provisions.”
 - e) A statement by the GRANTEE that “all funds (exclusive of the GRANT funds to be provided under this agreement) needed for the completion of the acquisition of the property or properties have been secured and have been or will be deposited to escrow on or about the same date as the requested GRANT funds.” In making this statement, the GRANTEE is entitled to reasonably rely on the representations of the seller.
2. Cover page of the preliminary title report.
 3. Payment Request Form. The “Send Warrant To” item 7 on the Payment Request Form must be completed using the title company’s or escrow holder’s name, mailing address, and contact person (see page 35).

After approval by OGALS, the payment will be mailed by the State Controller’s Office to the designated escrow company within approximately 30 working days.

Returning Unexpended Advanced Funds for Acquisition

If all or a portion of GRANT funds ADVANCED to the title or escrow company are not expended, the unused portion of the ADVANCED funds must be returned to OGALS within 60 days after completion of the acquisitions), within 60 days of the acquisition withdrawal, or within 60 days after the end of the GRANT PERFORMANCE PERIOD, *whichever is earliest*.

Per Capita Contract



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

Sample Grant Contract Per Capita Grant Program

GRANTEE: Grantee Name

GRANT PERFORMANCE PERIOD is from July 1, 2018 through June 30, 2024

CONTRACT PERFORMANCE PERIOD is from July 1, 2018 through June 30, 2048

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

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

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

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

GRANTEE

AUTHORIZED REPRESENTATIVE Signature

Date

Print Name and Title

STATE OF CALIFORNIA
DEPARTMENT OF PARKS AND RECREATION

AUTHORIZED REPRESENTATIVE Signature

Date

Print Name and Title

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

I. RECITALS

This CONTRACT is entered into between the California Department of Parks and Recreation (hereinafter referred to as "GRANTOR," "DEPARTMENT" or "STATE") and [grantee name] (hereinafter referred to as "GRANTEE").

The DEPARTMENT hereby grants to GRANTEE a sum (also referred to as "GRANT MONIES") not to exceed \$grant amount, subject to the terms and conditions of this CONTRACT and the 20xx/xx California State Budget, Chapter xx, statutes of 20xx, Item number – 3790-xxx-xxxx (appropriation chapter and budget item number hereinafter referred to as "PER CAPITA GRANT"). These funds shall be used for completion of the GRANT SCOPE(S).

The Grant Performance Period is from July 1, 20xx to June 30, 20xx.

II. GENERAL PROVISIONS

A. Definitions

As used in this CONTRACT, the following words shall have the following meanings:

1. The term "ACT" means the California Drought, Water, Parks Climate, Coastal Protection, and Outdoor Access for All Act of 2018, as referred to in section I of this CONTRACT.
2. The term "APPLICATION" means the individual project APPLICATION packet for a project pursuant to the enabling legislation and/or grant program process guide requirements.
3. The term "DEPARTMENT" or "STATE" means the California Department of Parks and Recreation.
4. The term "DEVELOPMENT" means capital improvements to real property by means of, but not limited to, construction, expansion, and/or renovation, of permanent or fixed features of the property.
5. The term "GRANTEE" means the party described as the GRANTEE in Section I of this CONTRACT.
6. The term "GRANT SCOPE" means the items listed in the GRANT SCOPE/Cost Estimate Form or acquisition documentation found in each of the APPLICATIONS submitted pursuant to this grant.
7. The term "PROCEDURAL GUIDE" means the document identified as the "Procedural Guide for California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access For All Act of 2018 Per Capita Program." The PROCEDURAL GUIDE provides the procedures and policies controlling the administration of the grant.

B. Project Execution

1. Subject to the availability of GRANT MONIES in the act, the STATE hereby grants to the GRANTEE a sum of money not to exceed the amount stated in Section I of this CONTRACT, in consideration of, and on condition that, the sum be expended in carrying out the purposes as set forth in the enabling legislation and referenced in the APPLICATION, Section I of this CONTRACT, and under the terms and conditions set forth in this CONTRACT.

The GRANTEE shall assume any obligation to furnish any additional funds that may be necessary to complete the GRANT SCOPE(S).

The GRANTEE agrees to submit any change or alteration from the original GRANT SCOPE(S) in writing to the STATE for prior approval. This applies to any and all changes that occur after

STATE has approved the APPLICATION. Changes in the GRANT SCOPE(S) must be approved in writing by the STATE.

