



Office of Grants & Local Services
P.O. Box 942896
Sacramento, CA 94296-0001
(916) 653-7423

PROCEDURAL GUIDE

For The

CALIFORNIA PARK AND RECREATIONAL FACILITIES ACT OF 1984

- REGIONAL COMPETITIVE PROGRAM
- LAKES, RESERVOIRS AND WATERWAYS PROGRAM
- NON-PROFIT PROGRAM

MARCH, 1985

George Deukmejian
Governor
State of California

Gordon K. Van Vleck
Secretary for Resources

William S. Briner
Director
Department of Parks and Recreation

State of California
DEPARTMENT OF PARKS AND RECREATION
Office of Grants Administration
P. O. Box 2390
Sacramento, CA 95811
(916) 445-4441

CONTENTS

	Page
INTRODUCTION	1
Important Points Concerning Program Procedures	2
GENERAL INFORMATION.	3
APPLYING FOR GRANTS.	3
Eligible Units of Government	3
Eligible Projects.	3
Acquisition	4
Development, Rehabilitation, Restoration.	4
Outdoor Facilities.	4
Indoor Facilities	4
Historical Projects	5
Ineligible Projects.	5
APPLICATION PROCEDURES	5
When to Apply.	5
What to Submit	6
Notification, Fund Availability and Timing	6
PROJECT ADMINISTRATION	6
Project Flow	6
Accounting Requirements.	7
Eligible Costs	7
Ineligible Costs	9
Interest	10
Requirements for Development Projects.	10
Advances for Development and Acquisition Projects.	10
State Audit.	11
CHANGES AND TIME EXTENSIONS.	11
Completion of a Development Project.	11
Completion of an Acquisition Project	11

INTRODUCTION

This instructional guide is to be used in applying for and administering State Grant funds for three of the grant programs available under provisions of the California Park and Recreational Facilities Act of 1984. Unless otherwise indicated, it is to be used both by local agencies and non-profit organizations.

The guide deals with administrative procedures common to these three programs only:

- 1) Regional Competitive Program
- 2) Lakes, Reservoirs and Waterways Program
- 3) Non-Profit Program

The guide also contains the criteria used to evaluate individual project proposals under the Regional Competitive and Lakes, Reservoirs and Waterways Programs. A guide for the Urban Open-Space Program (Roberti-Z'berg-Harris) has already been distributed to eligible local agencies. Additional copies can be obtained by phoning or writing the Grants Administration Office (see Page 3). Guides for Historical Resources Preservation projects are available by phoning the State Office of Historic Preservation (916) 445-8006.

Chapter 1.691 (commencing with Section 5096.225), Division 5 of the Public Resources Code, in part, authorizes \$150 million for grants to counties, cities and districts (except school districts) for acquisition, development or restoration of real property for park, beach, recreational and historical resource preservation purposes. These funds are allocated to the following grant programs:

1. Regional Competitive

\$78.5 million is allocated over a three-year period, 1985/86, 1986/87 and 1987/88 to ten regions of the state with no county receiving less than \$200,000 over the three-year period. Development projects only. See Appendix A for annual allocations.

2. Lakes, Reservoirs and Waterways

\$15 million is allocated over a two-year period, \$5 million in 1985/86 and \$10 million in 1986/87. Development projects only.

3. Roberti-Z'berg-Harris

\$45 million is allocated equally over a two-year period, 1984/85 and 1985/86. Acquisition and development projects only.

4. Historical Resources

\$10 million is allocated over a three-year period. Please contact State Office of Historic Preservation for detailed information and procedures.

5. Non-Profit

\$1.5 million was available for 1985/86 only. Acquisition and development only.

