

**DRAFT**

**October 2 to November 1, 2018 Public Review Period**

## **APPLICATION GUIDE**

**for the**

# **Statewide Park Development and Community Revitalization Program**

**Competitive Rounds for Proposition 68:**

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



**State of California  
Natural Resources Agency  
Department of Parks and Recreation  
Office of Grants and Local Services**

**Send Applications and Correspondence to:**

**Street Address for Overnight Mail:**

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

**Mailing Address:**

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

**Phone: (916) 653-7423**

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



### **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 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.
- ❖ Commitment 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, 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 Statewide Park Development and Community Revitalization Program (SPP)**

- Use this guide for the competitive APPLICATION process.
- Also review the GRANT ADMINISTRATION GUIDE before sending your APPLICATION to OGALS.
- Visit [parks.ca.gov/spp](http://parks.ca.gov/spp) for SPP technical assistance, updates, program history, staff contacts, and the GRANT ADMINISTRATION GUIDE.
- Please call, write, or email OGALS with questions or comments. Contact information is provided on the front cover of this guide.

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**Words and terms in SMALL CAPS are defined in the back of this guide.**

## I. PROGRAM OVERVIEW

### Intent

Statewide Park Program (SPP) competitive grants will create NEW PARKS and NEW RECREATION OPPORTUNITIES in CRITICALLY UNDERSERVED COMMUNITIES across California.

### Proposition 68 Funding

- \$650,275,000 will be distributed throughout multiple ROUNDS.
- Use this Application Guide for each ROUND.

### Legacy

Previously, Proposition 84 (2006 Bond Act) funded two ROUNDS:

- \$2.9 billion was requested. \$368 million was awarded.
- Over one hundred new parks were created and twenty existing parks were improved throughout California.

SPP legislation is found in Public Resources Code §§5640 through 5653.

Proposition 68 (2018 Bond Act) continues this program's legacy.

### Eligible Applicants

- Cities
- Counties
- DISTRICTS (as defined on page 67)
- JOINT POWERS AUTHORITIES (one member of the JOINT POWERS AUTHORITY must be either an eligible DISTRICT, City, or County)
- NON-PROFITS with 501(c)(3) status

### Types of Projects

A PROJECT must involve either DEVELOPMENT or a combination of ACQUISITION and DEVELOPMENT to:

1. Create a NEW PARK, or
2. EXPAND an EXISTING PARK, or
3. RENOVATE an EXISTING PARK

A PROJECT must include at least one RECREATION FEATURE to be eligible. Examples of RECREATION FEATURES are listed on the next page.

**Types of Projects** (continued)

All PROJECTS must create or RENOVATE at least one RECREATION FEATURE. Examples of RECREATION FEATURES include but are not limited to the following:

RECREATION FEATURES (examples)
<ul style="list-style-type: none"> <li>• ACQUISITION of land:                             <ul style="list-style-type: none"> <li>○ Must be combined with DEVELOPMENT of a NEW RECREATION FEATURE.</li> </ul> </li> <li>• <b>OR</b></li> <li>○ Must already have a RECREATION FEATURE for public use at close of escrow.</li> <li>• Aquatic center, swimming pool, splash pad, fishing pier or paddling launch site</li> <li>• Amphitheater/performing arts dance, music, and theater stage</li> <li>• Athletic fields (soccer regulation or “futbol-rapido”, baseball, softball, football, etc.)</li> <li>• Athletic courts (basketball, “futsal”, tennis, pickleball, etc.)</li> <li>• Community gardens, botanical or demonstration gardens and orchards</li> <li>• Community/Recreation center (only if it will be in or ADJACENT to a PARK)</li> <li>• Dog park</li> <li>• Jogging and walking loop, par course, running track</li> <li>• Non-motorized trail, pedestrian/bicycle bridge, greenbelt/linear PARK</li> <li>• Outdoor gym exercise equipment (stations fixed into ground)</li> <li>• Open space and natural area for public recreation use</li> <li>• Picnic/Bar-B-Que areas</li> <li>• Playground and tot lot</li> <li>• Plaza, Zocalo, Gazebo</li> <li>• Public art (mosaic tiles, sculptures, murals)</li> <li>• Skate park, skating rink, and BMX or pump track (non-motorized bike tracks)</li> <li>• Lighting to allow for extended night time use of a RECREATION FEATURE</li> <li>• Shade structure/COVERED PARK areas over a RECREATION FEATURE to allow for extended day time use</li> </ul>

MAJOR SUPPORT AMENITIES
<p>A PROJECT <u>may</u> also include MAJOR SUPPORT AMENITIES such as:</p> <ul style="list-style-type: none"> <li>• Restroom building, snack shack</li> <li>• Parking lot, staging area, pathway for access to a RECREATION FEATURE</li> <li>• Landscaping or lighting that will be constructed throughout the PARK</li> </ul> <p>However, APPLICATIONS <u>where the majority</u> of the TOTAL PROJECT COST is for a MAJOR SUPPORT AMENITY such as a parking lot or restroom <u>will be less competitive</u>. PROJECTS should create a NEW RECREATION OPPORTUNITY(S) as the primary goal.</p> <p><b><u>APPLICATIONS that only have MAJOR SUPPORT AMENITIES are ineligible; a PROJECT must include a RECREATION FEATURE.</u></b></p>

## Program Overview

### Grant Amount Per Application

- The maximum grant request per APPLICATION/PARK is: \$8,500,000
- The minimum grant request per APPLICATION/PARK is: \$200,000

#### One PARK = One Application:

Each PARK requires its own, separate APPLICATION. Only one APPLICATION, requesting up to \$8.5 million, may be submitted for the same PARK in the same ROUND.

#### Multiple PARKS = Multiple Applications:

An APPLICANT may submit multiple APPLICATIONS for different PARKS. An APPLICANT can potentially receive multiple GRANT awards that total more than \$8.5 million in the same ROUND.

#### There is no match requirement:

The GRANT by itself may fund the entire PROJECT.

### Amount Available Per Round

\$650,275,000 will be split into multiple ROUNDS as shown below:

Round	State Budget APPROPRIATION DATE	Amount Available
2019 ROUND	July 1, 2018	\$254,942,000
Future ROUND(s) See <a href="http://parks.ca.gov/spp">parks.ca.gov/spp</a> for future funding announcements	Future State Budget(s) will determine APPROPRIATION DATE(s)	\$395,333,000
		<b>Total: \$650,275,000*</b>

\*While the program's priority is to create NEW PARKS, at least \$134,125,000 of the \$650,275,000, will fund PROJECTS that EXPAND or RENOVATE EXISTING PARKS. Of the \$134,125,000, there is not a predetermined set-aside for PROJECTS that EXPAND or RENOVATE EXISTING PARKS within a single ROUND.

## Application Deadline for Each Round

The APPLICATION deadline will be unique for each ROUND of SPP and will be announced at [parks.ca.gov/spp](https://parks.ca.gov/spp).

## Application Process

1. Review the “Competitive Chart” at [parks.ca.gov/spp](https://parks.ca.gov/spp).
  - The “Competitive Chart” is an important technical assistance tool that outlines what needs to be prioritized and considered for a competitive SPP 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 SPP experts. See page 54 for a complete list.
4. Review the GRANT ADMINISTRATION GUIDE, including CONTRACT provisions, to understand the requirements if the competitive APPLICATION is selected for funding.
5. Send the APPLICATION to OGALS postmarked by the application deadline announced at [parks.ca.gov/spp](https://parks.ca.gov/spp). APPLICATION submittal instructions are found on page 10.
6. As another form of technical assistance, APPLICANTS may be advised to correct or complete documents after the APPLICATION is submitted.
  - Exception: Project Selection Criteria (page 14 – 30) responses must be complete by the APPLICATION deadline. Revisions will not be accepted.
7. The competitive APPLICATION(S) will be evaluated and ranked based on Project 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.
2. After the mandatory 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. The GRANTEE will receive a deed restriction/grant notice to record on the title to the property if the GRANTEE owns the land. The deed restriction/grant notice refers to the CONTRACT that requires GRANTEES to ensure operation and maintenance of the PROJECT SITE for 30 years.
4. The GRANT PERFORMANCE PERIOD starts with the APPROPRIATION DATE. If the grant is awarded, PRE-CONSTRUCTION COSTS dating back to the APPROPRIATION DATE may be reimbursed.
5. PROJECT COMPLETION is recommended (but not required) six months before the end of the GRANT PERFORMANCE PERIOD. This gives time for the GRANTEE to prepare the final GRANT invoice.
6. Send the final grant invoice to OGALS at least three months before the end of the GRANT PERFORMANCE PERIOD. This gives time for OGALS to review the payment documents, conduct a final site inspection, and process the final payment through the State Controller's Office.
7. The CONTRACT requires GRANTEES to ensure operation and maintenance of the PROJECT SITE for 30 years. The 30-year period begins with the APPROPRIATION DATE.
8. Each ROUND will have a unique GRANT PERFORMANCE PERIOD based on the APPROPRIATION DATE. Dates for each round will be posted [parks.ca.gov/spp](https://parks.ca.gov/spp).

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### II. Application Package

This section (pages 11 to 49) provides detailed guidance to complete the APPLICATION.

As a reminder, each PROJECT SITE requires its own separate APPLICATION.

Please follow these five instructions to prepare the APPLICATION.

- 1. Use the Application Checklist on the next page to organize the APPLICATION.**
  - Checklist items 1-13 are required for all APPLICATIONS.
  - Checklist item 14 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 Project Selection Criteria (Checklist item 2) must be complete by the APPLICATION deadline.
- 2. Provide a Table of Contents** based on the Checklist on the next page and number all pages (handwritten page numbers are acceptable).
  - Include “dividers with tabs” that separate and label each Checklist item within the APPLICATION. Please do not send the APPLICATION in a binder. Only use a binder clip or folder.
- 3. Send only the items requested in the Checklist.** Do not send supplementary materials, such as PowerPoint presentations or letters of support.
- 4. Send one unbound APPLICATION for each PROJECT SITE.**
  - Please keep at least one copy for your records. OGALS may request an electronic copy. Original signatures are not required.
- 5. Send the APPLICATION using the mailing address on the cover of this guide.**

The APPLICATION must be postmarked or hand-delivered by or before the ROUND'S APPLICATION due date announced at [parks.ca.gov/spp](https://parks.ca.gov/spp).

**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 <input checked="" type="checkbox"/>	Application Guide Page Number	Signed by Authorized Representative
<input type="checkbox"/> 1. Application Form	Pg. 13	<input type="checkbox"/>
<input type="checkbox"/> 2. Project Selection Criteria	Pg. 14	N/A
<input type="checkbox"/> 3. Community FactFinder Report and Certification Form	Pg. 31	<input type="checkbox"/>
<input type="checkbox"/> 4. Resolution	Pg. 33	N/A
<input type="checkbox"/> 5. Grant Scope/Cost Estimate Form	Pg. 35	<input type="checkbox"/>
<input type="checkbox"/> 6. Funding Sources Form	Pg. 38	<input type="checkbox"/>
<input type="checkbox"/> 7. Project Timeline Form	Pg. 41	<input type="checkbox"/>
<input type="checkbox"/> 8. Applicant Capacity	Pg. 43	N/A
<input type="checkbox"/> 9. California Environmental Quality Act (CEQA) Compliance Form	Pg. 44	<input type="checkbox"/>
<input type="checkbox"/> 10. Project Site Ownership, Acquisition, or Lease	Pg. 46	N/A
<input type="checkbox"/> 11. Concept Level Site Plan	Pg. 47	N/A
<input type="checkbox"/> 12. Photos and Copyright License Agreement	Pg. 47	N/A
<input type="checkbox"/> 13. Project Location Map	Pg. 49	N/A
<input type="checkbox"/> 14. NON-PROFIT APPLICANT Requirements (only for NON-PROFIT APPLICANTS)	Pg. 49	N/A

### Project Application Form

A “fillable” APPLICATION Form is available at [parks.ca.gov/spp](https://parks.ca.gov/spp).