2. The GRANTEE shall complete the GRANT SCOPE(S) in accordance with the time of the Grant Performance Period set forth in Section I of this CONTRACT, and under the terms and conditions of this CONTRACT.
3. The GRANTEE shall comply with the California Environmental Quality Act (Public Resources Code, §21000, et seq., Title 14, California Code of Regulations, §15000 et seq.).
4. The GRANTEE shall comply with all applicable current laws and regulations affecting DEVELOPMENT projects, including, but not limited to, legal requirements for construction contracts, building codes, health and safety codes, and laws and codes pertaining to individuals with disabilities, including but not limited to the Americans With Disabilities Act of 1990 (42 U.S.C. §12101 et seq.) and the California Unruh Act (California Civil Code §51 et seq.).

C. Procedural Guide

1. GRANTEE agrees to abide by the PROCEDURAL GUIDE.
2. GRANTEE acknowledges that STATE may make reasonable changes to its procedures as set forth in the PROCEDURAL GUIDE. If STATE makes any changes to its procedures and guidelines, STATE agrees to notify GRANTEE within a reasonable time.

D. Project Administration

1. If GRANT MONIES are advanced for DEVELOPMENT projects, the advanced funds shall be placed in an interest bearing account until expended. Interest earned on the advanced funds shall be used on the project as approved by the STATE. If grant monies are advanced and not expended, the unused portion of the grant and any interest earned shall be returned to the STATE within 60 days after project completion or end of the Grant Performance Period, whichever is earlier.
2. The GRANTEE shall submit written project status reports within 30 calendar days after the STATE has made such a request. In any event, the GRANTEE shall provide the STATE a report showing total final project expenditures within 60 days of project completion or the end of the grant performance period, whichever is earlier. The Grant Performance Period is identified in Section I of this CONTRACT.
3. The GRANTEE shall make property or facilities acquired and/or developed pursuant to this contract available for inspection upon request by the STATE.

E. Project Termination

1. Project Termination refers to the non-completion of a GRANT SCOPE. Any grant funds that have not been expended by the GRANTEE shall revert to the STATE.
2. The GRANTEE may unilaterally rescind this CONTRACT at any time prior to the commencement of the project. The commencement of the project means the date of the letter notifying GRANTEE of the award or when the funds are appropriated, whichever is later. After project commencement, this CONTRACT may be rescinded, modified or amended only by mutual agreement in writing between the GRANTEE and the STATE, unless the provisions of this CONTRACT provide that mutual agreement is not required.
3. Failure by the GRANTEE to comply with the terms of the (a) PROCEDURAL GUIDE, (b) any legislation applicable to the ACT, (c) this CONTRACT as well as any other grant contracts, specified or general, that GRANTEE has entered into with STATE, may be cause for suspension of all obligations of the STATE unless the STATE determines that such failure was due to no fault of the GRANTEE. In such case, STATE may reimburse GRANTEE for eligible costs properly incurred in performance of this CONTRACT despite non-performance of the GRANTEE. To qualify for such reimbursement, GRANTEE agrees to mitigate its losses to the best of its ability.
4. Any breach of any term, provision, obligation or requirement of this CONTRACT by the GRANTEE shall be a default of this CONTRACT. In the case of any default by GRANTEE, STATE shall be entitled to all remedies available under law and equity, including but not limited to: a) Specific Performance; b) Return of all GRANT MONIES; c) Payment to the STATE of the fair market value of the project property or the actual sales price, whichever is higher; and d) Payment to the STATE of the costs of enforcement of this CONTRACT, including but not limited to court and arbitration costs, fees, expenses of litigation, and reasonable attorney fees.
5. The GRANTEE and the STATE agree that if the GRANT SCOPE includes DEVELOPMENT, final payment may not be made until the work described in the GRANT SCOPE is complete and the GRANT PROJECT is open to the public.

F. Budget Contingency Clause

If funding for any fiscal year is reduced or deleted by the budget act for purposes of this program, the STATE shall have the option to either cancel this contract with no liability occurring to the STATE, or offer a CONTRACT amendment to GRANTEE to reflect the reduced grant amount. This Paragraph shall not require the mutual agreement as addressed in Paragraph E, provision 2, of this CONTRACT.

