A P P L I C A T I O N G U I D E

HCF

Habitat Conservation Fund Program

RARE, ENDANGERED, THREATENED, OR FULLY PROTECTED SPECIES HABITAT

REVISED DRAFT

March 31, 2010

State of California
The Natural Resources Agency
Department of Parks and Recreation

"Creating Community through People, Parks, and Programs"

Department Mission

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

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

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

OGALS VISION GOALS

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

HABITAT CONSERVATION FUND (HCF) GRANT ADMINISTRATION

The HCF is a local assistance program of the State of California, Department of Parks and Recreation (DPR). Within DPR, OGALS is authorized to administer the program.

Send Applications and Correspondence to:

Street Address for Overnight Mail:

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

Mailing Address:

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

Phone: (916) 653-7423
Website: www.parks.ca.gov/grants

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I. HCF CATEGORY CHART

UNIQUE FEATURES	DEER & LION HABITAT	RARE, ENDANGERED, THREATENED, OR FULLY PROTECTED HABITAT	ANADROMOUS SALMONIDS & TROUT HABITAT
Funding types	Land acquisition	Land acquisition	Land acquisition, enhancement, or restoration
Cost types	Capital outlay	Capital outlay	Capital outlay
Species impact	Any Deer & Mountain Lions	Any rare, endangered, threatened, or fully protected animal and/or plant	Anadromous Salmon Trout
Project Examples (in alpha. order)	Purchase land	Purchase land	Build access points Create spawning areas Remove barriers, invasives Re-plant areas Re-populate species

UNIQUE FEATURES	RIPARIAN HABITAT	WETLANDS	TRAILS	WILDLIFE AREA ACTIVITIES
Funding types	Land acquisition, enhancement, or restoration	Land acquisition, enhancement, or restoration	Land acquisition or trail development	Educational or interpretational activities
Cost types	Capital outlay	Capital outlay	Capital outlay	Non-Capital outlay
Species impact	Animals or plants growing close to or in a moving fresh water source (e.g., river, stream, creek)	Animals or plants growing in or near a relatively enclosed fresh water, salt water, or brackish water source	A path or track that brings people to a park and/or wildlife environment	No direct species impact
Project Examples (in alpha. order)	Build bridges Clear channels Replant under- and over-stories Re-populate species	Build access points Fence sensitive areas Remove invasives Revegetate surrounding lands	Create and/or install interpretive elements Create or install seating or lighting Develop new trails Rehabilitate existing trails	Conduct multi-day activities Pre and post-activity evaluations Rent/purchase equipment or transportation

II. HABITAT CONSERVATION FUND PROGRAM EXECUTIVE SUMMARY

Competitive Program Intent
Protecting, restoring, and enhancing wildlife habitat and fisheries are vital to maintain California's quality of life. The impacts of the increase in the state's human population results in an urgent need to fund projects that protect rapidly disappearing wildlife habitats that support California's unique and varied wildlife resources.

In response to this need, the people of California voted to enact the California Wildlife Protection Act of 1990, Chapter 9, Fish and Game Code (FGC) § 2780 through 2799.6, which largely defines the Habitat Conservation Fund (HCF) Program. Other legislation that impacts the program includes Fish and Game Code § 2720 – 2729, Government Code § 7550 – 7550.6 and 13340, and Public Resources Code § 5900 through 5903, 5096.310, 21000, and 33216.

The underlying concepts for the program are derived, in part, from the applicable sections of Proposition 117 as enacted in the following Fish and Game Code (FGC) sections:

<u>FGC § 2786 (a) through (f):</u>
"…the money in the Habitat Conservation Fund, which is hereby created, shall be used for the following purposes:

(a) The acquisition of habitat, including native oak woodlands, necessary to protect deer and mountain lions.

(b) The acquisition of habitat to protect rare, endangered, threatened, or fully protected species.

(c) The acquisition of habitat to further implement the Habitat Conservation Program pursuant to Article 2 (commencing with Section 2721) excepting Section 2722 and subdivision (a) of Section 2723, and § 2724 and 2729

(d) The acquisition, enhancement, or restoration of wetlands.

(e) The acquisition, restoration, or enhancement of aquatic habitat for spawning and rearing of anadromous salmonids and trout resources.

(f) The acquisition, restoration, or enhancement of riparian habitat.

<u>FGC Section 2787 (a)(3)</u>
"Two million dollars for 50 percent matching grants to local agencies…for the acquisition of wildlife corridors and urban trails, nature interpretation program, and other programs which bring urban residents into park and wildlife areas…"

Annual Allocation
The HCF Program allocates approximately **$2 million** per year to the California Department of Parks and Recreation.

Application Filing Deadline
The application must be either delivered or postmarked by no later than 5:00 PM on the application due date, which will be announced annually on the OGALS website, www.parks.ca.gov/grants.

OGALS has the authority to award any excess funds via additional funding cycles, which would be announced as needed on the OGALS website, www.parks.ca.gov/grants.

Grant Performance Period
The grant performance period for each project is 5 years starting on July 1 of the fiscal year following the application due date, based on final enactment of the State budget. Grantees will have up to three years to encumber the contract, and an additional two to complete the project.

Maximum and Minimum Grant Request Amounts
OGALS recommends that grant requests generally do not exceed $200,000. However, there are no maximum or minimum grant amounts. OGALS will make an effort to provide equitable geographic distribution of funds, provided that sufficient well-qualified proposals exist.

Required Match
There is a required non-state dollar-for-dollar match. See page 16 for more information.