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

For the “Project Site Name and Physical Address”, if a physical address is not available, please provide the latitude and longitude coordinates according to Google maps.

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 PROJECT 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.

**State of California – The Natural Resources Agency  
DEPARTMENT OF PARKS AND RECREATION  
Statewide Park Development and Community Revitalization Program of 2018  
Project Application Form**

PROJECT NAME	REQUESTED GRANT AMOUNT \$ _____
	OTHER FUNDING SOURCES \$ _____
	TOTAL PROJECT COST \$ _____
PROJECT SITE NAME and PHYSICAL ADDRESS where project is located (including zip code)	PROJECT SITE OWNERSHIP ( <input checked="" type="checkbox"/> all that apply)  <input type="checkbox"/> Owned in fee simple by APPLICANT <input type="checkbox"/> Proposed Acquisition of _____ acres <input type="checkbox"/> Available (or will be available) under a _____ year lease or easement <input type="checkbox"/> TURN-KEY Project
NEAREST CROSS STREETS	
COUNTY OF PROJECT LOCATION	
<u>APPLICANT NAME (ENTITY APPLYING FOR THE GRANT) AND MAILING ADDRESS</u>	
<b>AUTHORIZED REPRESENTATIVE AS SHOWN IN RESOLUTION</b>	
_____	
Name ( <i>typed or printed</i> ) and Title	Email address
	Phone
<b>APPLICATION CONTACT</b>	
_____	
Name ( <i>typed or printed</i> ) and Title	Email address
	Phone
<b>GRANT CONTACT - For administration of grant if awarded (<i>if different from AUTHORIZED REPRESENTATIVE</i>)</b>	
_____	
Name ( <i>typed or printed</i> ) 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 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 as shown in Resolution	Date
Print Name _____	Title _____

## Application Checklist Item 2

### Project Selection Criteria

#### Overview

Structure your response to follow the same numbered and lettered order of the Project Selection Criteria. A template to structure the response titled “Outline for Project Selection Criteria Response” is available at [parks.ca.gov/spp](http://parks.ca.gov/spp).

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

APPLICANTS are encouraged to conceptualize a new project based on the Project Selection Criteria. Technical Assistance tips are included starting on page 55.

The maximum score is 100 points.

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

PROJECT SELECTION CRITERIA	MAX POINT VALUE
<b>Project Location</b>	
1. Critical Lack of PARK SPACE	18
2. Significant Poverty	18
3. Type of Project	10
<b>Community Engagement</b>	
4. Community Based Planning	18
5. Employment or Volunteer Opportunities	3
6. Partnerships or Committed Funding	3
<b>Operation and Maintenance Considerations</b>	
7. Environmental Design	7
8. Public Use Fees and Hours of Operation	5
<b>Summary about Project Need, Benefits, and Readiness</b>	
9. Community CHALLENGES, Project Benefits and Readiness	18
Maximum Score	<b>100</b>

**Project Selection Criterion #1 - Critical Lack of Park Space**

Use the California State Parks Community FactFinder at [ParksforCalifornia.org/communities](http://ParksforCalifornia.org/communities) to provide information about the critical lack of PARK SPACE within PROXIMITY (a half-mile radius) of the PROJECT SITE. Answer the following:

What is the ratio of PARK acreage per 1,000 RESIDENTS within PROXIMITY of the PROJECT SITE according to the California State Parks Community FactFinder Report?

Use this format to structure the response:

<b>Ratio of PARK acreage per 1,000 residents according to the FactFinder report</b>	<b>FactFinder Report ID Number</b> (found on the top right corner of the report)

<b>POINTS:</b> <i>The scale below shows that 18 points will be given to PROJECTS in PROXIMITY to CRITICALLY UNDERSERVED COMMUNITIES having the lowest ratio of PARK SPACE per 1,000 RESIDENTS when compared with all statewide APPLICATIONS. OGALS will develop a competitive statewide list representing the PARK SPACE per 1,000 RESIDENTS of all APPLICATIONS in ranking order, from lowest to highest.</i>	
	<b>Points</b>
Lowest 10% on the ranked list	18
From 11%-20% on the ranked list	16
From 21%-30% on the ranked list	14
From 31%-40% on the ranked list	12
From 41%-60% on the ranked list	10
From 61%-80% on the ranked list	8
From 81%-100% on the ranked list	6
No information provided.	0
The PROJECT SITE'S half-mile radius has a ratio of more than 3 acres of PARK SPACE per 1,000 residents <u>AND</u> the community has a median household income above \$51,026.	Ineligible

A community's CHALLENGES beyond the ratio of park acres per 1,000 residents can be further explained in Criterion 9(A) on page 29.

Technical assistance is available on page 55.

## Project Selection Criterion #2.A

### Project Selection Criterion #2 - Significant Poverty

Using the same California State Parks Community FactFinder Report from Project Selection Criteria 1, provide information about significant poverty within PROXIMITY of the PROJECT SITE by answering (A) and (B) below:

- A.** What is the median household income within PROXIMITY of the PROJECT SITE according to the California State Parks Community FactFinder Report?

Use this format to structure the response:

Median Household Income according to the Factfinder report	FactFinder Report ID Number (found on the top right corner of the report)

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

	Points
Lowest 10% on the ranked list	12
From 11%-20% on the ranked list	10
From 21%-40% on the ranked list	8
From 41%-60% on the ranked list	6
From 61%-80% on the ranked list	4
From 81%-100% on the ranked list	2
No information provided.	0
The PROJECT SITE'S half-mile radius has a ratio of more than 3 acres of PARK SPACE per 1,000 residents <u>AND</u> the community has a median household income above \$51,026 (80% of the statewide average).	Ineligible

A community's CHALLENGES beyond the median household income can be further explained in Criterion 9(A) on page 29.

Technical assistance is available on page 55.

**B.** What is the number of people living below poverty within PROXIMITY of the PROJECT SITE according to the California State Parks Community FactFinder Report?

Use this format to structure the response:

<b>Number of People Living in Poverty according to the Factfinder report</b>	<b>FactFinder Report ID Number</b> (found on the top right corner of the report)

<b>POINTS:</b> <i>The scale below shows that up to 6 points will be given to PROJECTS in PROXIMITY to CRITICALLY UNDERSERVED COMMUNITIES having the highest number of people below the poverty level compared with all APPLICATIONS. OGALS will develop a statewide list representing the number of people living in poverty of all APPLICATIONS in ranking order, from highest to lowest.</i>	
	<b>Points</b>
Highest 10% on the ranked list	6
From 11% to 20% on the ranked list	5
From 21% to 50% on the ranked list	4
From 51% to 80% on the ranked list	3
From 81% to 90% on the ranked list	2
Lowest 9% on the ranked list	1
No information provided.	0

A community's CHALLENGES beyond the number of people living in poverty can be further explained in Criterion 9(A) on page 29.

Technical assistance is available on page 55.

## Project Selection Criterion #3

### Project Selection Criterion #3 - Type of Project

Use the following format to explain if the PROJECT will create a NEW PARK, or EXPAND an EXISTING PARK, or RENOVATE an EXISTING PARK:

Type of Project (check one of the following)	Qualifiers (respond based on the type of project)
<input type="checkbox"/> NEW PARK	<p>Describe how the PROJECT SITE qualifies as a NEW PARK by answering the following:</p> <p>A) What was the use of the PROJECT SITE prior to the SPP APPLICATION due date? Describe how the property to be developed into a NEW PARK was not used as a PARK and did not exist as a PARK before the current ROUND'S APPLICATION due date. Explain how it is not ADJACENT to EXISTING PARK SPACE.</p>
<input type="checkbox"/> EXPAND an EXISTING PARK	<p>Describe how the PROJECT SITE qualifies as an EXPANSION of an EXISTING PARK by answering the following:</p> <p>A) What was the use of the EXPANSION property prior to the current ROUND'S APPLICATION due date? Why is the EXPANSION property currently not considered part of the existing ADJACENT PARK boundary?</p> <p>B) Describe why the EXPANSION is needed to complement the ADJACENT EXISTING PARK.</p>
<input type="checkbox"/> RENOVATE an EXISTING PARK (EXPANSION is not applicable)	<p>Describe how the PROJECT qualifies as a RENOVATION of an EXISTING PARK by answering the following:</p> <p>A) What RECREATION FEATURE(S) will be added or RENOVATED in the EXISTING PARK?</p>

<b>POINTS:</b> <i>The scale below shows 10 points are given to PROJECTS that create NEW PARKS.</i>	
	Points
The PROJECT will create a NEW PARK. The property to be developed into a NEW PARK was not used as a PARK and did not exist as a PARK before the current ROUND'S APPLICATION due date. It is not ADJACENT to EXISTING PARK SPACE.	10
The PROJECT will EXPAND an EXISTING PARK. The EXPANSION property is not PARK SPACE and has not been part of the ADJACENT PARK before the current ROUND'S APPLICATION due date.	8
The PROJECT will add or RENOVATE at least one RECREATION FEATURE in an EXISTING PARK. The PROJECT will not EXPAND an EXISTING PARK or create a NEW PARK.	6
PROJECT does not add or RENOVATE a RECREATION FEATURE.	Ineligible

Technical assistance is available on page 56.

**Project Selection Criterion #4 - Community Based Planning**

Answer sections A, B, and C to describe how the APPLICANT or partnering community-based organization(s) made recent efforts to meet with the RESIDENTS for the DESIGN of the PARK between July 1, 2017 and the APPLICATION deadline. Photos of MEETINGS are required (see Checklist Item 12, page 47).

- A. How many MEETINGS occurred in the CRITICALLY UNDERSERVED COMMUNITY?**  
Describe why the MEETING locations and times were convenient for RESIDENTS with various employment and family schedules and lack private transportation.

Use the format below to list the details of each MEETING that occurred in the CRITICALLY UNDERSERVED COMMUNITY.

<b>MEETING Date/Year</b>	<b>MEETING Type, Venue, Address</b>	<b>Times (am/pm)</b>	<b>Day of Week</b>	<b>Description of MEETING location/time convenience</b>

<b><i>POINTS: The scale below shows that up to 4 points will be given for the amount and convenience of MEETINGS that occurred in the CRITICALLY UNDERSERVED COMMUNITY.</i></b>	
	<b>Points</b>
The APPLICANT or partners facilitated at least five MEETINGS to obtain ideas from the RESIDENTS, and the MEETINGS were located within the CRITICALLY UNDERSERVED COMMUNITY, or within a convenient distance for RESIDENTS without private transportation. At least two of the MEETINGS occurred on a weekend or in the evening. The MEETINGS occurred between July 1, 2017 and the APPLICATION deadline.	4
Four or three MEETINGS were located within the CRITICALLY UNDERSERVED COMMUNITY or within a convenient distance for RESIDENTS without private transportation. One of the MEETINGS occurred on a weekend or in the evening. The MEETINGS occurred between July 1, 2017 and the APPLICATION deadline.	2
Two or one MEETINGS were located within the CRITICALLY UNDERSERVED COMMUNITY or within a convenient distance for RESIDENTS without private transportation. One of the MEETINGS occurred on a weekend or in the evening. The MEETINGS occurred between July 1, 2017 and the APPLICATION deadline.	1
MEETINGS were not located within the CRITICALLY UNDERSERVED COMMUNITY or within a convenient distance for RESIDENTS without private transportation. Or, none of the MEETINGS occurred during a weekend or an evening. Or, the MEETINGS did not occur between July 1, 2017 and the APPLICATION deadline.	0

Technical assistance is available on pages 57-58.

## Project Selection Criterion #4.B

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

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

MEETING Date/Year	Description of the method(s) used to invite RESIDENTS to this MEETING. (see pages 57 - 58 for a list of seven examples)	Number of RESIDENTS who participated in this MEETING.	General description of the RESIDENTS (youth, seniors, families or other groups) who participated in this MEETING.