Important Points Concerning Program Procedures

1. Contact your project officer in the Office of Grants Administration if you have questions. See General Information Section.
2. Only costs incurred after the date of appropriation will be eligible for grant funds. Costs are incurred when the project is physically started. Projects will not be funded on a retroactive basis. After appropriation, you should still wait until you receive a fully executed contract before starting your project.
3. State approval of construction and/or acquisition documents is required before you begin construction or acquisition.
4. The minimum grant request is \$10,000 for an individual project application.
5. You must commence construction or acquisition of the project within three years of appropriation or grant funds will be reverted and no longer available.
6. Upon completion of your project, you should submit a final payment request along with support material for final payment. You should document your costs as you proceed with the project.
7. The State may conduct a final on-site inspection of the completed project before processing the final payment.
8. All grant-funded projects are subject to a final audit after completion.
9. The funding for your project cannot be changed to a different project without prior Grants Administration approval and possible State Legislative approval.
10. No more than 20% of the grant amount can be used for architectural, engineering and direct administrative costs. Direct administrative costs are those that can be documented as relating directly to the grant-funded project.
11. Joint Projects: Funds granted may be expended for acquisition (non-profit), development, rehabilitation or restoration only on lands owned by your organization or subject to a lease or other sufficient interest that demonstrates the adequacy of tenure held by your organization. A lease or other interest must be of sufficient duration to amortize the grant-funded facilities and any termination clause must be by mutual consent.
12. Projects that involve construction of new or renovation of old facilities must provide access for the disabled in accordance with applicable State statutes. Contact the Office of State Architect, Access Compliance Unit for Handicapped Accessible Design information at 1500 Fifth Street, Sacramento, CA 95814 or (916) 445-6285.

13. All new and/or renovated public displays must be built to allow for viewing by persons in wheelchairs and accommodations be made for hearing impaired and blind persons.
14. There are no matching fund requirements for the three programs listed on Page 1. Local efforts to procure additional financial assistance may be a consideration in grant project selection.
15. Project proposals for multiple sites are not eligible. (One application cannot be submitted for rehabilitation of seven restrooms at seven separate parks.) A separate application must be submitted for each project location.
16. Projects for planning purposes only are not eligible. A project must result in a useable park, recreation or open space facility.

GENERAL INFORMATION

This program is administered by the State Department of Parks and Recreation. All inquiries, correspondence and grant applications should be addressed to:

State Department of Parks and Recreation
Office of Grants Administration
P. O. Box 2390
Sacramento, CA 95811

The Office of Grants Administration is located at:

830 S Street (9th and S)
Sacramento, CA 95814

At the present time, the Office of Grants Administration Administers seven State Grant programs and one federal grant program. Day-to-day administration of individual projects is the responsibility of a project officer who is assigned a specific geographical area of the state, based on county boundaries.

APPLYING FOR GRANTS

Eligible Units of Government

Any city, county or special district (except school districts) whose authority permits acquisition, development, operation and maintenance of public park or recreational areas are eligible units of government for application purposes. The Non-Profit Program was for one year only (1985/86), for which applications must have been received by November 5, 1984.

Eligible Projects

Since these are competitive programs, only the best projects, as measured against the criteria, will be funded. Consequently, the applicant should

apply judgment and take care in applying. For example, it would be unrealistic for a city of 3,000 population to expect to receive a \$500,000 grant for a large sports facility or large community center when they might well be competing with a city of 25,000 applying for \$200,000 for a similar needed facility. The applicant may wish to contact the Grants Administration Office to preliminarily discuss unusual projects. The project should meet an identifiable recreation need within your community and every attempt should be made to achieve the greatest ratio of recreation benefits to project costs. Upon completion, all grant projects must provide or support public recreation.

Acquisition - Only the 1985/86 Non-Profit Program included funding for acquisition (as well as development) of land for recreational purposes.

Development, Rehabilitation, Restoration - All three programs include funding for these purposes. The types of local projects most often funded are neighborhood, community and regional parks.

Outdoor Facilities - Examples of eligible items include outdoor facilities for picnicking, camping, swimming, riding, hiking and bicycling, organized sports, tennis and boating; for general development of parks and playgrounds; and for support facilities (entrance roads, fences, utility and sanitation systems, internal roadways, parking areas, restrooms, interpretive facilities and landscaping, etc.).

Indoor Facilities - Indoor recreation facilities, typically constructed, operated and maintained by local government agencies for recreation purposes, are eligible. Examples of eligible facilities include recreation centers, museums and indoor swimming pools.

When an indoor facility includes recreation and non-recreation features, facilities primarily for recreation use may be funded on a pro-rata share of the entire development. When a facility is used part of the time for recreation and part of the time for non-recreation activities, pro-rata funding may be given. Indoor facilities primarily for education or child care purposes are not eligible for funding.