Project Categories
- There are seven eligible project categories: habitats for deer/mountain lions, rare, endangered, threatened, or fully protected species, wetlands, anadromous salmonids and trout, and riparian, trails, and wildlife area activities.
- All categories are eligible for funding in each annual funding cycle.
- There is a separate application guide for each category

This is the "Rare, Endangered, Threatened, or Fully Protected Species Habitat" Application Guide.

The meanings of words and terms shown in SMALL CAPS are in the Definitions Section, beginning on page 35.

III. HCF PROGRAM INFORMATION

Eligible APPLICANTS
Cities, counties, the City and County of San Francisco, or DISTRICTS. The State may request documentation of eligibility for DISTRICTS (see page 35 for definitions).

Eligible PROJECTS
Rare, Endangered, Threatened, or Fully Protected Species HABITAT - The ACQUISITION of HABITAT necessary to protect rare, endangered, threatened, or fully-protected species.

Ineligible PROJECTS
The following is a partial list of ineligible PROJECTS or costs in the HCF Program:

1. ACQUISITION which involves condemnation (eminent domain) or any kind of interest in property or PROJECTS without documentation of a willing seller.

2. PROJECTS arising from a mitigation ruling affecting another location.

3. PROJECTS combining ACQUISITION with any other HCF category.

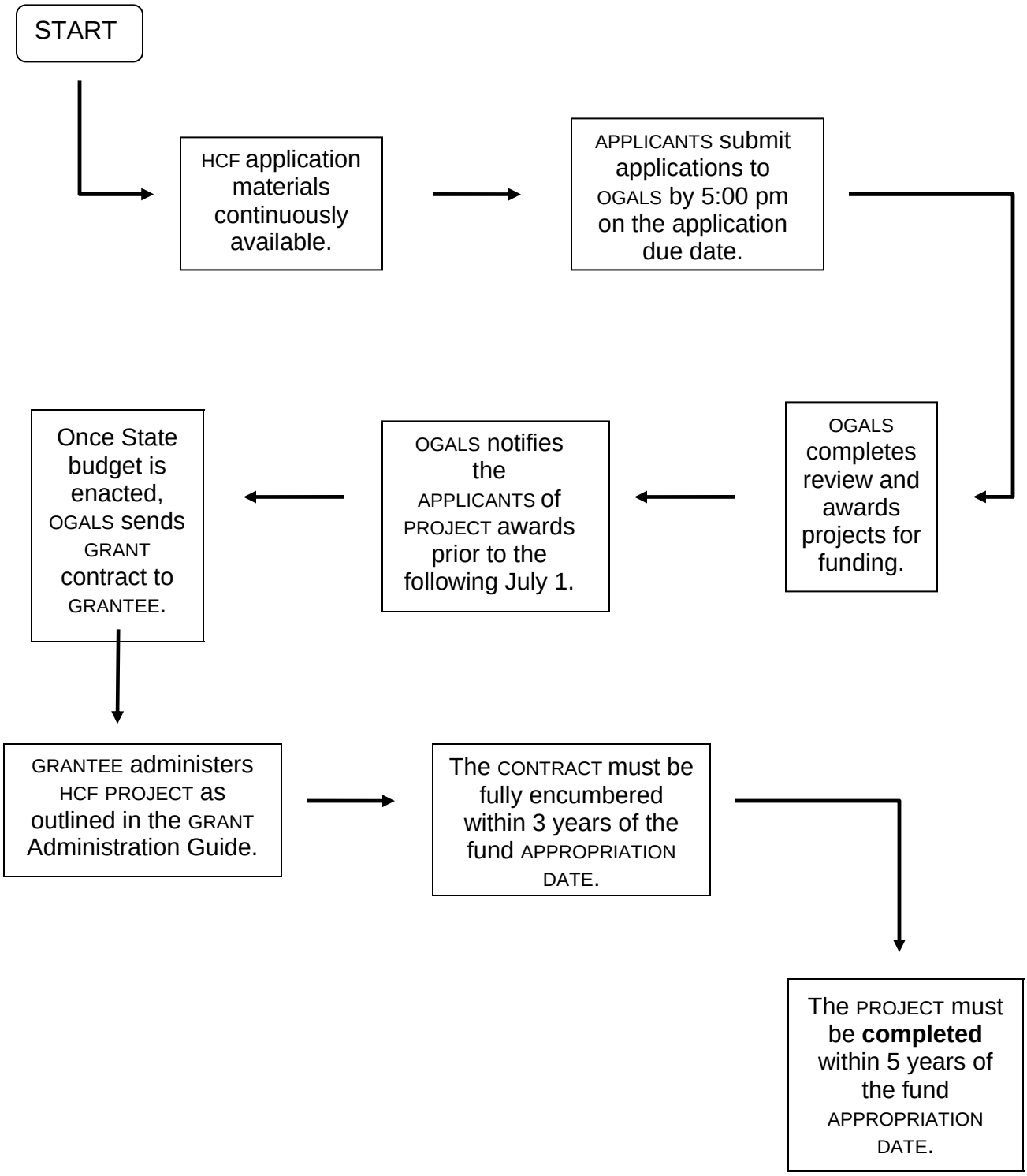
4. PROJECTS that do not comply with all applicable current laws and regulations affecting Rare, Endangered, Threatened, or Fully Protected Species HABITAT PROJECTS, including, but not limited to, health and safety codes, and laws and codes pertaining to individuals with disabilities.