<b>POINTS:</b> The scales below show that up to 4 points will be given for methods used to invite a BROAD REPRESENTATION of RESIDENTS who participated in the MEETINGS.	
	Points
For the combined set of MEETINGS, at least three methods were used to invite a BROAD REPRESENTATION of RESIDENTS.	3
For the combined set of MEETINGS, two methods were used to invite a BROAD REPRESENTATION of RESIDENTS.	2
For the combined set of MEETINGS, one method was used to invite a BROAD REPRESENTATION of RESIDENTS.	1
The methods used were limited to inviting advocacy groups likely to promote a specific type of PROJECT. Or, a method was not used to invite the RESIDENTS. <i>In either case, 0 points will also be given to the response for 4(C).</i>	0

	Points
The number and general description of the RESIDENTS who participated in the combined set of MEETINGS consisted of a BROAD REPRESENTATION of the CRITICALLY UNDERSERVED COMMUNITY.	1
The number and general description of the RESIDENTS who participated in the combined set of MEETINGS did not consist of a BROAD REPRESENTATION of the CRITICALLY UNDERSERVED COMMUNITY. Or, only an advocacy group or league likely to promote a specific type of PROJECT was involved. Or, no RESIDENTS were invited or MEETINGS did not occur. <i>In all cases, 0 points will also be given to the response for 4(C).</i>	0

Technical assistance is available on pages 57-58.

- C.** During the MEETINGS that occurred in the CRITICALLY UNDERSERVED COMMUNITY, how were the RESIDENTS enabled to DESIGN the PARK using Goals 1-3?

Structure the response by providing the “Process” descriptions and “List” of ideas for the goals shown below.

**Goal 1:** The RESIDENTS engaged in a process to reach a general agreement on the selection of the RECREATION FEATURE(S) and design details for those RECREATION FEATURE(S).

**Selection of the RECREATION FEATURE(S)**

**Process:** *(describe how the RESIDENTS were enabled to identify, prioritize, and then select, RECREATION FEATURE(S) for the proposed PROJECT. The goal is to ask RESIDENTS what facilities they want in the PARK.)*

**DESIGN of the RECREATION FEATURE(S)**

**Process:** *(describe how the RESIDENTS were enabled to provide DESIGN ideas for the selected RECREATION FEATURE(S). The goal is to ask RESIDENTS for detailed design ideas of the features, after the features are selected.)*

**List of design ideas:** *(list the RESIDENTS’ ideas that will be included in the DESIGN of the RECREATION FEATURE(S). Avoid listing ideas that will not be included.)*

**Goal 2:** The RESIDENTS engaged in a process to reach a general agreement on the location of the RECREATION FEATURE(S) within the PARK.

**Location of the RECREATION FEATURE(S) within the PARK**

**Process:** *(describe the process that enabled the RESIDENTS to express their preferences for the location of the RECREATION FEATURE(S) within the PARK.)*

**List of Reasons:** *(list the reasons that will be used for the location of the RECREATION FEATURE(S) within the PARK. Avoid listing reasons that will not be used.)*

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

**Safety and PARK beautification**

**Process:** *(describe the process that enabled the RESIDENTS to provide PARK DESIGN ideas for safe public use and PARK beautification.)*

**List of safe public use ideas:** *(list the RESIDENTS’ ideas that will be included in the proposed PROJECT. Avoid listing ideas that will not be included.)*

**List of PARK beautification ideas:** *(list the RESIDENTS’ ideas that will be included in the proposed PROJECT. Avoid listing ideas that will not be included.)*

## Project Selection Criterion #4.C

**POINTS:** The scales below show that up to 10 points cumulatively will be given for MEETING goals 1-3 that enabled the RESIDENTS to DESIGN the PARK.

Goal 1	Points
The RESIDENTS identified their preferred RECREATION FEATURE(S) (not limited to a few predetermined options presented by the APPLICANT), and then selected RECREATION FEATURES for the proposed PROJECT.	3
The RESIDENTS provided DESIGN ideas for their selected RECREATION FEATURE(S).	1
The APPLICANT'S response also <u>lists the RESIDENTS' ideas that will be implemented</u> in the DESIGN of the RECREATION FEATURE(S).	1
The APPLICANT'S response does not address any of the elements of Goal 1.	0

Goal 2	Points
The RESIDENTS expressed their preferences for the location of the RECREATION FEATURE(S) within the PARK.	1
The APPLICANT'S response also <u>lists the RESIDENTS' reasons</u> for the location of the RECREATION FEATURE(S) <u>that will be implemented</u> within the PARK.	1
The APPLICANT'S response does not address any of the elements of Goal 2.	0

Goal 3	Points
The RESIDENTS provided PARK DESIGN ideas for safe public use.	1
The RESIDENTS provided PARK beautification ideas.	1
The APPLICANT'S response also <u>lists the RESIDENTS' PARK DESIGN ideas</u> for safe public use and beautification <u>that will be included</u> in the proposed PROJECT.	1
The APPLICANT'S response does not address any of the elements of Goal 3.	0
RESIDENTS' PARK DESIGN ideas for safe public use are not included in the proposed PROJECT.	Ineligible

Technical Assistance is available on pages 57-58.

**Project Selection Criterion #5 - Employment or Volunteer Opportunities**

Describe how the PROJECT will include employment or volunteer OUTDOOR LEARNING OPPORTUNITIES for RESIDENTS including youth by answering A and B:

- A.** What types of meaningful employment or volunteer OUTDOOR LEARNING OPPORTUNITIES will be available for RESIDENTS? (may include youth leadership through community-based planning, on-site park beautification, landscaping, public art, or other workforce development by PROJECT COMPLETION)
- B.** How many RESIDENTS will receive the OUTDOOR LEARNING OPPORTUNITIES?

Use the following format to answer A and B above:

<b>A.</b> Brief Description of the Meaningful Employment or Volunteer OUTDOOR LEARNING OPPORTUNITIES	<b>B.</b> Number of RESIDENTS

In addition to employment or volunteer opportunities for RESIDENTS, APPLICANTS must contact the CONSERVATION CORPS to discuss the feasibility of using their services.

- C.** If the grant is recommended for funding, upon completion of an engineered cost estimate and before the bid process, will the APPLICANT contact both the California Conservation Corps and California Association of Local Conservation Corps to discuss feasibility of using their services? (See Project Timeline Form page 40).

<b>POINTS:</b> The scale below shows that 3 points will be given to PROJECTS that will include employment or volunteer OUTDOOR LEARNING OPPORTUNITIES for at least twenty RESIDENTS, and CONSERVATION CORPS will be contacted.	
	<b>Points</b>
At least twenty RESIDENTS will receive employment or volunteer OUTDOOR LEARNING OPPORTUNITIES. And, CONSERVATION CORPS will be contacted to consider if their services are feasible.	3
Less than twenty but at least ten RESIDENTS will receive employment or volunteer OUTDOOR LEARNING OPPORTUNITIES. And, CONSERVATION CORPS will be contacted to consider if their services are feasible.	2
Less than ten but at least five RESIDENTS will receive employment or volunteer OUTDOOR LEARNING OPPORTUNITIES. And, CONSERVATION CORPS will be contacted to consider if their services are feasible.	1
The PROJECT will not provide employment or volunteer OUTDOOR LEARNING OPPORTUNITIES for at least five RESIDENTS, or CONSERVATION CORPS will not be contacted if the grant is awarded, or the APPLICANT did not respond to the criterion.	0

Technical assistance is available on page 59.

## Project Selection Criterion #6

### Project Selection Criterion #6 – Partnerships or Committed Funding

Describe partnership assistance given to the APPLICANT from July 1, 2017 through PROJECT COMPLETION, by answering the following:

What are the organization names of the partners and what are their roles? If no partners are involved in the PROJECT, but the APPLICANT has COMMITTED FUNDS, write “See Funding Sources Form” in boxes A and B below.

Use this format to structure the response:

A. Name and General Purpose of Organization (specify if it is a HEALTH ORGANIZATION)	B. Partnership Role specific to this PROJECT such as assisting with community based planning, contributing volunteer hours or materials, or funding support

<b>POINTS:</b> The scale below shows that a maximum of 3 points will be given to projects that involve at least three partnerships, including a HEALTH ORGANIZATION.	
	<b>Points</b>
The PROJECT involves three or more partners, including a HEALTH ORGANIZATION, providing volunteer hours, or materials, or funding for DESIGN, PRE-CONSTRUCTION, land ACQUISITION, or CONSTRUCTION.	3
The PROJECT involves two partners providing volunteer hours, or materials, or funding for DESIGN, PRE-CONSTRUCTION, land ACQUISITION, or CONSTRUCTION.	2
The PROJECT involves one partner.  Or, the APPLICANT has no partners but is contributing its own funding to the PROJECT.	1
The PROJECT involves no partnerships and the APPLICANT has no COMMITTED FUNDS. Or, a response was not provided.	0

APPLICANTS are encouraged to explore partnerships with at least one HEALTH ORGANIZATION. Technical assistance is available on page 60.

**Project Selection Criterion #7 - Environmental Design**

Describe how the PROJECT will provide efficient use of water and other natural resources by answering both (A) and (B) combined, or (C) by itself, to obtain up to 7 points.

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

For the APPLICATION to be eligible, the PROJECT must include, at a minimum, A(1):

1. Incorporate pervious surfaces or other technique(s) such as bio-swales or grading to capture storm water for infiltration or irrigation or cleanse storm water before release.
2. Use of water efficient irrigation system that includes a rain sensor, evapotranspiration (ET) controllers, flow sensors, or on-site water recycling that reduces potable water consumption, or the PROJECT will not require additional use of water.
3. At least 10% of the materials for PROJECT construction will consist of recycled materials, or construction waste will be minimized by the separation and recycling of recoverable materials generated during construction.
4. Landscaping that excludes the use of invasive plants and instead features drought tolerant or climate appropriate non-invasive native turf, trees, shrubs, plants, and ground cover. Also discuss how the landscaping minimizes the use of toxic pesticides and inorganic fertilizers.

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

Sustainable Technique	Description of the sustainable technique

<b>POINTS:</b> <i>The scale below shows that up to 4 points will be given to PROJECTS that will include the four sustainable techniques listed in 7(A).</i>	
	<b>Points</b>
The PROJECT will include all four of the listed techniques.	4
The PROJECT will include three of the listed techniques, and includes (A)1.	3
The PROJECT will include two of the listed techniques, and includes (A)1.	2
The PROJECT will include none of the listed techniques, or does not include (A)1.	Ineligible

Technical Assistance is available on page 61.

## Project Selection Criterion #7.B

**B.** How will the PROJECT include the following additional techniques that are not listed in question (A) above?

1. Carbon sequestration tree planting (identify approximately how many trees will be planted). See Greenhouse Gas Emissions Reduction and Carbon Sequestration technical assistance on page 62. If the PROJECT will not include tree planting, include one other energy, water, and natural resource conservation technique.
2. Facilitation of safe and reliable drinking water to park visitors if not yet available. If safe and reliable drinking water is already available for park visitors, include one other energy, water, and natural resource conservation technique.
3. One other energy, water, and/or natural resource conservation techniques.

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

Sustainable Technique	Description of the sustainable technique

**POINTS:** The scale below shows that up to 3 points will be given to PROJECTS with at least three other sustainable techniques for efficient use of energy, water, and other natural resources that were not listed in 7(A).

	Points
The PROJECT will include three other energy, water, and natural resource conservation or carbon sequestration techniques not listed in 7(A).	3
The PROJECT will include two other techniques not listed in 7(A).	2
The PROJECT will include one technique not listed in 7(A).	1
The PROJECT will not include additional techniques beyond 7(A).	0

Technical Assistance is available on pages 61-62.

**C.** Will the PROJECT include SITES or LEED Certification as an alternative to A and B above? If so, provide a plan for achieving either SITES certified landscaping or LEED certified building construction by answering the following questions:

1. What level of SITES certification or LEED certification, or both, will be obtained?
2. What is the current status and next steps timeline for securing the certification?
3. Will the project incorporate pervious surfaces or other technique(s) such as bio-swales or grading to capture storm water for infiltration or irrigation or cleanse storm water before release?