G. Hold Harmless

1. The GRANTEE shall waive all claims and recourse against the STATE including the right to contribution for loss or damage to persons or property arising from, growing out of or in any way connected with or incident to this CONTRACT except claims arising from the concurrent or sole negligence of the STATE, its officers, agents, and employees.
2. The GRANTEE shall indemnify, hold harmless and defend the STATE, its officers, agents and employees against any and all claims, demands, damages, costs, expenses or liability costs arising out of the ACQUISITION, DEVELOPMENT, construction, operation or maintenance of the property described as the project which claims, demands or causes of action arise under California Government Code Section 895.2 or otherwise except for liability arising out of the concurrent or sole negligence of the STATE, its officers, agents, or employees.

3. The GRANTEE agrees that in the event the STATE is named as codefendant under the provisions of California Government Code Section 895 et seq., the GRANTEE shall notify the STATE of such fact and shall represent the STATE in the legal action unless the STATE undertakes to represent itself as codefendant in such legal action in which event the GRANTEE agrees to pay the STATE's litigation costs, expenses, and reasonable attorney fees.
4. The GRANTEE and the STATE agree that in the event of judgment entered against the STATE and the GRANTEE because of the concurrent negligence of the STATE and the GRANTEE, their officers, agents, or employees, an apportionment of liability to pay such judgment shall be made by a court of competent jurisdiction. Neither party shall request a jury apportionment.
5. The GRANTEE shall indemnify, hold harmless and defend the STATE, its officers, agents and employees against any and all claims, demands, costs, expenses or liability costs arising out of legal actions pursuant to items to which the GRANTEE has certified. The GRANTEE acknowledges that it is solely responsible for compliance with items to which it has certified.

H. Financial Records

1. The GRANTEE shall maintain satisfactory financial accounts, documents, including loan documents, and all other records for the project and to make them available to the STATE for auditing at reasonable times. The GRANTEE also agrees to retain such financial accounts, documents and records for five years following project termination or issuance of final payment, whichever is later.
The GRANTEE shall keep such records as the STATE shall prescribe, including records which fully disclose (a) the disposition of the proceeds of STATE funding assistance, (b) the total cost of the project in connection with such assistance that is given or used, (c) the amount and nature of that portion of the project cost supplied by other sources, and (d) any other such records that will facilitate an effective audit.
3. The GRANTEE agrees that the STATE shall have the right to inspect and make copies of any books, records or reports pertaining to this contract or matters related thereto during regular office hours. The GRANTEE shall maintain and make available for inspection by the STATE accurate records of all of its costs, disbursements and receipts with respect to its activities under this contract. Such accounts, documents, and records shall be retained by the GRANTEE for at least five years following project termination or issuance of final payment, whichever is later.
4. The GRANTEE shall use a generally accepted accounting system.

I. Use of Facilities

1. The GRANTEE agrees that the GRANTEE shall operate and maintain the property acquired or developed with the GRANT MONIES, for the duration of the Contract Performance Period.
2. The GRANTEE agrees that, during the Contract Performance Period, the GRANTEE shall use the property acquired or developed with GRANT MONIES under this contract only for the purposes of this grant and no other use, sale, or other disposition or change of the use of the property to one not consistent with its purpose shall be permitted except as authorized by the STATE and the property shall be replaced with property of equivalent value and usefulness as determined by the STATE.
3. The property acquired or developed may be transferred to another entity if the successor entity assumes the obligations imposed under this CONTRACT and with the approval of STATE.

4. Any real Property (including any portion of it or any interest in it) may not be used as security for any debt or mitigation, without the written approval of the STATE provided that such approval shall not be unreasonably withheld as long as the purposes for which the Grant was awarded are maintained. Any such permission that is granted does not make the STATE a guarantor or a surety for any debt or mitigation, nor does it waive the STATE'S rights to enforce performance under the Grant CONTRACT.
5. All real property, or rights thereto, acquired with GRANT MONIES shall be subject to an appropriate form of restrictive title, rights, or covenants approved by the STATE. If the project property is taken by use of eminent domain, GRANTEE shall reimburse STATE an amount at least equal to the amount of GRANT MONIES received from STATE or the pro-rated full market value of the real property, including improvements, at the time of sale, whichever is higher.
6. If eminent domain proceedings are initiated against GRANTEE, GRANTEE shall notify STATE within 10 days of receiving the complaint.

J. Nondiscrimination

1. The GRANTEE shall not discriminate against any person on the basis of sex, race, color, national origin, age, religion, ancestry, sexual orientation, or disability in the use of any property or facility developed pursuant to this contract.
2. The GRANTEE shall not discriminate against any person on the basis of residence except to the extent that reasonable differences in admission or other fees may be maintained on the basis of residence and pursuant to law.
3. All facilities shall be open to members of the public generally, except as noted under the special provisions of this project contract or under provisions of the enabling legislation and/or grant program.