5. PROJECTS that are not consistent with the APPLICANT'S general plan or equivalent planning document.

6. PROJECTS that focus on plants or animals that are not in the Department of Fish and Game's Special Animal or Plant lists. See the OGALS website at www.parks.ca.gov/grants, and follow the links to the HCF PROGRAM for DFG links.

HCF Program Process
The complete HCF program process is on the following page.

The HABITAT CONSERVATION FUND Program Process



IV. APPLICATION PROCESS

Instructions for submitting the APPLICATION PACKET

- Each PROJECT must have its own application.
- APPLICANTS may apply for more than one PROJECT.
- All APPLICANTS are required to submit **one, unbound**, **original** APPLICATION PACKET.
- Application items should be provided in the order shown in the checklist below.
- Each application **must** include a Table of Contents based on the checklist.
- All pages must be numbered.
- **If an item is not applicable to the PROJECT, the APPLICANT shall respond with "N/A" (not applicable), with an explanation as to why.**
- Send only the items on the checklist. Power point presentations, videos, CDs, or letters of support should not be submitted.
- Directions and forms for each checklist item can be found on the following pages.

APPLICATION PACKET Checklist

1. ☐ Application Form ..... Page 11
2. ☐ Authorizing Resolution ..... Page 13
3. ☐ GRANT SCOPE/Cost Estimate Form, MATCH Instructions ..... Page 15
4. ☐ California Environmental Quality Act (CEQA) ..... Page 19
5. ☐ PROJECT COMPLETION Schedule ..... Page 21
6. ☐ Topographic Map ..... Page 21
7 ☐ PROJECT Location Map ..... Page 21
8. ☐ ACQUISITION Schedule ..... Page 21
9. ☐ County Assessor's Parcel Map and Willing Seller Letter ..... Page 23
10. ☐ PROJECT Summary ..... Page 23
11. ☐ PROJECT Proposal ..... Page 23
12. ☐ Leases or Agreements ..... Page 23
13. ☐ Required Regulatory Permits ..... Page 23
14. ☐ Land Management Plan ..... Page 23
15. ☐ Photos of the PROJECT site ..... Page 23

Application Instructions and Form

The application form must be completed and signed by the APPLICANT'S AUTHORIZED REPRESENTATIVE.

In the ACQUISITION section, indicate the approximate number of acres of the PROJECT SITE.

Any RECREATION FEATURE or MAJOR SUPPORT AMENITY should appear in the GRANT SCOPE/Cost Estimate form and topographic map, and should be encompassed by the CEQA document(s).

CALIFORNIA WILDLIFE PROTECTION ACT OF 1990
HABITAT CONSERVATION FUND GRANT PROGRAM
PROJECT APPLICATION FORM

RARE, ENDANGERED, THREATENED, OR FULLY-PROTECTED HABITAT CATEGORY

PROJECT NAME	Grant Request Amount $_____ Required Match Amount $_____ TOTAL PROJECT COST $_____
GRANT APPLICANT (agency and address, include zip code)	COUNTY PROJECT ADDRESS (OR NEAREST CITY) NEAREST CROSS STREET

APPLICATION CONTACT PERSON

_____

Name (typed or printed) and Title | Email Address | Phone | Fax

PERSON WITH DAY-TO-DAY RESPONSIBLITIES FOR PROJECT IF DIFFERENT FROM AUTHORIZED REPRESENTATIVE

_____

Name (typed or printed) and Title | Email Address | Phone | Fax

GRANT APPLICANT'S REPRESENTATIVE AUTHORIZED IN RESOLUTION

_____

Name (typed or printed) and Title | Email Address | Phone | Fax

PROJECT land will be:

_____ acres to be acquired in fee simple by applicant.

_____ acres to be acquired as permanent easement

Easement explanation:

_____

_____

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

SIGNED		DATE
	Grant Applicant's Authorized Representative as shown in Resolution	
NAME		

Resolution Instructions and Form

OGALS requires a resolution to ensure that the APPLICANT has reviewed the GRANT application and GRANT CONTRACT and agrees to all language within both documents.

1. The APPLICANT may reformat the resolution as long as the text is unchanged. Additional language may be added to the resolution as long as it does not change the required language. Resolutions with content that differs from the required language will be sent to Departmental legal counsel for review, which may cause a delay in evaluating the application. The resolution may have to be returned to the APPLICANT for changes.

2. The resolution must identify position(s) as the AUTHORIZED REPRESENTATIVE(s). Do not put name(s) in the resolution.

3. The person holding the position named as the AUTHORIZED REPRESENTATIVE in the resolution may delegate that authority by sending a letter to OGALS. A separate letter is required for each CONTRACT.

Resolution Form

Resolution No: _____

RESOLUTION OF THE (Title of Governing Body/City Council, Board of Supervisors) OF (City, County, District Applicant) APPROVING THE APPLICATION FOR GRANT FUNDS FROM THE HABITAT CONSERVATION FUND PROGRAM

WHEREAS, the people of the State of California have enacted the California Wildlife Protection Act of 1990, which provides funds to the State of California for grants to local agencies to acquire, enhance, restore or develop facilities for public recreation and fish and wildlife habitat protection purposes; and

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility for the administration of the HCF Program, setting up necessary procedures governing project application under the HCF Program; and

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

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

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

1. Approves the filing of an application for the Habitat Conservation Fund Program; and

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

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

4. Certifies that the applicant has reviewed, understands, and agrees to the provisions contained in the contract shown in the GRANT Administration Guide; and

5. Delegates the authority to (designated position) to conduct all negotiations, execute and submit all documents, including, but not limited to applications, agreements, amendments, payment requests and so on, which may be necessary for the completion of the project.

6. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.

Approved and Adopted the _____day of _____, 20_____.

I, the undersigned, hereby certify that the foregoing resolution number_____was duly adopted by the (Grantee's Governing Body) following a roll call vote:

Ayes:
Noes:
Absent:
Clerk _____

GRANT SCOPE/Cost Estimate Form, MATCH Instructions

The GRANT SCOPE/Cost Estimate Form on page 18 has three uses:

1. Establishing the GRANT SCOPE
2. Providing a concept-level cost estimate
3. Providing required MATCH information

1. Establishing the GRANT SCOPE:

The APPLICANT will use the GRANT SCOPE/Cost Estimate Form to establish the expected GRANT deliverables for PROJECT COMPLETION. The APPLICANT must identify on the GRANT SCOPE/Cost Estimate Form the RECREATION FEATURES and MAJOR SUPPORT AMENITIES that will be paid for with GRANT funds.

The APPLICANT will use the GRANT SCOPE/Cost Estimate Form to describe only the RECREATION FEATURES and MAJOR SUPPORT AMENITIES that will be completed before the end of the GRANT PERFORMANCE PERIOD. All of the RECREATION FEATURES and MAJOR SUPPORT AMENITIES listed on the form must be completed before a final GRANT payment can be approved, or 20% of the grant will be retained in the CONTRACT.

Directions for establishing the GRANT SCOPE

1. Use the following phrase to describe the type of work for each RECREATION FEATURE and MAJOR SUPPORT AMENITY that will be funded by the GRANT: Modify the language as appropriate:

- "Acquire approximately *** acres" (provide the approximate number of acres that will be acquired). See the definition of ACQUISITION on page 35.

Describe the ACQUISITION in the GRANT SCOPE/Cost Estimate Form regardless of its estimated cost at the time of application.

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

- Example: GRANT SCOPE is "Acquire approximately *** acres".
- For an item such as escrow closing costs, if the cost of the item is less than $30,000, it is a MINOR SUPPORT AMENITY, and would be excluded on the GRANT SCOPE/Cost Estimate Form as an expected GRANT deliverable.
- The APPLICANT would fold the cost of a MINOR SUPPORT AMENITY into the cost of the RECREATION FEATURE.
- The $30,000 level is based on the estimated cost for each stand-alone MINOR SUPPORT AMENITY and is not based on a cumulative cost of multiple MINOR SUPPORT AMENITIES.

2. Providing a concept-level cost estimate on the GRANT SCOPE/Cost Estimate Form

- Use the form on page 18 to provide the concept-level cost estimate for each RECREATION FEATURE and MAJOR SUPPORT AMENITY described in the GRANT SCOPE/Cost Estimate Form.

- Do not show contingency costs as a stand-alone item. Contingency costs should be included within RECREATION FEATURE and MAJOR SUPPORT AMENITY cost items.

- The estimated TOTAL PROJECT COST on the GRANT SCOPE/Cost Estimate Form must equal the estimated TOTAL PROJECT COST listed on the application form.

- Although an APPLICANT may wish to utilize additional funding beyond HCF GRANT funds and required MATCH to complete the PROJECT, such additional funding should not be included on the GRANT SCOPE/cost estimate form. OGALS does not provide oversight for such funding.

- If the estimated costs change during the course of the PROJECT, a revised GRANT SCOPE/Cost Estimate Form is not required, UNLESS the GRANT SCOPE item's estimated cost is more than $30,000.

- The GRANTEE may only claim those costs directly related to the GRANT SCOPE.

- Refer to the ELIGIBLE COSTS Chart (see page 34) when formulating a cost estimate.

3. MATCH Requirement

- The HCF MATCH amount is based on the amount of HCF funds.

- The APPLICANT is responsible for providing a MATCH amount that is a **dollar-for-dollar** match of the amount of HCF funds.

- List required MATCH funds, sources, and the amount of HCF funds to be used on the GRANT PROJECT on the GRANT SCOPE/Cost Estimate Form.

- HCF GRANTS may be combined with other eligible grants to fund a project. To meet the HCF GRANT MATCH requirements, other eligible grant(s) must have adequate costs to be incurred that are the same as the HCF GRANT SCOPE.

- If the other grant scope is broader and the funding exceeds the HCF GRANT, the other grant must have enough eligible costs under the HCF GRANT SCOPE to meet the HCF MATCH requirement.

- The MATCH funds **must** be committed at the time of application.

Eligible MATCH Sources

- Local funds, including local general funds and local bond funds.
- Private funds.
- Donated materials and services. (e.g., IN-KIND services, FORCE-ACCOUNT LABOR)
- Value of donated land (for ACQUISITION PROJECTS only).
- Federal funds.

Ineligible MATCH Source

- State funds

Rules regarding MATCH

- MATCH can only be spent on ELIGIBLE COSTS.
- INDIRECT COSTS cannot be used as MATCH.
- The GRANT and the required MATCH amounts **combined** cannot pay for more than 25% of pre-construction costs (See ELIGIBLE COSTS chart on page 34) of the total HCF PROJECT.

Important Amounts to Know

GRANT Request Amount (Cannot exceed 50% of TOTAL PROJECT COST)		$_____
	+	
Required MATCH Amount (Must be a minimum of 100% of GRANT amount)		$_____
	=	
Total HCF PROJECT Cost (GRANT + Required MATCH = HCF PROJECT)		$_____

How to calculate GRANT amount and MATCH amount based on the TOTAL PROJECT COST

Multiply the total cost of the PROJECT by .50 to obtain the maximum GRANT amount and minimum required MATCH amount

Example:
Cost of total PROJECT is $120,000
Multiply by .50 = $60,000. This is the maximum GRANT amount and minimum MATCH amount.