<b>POINTS:</b> <i>PROJECTS that achieve any level of SITES or LEED Certification, and that capture or clean storm water, will be awarded the maximum of 7 points as an alternate to A and B above.</i>	
	<b>Points</b>
The PROJECT will obtain any level of SITES or LEED Certification and will incorporate pervious surfaces or other technique(s) such as bio-swales or grading to capture storm water for infiltration or irrigation or cleanse storm water before release.	7
The PROJECT will not obtain SITES or LEED Certification.	0

Note: SITES certification is for outdoor PARK SPACES, while LEED certification is for buildings. See the Technical Assistance on page 62 for more information and web-links for SITES and LEED Certification.

Technical Assistance is available on page 62.

# Project Selection Criterion #8

## **Project Selection Criterion #8 – Public Use Fees and Hours of Operation**

Describe how youth, seniors, and families affected by poverty will have DAILY ACCESS to the PROJECT SITE by answering the following:

- A.** What will be the Monday through Sunday hours of operation for the overall park to accommodate various needs of youth, seniors, and families?
- B.** Will the Monday through Sunday hours of operation differ for any specific RECREATION FEATURES listed in the Grant Scope/Cost Estimate Form? If so, please identify the RECREATION FEATURES(S) and Monday through Sunday hours of operation.
- C.** Will the public be charged entrance or membership fees to enter the overall park? Will entrance, membership, or league/activity fees be charged to use a RECREATION FEATURE that is a majority of the TOTAL PROJECT COST listed in the GRANT SCOPE/Cost Estimate Form? If so, list each fee, identify if the fee is daily, weekly, or monthly, and explain why the fee will not prevent DAILY ACCESS for youth, seniors, and families affected by poverty.

<b>POINTS:</b> <i>The scales below shows that up to 5 points will be given to projects with weekday and weekend operating hours appropriate for youth, families, seniors, and other population groups in the CRITICALLY UNDERSERVED COMMUNITY, and with reasonable or no entrance or membership fees.</i>	
	<b>Points</b>
The PROJECT will be open 7 days a week, for at least eight hours per day, such as dawn to dusk, to accommodate the needs of youth, seniors, and families.	2
The PROJECT will be open 7 days a week, from three to less than eight hours per day.	1
The PROJECT will not be open 7 days a week for at least three hours per day or the APPLICANT did not respond to criterion.	Ineligible

	<b>Points</b>
The public will not be charged entrance or membership fees to use the PROJECT. Or, the lowest entrance or membership fees for the public calculate to \$3 per month or less per person and will not deter DAILY ACCESS.	3
The lowest entrance or membership fees for the public calculate to more than \$3 but less than \$10 per month per person which may deter DAILY ACCESS.	1
The public will be charged fees that will calculate to \$10 or more per month per person, or the APPLICANT did not respond to the criterion.	0

Technical Assistance is available on page 63.

**Project Selection Criterion #9 – Community Challenges, PROJECT Benefits, and Readiness**

Provide responses to A and B below to summarize the PROJECT’S need and benefits. This criterion is designed for the APPLICANT to tell the story about the PROJECT need and benefits not yet covered through Project Selection Criteria 1 through 8. For C below, OGALS will determine the project’s readiness and APPLICANT capacity using information provided in the entire APPLICATION.

**A.** What CHALLENGES are present within the CRITICALLY UNDERSERVED COMMUNITY that contributes to the need for the PROJECT?

Use this format to structure the response

Challenge	Description of the Challenge

**B.** How will the PROJECT benefit the HEALTH and quality of life for youth, seniors, and families by improving the community’s recreational, social, cultural, environmental, and educational conditions?

Use this format to structure the response

HEALTH and quality of life conditions	How the project will benefit the HEALTH and quality of life for youth, seniors, and families.
Recreational	
Social	
Cultural	
Environmental	
Educational	

**C.** OGALS will use information provided in the entire APPLICATION, to assess if PROJECT COMPLETION as well as 30 years of adequate operation and maintenance appears to be achievable.

Technical Assistance is available on page 64.

## Project Selection Criterion #9

<b>POINTS:</b> <i>The scale below shows that up to 18 points will be given to a CRITICALLY UNDERSERVED COMMUNITY having severe CHALLENGES, and the PROJECT will have significant benefits, and the APPLICANT has sufficient capacity to deliver the PROJECT.</i>	
	<b>Points</b>
<p>The CRITICALLY UNDERSERVED COMMUNITY has severe CHALLENGES compared to other APPLICATIONS.</p> <p>The PROJECT will significantly improve the community's recreational, social, cultural, educational, and environmental conditions.</p> <p>Based on the information provided in the entire APPLICATION, PROJECT COMPLETION and 30 years of adequate operation and maintenance for public use appears to be achievable.</p>	18 - 10
<p>The CRITICALLY UNDERSERVED COMMUNITY has average CHALLENGES compared to other APPLICATIONS.</p> <p>The PROJECT will significantly improve the community's recreational, social, cultural, educational, and environmental conditions.</p> <p>Based on the information provided in the entire APPLICATION, PROJECT COMPLETION and 30 years of adequate operation and maintenance for public use appears to be achievable.</p>	9 - 4
<p>The CRITICALLY UNDERSERVED COMMUNITY has minimal CHALLENGES compared to other APPLICATIONS.</p> <p>Or, the PROJECT will minimally improve the community's recreational, social, cultural, educational, and environmental conditions.</p> <p>Or, based on the information provided in the entire APPLICATION, PROJECT COMPLETION, or 30 years of adequate operation and maintenance for public use, appears to be uncertain or problematic.</p>	3 - 1
No information provided.	0

Technical Assistance is available on page 64.

## Community FactFinder Report and Handbook Form

Provide the following two items:

1. **Community FactFinder Report.** To create a report of the area in PROXIMITY, starting at the PROJECT SITE, use the current FactFinder version at:

[ParksforCalifornia.org/communities](https://ParksforCalifornia.org/communities)

Only one report may be submitted per APPLICATION. The report must be created with the starting point (pin) located in the boundary of the PROJECT SITE. The FactFinder Report will be used for Project Selection Criteria 1, 2, and 3, pages 15 to 17.

2. **Community FactFinder Handbook Form.** This Form will be signed by the AUTHORIZED REPRESENTATIVE. Its purpose is to certify that Steps 1-8 described in the FactFinder Handbook were followed and completed before submittal of the APPLICATION. Frequently asked questions with policy responses are included within each step. The FactFinder Handbook is available at [parks.ca.gov/spp](https://parks.ca.gov/spp).

**To avoid delays in the competitive review process, please complete the FactFinder Handbook steps at least one month before the APPLICATION is submitted.**

- ✓ Send an email to report acreage that should or should not be counted within the PROJECT SITE'S radius to [SCORP@parks.ca.gov](mailto:SCORP@parks.ca.gov). Attach the FactFinder Report to the email. (Step 6)
- ✓ Generate the FactFinder Report with the pinpoint located in the boundary of the PROJECT SITE to create the half-mile radius. (Step 7)

If the addition or removal of PARK acreage was reported to [SCORP@parks.ca.gov](mailto:SCORP@parks.ca.gov) but the Community FactFinder update is not yet complete at the time of APPLICATION, include a copy of the email request as a placeholder. Additionally, in the response to Project Selection Criteria 1 and 2, state that a Community FactFinder update was requested at the time of Application. OGALS will notify the APPLICANT when a new FactFinder Report can be submitted.

OGALS will confirm Steps 6 and 7 in the APPLICANT'S report. If PARK acreage is discovered that should have been reported, or if the pinpoint is outside the PROJECT SITE, OGALS reserves the right to generate a new FactFinder report in the middle of the PROJECT SITE for the purpose of Criteria 1 and 2.



**State of California – The Natural Resources Agency  
DEPARTMENT OF PARKS AND RECREATION  
COMMUNITY FACTFINDER HANDBOOK FORM**

APPLICANTS will sign this Form after completing Steps 1-8 following the FactFinder Handbook available at [parks.ca.gov/spp](http://parks.ca.gov/spp).

I certify that the California State Parks Community Fact Finder Report that was submitted at the time of APPLICATION met the following two requirements:

- ✓ Acreage that should or should not be counted within the PROJECT SITE'S radius has been reported to [scorp@parks.ca.gov](mailto:scorp@parks.ca.gov). (Step 6)
- ✓ The FactFinder Report was generated with the pin located in the boundary of the PROJECT SITE. (Step 7)

I understand if either of the above requirements were not met, OGALS will generate a new report with the pin located in the middle of the PROJECT SITE to create the new half-mile radius and will use the data for purposes of Project Selection Criteria 1 and 2.

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

Date: \_\_\_\_\_

## Authorizing Resolution

The Authorizing Resolution serves two purposes:

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

All signatures required in this Application Guide are the signature of the AUTHORIZED REPRESENTATIVE. Submitted documents need not contain "wet" signatures; but the APPLICANT must keep all original signed documents.

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 a letter (on letterhead) or email 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.

### Provision 6

Public Resources Code §80001(b)(8 A-G) requires that public agencies receiving funds from this 2018 Bond Act shall consider a range of actions promoting diversity and inclusion 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.

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

RESOLUTION OF THE (Title of Governing Body/City Council, Board of Supervisors/Directors) OF (City, County, District, or Non-Profit Organization)

Approving the Application for

**STATEWIDE PARK DEVELOPMENT AND COMMUNITY REVITALIZATION PROGRAM GRANT FUNDS**

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of the Statewide Park Development and Community Revitalization Grant 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 project;

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

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

1. Certifies that said Applicant has or will have available, prior to commencement of any work on the project included in this application, the sufficient funds to complete the project; and
2. Certifies that if the project is awarded, the Applicant has or will have sufficient funds to operate and maintain the project, 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

The GRANT SCOPE/Cost Estimate Form (page 37) has two uses:

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

### 1. Establishing the GRANT SCOPE

This form will be used to establish the expected deliverables for PROJECT COMPLETION paid for by the SPP GRANT plus COMMITTED FUNDS. This form lists what OGALS, auditors, and the public will expect to see in the park by PROJECT COMPLETION. To be eligible for GRANT payment, all RECREATION FEATURES and MAJOR SUPPORT AMENITIES must be included on the GRANT SCOPE/Cost Estimate Form.

Use the form to describe only the RECREATION FEATURES and MAJOR SUPPORT AMENITIES that will be complete for final payment before the end of the GRANT PERFORMANCE PERIOD. Do not include future development phases beyond the GRANT plus COMMITTED FUNDS.

For ACQUISITION and DEVELOPMENT combination PROJECTS, a phase that develops a RECREATION FEATURE on the acquired property must be open to the public before the end of the GRANT PERFORMANCE PERIOD.

Page 5 lists examples of RECREATION FEATURES and MAJOR SUPPORT AMENITIES.

### Directions for establishing the GRANT SCOPE:

Use the following phrases to describe the type of work for each RECREATION FEATURE and MAJOR SUPPORT AMENITY:

- “Acquire approximately \_\_\_\_\_” (provide acreage and associated parcel numbers that will be acquired). See definition of ACQUISITION on page 66.
- “Construct a new \_\_\_\_\_” (identify the new RECREATION FEATURE or MAJOR SUPPORT AMENITY that does not currently exist). Add “with lighting” if applicable.
- “Renovate a \_\_\_\_\_” (identify the existing RECREATION FEATURE or MAJOR SUPPORT AMENITY). See definition of RENOVATION on page 70. Add “with new lighting” if applicable.

If lighting or landscaping (more than \$50,000) will be installed throughout the PARK and is not specific to a RECREATION FEATURE or MAJOR SUPPORT AMENITY use these phrases:

- “Construct new lighting throughout the park”.
- “Construct new landscaping throughout the park”.