Indoor support facilities directly related to a recreation activity, such as a storage room for athletic equipment, are eligible. Facilities not directly related to providing recreation opportunities such as administrative offices are not eligible for funding assistance.

Grants to local jurisdictions for development of recreational facilities on school-owned lands can be made when there exists sufficient supporting information that such facilities will be available for use by the general public for a substantial amount of time throughout the year. It is recognized that there is no exacting formula to determine the proportion of exclusive school use to recreational use by the general public since differences prevail in local programs and conditions and the use patterns differ for specific recreational facilities. General public use for recreational purposes will be considered substantial if the facility is available after normal school hours and on weekends and during school vacation periods. There must be adequate tenure to the school property through a lease or other interest.

Historical Projects - Eligible historical projects include (but are not limited to) any building, structure, site, area or place historically or archeologically significant or significant in the architectural, engineering, scientific, economic, agricultural, educational, social, political, military or cultural annals of California.

NOTE: An historical project will be evaluated for funding consideration on its recreation use potential, not its historical significance, for the three programs discussed in this guide.

Ineligible Projects

Projects on school properties expressly for education purposes are not eligible.

Projects traditionally provided by private business or concessionaires are not eligible unless evidence is submitted that such private business is not available and that the project will meet a measurable park, recreation or open space need.

The preparation of master plans for park and recreation area acquisition and development is not eligible. Costs for specific project planning for development projects, or incidental costs for acquisition projects being funded under this program, are allowed up to a reasonable level (normally ten percent of the grant amount).

Following is a non-exclusive list of additional ineligible projects:

- Highway and street beautification
- Recreation programs
- Recreation staff costs
- Normal maintenance and repair
- Maintenance equipment (trucks, mowers, shovels, etc.)
- Parking areas for other than recreation purposes
- Non-fixed equipment and supplies (sports equipment, etc.)

APPLICATION PROCEDURES

Before you apply, be sure to review your project thoroughly with regard to its potential for fulfilling a definite recreational need within your community. Again, it should be stressed that potential use versus cost is a factor in the evaluation of your grant request.

When to Apply

Applications must be postmarked no later than October 1, 1985 or October 1, 1986 for the Regional Competitive Program, and October 1, 1985 for the Lakes, Reservoirs and Waterways Program. The Non-Profit Program was a one-year program and is now over. (October 1st is also the date for Roberti-Z'Berg Needs Basis applications. Separate applying procedures are used for that program.)

What to Submit

See back of application form (Appendix B). A complete application will consist of one copy each of the listed items. YOUR PROJECT APPLICATION MUST BE COMPLETE WHEN SUBMITTED TO THE STATE OR IT WILL NOT BE CONSIDERED FOR FUNDING!

1. Be sure that the person authorized in the resolution signs the application form.
2. Have the Planning official certify project's consistency with local plans. Agencies that do not have a Planning Department may designate a responsible agency official to certify. This would usually be the same person authorized in the agency's resolution to apply for the grant.
3. Use sample resolution (Appendix C).
4. Complete applicable project proposal form (Appendices D and E).

NOTE: If you intend to reapply for the identical project you have previously requested, you must submit:

- a. Addendum to CEQA (Appendix F)
- b. New application form
- c. New resolution

Notification, Fund Availability and Timing

The State will review each project application, including field inspections of most projects, and make its final selections by March 1 of each year. The State will notify the local agency shortly thereafter and submit the approved projects to the State Department of Finance to place in the State Budget for appropriation of funds.

When a project is approved by the Legislature, funds become available for three years. When the agreement between the State and the local agency is signed, two additional years are available in which to complete the project (a total of five years from the date of appropriation). Projects that can be initiated, completed and made available for public use at an early date are preferred over long-term proposals.

PROJECT ADMINISTRATION

Project Flow

1. Five copies of an agreement are sent to applicant. Authorized representative signs and returns four copies (Appendix G). Please carefully read the contract provisions.
2. Approved agreements and payment requests are sent to applicant (Appendix H).
3. Applicant may submit payment request for an advance of 10 percent of grant amount to prepare construction plans and/or acquisition documents.