K. Severability

If any provision of this CONTRACT or the application thereof is held invalid, that invalidity shall not affect other provisions or applications of the CONTRACT which can be given effect without the invalid provision or application, and to this end the provisions of this CONTRACT are severable.

L. Liability

1. STATE assumes no responsibility for assuring the safety or standards of construction, site improvements or programs related to the GRANT SCOPE. The STATE'S rights under this CONTRACT to review, inspect and approve the GRANT SCOPE and any final plans of implementation shall not give rise to any warranty or representation that the GRANT SCOPE and any plans or improvements are free from hazards or defects.
2. GRANTEE will secure adequate liability insurance, performance bond, and/or other security necessary to protect the GRANTEE'S and STATE'S interest against poor workmanship, fraud, or other potential loss associated with completion of the grant project.

M. Assignability

Without the written consent of the STATE, the GRANTEE'S interest in and responsibilities under this CONTRACT shall not be assignable by the GRANTEE either in whole or in part.

N. Use of Grant Monies

GRANTEE shall not use any grant funds (including any portion thereof) for the purpose of making any leverage loan, pledge, promissory note or similar financial device or transaction, without: 1) the prior written approval of the STATE; and 2) any financial or legal interests created by any such leverage loan, pledge, promissory note or similar financial device or transaction in the project property shall be completely subordinated to this CONTRACT through a Subordination Agreement provided and approved by the STATE, signed by all parties involved in the transaction, and recorded in the County Records against the fee title of the project property.

N. Section Headings

The headings and captions of the various sections of this CONTRACT have been inserted only for the purpose of convenience and are not a part of this CONTRACT and shall not be deemed in any manner to modify, explain, or restrict any of the provisions of this CONTRACT.

O. Waiver

Any failure by a party to enforce its rights under this CONTRACT, in the event of a breach, shall *not* be construed as a waiver of said rights; and the waiver of any breach under this CONTRACT shall *not* be construed as a waiver of any subsequent breach.

GRANTEE

AUTHORIZED REPRESENTATIVE Signature Date

Print Name and Title

STATE OF CALIFORNIA DEPARTMENT OF PARKS AND RECREATION

AUTHORIZED REPRESENTATIVE Signature Date

Print Name and Title

Accounting and Audits

Accounting Requirements

GRANTEES must use accounting practices that:

- Provide accounting data that clearly records costs incurred on the PROJECT and accurately reflects fiscal transactions, with the necessary controls and safeguards.
- Provide good audit trails, especially the source documents (purchase orders, receipts, progress payments, invoices, timecards, cancelled warrants, warrant numbers, etc.) specific to the PROJECT.

Accounting Rules for Employee Services (IN-HOUSE EMPLOYEESERVICES)

GRANTEES must follow these accounting practices for employee services:

- Maintain time and attendance records as charges are incurred, identifying the employee through a name or other tracking system, and that employee's actual time spent on the PROJECT.
- Time estimates, including percentages, for work performed on the PROJECT are not acceptable.
- Time sheets that do not identify the specific employee's time spent on the PROJECT are not acceptable.
- Costs of the salaries and wages must be calculated according to the GRANTEE'S wage and salary scales, and may include benefit costs such as vacation, health insurance, pension contributions and workers' compensation.
- Overtime costs may be allowed under the GRANTEE'S established policy, provided that the regular work time was devoted to the same PROJECT.
- May not include overhead or cost allocation. These are costs generally associated with supporting an employee, such as rent, personnel support, IT, utilities, etc.

State Audit

Grants are subject to audit by DPR. All PROJECT records must be retained for five years after final payment was issued, or PROJECT terminated, whichever is later.

The GRANTEE must provide the following when an audit date and time has been confirmed by DPR:

- All PROJECT records, including the source documents and cancelled warrants, books, papers, accounts, time sheets, or other records listed in the Audit Checklist or requested by DPR.
- An employee having knowledge of the PROJECT and its records to assist the DPR auditor.

Record Keeping Recommendation

GRANTEES are encouraged to keep records of all eligible costs, including those not submitted to OGALS for payment. This provides a potential source of additional eligible costs, should any submitted expenses be deemed ineligible.

Contact the DPR Audits Office at (916) 657-0370 for questions about these requirements.