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

**MINOR SUPPORT AMENITIES** such as signs, benches, tables, drinking fountains, or fixed bike racks and trash receptacles are commonly understood to be associated with a RECREATION FEATURE.

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

**2. Providing a Cost Estimate on the GRANT SCOPE/Cost Estimate Form.**

See the ELIGIBLE COSTS charts starting on page 50 before creating a cost estimate.

- Provide the concept level estimated cost for each RECREATION FEATURE and MAJOR SUPPORT AMENITY described in the GRANT SCOPE/Cost Estimate Form. The estimated TOTAL PROJECT COST on the GRANT SCOPE/Cost Estimate Form must equal the estimated TOTAL PROJECT COST listed on the Application Form.
- No more than 25% of the GRANT amount may be spent on PRE-CONSTRUCTION costs.
- OGALS understands that actual costs may change during the course of a PROJECT. In most cases, a revised GRANT SCOPE/Cost Estimate Form is not required when estimated costs fluctuate during the PROJECT. Contingency for costs can be built into the lump-sum cost estimate; do not include as a separate line item in the GRANT SCOPE/Cost Estimate Form. The GRANT ADMINISTRATION GUIDE explains how actual costs are documented and charged to the GRANT.
- ACTIVITY funding for up to 5% of the requested GRANT amount can be folded into the lump-sum cost estimate. Do not include as a separate line item in the GRANT SCOPE/Cost Estimate Form; ACTIVITY proposals are submitted if there is an unspent GRANT balance after successful PROJECT COMPLETION. See page 53 for details.
- As a reminder, for APPLICATION purposes, limit the PROJECT to what can be completed and open to the public six months before the end of the GRANT PERFORMANCE PERIOD. TOTAL PROJECT COSTS are costs incurred by the GRANT plus COMMITTED FUNDS **only** during the GRANT PERFORMANCE PERIOD. Do not include costs for future phases.

Each RECREATION FEATURE and MAJOR SUPPORT AMENITY listed in the GRANT SCOPE, and their related paths of travel from parking lots and roadsides, must be designed to accommodate persons with disabilities per compliance with the Americans with Disabilities Act of 1990 (42 U.S.C. §12101 et.seq.). Account for this when preparing your GRANT SCOPE/Cost Estimate.



### Funding Sources Form

- Use the Funding Source Form to identify each funding source by name and amount.
- Note if the source is state, local city or county, federal, or private.
- If the source is a loan, identify the type of loan. Please be mindful of Grant Contract Provision N:

#### **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.

- Provide a commitment date for each funding source indicating when it was committed to the PROJECT. All additional funds must be secured within four months of the APPLICATION deadline. See the definition for COMMITTED FUNDS.
- If the funding sources change during the course of the PROJECT, a revised form is required within 30 days.
- The total PROJECT cost listed at the bottom of this form must equal the estimated total PROJECT cost listed on the Application Form and at the bottom of the GRANT SCOPE/Cost Estimate form.

**Funding Sources Form**

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

The APPLICANT understands that the PROJECT cannot be funded unless the requested GRANT equals the estimated cost needed to complete the PROJECT, or, the requested GRANT plus the total amount of additional COMMITTED FUNDS equals the estimated cost of the PROJECT. The PROJECT must be completed and open to the public before final GRANT payment is processed. If funding sources change from the time of APPLICATION until PROJECT COMPLETION, the APPLICANT understands this form must be updated within 30 days.

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

\_\_\_\_\_  
Date

### Project Timeline Form

The 2018 Bond Act/Proposition 68 Public Resources Code §80050 (c) requires a *“rigorous prequalification process to determine the capacity of a potential grant recipient to...implement the project in a timely manner.”*

The purpose of this “Project Timeline” requirement is to encourage APPLICANTS to discuss the PROJECT and create a timeline with each agency that will have approval responsibilities. For example: If another agency is responsible for approving a construction permit, the estimated time period for obtaining the permit, along with the agency’s name and a representative’s contact information, should be included in the schedule.

- Add any additional task requirements that are necessary to complete the PROJECT.
- For each task, identify the agency contact who reviewed the schedule and agreed that the estimated time period set aside to complete the task is reasonable, absent any unforeseen circumstances.
- Not all tasks in the form are required to be complete by the time of application; however, the form serves as evidence that APPLICANTS are aware of potential time periods for all PROJECT tasks.

Format Notes:

A different format may be used to expand the width of each column, and larger sized paper up to 11x17 may be used. However, the following columns must remain in the same order:

- “Tasks”
- “Start Date Month/Year
- End Date Month/Year”
- “Lead Agency...contact information”
- “Notes about potential delays/issues”

As stated in the top left corner of the Form, the list of tasks may be adjusted or reorganized based on each unique PROJECT.



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

<b>Tasks</b>  <b>The below list can be adjusted/reorganized with tasks added/removed unique to each PROJECT.</b>	<b>Start Date</b>  <b>(MM/YY)</b>	<b>End Date</b>  <b>(MM/YY)</b>	<b>Lead Agency responsible for task and contact information</b>	<b>Notes about any potential delays/issues</b>
1. Appraisal and Purchase Agreement (for ACQUISITION)				
2. Close of escrow (for ACQUISITION)				
3. Schematic/concept level design with community-based planning and ADA (Americans with Disabilities Act) considerations				
4. Site risk assessment for possible contaminants and other complications				
5. Engineer cost estimate				
6. Construction Documents (final design includes the community based planning results)				
7. Construction Permits				
8. Other permits (Note if Department of Toxic Substances Control, Division of the State Architect, US Army Corps of Engineers, or other regulatory				

permits as applicable to site, are required)				
9. CEQA for the construction scope				
10. Environmental cleanup/remediation				
11. Consultation with CONSERVATION CORPS to consider feasibility of CORPS' service				
12. Construction Bid Package Preparation/start Bid Process				
13. Bid Approval for Construction				
14. Construction Period				
15. Grand Opening/completed for public use (recommended six months before the end of the GRANT PERFORMANCE PERIOD).				
16. Submit grant completion package by three months before the contract end date.				
17. Thirty years of operation and maintenance for public use.				Thirty years beginning with APPROPRIATION DATE

I certify that the above timeline has been created with input from each agency contact listed in the right column above. The agency contacts for each milestone above have reviewed the project concept, including its location and scope, and represent that the time period estimated for the step “*is reasonable absent any unforeseen circumstances*”.

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

\_\_\_\_\_  
 Date

## Applicant Capacity

The 2018 Bond Act/Proposition 68 Public Resources Code §80050 (c) requires a *“rigorous prequalification process to determine the fiscal and operational capacity of a potential grant recipient...”*

The purpose of this requirement is to evaluate the APPLICANT’S capacity to achieve PROJECT COMPLETION as well as 30 years of adequate operation and maintenance.

OGALS analyzes the APPLICANT’S experience or capacity for PROJECT COMPLETION and long-term operation and maintenance based on the PROJECT’S design as well as previous grant and operational experience. Using this example, if the PROJECT is a \$3 million NEW PARK with long-term operation and maintenance costs that are low, OGALS may have fewer questions about an APPLICANT with less extensive experience or capacity. If the PROJECT is an \$8 million new park with a more expensive range of facilities to operate and maintain, OGALS may have more questions for an APPLICANT with less extensive experience or capacity.

OGALS recommends that APPLICANTS consider the projected monthly/annual operation and maintenance costs, including but not limited to, water and energy utilities, staffing, repairs, etc., compared to projected long term funding sources when conceptualizing the project with residents. Another entity can provide operation and maintenance services. However, the CONTRACT requires the GRANTEE to ensure the park is operated and maintained and open to the public.

### Provide a response to the following:

1. Describe up to three park or other construction projects completed by the APPLICANT. Include:
  - project address
  - scope of work
  - total project cost
  - funding sources
  - start date, and date of completion
2. What is the expected annual cost to operate and maintain this proposed PROJECT (include utilities, routine repairs/upkeep, and staffing costs)?
3. What are the planned funding sources to operate and maintain the proposed PROJECT?
4. Provide the weblink for a list of PARKS and facilities the APPLICANT currently oversees. If a website is not available, please provide the list in this response. OGALS may visit some of the APPLICANT’S PARKS to review the level of ongoing operation and maintenance.

### CEQA Compliance

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

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

#### Required CEQA documentation

1. CEQA Compliance Certification Form (page 45).
2. Copy of the Notice of Exemption or the Notice of Determination that has been filed or stamped by the County Clerk.

#### DEVELOPMENT Only Projects

The CEQA compliance documentation listed above demonstrates project readiness at the time of APPLICATION. If CEQA is not complete at the time of APPLICATION or submitted within three months of the APPLICATION due date, the project may not be considered for funding. OGALS may ask for updates and documents showing progress to determine if the CEQA analysis is near completion.

The CEQA compliance documentation must give environmental clearance for the actual construction of the PROJECT.

#### ACQUISITION and DEVELOPMENT Combination Projects

For ACQUISITION and DEVELOPMENT combination projects, OGALS recognizes that APPLICANTS often cannot conduct the CEQA analysis for the construction phase until after the property is acquired.

In these situations, CEQA compliance at the time of APPLICATION may be for the ACQUISITION phase only. CEQA compliance for the PROJECT construction must be complete within six months of escrow closure. Be mindful of the GRANT PERFORMANCE PERIOD that includes completion of both ACQUISITION and DEVELOPMENT phases.



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

**GRANTEE:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

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

Is the CEQA analysis complete? Yes No

**What document was filed, or is expected to be filed for this project’s CEQA analysis:  
(check one)**

Date complete/expected to be completed

Notice of Exemption (attach recorded copy if filed) \_\_\_\_\_

Notice of Determination (attach recorded copy if filed) \_\_\_\_\_

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

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

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

### Project Site Ownership, Acquisition, or Lease

The purpose of this requirement is to ensure the APPLICANT will have SITE CONTROL that allows for PROJECT COMPLETION. PROJECTS may involve multiple parcels of land. For example: An APPLICANT may own part of the PROJECT SITE, and is proposing to acquire an ADJACENT parcel of land. More than one of the following scenarios may apply. Provide the applicable item(s) below to show how the APPLICANT proposes to have SITE CONTROL over the entire PROJECT SITE:

- The land is already owned by the APPLICANT. **Provide #1 below.**
- The land is not owned by the APPLICANT. The APPLICANT is proposing an ACQUISITION to become the land owner. **Provide #2 below.**
- The land is not owned by the APPLICANT. The APPLICANT will have a lease agreement with the land owner. **Provide #3 below.**
- The land is not owned by the APPLICANT. The APPLICANT will do a “TURN-KEY” where it completes the PROJECT then transfers Operation and Maintenance requirements to an eligible land owner with approval from OGALS. **Provide #4 below.**

---

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

- Provide a copy of the deed, or deed recordation number, or title report, or current county assessor’s parcel map showing the APPLICANT owns the land.

**2. If the APPLICANT is proposing an ACQUISITION to become the land owner:**

- Provide a county assessor’s parcel map showing the parcel(s) to be acquired that match the parcel numbers listed on the GRANT SCOPE/Cost Estimate Form.
- Provide a letter from the land owner(s) indicating the intent to sell the property subject to grant award. The letter does not need to include legally binding language. Or, provide a document indicating the land is publicly for sale.

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

The land’s sale price may be up to, but cannot exceed, fair market value. State funds may not be used in part or whole to acquire property above fair market value. If OGALS intends to award the GRANT, and before the GRANT contract will be issued, OGALS will require an appraisal and a written concurrence of the appraisal by an independent third party Certified General (AG) appraiser. [orea.ca.gov](http://orea.ca.gov) provides a list of AG appraisers.

The ACQUISITION eligible costs chart on page 50 includes appraisals. Appraisal costs incurred during the GRANT PERFORMANCE PERIOD can be reimbursed.

**3 and 4 – See “Lease Agreement and TURN-KEY Agreements” at [parks.ca.gov/spp](http://parks.ca.gov/spp).**

- These types of agreements are for PROJECTS where the land will not be owned by the APPLICANT. The land must be owned by a public agency or utility and the agreement must be approved by DPR.