4. Applicant submits complete bid package or plans and force account schedule for State engineering review.
5. Applicant commences work or begins negotiations on project and may submit a payment request for up to 90 percent of grant amount. Payment will be processed only after State engineering approval and when bid is awarded or costs incurred on force account projects.
6. Applicant notifies Department of Parks and Recreation of project completion and sends four copies of the final payment request along with completion documents (Appendix I).
7. Project officer normally makes final project inspection.
8. Department of Parks and Recreation reimburses applicant for final 10 percent of grant amount.
9. Department of Parks and Recreation may perform an audit of completed project.

Accounting Requirements

The applicant must maintain an accounting system that accurately reflects fiscal transactions with the necessary controls and safeguards. This system should provide good audit trails, especially the source of original documents such as receipts, progress payments, invoices, time cards, etc. The system must also provide accounting data to enable the total cost of each project to be readily determined.

Eligible Costs

Only project-related costs incurred during the project performance period specified in the grant agreement will be eligible. All such costs must be supported by appropriate invoices, purchase orders, cancelled warrants and other records (Appendix I). Preliminary project costs must be segregated, fully supported and documented as being attributed to the project.

1. Preliminary costs - Preliminary project costs (e.g., site planning, appraisals, acquisition negotiations, etc.) incurred after the date of appropriation (i.e., passage of the State Budget that includes the project) are eligible, provided that an agreement for the project is executed by the State and the applicant.

No more than 20% of the grant amount can be used for architectural, engineering and direct administrative costs. Direct administrative costs are those that can be documented as directly relating to the grant-funded project, as determined by State audit. General overhead costs by Department or agency are not eligible.

2. Personnel or employee services - Services of the applicant's employees directly engaged in project execution are eligible costs. These costs must be computed according to the applicant's prevailing wage or salary scales and may include fringe benefit costs such as vacations,

sick leave, social security contributions, etc., that are customarily charged to the applicant's various projects. Costs charged to the project must be computed on actual time spent on a project and supported by time and attendance records describing the work performed on the project. Overtime costs may be allowed under the applicant's established policy, provided that the regular work time was devoted to the same project.

Salaries and wages claimed for employees working on State grant projects must not exceed the applicant's established rates for similar positions.

3. Consultant services - The costs of consultant services necessary for the project are eligible. Consultants must be paid by the customary or established method and rate of the applicant.

No consultant fee may be paid to the applicant's own employees without prior approval or unless specifically agreed to by the State.

4. Construction equipment - Equipment owned by the applicant may be charged to the project on a use basis. Equipment use charges must be made in accordance with the applicant's normal accounting practices. The equipment rental rates published by the State Department of Transportation may be used as a guide.

If the applicant's equipment is used, a report or source document must describe the work performed, the hours used, relationship of use to the project and be signed by the operator and supervisor.

Equipment may be leased, rented or purchased, whichever is most economical. If equipment is purchased, its residual market value must be credited to the project costs on completion.

5. Construction supplies and materials - Supplies and materials may be purchased for a specific project or may be drawn from a central stock, providing they are claimed at a cost no higher than that paid by the applicant. When supplies and/or materials are purchased with the intention of constructing a structure or a part of a structure, the costs that are charged as supplies and materials are capitalized according to the applicant's normal practice or policy. If capitalized, only that cost reasonably attributable to the project may be claimed under the project.
6. Signs and interpretive aids - The cost of signs, display boards or other minor interpretive aids relating to the project are eligible.
7. Construction - The cost of all necessary construction activities, from site preparation (including demolition, excavation, grading, etc.) to the completion of a structure or facility is eligible.