Audit Checklist

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

CONTRACTS

- ☐ Summary list of bidders (including individual bid packages)
- ☐ Recommendation by reviewer of bids
- ☐ Award by governing body (minutes of the meeting/resolution)
- ☐ Construction contract agreement
- ☐ Contract bonds (bid, performance, payment)
- ☐ Contract change orders
- ☐ Contractor's progress billings
- ☐ Payments to contractor (cancelled checks/warrants, bank statements, EFT receipts**)
- ☐ Stop Notices (filed by sub-contractors and release if applicable)
- ☐ Liquidated damages (claimed against the contractor)
- ☐ Notice of completion (recorded)

IN-HOUSE EMPLOYEE SERVICES*

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

IN-HOUSE EQUIPMENT*

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

MINOR CONTRACTS/ MATERIALS/ SERVICES/EQUIPMENT RENTALS

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

ACQUISITION

- ☐ Appraisal Report
 - ☐ Did the owner accompany the appraiser?
 - ☐ 10 year history
- ☐ Statement of just compensation (signed by seller)
- ☐ Statement of difference (if purchased above appraisal)
- ☐ Waiver of just compensation (if purchased below appraisal: signed by seller)
- ☐ Final Escrow Closing Statement
- ☐ Cancelled checks/warrants, bank statements and EFT receipts, [payment(s) to seller(s)]
- ☐ GRANT deed (vested to the participant) or final order of condemnation
- ☐ Title insurance policy (issued to participant)
- ☐ Relocation documents
- ☐ Income (rental, grazing, sale of improvements, etc.)

INTEREST

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

AGREEMENT/CONTRACTS

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

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

*** Front and back if copied.*

References

Public Resources Code relating to the Proposition 68 Per Capita program

80000.

This division shall be known, and may be cited, as the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access For All Act of 2018.

80001.

(b) It is the intent of the people of California that all of the following shall occur in the implementation of this division:

- (3) To the extent practicable, a project that receives moneys pursuant to this division will include signage informing the public that the project received funds from the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access For All Act of 2018.
- (5) To the extent practicable, a project that receives moneys pursuant to this division will provide workforce education and training, contractor, and job opportunities for disadvantaged communities.
- (7) To the extent practicable, administering entities should measure or require measurement of greenhouse gas emissions reductions and carbon sequestrations associated with projects that receive moneys pursuant to this division.
- (8) To the extent practicable, as identified in the "Presidential Memorandum--Promoting Diversity and Inclusion in Our National Parks, National Forests, and Other Public Lands and Waters," dated January 12, 2017, the public agencies that receive funds pursuant to this division will consider a range of actions that include, but are not limited to, the following:
 - (A) Conducting active outreach to diverse populations, particularly minority, low-income, and disabled populations and tribal communities, to increase awareness within those communities and the public generally about specific programs and opportunities.
 - (B) Mentoring new environmental, outdoor recreation, and conservation leaders to increase diverse representation across these areas.
 - (C) Creating new partnerships with state, local, tribal, private, and nonprofit organizations to expand access for diverse populations.
 - (D) Identifying and implementing improvements to existing programs to increase visitation and access by diverse populations, particularly minority, low-income, and disabled populations and tribal communities.
 - (E) Expanding the use of multilingual and culturally appropriate materials in public communications and educational strategies, including through social media strategies, as appropriate, that target diverse populations.
 - (F) Developing or expanding coordinated efforts to promote youth engagement and empowerment, including fostering new partnerships with diversity-serving and youth-serving organizations, urban areas, and programs.
 - (G) Identifying possible staff liaisons to diverse populations.

80002.

(d) "Department" means the Department of Parks and Recreation.

(n) "Severely disadvantaged community" means a community with a median household income less than 60 percent of the statewide average.

80020.

Moneys allocated pursuant to this division shall not be used to fulfill any mitigation requirements imposed by law.

CHAPTER 3.**80060.**

For purposes of this chapter, “district” means any regional park district, regional park and open-space district, or regional open-space district formed pursuant to Article 3 (commencing with §5500) of Chapter 3 of Division 5, any recreation and park district formed pursuant to Chapter 4 (commencing with §5780) of Division 5, or any authority formed pursuant to Division 26 (commencing with §35100). With respect to any community or unincorporated region that is not included within a district, and in which no city or county provides parks or recreational areas or facilities, “district” also means any other entity, including, but not limited to, a district operating multiple-use parklands pursuant to Division 20 (commencing with §71000) of the Water Code.