### Concept Level Site Plan

- Provide a drawing showing where the RECREATION FEATURES and MAJOR SUPPORT AMENITIES listed in the GRANT SCOPE/Cost Estimate Form will be located in the PARK.
- If the GRANT SCOPE includes a building(s),
  - Identify the proposed percentage of indoor versus outdoor space; no more than 50% of the overall PARK can be designated for indoor use through the PROJECT.
  - Identify the total square footage of the building and note the function and approximate square footage of each space designated for recreation. For community centers that are proposed for SPP grant funding, at least 75% of the building's square footage must be designed for recreation. Lobby areas, hallways, meeting rooms, office space, storage, and restrooms do not count as square footage designed for recreation.

### Photos and Copyright License Agreement

In addition to giving reviewers a better understanding of the PROJECT SITE and community, items 1 through 4 below may be used to report the “before and after” accomplishments of GRANTEES.

#### PROJECT SITE Photos

1. Provide up to four 8 ½” x 11” sheets with photos of the PROJECT SITE and its surrounding area. Include captions to orientate the reviewer. Please include at least one panoramic photo that captures as much of the PROJECT SITE as possible with a background point of reference for potential “before and after” photos.

#### Community Based Planning Photos (required) and Video Clips (optional)

2. Provide up to four 8 ½” x 11” sheets with photos of various Community Based Planning MEETINGS per Project Selection Criteria 4 on page 19.
  - a. Photos of RESIDENTS actively providing ideas are preferred. The photos do not need to include every RESIDENT that participated. Include a caption that provides the date and location of the MEETING.
  - b. Optional: Video highlights of the MEETINGS or interviews with RESIDENTS. If video highlights are included, please use at least 1080p resolution. Please limit the total highlights to 5 minutes or less on the same flash drive with photos. Video filming at the project site is preferred. The video highlights may be featured in a statewide documentary about SPP. As a reminder, video footage is only optional.
3. Include a flash drive of the same PROJECT SITE and Community Based Planning photos. High-quality resolution is recommended such as 2048 x 1536 pixels. OGALS may highlight awarded projects at [ParksforCalifornia.org](http://ParksforCalifornia.org).
4. Provide one signed Copyright License Agreement (see next page) from the APPLICANT that will cover all photos or video footage that features the public.

## 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, world wide, 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

**Project Location Map(s)**

- Provide a map showing highway and street access to the PROJECT SITE.
- Ensure the PROJECT SITE is clearly shown on the map.

**Non-Profit Requirements – 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 three 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 most recent Fiscal Year

**III. Eligible Costs Chart**

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

**ACQUISITION Costs**

The following provide examples of ELIGIBLE COSTS for ACQUISITION.

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

**DEVELOPMENT Costs**

DEVELOPMENT includes PRE-CONSTRUCTION COSTS and CONSTRUCTION COSTS.

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

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

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

CONSTRUCTION COSTS start when:

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

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

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

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

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

ACTIVITY GRANT COSTS	ELIGIBLE COSTS EXAMPLES (AFTER PROJECT COMPLETION)
<p>A GRANTEE may request ACTIVITY funding after both 1 and 2:</p> <ol style="list-style-type: none"> <li>1) Successful PROJECT COMPLETION.</li> <li>2) Final payment leaves an unpaid balance.</li> </ol> <p>Up to 5% of the SPP grant may then be proposed for ACTIVITY funding using the "Proposition 68 Grant Administration Guide" at <a href="http://parks.ca.gov/grants">parks.ca.gov/grants</a>.</p> <p><i>Costs must be permissible under the State General Obligation Bond Law §16720 of the Government Code and Director of Finance concurrence.</i></p>	<p>ACTIVITY GRANTS fund non-construction, non-capital outlay operation ("programming") of a park after successful PROJECT COMPLETION.</p> <p>The intent of these funds is to:</p> <ul style="list-style-type: none"> <li>• Create programs at the PROJECT SITE, or,</li> <li>• Transport RESIDENTS from the PROJECT SITE to other outdoor recreation areas and programs.</li> </ul> <p><b>ACTIVITIES may include, but are not limited to the following:</b> a) Transportation (for recreation programs), b) Physical activity programming such as sport leagues, dance, exercise groups, etc., c) Resource interpretation, d) Multilingual translation, e) Natural science, f) Workforce development and career pathways, g) Education, h) Communication related to water, parks, climate, coastal protection, and other outdoor pursuits.</p> <ul style="list-style-type: none"> <li>• <b>Equipment, supplies, vehicle rental or purchase</b></li> <li>• <b>Hiring community residents</b> as a workforce development program.</li> <li>• <b>Hiring program leaders or translators:</b> May include physical activity sports, music, or dance instructors, coaches, trainers, educators, drivers, etc.</li> </ul>
<p>Ineligible activities:</p> <ul style="list-style-type: none"> <li>• Routine PROJECT SITE maintenance by the GRANTEE'S existing staff.</li> <li>• Supplanting - replacing the GRANTEE'S funding with these funds for an existing service, instead of creating a new service or expanding a service for RESIDENTS.</li> </ul>	

INELIGIBLE COSTS	EXAMPLES OF INELIGIBLE COSTS
<p>Cannot be charged to the GRANT</p>	<ul style="list-style-type: none"> <li>• <b>Projects that do not create any NEW RECREATION OPPORTUNITY</b></li> <li>• <b>Outside PARK/PROJECT SITE boundaries:</b> streets, traffic lights, or other infrastructure not located within the PARK/PROJECT SITE.</li> <li>• <b>Outside the GRANT PERFORMANCE PERIOD:</b> costs incurred before or after the GRANT PERFORMANCE PERIOD.</li> <li>• <b>Projects imposed on an APPLICANT through legal mitigation</b></li> <li>• <b>Indirect costs:</b> overhead business expenses <u>of the GRANTEE'S fixed or ordinary operating costs:</u> (rent, mortgage payments, property taxes, utilities, office supplies).</li> <li>• <b>Fundraising</b></li> <li>• <b>Food</b></li> <li>• <b>Grant Writing</b></li> <li>• <b>Operation and Maintenance, moveable equipment:</b> unless approved through an ACTIVITY GRANT after PROJECT COMPLETION.</li> </ul>

## IV. Appendices

### Technical Assistance for Applicants

This page summarizes the assistance available to APPLICANTS.

To ensure a fair process, OGALS' SPP experts will provide all APPLICANTS with correct and consistent guidance.

OGALS' SPP experts have experience gained through reviewing 900 statewide applications requesting \$2.9 billion through ROUNDS One and Two.

All statewide APPLICANTS will have access to and are encouraged to benefit from the following:

#### Application Workshops by OGALS

*For each ROUND, over fifteen Application Workshops will be offered throughout California. OGALS' SPP experts will give a page-by-page review of this Application Guide. The workshops are in-person and are highly interactive. Questions are encouraged to promote an exchange of ideas.*

#### Audio/Video Version of the Application Guide

To assist auditory learners, a page by page video review of this Application Guide and other tools will be available at [parks.ca.gov/spp](http://parks.ca.gov/spp). However, attending Application Workshops are encouraged due to the interactive group discussions.

#### Access to Program Experts

OGALS' SPP experts will strive to give outstanding customer service to all APPLICANTS. APPLICANTS are encouraged to call, email, or schedule in-person meetings when guidance is needed. A list of OGALS' SPP experts will be available at [parks.ca.gov/spp](http://parks.ca.gov/spp).

#### 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 Project Selection Criteria.

OGALS' SPP experts are also available to preview documents before the APPLICATION deadline.

#### Strengths and Weaknesses

APPLICANTS that do not receive a grant award can get "strengths and weaknesses" feedback based on the Project Selection Criteria at the end of the ROUND. This feedback may be useful to APPLICANTS if another ROUND of funding is available.

This section gives technical assistance for Project Selection Criteria 1 through 9 found on pages 15 to 30.

**Project Selection Criterion 1 {Critical Lack of Park Space} on Page 15  
and  
Project Selection Criterion 2 {Significant Poverty} on Page 16**

Use the FactFinder Handbook at [parks.ca.gov/spp](https://parks.ca.gov/spp).

The APPLICANT may choose any point in or on the boundary of the proposed PROJECT SITE to locate the origin of the half-mile radius.

The use of the half-mile radius helps steer APPLICANTS towards placing projects in areas that best meet the program's highest priority. The FactFinder's half-mile radius uniformly quantifies the ratio of PARK SPACE per 1,000 residents, number of residents below poverty, and median household income in PROXIMITY to projects using consistent data available statewide.

**If the radius were larger, it could encompass higher income areas, or greater PARK acreage areas, which would disadvantage or disqualify many statewide APPLICATIONS.**

- It is understood that some PROJECTS may attract visitors who live outside the half-mile radius and are able to travel from greater distances to the proposed PROJECT SITE. This may be described in Project Selection Criteria 9(A and B) on page 29.
- Describe CHALLENGES not captured by the FactFinder in Criteria 9(A) on page 29.

For the APPLICATION to be eligible, the community within PROXIMITY of the PROJECT SITE must meet one of the following conditions based on the Community FactFinder Report:

- Has a ratio of less than 3 acres of PARK SPACE per 1,000 residents.

**OR**

- Has a median household income lower than \$51,026, (80% of the statewide average) which means it is a disadvantaged community as defined by subdivision (g) of §75005 of the Public Resources Code. See Project Selection Criteria 2(A).

Only one of the above conditions must be met for the APPLICATION to be eligible. Both are not required.

Proposition 68 (2018 Bond Act) §80008(a)(1) requires that at least \$130,055,000 of the \$650,275,000 is allocated to projects in severely disadvantaged communities with a median household income below \$38,270 (60% of the statewide average).

### Project Selection Criterion 3 {Type of Project} on Page 18

For the APPLICATION to be eligible, the proposed PROJECT must create at least one NEW RECREATION OPPORTUNITY.

#### **NEW PARKS**

- In built-out communities, a NEW PARK can be created by acquiring and demolishing a blighted building. Or a street can be permanently redeveloped into a PARK.
- PROJECTS on land zoned or designated to become a PARK, but not yet developed and open to the public prior to the current ROUND 'S SPP APPLICATION due date, can qualify as a NEW PARK.
- Land developed and open to the public as a PARK or ADJACENT to a PARK before the SPP APPLICATION due date does not qualify as a NEW PARK. If there is an EXISTING PARK next to or across the street from the project, regardless of which agency owns the EXISTING PARK, the project will qualify as an EXPANSION.

#### **EXPAND EXISTING PARKS**

- To EXPAND an EXISTING PARK, the PROJECT will acquire or develop land that is currently not part of the ADJACENT EXISTING PARK boundary. This includes adding new acreage of PARK SPACE next to or across the street from an EXISTING PARK, regardless of which agency owns the EXISTING PARK.
- If the PROJECT will both EXPAND and improve an EXISTING PARK, 8 points will be given.

#### **RENOVATE EXISTING PARKS**

- The PROJECT must add or RENOVATE a RECREATION FEATURE. Examples of RECREATION FEATURES are listed on page 5.

Including a community center or gymnasium building in NEW, EXPANDED, or EXISTING PARKS:

- If the PROJECT will create a new community center or gymnasium building, or increase square footage of an existing recreation building, at least half of the entire PARK must be designated for outdoor recreation and open space.
- The intent of this program is to create, EXPAND, or improve PARKS. Community centers not in, or ADJACENT to a PARK, are ineligible.
  - Improving an existing community center that is not in a PARK is ineligible.
  - The construction of a new community center that is not part of a new PARK, or next to an EXISTING PARK, or in an EXISTING PARK, is ineligible.
- Community centers and gymnasium buildings are eligible as long as they are related to a PARK.

**Project Selection Criterion 4(A) {Community Based Planning} on Page 19**

Effective, highly used and safe PARKS are designed using significant community input. APPLICANTS are encouraged to partner with community based organizations that can help engage the RESIDENTS during the community based planning MEETINGS.