GRANT SCOPE/Cost Estimate Form

GRANT SCOPE:

GRANT SCOPE items – ACQUISITION costs	HCF Grant	Required Match	Total
	Subtotal: **$**	**$**	
	Total: **$**	**$**	
TOTAL PROJECT COST			**$**

APPLICANT'S MATCH Sources (by name and date committed)	Total
Total of MATCH Sources	

Notes:

- This form will be used to establish the expected GRANT deliverables
- All of the RECREATION FEATURES and MAJOR SUPPORT AMENITIES listed on this form must be completed and open to the public before final grant payment is approved.
- Match **must** be committed at the time of application.

CEQA Instructions and Form

The APPLICANT is required to comply with CEQA. The APPLICANT must check with the local city or county planning agency for more information on how to complete CEQA, prior to submitting the APPLICATION PACKET.

The APPLICANT may demonstrate compliance with CEQA by providing a CEQA Certification Form, signed by the AUTHORIZED REPRESENTATIVE, and either:

- a copy of the Notice of Exemption
- a copy of the Notice of Determination
- other documentation of CEQA PROJECT approval by the Lead Agency as appropriate.

California Environmental Quality Act (CEQA)
CEQA Compliance Certification Form

Grantee: _____ **Project Name:** _____

Project Address: _____

When was CEQA analysis completed for this Project? Date: _____

What document(s) were filed for this Project's CEQA compliance: (check all that apply)

☐Initial Study ☐Notice of Exemption ☐Negative Declaration ☐Mitigated Negative Declaration
☐Environmental Impact Report ☐Notice of Determination ☐Other (letter, etc.):

Note: If a Master Environmental Impact Report was used to comply with CEQA you are certifying that the project is covered in adequate detail to allow the project's construction or acquisition.

Attach the Notice of Exemption or the Notice of Determination as appropriate. If these forms were not completed, attach a letter from the lead agency explaining why.

Lead Agency Contact Information:

Lead Agency Name:_____ Contact Person: _____

Mailing Address: _____

Phone: (____) _____ Email: _____

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

I represent and warrant that I have full authority to execute this CEQA Compliance Certification on behalf of the lead agency. I declare under penalty of perjury that the foregoing certification of CEQA Compliance for the above named project is true and correct.

_____	_____	_____
Authorized Representative (Signature)	Date	Authorized Representative (Printed Name and Title)

PROJECT COMPLETION Schedule

Provide a PROJECT COMPLETION schedule that includes the proposed PROJECT'S key milestones.

Topographic Map

Submit a topographic map (APPLICANT to specify scale), indicating proposed PROJECT parcels' locations. Identify the WILDLIFE corridors. Depict the PROJECT in relation to WILDLIFE resources such as vegetated areas, creeks, and other features including archeological sites, existing roads, and TRAILS. See www.parks.ca.gov/grants for the link for free topographic maps.

Project Location Map

Provide a map (city or county) showing highway and street access to the PROJECT site.

Acquisition Schedule

Provide an ACQUISITION schedule outlining the acreage and parcel number(s) to be acquired, estimated ACQUISITION date and estimated value of each parcel to be acquired (see sample on the following page). If applicable, include the estimated relocation costs.

Acquisition Schedule Form

(To be submitted with the application)

Assessor's Parcel No.	Acreage	Estimated Date of Acquisition	Estimated Value of Land to be Acquired (b)	Estimated Value of Improvements to be Acquired (c)	Estimated Cost of Relocation	Total Estimated Cost (d)
(a)						
Total acres:					Total Estimated Cost:	
					Costs other than land (e):	$
					Grand Total:	$

a) Use additional rows if ACQUISITION involves more than one parcel.

b) "Estimated value of land to be acquired" refers to Government Code Section 7267.1 that indicates that real property shall be appraised before the initiation of negotiations.

c) Estimated value of improvements to be acquired" refers to buildings or other structures on the land being acquired.

d) "Total estimated cost" refers to the total estimated value of the land, the estimated relocation costs, and the estimated value of improvements to be acquired.

e) From GRANT SCOPE/Cost Estimate Form. This cannot exceed more than 25% of the GRANT amount.

County Assessor's Parcel Map and Willing Seller Letter

- Provide a county assessor's parcel map showing the parcel(s) to be acquired. The parcel numbers shown on the parcel map must match those on the application form, and
- Provide a letter from the land owner(s) indicating the intent to sell the property or to negotiate. The letter does not need to include legally binding language.

OR

- For permanent easements, provide a county assessor's parcel map showing the parcel(s) to be acquired. The parcel numbers shown on the parcel map must match those on the application form, and
- Submit a copy of the proposed easement language. Permanent easement agreements must guarantee the authority to use the property for the purposes specified in the application.

Project Summary

Provide a synopsis (one page maximum) that explains the PROJECT. If appropriate, describe how the proposed PROJECT will be part of a larger project. The summary will not be scored.

Project Proposal

Provide a written proposal which answers each question or responds to each statement in the PROJECT proposal portion of the Application Guide as it pertains to the PROJECT (see page 24).

Leases or Agreements

Provide a list of all other leases, agreements, memoranda of understanding, etc., affecting PROJECT lands or the operation and maintenance thereof, excluding those relevant to land tenure (if applicable).