80061.

- (a) The sum of two hundred million dollars (\$200,000,000) shall be available to the department, upon appropriation by the Legislature, for local park rehabilitation, creation, and improvement grants to local governments on a per capita basis. Grant recipients shall be encouraged to utilize awards to rehabilitate existing infrastructure and to address deficiencies in neighborhoods lacking access to the outdoors.
- (b) The sum of fifteen million dollars (\$15,000,000) shall be available to the department, upon appropriation by the Legislature, for grants to cities and districts in urbanized counties providing park and recreation services within jurisdictions of 200,000 or less in population. For purposes of this subdivision, “urbanized county” means a county with a population of 500,000 or more. An entity eligible to receive funds under this subdivision shall also be eligible to receive funds available under subdivision (a).
- (c) Unless the project has been identified as serving a severely disadvantaged community, an entity that receives an award pursuant to this section shall be required to provide a match of 20 percent as a local share.

80062.

- (a)(1) The department shall allocate 60 percent of the funds available pursuant to subdivision (a) of Section 80061 to cities and districts, other than a regional park district, regional park and open-space district, open-space authority, or regional open-space district. Each city’s and district’s allocation shall be in the same ratio as the city’s or district’s population is to the combined total of the state’s population that is included in incorporated and unincorporated areas within the county, except that each city or district shall be entitled to a minimum allocation of two hundred thousand dollars (\$200,000). If the boundary of a city overlaps the boundary of a district, the population in the overlapping area shall be attributed to each jurisdiction in proportion to the extent to which each operates and manages parks and recreational areas and facilities for that population. If the boundary of a city overlaps the boundary of a district, and in the area of overlap the city does not operate and manage parks and recreational areas and facilities, all grant funds for that area shall be allocated to the district.

- (2) On or before April 1, 2020, a city and a district that are subject to paragraph (1), and whose boundaries overlap, shall collaboratively develop and submit to the department a specific plan for allocating the grant funds in accordance with the formula specified in paragraph (1). If, by that date, the plan has not been developed and submitted to the department, the director shall determine the allocation of the grant funds between the affected jurisdictions.
- (b)(1) The department shall allocate 40 percent of the funds available pursuant to subdivision (a) of §80061 to counties and regional park districts, regional park and open-space districts, open-space authorities formed pursuant to Division 26 (commencing with §35100), and regional open-space districts formed pursuant to Article 3 (commencing with §5500) of Chapter 3 of Division 5.
- (2) Each county's allocation under paragraph (1) shall be in the same ratio that the county's population is to the total state population, except that each county shall be entitled to a minimum allocation of four hundred thousand dollars (\$400,000).
- (3) In any county that embraces all or part of the territory of a regional park district, regional park and open-space district, open-space authority, or regional open-space district, and whose board of directors is not the county board of supervisors, the amount allocated to the county shall be apportioned between that district and the county in proportion to the population of the county that is included within the territory of the district and the population of the county that is outside the territory of the district.
- (c) For the purpose of making the calculations required by this section, population shall be determined by the department, in cooperation with the Department of Finance, on the basis of the most recent verifiable census data and other verifiable population data that the department may require to be furnished by the applicant city, county, or district.
- (d) The Legislature intends all recipients of funds pursuant to subdivision (a) of §80061 to use those funds to supplement local revenues in existence on the effective date of the act adding this division. To receive an allocation pursuant to subdivision (a) of §80061, the recipient shall not reduce the amount of funding otherwise available to be spent on parks or other projects eligible for funds under this division in its jurisdiction. A one-time allocation of other funding that has been expended for parks or other projects, but which is not available on an ongoing basis, shall not be considered when calculating a recipient's annual expenditures. For purposes of this subdivision, the Controller may request fiscal data from recipients for the preceding three fiscal years. Each recipient shall furnish the data to the Controller no later than 120 days after receiving the request from the Controller.

80063.

- (a) The director of the department shall prepare and adopt criteria and procedures for evaluating applications for grants allocated pursuant to subdivision (a) of §80061. The application shall be accompanied by certification that the project is consistent with the park and recreation element of the applicable city or county general plan or the district park recreation plan, as the case may be.
- (b) To utilize available grant funds as effectively as possible, overlapping and adjoining jurisdictions and applicants with similar objectives are encouraged to combine projects and submit a joint application. A recipient may allocate all or a portion of its per capita share for a regional or state project.