The purpose of having meetings is to promote a group dynamic, with participants building upon the ideas of one another. Engaging and interactive group discussions can lead to a more in-depth understanding of what the RESIDENTS need.

A survey may be used during the process, but a survey by itself is not a meeting.

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

- Focus groups
- DESIGN workshops
- PARK DESIGN activities with students at the schools nearest to the PROJECT

Schedule convenient locations and times for the RESIDENTS using cost effective approaches, such as:

- MEETING locations preferably within walking distance for the RESIDENTS, such as “sidewalk meetings” at the proposed PROJECT SITE. 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 PARK DESIGN ideas. In addition to meetings at the PROJECT SITE, neighborhood/community based organizations and schools may let you use their meeting space.
- Have MEETINGS where RESIDENTS will already be present. For example, facilitate MEETINGS with students in their classes or add to the agendas of neighborhood/community based organization MEETINGS where RESIDENTS will be available. Use community festivals, cook-outs, and other events that attract RESIDENTS.
- Schedule multiple MEETINGS to accommodate RESIDENTS with different employment and family schedules, including weekend or evening hours.

**Project Selection Criteria 4(B) {Community Based Planning} on Page 20**

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

- Different types of methods can be used to invite and encourage RESIDENTS to participate. Each of the following examples would count as one method:
  1. Providing food or other incentives to attend is a technique that agencies have used to increase turnout. Make the incentives clear in the invitations.
  2. Partner with community leaders and organizations to assist with outreach.

### Project Selection Criteria 4(B) {Community Based Planning} Continued

3. Post flyers in high foot traffic areas (if needed, use different languages and explain that an interpreter will be available at the meetings).
  4. Door-to-door in-person invitations.
  5. Mail invitations that may include surveys (same language idea noted above).
  6. Notices distributed at local schools.
  7. Scheduling one or more MEETINGS where RESIDENTS will already be present counts as one method for inviting RESIDENTS.
- The cumulative effect of the MEETINGS should result in a BROAD REPRESENTATION of residents. For example, meeting with youth at a school, seniors at a center, or parents at a PTA meeting may not get you a BROAD REPRESENTATION in each meeting, but when each meeting is added with others, the combination does.

### Project Selection Criteria 4(C) {Community Based Planning} on Page 21

Structure the MEETINGS following the minimum goals of Criteria 4(C) starting on page 21.

- Goal 1 is for the RESIDENTS to select their RECREATION FEATURE(S). See the 3 point scoring description on page 22. Keep in mind that “not limited to a few predetermined options presented by the APPLICANT” means the RESIDENTS were given a blank slate as a starting point.
- Using easels or other means for the RESIDENTS to provide visuals (e.g. sketches) of their ideas is an effective way to enable the RESIDENTS to DESIGN the PARK.
- For Goal 2, RESIDENTS will often have practical ideas about locating features. For example, a parent may suggest playgrounds further away from streets or near spectator bleachers.
- For Goal 3, public art or beautification ideas can link with Criteria 5 and 9(B).
- To help the RESIDENTS prioritize the selection of their preferred RECREATION FEATURE(S), make budget limitations and projections clear to RESIDENTS. The MEETINGS will take place before the APPLICATION is sent to OGALS. Make it clear to RESIDENTS that this program may be highly competitive, funding is not guaranteed, and be prepared to discuss other options.
- The community based planning process can also be used to obtain RESIDENTS’ input on the topics detailed in Criteria 5 through 9.
- 4(C) Eligibility Criteria – Community Based Planning for Safe Public Use
  - For the APPLICATION to be eligible, the proposed PROJECT DESIGN must include RESIDENTS’ ideas to ensure safe public use. See Goal 3 described above.

**Project Selection Criterion 5 {Employment or Volunteer Opportunities} - Page 23**

**Resident Employment or Volunteers**

This criterion encourages and is designed to give RESIDENTS a sense of “ownership” to increase the use, safety, and care for their PARK. The criterion also provides opportunities to help build resumes for career pathways.

A combination, or just one, of these meaningful examples can be used to benefit at least twenty RESIDENTS to obtain the 3 points:

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

For example, 5 youth taught to lead community based planning and 15 RESIDENTS creating public art reaches the goal of benefiting 20 RESIDENTS.

**The employment or volunteer opportunities must occur by PROJECT COMPLETION.**  
(Not long term operation/programs after PROJECT COMPLETION.)

**Conservation Corps**

After the GRANT award is announced, both the California Conservation Corps and California Association of Local Conservation Corps must be consulted to determine if using a CONSERVATION CORPS is feasible. **Either the GRANTEE or the CONSERVATION CORPS may determine that use of the CONSERVATION CORPS is not feasible. The GRANTEE must keep notes of the decision.**

If a plan is already in place to hire a CONSERVATION CORPS, this additional benefit can be discussed in Criteria #9(B) on page 29.

### Project Selection Criterion 6 {Partnerships or Committed Funding} on Page 24

The 2018 Bond Act (Proposition 68) Public Resources Code §80001 (a)(5) declared “The California Center for Public Health Advocacy estimates that inactivity and obesity cost California over forty billion dollars annually, through increased health care costs and lost productivity due to obesity-related illnesses, and [investments in infrastructure improvements to promote physical activity] would result in significant savings.”

Partnerships involving the HEALTH sector are encouraged. California’s Statewide Comprehensive Outdoor Recreation Plan (SCORP) has identified Park and HEALTH AGENCIES as having mutual goals for using recreation to improve HEALTH and wellness. [ParksforCalifornia.org](http://ParksforCalifornia.org).

“HEALTH ORGANIZATION” is broadly defined to mean a government, foundation or community-based organization, or private entity with a primary mission of preventing illness, injury, and trauma, by promoting community design principles supporting physical activity, active transportation, social and mental wellness, nutrition, and a thriving environment.

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.

Public Resources Code §80001(b)(2) gives priority to PROJECTS that “*leverage private, federal, or local funding or produce the greatest benefit.*” PROJECTS that “*produce the greatest benefit*” are prioritized through a statewide analysis of all Project Selection Criteria 1 through 9 responses.

**There is no point advantage for greater amounts of COMMITTED FUNDS. Cash contributions are not required to receive the maximum 3 points.**

Partners can donate volunteer services or materials without a cash contribution. For example: a partner assisting with outreach and MEETINGS with RESIDENTS can count as one point, a partner contributing materials can count as a second point, and a partner leading a PARK beautification effort such as public art can count as a third point.

Other examples can include partial or full donation of land, and grants or other funding contributions from an agency other than the APPLICANT until PROJECT COMPLETION.

**Time period:** To receive up to three points, the partnership contributions will occur between July 1, 2017 until PROJECT COMPLETION. Do not include operation and maintenance and long-term programs after PROJECT COMPLETION.

**Project Selection Criterion 7(A) {Environmental Design} on Page 25**

Criteria 7(A)(3)

- A potential resource guide for recycled material content is available at the CalRecycle website: [calrecycle.ca.gov](http://calrecycle.ca.gov).
- “Separation and recycling of recoverable materials” may include the recycling of demolished buildings, concrete, wood, or steel that will be removed when creating a NEW PARK.

Criteria 7(A)(4)

- The “California Invasive Plants Inventory” published by the California Invasive Plant Council may be helpful: [cal-ipc.org/plants/inventory](http://cal-ipc.org/plants/inventory).

**Technical Assistance Guidance for Project Selection Criterion 7(B) on Page 26**

In addition to the four sustainable techniques that are listed in Criteria 7(A), the PROJECT will need to include three more techniques for efficient use of energy, water, and other natural resources, in order to obtain the maximum 7 points.

**Other natural resource conservation and ecological techniques include but are not limited to:**

1. Create iconic “place-making” with native vegetation landscapes and locally crafted RECREATION FEATURES.
2. Create RECREATION FEATURES using locally sourced materials to reduce environmental impacts from global transportation.
3. Use of rapidly renewable (harvested within a ten year cycle) building materials; agrifiber, linoleum, wheatboard, strawboard, bamboo, and wool or cotton insulation.
4. Use of certified wood (environmentally responsible forest management certified by the Forest Stewardship Council)
5. Preserve special status trees
6. Reduce urban heat island effects
7. Create a recreational greenbelt or trail within the PROJECT SITE that also serves as off-street commuting and interconnectivity between neighborhoods
8. Preserve and restore native wildlife habitat
9. Protect and restore riparian and wetland buffers
10. Repair or restore damaged or lost streams, wetlands and coastal habitat
11. For buildings, using any of the following qualifies as a technique. a) Energy efficient outdoor lighting, solar tubes, skylights, and skylids for indoor lighting. b) Design and locate buildings considering sun orientation for heating, cooling and lighting needs. . c) Minimize building heating and cooling requirements with vegetation on roof-tops or use of shade trees. d) Comprehensive building insulation. e) Cooling/heating system efficiency f) Low flow water fixtures.

### **Project Selection Criteria 7(B)(1) {Greenhouse Gas Emissions Reduction and Carbon Sequestration} on Page 26**

The 2018 Bond Act's PRC §80001(b)(7) encourages measurement of carbon emission reductions and carbon sequestrations for Greenhouse Gas Reduction.

If the PROJECT involves tree planting, provide an estimate of the amount of trees to be planted and any other details regarding tree planting known at the time of APPLICATION. If the GRANT is awarded, and before PROJECT COMPLETION, GRANTEES may be required to report the following information about the PROJECTS:

- 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

The i-Tree site at [planting.itreetools.org](http://planting.itreetools.org) may be used as a measurement tool for GRANTEES.

If the PROJECT does not involve tree planting, state "the PROJECT does not involve tree planting" in the response to Project Selection Criteria 7(B)(1), and select an alternate technique. Examples for alternative techniques are listed on the previous page above.

### **Project Selection Criteria 7(C) {SITES or LEED Certification} on Page 27**

SITES-certified landscapes

- Help reduce water demand, filter and reduce stormwater runoff, provide wildlife habitat, reduce energy consumption, improve air quality, improve human health and increase outdoor recreation opportunities.
- Information on the SITES program is located at [sustainablesites.org/certification-guide](http://sustainablesites.org/certification-guide).

LEED Certified Buildings

- Includes construction or renovation of a building larger than 2,000 gross square feet can achieve LEED Certification.
- Information on the LEED program is located at [usgbc.org](http://usgbc.org).

**Project Selection Criterion 8(A) and (B) {Hours of Operation} on Page 28**

For the APPLICATION to be eligible, hours of operation following PROJECT COMPLETION must accommodate DAILY ACCESS.

**Hours of Operation:**

Holidays are excluded. Weather is also excluded because weather (such as snow) cannot be controlled.

**Project Selection Criteria 8(C) {Public Use Fees} on Page 28**

**Fees:** Fees can be a barrier for access. APPLICANTS are encouraged to find partners or have an operation plan that will offset the need to charge fees to the general public for PROJECTS funded by this program.

To compare daily fees with monthly fees, the daily fee will be multiplied by 30. For example, if the daily entrance fee is \$1, it would be calculated as \$30 per month for DAILY ACCESS.

- **Activity or program fees/league registration fee:** If the activity or permit fee is required at all times to enter and use the project, then it does affect the score. For example, if the PROJECT is a soccer field, and only soccer teams can use the field by permit, then the fee charged to join the team/league counts. Using the same example, if the general public can use the soccer field without paying, indicate when the field will be available for the general public.
- **Fees based on residency:** GRANTEES cannot apply differences in admission or other fees on the basis of residence for state-funded projects.
- **Fees based on income:** For the purposes of this program, the entrance or membership fee will be calculated based on what any person would pay to be able to use the PARK before having to prove they are affected by poverty. APPLICANTS should consider members of the public affected by poverty as the baseline for determining what the fee will be for everyone.
- **Parking fees:** If the only way to enter the PARK is by driving, the parking fee will count as a DAILY ACCESS entrance fee. If pedestrians can easily enter the PARK without paying to enter, the parking fee would not affect the score.
- **Costs to use certain RECREATION FEATURES:** If the majority of the grant request will pay for one or more facilities that are free, the \$0 charge will be considered. If a facility with an entrance fee is the majority cost of the grant request, the entrance fee will be considered when evaluating the response. This includes nighttime lighting fees.
- **Rental fees for parties or other special functions:** Rental costs that are not part of a facility's usual daily entrance fees are excluded from the fee calculation.
- **Fixed fee rate during the 30 year contract performance period:** Grantees can contact OGALS if inflation affects the rate described in this criterion.