Required Regulatory Permits

Provide a list of existing and additional required permits, the status of each, and indicate when permit approval is expected. Examples include:

- State Lands Commission
- San Francisco Bay Conservation and Development Commission
- Fish and Game Permits
- Army Corps of Engineers

Land Management Plan for PROJECT lands previously acquired with HCF funds

If the APPLICANT proposes a PROJECT on land that was previously acquired with HCF funds, describe the management plan for those PROJECT lands. The plan should include efforts to reasonably reduce possible conflicts with neighboring land use and landowners, including agriculturists.

Photos of Project Site

Submit up to four 8½" x 11" pages of photos of the PROJECT site sufficient to show the area(s) to be acquired, or enhanced, or restored, with a caption to describe and identify the photo.

V. PROJECT SELECTION CRITERIA

Project Proposal Instructions
The APPLICANT must:

- Respond to the criteria in the order listed in this guide.

- Provide a written response to each question or statement as it pertains to the PROJECT. If a particular question or statement does not apply to the PROJECT, indicate as such with "N/A" (not applicable), and provide a brief explanation as to its inapplicability.

- Limit the PROJECT Proposal to no more than 15 pages, 8 ½" x 11" paper, single-sided, double-spaced, with 12-point font. It is not necessary to include the questions in your responses. Attachments do not count as part of the 15 pages. Margins should be sufficient for OGALS to easily read the proposal.

- Cite studies, reports or other data that support the responses, where appropriate.

Project Proposal

Introduction
The information provided in the PROJECT proposal will allow OGALS to evaluate the competing GRANT applications. In addition to striving for objectivity and uniformity in evaluating proposals, OGALS will make an effort to provide equitable geographic spread of funds, provided that sufficient well-qualified proposals exist.

All PROJECTS from all seven funding categories compete for the approximately $2 million dollars available annually.

There are a total of **100 points** possible for each PROJECT proposal.

Overview of Criteria and Point Values

1. Threat (15 points)
2. Site Access (10 points)
3. Stakeholders (10 points)
4. APPLICANT Capacity (15 points)
5. Species Presence (10 points)
6. HABITAT Corridors (10 points)
7. Environmental Elements (15 points)
8. Adjacent land uses (10 points)
9. Conservation Plan (5 points)

1. <u>Threat</u> (15 points)

Describe any existing or potential harm or danger to the PROJECT site and/or targeted species, and the overall consequences if the proposed ACQUISITION cannot occur.

The maximum number of points will be awarded to PROJECTS where a significant threat to the PROJECT site and/or targeted species exists.

There is a **significant** threat to the PROJECT site and/or targeted species .....15-11 points
There is a **moderate** threat to the PROJECT site and/or targeted species .....10-6 points
There is a **minimum** threat to the PROJECT site and/or targeted species .....5-1 points
The APPLICANT did not respond.....0 points

2. <u>Site Access</u> (10 points)

Per the HCF Program legislation, the public should have access to the PROJECT sites except when that access may interfere with HABITAT protection.

Describe the plans for future access that will occur after PROJECT COMPLETION, providing details on the five items below.

a) Reasonable entrance, parking, membership, or activity fees, or no fees
b) Onsite or close-by parking
c) Easily available public transportation, bike lanes, or TRAILS
d) Flexible hours (hours that accommodate target audiences)
e) Solutions to any physical, financial, and/or cultural barriers/obstacles to PROJECT site

The maximum number of points will be given to PROJECT site(s) that are accessible via all five of the items above.

The PROJECT site is accessible via all **five of the items** above	10 points
The PROJECT site is accessible via **four of the five** items above	8 points
The PROJECT site is accessible via **three of the five** items above	6 points
The PROJECT site is accessible via **two of the five** items above	4 points
The PROJECT site is accessible via **one of the five** items above	2 points
The APPLICANT did not respond	0 points

3. <u>Stakeholders</u> (10 points)

The APPLICANT should focus the response to this criterion on efforts to solicit input, not on the number of interested parties solicited.

Describe the efforts to involve interested parties (community-based stakeholders, potential users, public agency partners, and/or community-based non-profit partners) in PROJECT planning and/or implementation. A concerted effort would include the following descriptions:

a) Methods used to notify interested parties of the input opportunity
b) Methods used to obtain the interested parties' ideas
c) How the interested parties' ideas were incorporated in PROJECT design and/or implementation

The maximum number of points will be awarded to APPLICANTS which, ***within the last two years prior to the application due date****, made a* ***concerted*** *effort to involve the broadest representation of interested parties in the PROJECT planning and implementation process.*

The APPLICANT made a **concerted** effort to involve interested parties..... 10-8 points
The APPLICANT made a **moderate** effort to involve interested parties.....7-5 points
The APPLICANT made a **limited** effort to involve interested parties .....4-1 points
The APPLICANT made **no** effort to involve interested parties, or the APPLICANT did not respond.....0 points

4. APPLICANT Capacity (15 points)

In addition to the information provided in this criterion, OGALS will consider the APPLICANT's performance history with OGALS as part of the PROJECT selection process. This includes, but is not limited to, a review of the APPLICANT's ability to:

- Complete previous GRANT-funded PROJECTS within the GRANT PERFORMANCE PERIOD
- Meet all post-award requirements including timely submission of PROJECT STATUS REPORTS and payment requests
- Operate and maintain GRANT-funded sites

Describe the APPLICANT'S ability to complete an ACQUISITION, based on the APPLICANT'S knowledge and/or experience of the process to:

a) Identify the appropriate and available property(ies)
b) Negotiate terms of sale with the land owner(s)
c) Secure the appropriate agency/agent(s) to facilitate escrow transactions

The maximum number of points will be awarded to APPLICANTS which address all three of the items above.