Allocation Tables

Visit OGALS' [Per Capita webpage](http://www.parks.ca.gov/percapita) at www.parks.ca.gov/percapita for allocations.

Allocation Transfer

Entities that receive an allocation under the Per Capita program may transfer all or part of that allocation to another eligible entity, provided that the following requirements are met:

1. All required documentation must be submitted no later than six months from the end of the encumbrance period.
2. The transferring agency must submit a resolution authorizing the transfer of the allocation. The resolution must name the recipient entity and the transferred amount.⁶
3. The recipient must be eligible to receive Per Capita funds.
4. The recipient must have submitted the authorizing resolution shown on page 7.
5. The recipient must submit a resolution authorizing the receipt of funds; the resolution must state the donor and the transferred amount.

⁶ Please contact OGALS for sample transfer and recipient resolutions.

Definitions

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

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.

APPLICATION PACKET – the Application form and its required attachments described in the Application Checklist and Directions beginning on page 10.

AUTHORIZED REPRESENTATIVE – the GRANTEE’S designated position authorized in the Resolution to sign all required GRANT documents.

CEQA – the California Environmental Quality Act established policies and procedures requiring GRANTEES 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 GRANTEE’S proposed PROJECT. (Public Resources Code §21000 et seq.; Title 14 California Code of Regulations §15000 et seq.)

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

CONTRACT PERFORMANCE PERIOD – the amount of time stated on the contract agreement, specifying the performance of the contractual grant obligations between the GRANTEE and DPR.

DEVELOPMENT – construction, expansion, or renovation.

DPR – the California Department of Parks and Recreation.

GRANT – funds made available to a GRANTEE for completion of the PROJECT SCOPE(s) during the GRANT PERFORMANCE PERIOD.

GRANTEE – an entity having a fully executed contract with DPR.

GRANT PERFORMANCE PERIOD – period of time that eligible costs may be incurred by the GRANTEE and paid for by DPR, as specified in the fully executed contract.

IN-HOUSE EMPLOYEE SERVICES – use of the GRANTEE’S employees working on the PROJECT SCOPE.

OGALS – DPR’S Office of Grants and Local Services.

PRE-CONSTRUCTION COSTS – costs incurred within the GRANT PERFORMANCE PERIOD for the planning, design, and permit phase of the PROJECT before construction can begin.

PROJECT – the SCOPE as described in the APPLICATION PACKET to be completed with GRANT funds.

PROJECT COMPLETION – when the PROJECT is complete and the facilities are open and useable by the public.

PROJECT COMPLETION PACKET – The documents listed on page 37 that are required in order to request final payment following PROJECT COMPLETION.

PROJECT OFFICER – an OGALS employee, who acts as a liaison with GRANTEES and administers GRANT funds, facilitates compliance with the Procedural Guide, and the GRANT contract.

SCOPE – the acquisition, recreation features, and major support amenities described in the APPLICATION PACKET that must be completed prior to final GRANT payment.

TOTAL PROJECT COST – the combined dollar amount of all funding sources used to complete the acquisition, or recreation features and major support amenities described in the APPLICATION PACKET.



City of Rialto

Legislation Text

File #: 21-0700, **Version:** 1, **Agenda #:**

Discussion on Childhood Obesity Prevention/Environmental Health and Sustainability Grant

Action: Motion to recommend the Community Services Department apply for the grant based

Childhood Obesity Prevention/Environmental Health and Sustainability Awards

APPLICATION QUESTIONS PREVIEW



ALL questions (except #17) MUST be answered to consider your application complete. You will not be able to submit your application unless each of these questions has been answered. PLEASE REMEMBER THAT THIS IS FOR REFERENCE PURPOSES ONLY. **The only way to submit your application is online, at www.usmayors.org/abfha-awards.** Applications will not be accepted via email, fax, or any other physical or electronic means. If you have any questions, you can contact us at abfha-awards@usmayors.org.

Basic Program Information

1. What's the name/title of the program/initiative you're submitting for consideration? (Please note that the name/title you provide here will be used in all promotional materials, if your program/initiative is selected to receive an award.)
2. Name of city applying for the award:
3. State or Territory in which the city applying for the award is located (drop-down menu):
4. Please select the population category of the city applying for the award:
 - Large City (population greater than 250,000)
 - Medium City (population 75,000-250,000)
 - Small City (population less than 75,000)
5. Mayor First Name
6. Mayor Last Name
7. Which of the award categories does your program/initiative address? (Please see the "Application FAQ" on our [web page](#) for a more detailed discussion of the types of programs/initiatives eligible for funding through the Childhood Obesity Prevention/Environmental Health & Sustainability Awards.)