### Project Selection Criterion 9(A) {Challenges} on Page 29

Review the definition for CHALLENGES and use it as a guide to describe the community's story. Criteria 9(A) is the APPLICANT'S chance to describe the need for the PROJECT not covered by the data found in the Community FactFinder. There may be other circumstances affecting the need for the PROJECT in addition to the examples listed in the definition for CHALLENGES. If so, describe those circumstances as well.

### Project Selection Criterion 9(B) {Quality of Life Benefits} on Page 29

Projects that will meet multiple needs of youth, seniors, and families will be more competitive than ones that provide a single use for a more limited group. The community-based planning MEETINGS with youth, seniors, and families should result in the DESIGN of a PARK that will benefit their HEALTH and quality of life. Consider how the DESIGN of the PARK will improve each of these conditions:

**Recreational Conditions** - to benefit the HEALTH and quality of life for youth, seniors, and families. PARKS can provide places for individual or team sports, jogging or walking, and other exercise that can improve HEALTH and help prevent obesity and diabetes. PARKS can provide space for community gardens that can support intergenerational recreation, and fruits and vegetables grown by RESIDENTS in PARKS could support healthy eating.

**Social Conditions** - to benefit the HEALTH and quality of life for youth, seniors, and families. PARKS can support places where YOUTH AT HIGH RISK can be mentored, seniors socialize, and families bond.

**Cultural Conditions** –to benefit the HEALTH and quality of life for youth, seniors, and families. Cultural conditions can be improved through public art in PARKS such as mosaics, murals, and sculptures that reflect and celebrate the history and diverse cultures of surrounding neighborhoods. Older existing PARKS may have their own unique histories which can be told through public art. Performing arts facilities can support cultural recreation such as dance, theater, and music, which can improve the HEALTH and quality of life for all.

**Environmental Conditions** – to benefit the HEALTH and quality of life for youth, seniors, and families. A NEW PARK can improve the appearance of a community by replacing blighted properties with green space and “placemaking” design. Beautification of existing PARKS through landscaping or public art can also enhance the community's appearance. Environmental design techniques can also be used to improve the community's environment.

**Educational Conditions** - to benefit the HEALTH and quality of life for youth, seniors, and families. PARKS can support places where RESIDENTS can be tutored, coached, and taught a wide range of HEALTH and life skills. The PROJECT's environmental design techniques can also be interpreted to show how energy and water can be conserved. History of the area can be taught through panels or public art.

### **Project Selection Criteria Requirements:**

To ensure there is a clear understanding of required deliverables for PROJECT COMPLETION, avoid discussing future phases in your response to the Project Selection Criteria/APPLICATION. Only discuss elements that will be completed within the GRANT PERFORMANCE PERIOD using the GRANT plus COMMITTED FUNDS.

If the GRANT is awarded, responses to the Criteria listed below will be included in a "Project Status Report" sent to GRANTEES every six months until PROJECT COMPLETION. This serves as a reminder of what the APPLICANT committed to during the competitive process.

- Criterion 4(C) (residents ideas that will be included)
- Criterion 5 (employment or learning opportunities)
- Criterion 7 (environmental design)
- Criterion 8 (fees and hours of operation)

#### **IV. Definitions for All Words and Terms in SMALL CAPS**

**ACQUISITION** – to gain ownership of land or obtain a permanent easement. A lease or rental is not considered ACQUISITION.

**ACTIVITY GRANT** – provides funding support for “programming” (non-capital outlay operation/non-construction) of a park after successful PROJECT COMPLETION. The program must be eligible pursuant to Public Resources Code section 80008(c)(1)

**ADJACENT** – property next to or across the street from a PARK that existed before the APPROPRIATION DATE.

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

**APPLICATION** – the required attachments listed in the Application Checklist on page 11.

**APPROPRIATION DATE** – begins on July 1<sup>st</sup> of the State fiscal year when program funding is 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** – inclusion of DESIGN ideas from RESIDENTS that may have different recreational needs, including youth, seniors, and families. Sole involvement of an advocacy group or league likely to promote a specific RECREATION FEATURE does not meet this intent.

**CEQA** – the California Environmental Quality Act as stated in the Public Resources Code §21000 et seq.; Title 14 California Code of Regulations §15000 et seq. [opr.ca.gov/ceqa](http://opr.ca.gov/ceqa)

**CHALLENGES** – conditions present in a community affecting the HEALTH and quality of life for YOUTH AT HIGH RISK, seniors, and families. Examples include a lack of safe and affordable recreational opportunities, low performing schools, poverty, high crime rates, brown fields, residential overcrowding, and physical barriers such as freeways and rivers disconnecting neighborhoods.

**COMMITTED FUNDS** – the APPLICANT has secured all additional funds needed to complete the PROJECT. 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.

**CONSERVATION CORPS** –

- California Conservation Corps – a State workforce development program that employs 18-25 year-olds for environmental conservation or enhancement projects, fire protection, and emergency response. [ccc.ca.gov](http://ccc.ca.gov)
- California Association of Local Conservation Corps – NON-PROFIT organizations certified by the California Conservation Corps to provide community and conservation work, education, and job training. [calocalcorps.org](http://calocalcorps.org)

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

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

**COVERED PARKS** – a large shade or snow protection structure over sports fields, courts, or playgrounds in areas of the State where weather would otherwise diminish seasonal outdoor recreation.

**CRITICALLY UNDERSERVED COMMUNITY** – an area within PROXIMITY of a PROJECT SITE that has a ratio of less than 3 acres of PARK SPACE per 1,000 residents, or a median household income below \$51,026 based on the response to Project Selection Criteria 1 or 2.

**DAILY ACCESS** – after PROJECT COMPLETION, youth, seniors, and families affected by poverty can use the PROJECT seven days a week with no fees or affordable fees.

**DESIGN** – preliminary PROJECT concepts and drawings achieved through the community based planning MEETINGS, before the completion of engineer/construction documents.

**DEVELOPMENT** – to construct a new RECREATION FEATURE OR MAJOR SUPPORT AMENITY, OR RENOVATION of an existing RECREATION FEATURE.

**DISTRICT** – one of the following as defined in SPP legislation:

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

## Definitions of words in SMALL CAPS

4. The Malaga County Water District exercising powers authorized under Section 31133 of the Water Code.
5. A community service district formed under Division 3 (commencing with Section 61000) of Title 6 of the Government Code in a nonurbanized area that is authorized to provide public recreation as specified in subdivision (e) of Section 61100 of the Government Code.
6. A county service area or zone in the county service area, within the County of San Bernardino that is empowered to provide public park and recreation services pursuant to Chapter 2.2 (commencing with Section 25210.1) of Part 2 of Division 2 of Title 3 of the Government Code, that is actually providing public park and recreation services that was reorganized prior to January 1, 1987, from a park and recreation district to a county service area or zone.
7. A regional park district formed pursuant to Article 3 (commencing with Section 5500) of Chapter 3 of the Public Resources Code.

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

**EXISTING PARK** – public land that includes open space with at least one officially designated RECREATION FEATURE and is open to the public for recreation before the APPROPRIATION DATE.

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

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

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

**GRANT ADMINISTRATION GUIDE** – the document titled the “GRANT ADMINISTRATION GUIDE for 2018 Bond Act (Proposition 68)” that provides requirements and forms for GRANT administration.

**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.

**GRANT SCOPE** – the RECREATION FEATURES and MAJOR SUPPORT AMENITIES listed in the GRANT SCOPE/Cost Estimate Form that must be completed prior to final GRANT payment. Also see the definitions of TOTAL PROJECT 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 preventing illness, injury, and trauma, by promoting community design principles supporting physical activity, active transportation, social wellness, mental wellness, nutrition, and a thriving environment.

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

**MAJOR SUPPORT AMENITY** –

1. Parking lot, restroom building, or other non-recreational facility located within a Project site.
2. Lighting and landscaping to improve the appearance of the PARK.

**MEETING** – RESIDENTS worked together as a group in person with the APPLICANT or with the APPLICANT’S partnering community based organization(s) to DESIGN the PARK. The type of meeting can be creative, cost effective, and non-traditional. Formal public hearings are not required.

**MINOR SUPPORT AMENITY** – a permanent support item such as a sign, bench, small fence, or drinking fountain that costs, by itself, less than \$50,000 at the time of APPLICATION.

**NEW PARK** – the PROJECT will create a PARK on property that was not open to the public as a PARK prior to the application deadline, and is not ADJACENT to an EXISTING PARK.

**NEW RECREATION OPPORTUNITY** – construction of a new RECREATION FEATURE. Or, for RENOVATION, an existing RECREATION FEATURE will be improved beyond its original condition.

**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, and that has among its primary purposes any of the following:

- the recreational, vocational, educational, and other services to improve social and cultural conditions of a community,
- the preservation, protection, or enhancement of land or water resources in their natural, scenic, historical, agricultural, forested, or open-space condition or use,
- the provision of conservation and environmental education and other services to improve environmental conditions of a community.

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

## Definitions of words in SMALL CAPS

**PARK** – land, or linear greenway, for the general public’s physical and social HEALTH that provides RECREATION FEATURES for outdoor or indoor athletic activities, cultural enrichment, nature appreciation, or other recreational activities. To qualify as a park, at least 50% of the land’s footprint must be designed for outdoor recreation.

- A PROJECT that is only for a stand-alone community center, that is not currently in a park or ADJACENT to a park, would be considered ineligible as SPP projects must create, expand, or improve existing parks.
- For the purposes of this program, a school is not considered a PARK unless the property will be open to the general public as an official designated PARK with signage and the property will be open to the general public during school hours.

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

**PRE-CONSTRUCTION COSTS** – costs incurred before construction during the planning, design, and permitting phase of the PROJECT, limited to 25% of the GRANT amount.

**PROJECT** – the RECREATION FEATURES and MAJOR SUPPORT AMENITIES listed in the GRANT SCOPE/Cost Estimate Form to be funded by the GRANT request plus COMMITTED FUNDS.

**PROJECT SITE** – the entire PARK property. When using the California State Parks Community Fact Finder, the origin of the half-mile radius can be located at any point within the boundary of the entire PARK.

**PROJECT COMPLETION** – when the RECREATION FEATURES and MAJOR SUPPORT AMENITIES listed in the GRANT SCOPE/Cost Estimate Form are complete and the facilities are open and useable by the public.

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

**RECREATION FEATURE** – an element that provides active or passive recreational use.

**RENOVATE/RENOVATION** – construction to improve an EXISTING PARK to either increase public use, operating hours, public safety, energy or water conservation, accessibility compliance, or all of the above. This includes improvement of an existing RECREATION FEATURE, or an existing MAJOR SUPPORT AMENITY.

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

**ROUND** – a distinct cycle of APPLICATIONS received and reviewed by DPR, through a competitive process.

**SITE CONTROL** – when the GRANTEE owns the PROJECT SITE, or has a permanent easement, or has a lease agreement approved by DPR, that allows for PROJECT COMPLETION and public use to fulfill the CONTRACT obligations.

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

**TURN-KEY PROJECT** – when an APPLICANT proposes to build a PROJECT, then transfer the CONTRACT to the land owner for long term operation and maintenance with approval from DPR.

**YOUTH AT HIGH RISK** – challenges within the CRITICALLY UNDERSERVED COMMUNITY affecting the health and wellness of youth such as school failure, gangs, insufficient recreational services, pollution, or a blighted environment.