The APPLICANT addresses **all three of the items** above	15 points
The APPLICANT addresses **two of the three** items above	10 points
The APPLICANT addresses **one of the three** items above	5 points
The APPLICANT does not address any of the items above, or did not respond	0 points

5. <u>Species Presence</u> (10 points)

Respond to this criterion by accessing the OGALS website at www.parks.ca.gov/grants, following the links to the HCF PROGRAM for DFG links, and providing the following:

a) A description of the species that occur on the site which are identified by the DFG as Species of Greatest Conservation Need on the most up-to-date lists below
b) **A copy of each page that identifies those species**.

The maximum number of points will be awarded to PROJECTS which focus on the rarest or most endangered species.

Only known or last remaining occurrence	10 points
State listed species of Rank S1 or S2	8 points
Multiple listed and/or Species of Greatest Conservation Need	5 points
Species of Special Concern	3 points
The APPLICANT did not respond	0 points

6. <u>Habitat Corridors</u> (10 points)

Describe how the PROJECT will protect or establish a HABITAT corridor linking two or more rare, endangered, threatened, or fully-protected species HABITAT areas.

The maximum number of points will be awarded to PROJECTS sites that link at least two isolated or separated targeted species/HABITATS, as appropriate for targeted species.

The PROJECT will allow linkages of at **least two** isolated or separated targeted species/HABITAT.....10 points
The PROJECT does not link targeted species/HABITAT, or the APPLICANT did not respond.....0 points

7. <u>Environmental Elements</u> (15 points)

Describe the specific environmental element(s) present at the PROJECT site that are known to be important to the maintenance of endangered or threatened species population levels. The optimal environmental elements include, at a minimum, the following:

a) Seasonal and transition ranges
b) Unique areas/HABITAT types such as fawning areas
c) Water resources and/or RIPARIAN areas

The maximum number of points will be awarded to PROJECTS encompassing all three of the above environmental element(s) at the PROJECT site.

The PROJECT site has **all three** of the above elements	10 points
The PROJECT site has **two of the three** elements	7 points
The PROJECT site has **one of the three** elements	3 points
The PROJECT site has **none** of the elements, or the APPLICANT did not respond	0 points

8. <u>Adjacent Land Uses</u> (10 points)

Describe how the adjacent lands are used.

Positive adjacent land uses could include the following:

a) Potential for conservation easement
b) Minimal public safety concerns
c) Public WILDLIFE AREAS (e.g., wildlife refuges, national forests, designated PARK areas, etc.)

Neutral land uses would neither positively or negatively impact the PROJECT site.

Negative land uses could include the following:

a) Potential for increased requests for depredation permits
b) Potential for public safety concerns
c) Adjacent land uses that would harm the PROJECT site (proximity of light industrial activity, livestock overuse, etc.)

The maximum number of points will be awarded to PROJECTS where the surrounding land uses have a positive impact on the PROJECT site.

The impact of the land surrounding the PROJECT site is:

Positive (PROJECT site has at least one of the "positive land uses" items mentioned above) ..... 10 points

Neutral ..... 5 points

Negative (PROJECT site has one or more of the "negative land uses" items mentioned above), or the APPLICANT did not respond.....0 points

9. <u>Conservation Plan</u> (5 points)

Name the adopted applicable plan(s), and describe the PROJECT's priority in the plan(s) (e.g., NCCP/HCP, Riparian Bird Conservation Plan, watershed plan, Bay-Delta Ecosystem Restoration Program Plan, etc.).

The maximum number of points will be awarded to PROJECTS which satisfy a high priority need, and are discussed in detail in one or more plan(s).

PROJECT satisfies a high priority need, and is discussed in detail in one or more plan(s)	5 points
PROJECT is not mentioned in any plan, or the APPLICANT did not respond	0 points

VI. ELIGIBLE COSTS

This section provides rules and examples of ACQUISITION COSTS. Only direct costs are eligible in the HCF Program.

ACQUISITION COSTS

The following provide examples of ELIGIBLE COSTS for ACQUISITION.

ACQUISITION COSTS (Up to 100% of GRANT Amount)	**EXAMPLES**
Purchase price of the property and other activities necessary to complete the ACQUISITION.	• **Appraisals, surveys** • **Preliminary title reports** • **Title Insurance fees** • **Escrow fees and purchase price** • Relocation costs letter (if applicable) signed by the AUTHORIZED REPRESENTATIVE. The letter must list the relocation amounts (charged to the GRANT) for each tenant displaced by the ACQUISITION. No more than the maximum relocation amount pursuant to Government Code § 7260-7277 can be paid for by the GRANT. • **PROJECT/GRANT administration and accounting** • **Conservation Corps costs**

Ineligible costs

INELIGIBLE COSTS	**EXAMPLES**
Cannot be charged to the GRANT.	• **Outside the GRANT PERFORMANCE PERIOD** - costs incurred before or after the GRANT PERFORMANCE PERIOD • **Costs associated with CEQA documents prepared prior to application due date** • **Costs associated with master plan development** • **Indirect costs** – overhead business expenses of the GRANTEE'S fixed or ordinary operating costs (rent, mortgage payments, property taxes, utilities, supplies) • **Food and beverages** • **Fundraising** • **Grant writing** • **Out-of-state travel** • **Projects arising from a mitigation ruling affecting another location**

VII. DEFINITIONS

Capitalized words and terms used in this GRANT Administration Guide are defined below.