- Childhood Obesity Prevention
- Environmental Health & Sustainability
- Hybrid

8. Specify whether this application is for:

- Development of a New Program
- Expansion of an Existing Program

Mayoral Staff and Lead Application Contact Information – The Mayoral Staff Contact should be the person responsible for confirming the Mayor's support of the proposed initiative, and the point person for coordinating any logistics regarding the Mayor's schedule/availability, securing quotes for press releases and other such permissions/issues. The Lead Application Contact should be the person familiar with specific aspects of this application, and thus specific aspects of the initiative you're proposing, who can answer any related questions that might arise.

9. Mayoral Staff Contact Information

- First Name:
- Last Name:
- Email Address
- Telephone Number:

10. Lead Application Contact Information

- First Name:
- Last Name:
- Email Address:
- Telephone Number:

Community & Program Descriptions; Mayoral Engagement; Budget & Budget Narrative

11. Community Description/Statement of Need (limited to 500 words):

Please describe the target population that will be the focus of the proposed program, and the existing childhood obesity/environmental health and sustainability programs and resources available to them. Consider this essay a statement of need, essentially. Here you can talk about the population(s) your program/initiative aims to help, and why they might need that help. You may include information on:

- Overall community demographics and data on socio-economic status;
- Childhood obesity and/or environmental data specifically for the target population(s) your proposed program/initiative will serve; and
- An overview of existing resources available to the target population, and how your program will supplement, complement, and/or enhance those resources.

12. **Description of the Proposed Program/Initiative** (limited to 1,000 words): Please describe, in detail, the program/initiative you propose to implement, should you win the award. Include the rationale for the program and any objective data or results demonstrating anticipated impact. It may be helpful to consider the answers to the following questions as you prepare your response:

- How will the target population(s) benefit from this program/initiative?
- What aspects of your program are unique? Novel? Innovative?
- Why do you believe the program will be effective?
- What organizations/city departments will be involved in the implementation of this program, and what will be the specific roles of those departments/organizations?
- What are your anticipated program/initiative outcomes, and how will you measure them?
- Can your program/initiative be replicated in different communities?

13. **COVID-19 Response** (limited to 250 words): How does your program/initiative respond to and/or anticipate the challenges presented by the COVID-19 pandemic?

14. **Mayoral Engagement** (limited to 250 words): how will your Mayor be involved with the proposed initiative? How will the Mayor promote or champion the initiative? Will the Mayor engage directly with those served by the proposed initiative and if so, how? Will the Mayor be involved in ensuring the viability of the program beyond the funding provided by this award? Please provide as many specifics as possible.

15. **Please upload your Mayoral Letter of Support.** (Required for submission; MUST be in PDF format, signed by the Mayor, on City letterhead.)

16. **Budget and Budget Narrative:** please provide, in a single document:

- a) An itemized budget for the full first-place award amount in your population category, should you win. (Refer to our awards web page for population categories and award amounts.) We understand that you can only be so specific in this instance, but do your best to give us an idea of what your spending priorities would be; AND

- b) A 500-word (or less) budget narrative that explains/justifies your priorities AND speaks to which priorities you'd focus on if you receive the second-place award amount (\$50,000).

This document must be in PDF, DOC, or DOCX format.

17. Attachments (Optional): Here you can share any relevant documents or files that you feel will enhance your application. You may upload up to five (5) documents. Acceptable file formats are PDF, JPG/JPEG, and DOC/DOCX only. PRO TIP: If you would like to share a file larger than 2MB, or a file of a type not listed above (a video, for example), you can include links to those files in a document (a PDF or DOC/DOCX file) - this way you can share virtually unlimited files related to your application!

18. Final Report Requirement: Please read the passage below and, when you are ready, click on the checkbox next to the text "I understand and agree to these terms:"

As a condition of receiving these funds, all grantees/awardees will be required to complete a final report within 12 months of disbursement of funds (defined as the moment when the grantee/awardee is in receipt of the funds, irrespective of when the grantee/awardee begins the project.) This report shall, at a minimum, contain a brief description of the project as originally conceived and proposed; a discussion of outcomes anticipated, and whether they were achieved; a discussion of challenges faced and how they were addressed; and a report on how funds were expended. Recommended report length is 1,000 – 1,500 words.