ACQUISITION – to obtain fee simple title of real property or a permanent easement, which gives permanent rights to use the property for the purposes of the GRANT SCOPE. A lease or rental is not considered ACQUISITION.

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

APPLICATION PACKET – the application form and its required attachments listed in the APPLICATION PACKET checklist.

APPROPRIATION DATE – when program funding is authorized by the legislature.

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

CALIFORNIA CONSERVATION CORPS (C.C.C.) – a State workforce development program that employs 18-25 year-olds for environmental conservation or enhancement projects, fire protection, and emergency response. See the OGALS website at www.parks.ca.gov/grants, and follow the links to the HCF PROGRAM for the link to this program.

CERTIFIED CONSERVATION CORPS (CERT. CORPS) – nonprofit organizations that are certified by the CCC to provide community and conservation work, education, and job training. See the OGALS website at www.parks.ca.gov/grants, and follow the links to the HCF PROGRAM for the link to this program.

CEQA – the California Environmental Quality Act as stated in the Public Resources Code §21000 et seq.; Title 14 California Code of Regulations §15000 et seq. CEQA is a law establishing policies and procedures that require entities to identify, disclose to decision makers and the public, and attempt to lessen significant impacts to environmental and HISTORICAL RESOURCES that may occur as a result of the entities' proposed PROJECT. See the OGALS website at www.parks.ca.gov/grants, and follow the links to the HCF PROGRAM for CEQA link.

COMPETITIVE – a process whereby PROJECTS are ranked and selected based upon program specific criteria.

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

DPR – the California Department of Parks and Recreation.

DIRECTOR – the director of the California Department of Parks and Recreation.

DISTRICT – any regional PARK or open-space district formed pursuant to Article 3 (commencing with Public Resources Code Section 5500) of Chapter 3 of Division 5 and any recreation and PARK district formed pursuant to Chapter 4 (commencing with Public Resources Code Section 5780) of Division 5. With respect to any community or unincorporated region (which is not included within a regional PARK or open-space district or a recreation and PARK district, and in which no city or county provides parks or recreational areas or facilities), "DISTRICT" also means any other district which is 1) authorized by statute to operate and manage parks or recreational areas or facilities, 2) employs a full-time PARK and recreation director, 3) offers year-round PARK and recreation services on lands and facilities owned by the district, and 4) allocates a substantial portion of its annual operating budget to parks or recreation areas or facilities.

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

FORCE-ACCOUNT LABOR – use of the GRANTEE'S employees working on the GRANT SCOPE.

FUND – the HABITAT CONSERVATION FUND created by Section 2786 of the Fish and Game Code.

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

GRANTEE – an entity having a fully executed CONTRACT with OGALS .

GRANT PERFORMANCE PERIOD – period of time that ELIGIBLE COSTS may be incurred by the GRANTEE and charged to the GRANT, as specified in the fully executed CONTRACT.

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

HABITAT – where a given plant or animal species meets its requirements for food, cover, and water in both space and time; may or may not coincide with a single vegetation type.

HCF – also known as Habitat Conservation Fund Program.

HISTORICAL RESOURCE – includes, but is not limited to, any building, structure, site, area, place, artifact, or collection of artifacts that is historically or archaeologically significant in the cultural annals of California.

INDIRECT COSTS – charges billed as a percentage of PROJECT costs. Such costs are not eligible as MATCH or for REIMBURSEMENT.

IN-KIND – donations that are utilized on the PROJECT, which may include local or private funds, materials and/or services. These donations shall be eligible only as MATCH.

LOCAL AGENCY – a City, County, City and County, or a DISTRICT.

MAJOR SUPPORT AMENITY – a PROJECT element which is estimated to cost $30,000 or more at the time of application.

MATCH – contributions to the PROJECT which may be monetary from any source other than state funds, including funds from federal and non-state local assistance programs; gifts of real property, equipment, and consumable supplies; volunteer services; FORCE-ACCOUNT LABOR; free or reduced-cost use of land, or equipment; and bequests and income from wills, estates, and trusts. Required MATCH is subject to the same ELIGIBLE COSTS requirements as the GRANT unless otherwise specified. HCF GRANT funds cannot be considered as MATCH.

MINOR SUPPORT AMENITY – a PROJECT element which is estimated to cost less than $30,000 at the time of application.

NCCP/HCP – Natural Community Conservation Plan/HABITAT Conservation Plan.

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

PARK – means a tract of land with outstanding scenic, natural, open-space, or recreational values, set apart to conserve natural, scenic, cultural, or ecological resources for present and future generations, and to be used by the public as a place for rest, recreation, education, exercise, inspiration, or enjoyment.

PROJECT – the FEATURES and MAJOR SUPPORT AMENITIES listed in the GRANT SCOPE/Cost Estimate Form. The plural form of the word is "PROJECTS".

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

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

RECREATION FEATURE – a GRANT SCOPE element; can be a part of either active or passive recreation.

REIMBURSEMENT – GRANT payment made to the GRANTEE after the GRANTEE incurred costs by making a payment to a contractor or vendor.

STATUS REPORTS – a document issued by OGALS that requires the GRANTEE to provide an update of GRANT SCOPE expenditures incurred and activities undertaken during the GRANT PERFORMANCE PERIOD.

TOTAL PROJECT COST – the combined dollar amount of the HCF GRANT and required MATCH used to complete the FEATURES and MAJOR SUPPORT AMENITIES listed in the GRANT SCOPE/Cost Estimate Form.

WILDLIFE – indigenous flora and fauna.

WILDLIFE AREA – location where indigenous flora and fauna are predominant.

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