8. Acquisition (Non-Profit Only) - Costs incurred in acquisition of real property include: the purchase price of the property approved by the State, appraisals, surveys, preliminary title reports, escrow fees, title insurance fees and court costs of condemnation.
9. Relocation costs - Relocation costs are allowable for projects that result in displacement of any person and/or business. The applicant must comply with the requirements of the Relocation Act (the Grants Office's Land Agent can help you with this) even though relocation costs are not claimed for reimbursement.
10. Other expenditures - In addition to the major categories of expenditures, reimbursements may be made for miscellaneous costs necessary for execution of the project. Some of these costs are:
 - a. Communications (such as telephone, telegrams, letters, etc.)
 - b. Premiums on hazard and liability insurance to cover personnel and/or property
 - c. Work performed by another section or department of the applicant's agency
 - d. Transportation costs for moving equipment and/or personnel

Ineligible Costs

The following are not eligible costs:

1. Ceremonial expenses
2. Expenses for publicity
3. Bonus payments of any kind
4. Charges for contingency reserves or other similar reserves
5. Charges in excess of the lowest bid, when competitive bidding is required by the State or the applicant, unless the State agrees in advance to the higher cost
6. Charges for deficits or overdrafts
7. Taxes for which the applicant would not have been liable
8. Interest expense
9. Charges incurred contrary to the policies and practices of the applicant involved
10. Damage judgments arising from acquisition, construction or equipping of a facility, whether determined by judicial process, arbitration, negotiation or otherwise
11. Services, materials or equipment obtained under any other State program

12. Cost of discounts not taken
13. Travel claimed when no work time was claimed for the same period
14. Contract cost overruns, not approved, that exceed the allowable amount as per the contract specifications
15. The surcharge payable by the applicant for a project in which there is federal participation

Interest

An advance of State grant funds must be placed in an interest-bearing account and any accrued interest used either on the project or paid to the State.

Requirements for Development Projects

The following documents must be reviewed and approved by the State Department of Parks and Recreation:

1. For development projects constructed under contract, submit one set of construction drawings, bid documents, contract specifications and itemized engineer's estimate of construction costs for each contract or phase of construction. Working drawings use for bid purposes are acceptable.
2. For development projects constructed by force account or volunteers, submit one set of approved plans drawn to scale. Force account projects should also be accompanied by a construction schedule and a breakdown of costs. (See sample Force Account Schedule, Appendix I.)

The applicant shall complete the work in accordance with the approved construction plans and specifications and shall ensure compliance with all applicable State and local laws, regulations and ordinances.

The applicant shall permit periodic site visits by State personnel to ensure work progress in accordance with the approved project, including a final inspection on project completion.

All significant deviations from the program agreement shall be submitted to the State in writing for approval.

Requirements for acquisition projects (Non-Profit only) submit one copy of the appraisal and preliminary title report to the State for review and approval before negotiations are started.

Advances for Development and Acquisition Projects

After the grant agreements have been fully executed, up to 10% of the total grant amount may be requested for specific planning for development projects. On approval of the applicant's plans and specifications, up to 90% of the remaining grant amount may be requested after the con-

struction contract is awarded or construction has commenced for development projects.

If advances are made and not immediately used, the applicant shall be held accountable for the interest earned. Again, the advanced funds should be placed in an interest-bearing account. If necessary, interest that could have been earned may be computed by the State.

Ten percent may be withheld until the project has been completed and audited by the State.

For acquisition projects (Non-Profit only), 90% of the grant may be advanced after the State has approved the applicant's acquisition documents and has received the escrow instructions, or a court order requesting deposit of money. Such advance shall be placed immediately into escrow, or deposited with the court.

State Audit

Upon the completion of the project and receipt of the final payment request and completion documents, the State may audit the project records. The audit will include all books, papers, accounts, documents or other records of the applicant as they relate to the acquisition or development project for which the State funds were granted. Records shall be retained by the applicant for three years following completion of project.

Projects may be audited at any time. The purpose of the audit is to verify if project expenditures were properly incurred. The audit would be conducted after all project transactions have been completed and necessary payments have been made.

CHANGES AND TIME EXTENSIONS TO AN APPROVED PROJECT

Prior State approval is required for any changes to the project scope. Major changes can only be accomplished by adequate justification in the most extreme circumstances and may also require legislative approval. Minor changes require prior notification to the State by letter or phone call which will be followed by a letter from the State indicating State approval.

Completion of a Development Project

Submit "Support Material for Final Payment" (Appendix I) plus four copies of final payment request (Appendix H).

Completion of an Acquisition Project (Non-Profit Only)

Submit one copy of Grant Deed and Policy of Title Insurance along with four copies of final payment request.

APPENDICIES

<u>Page</u>	<u>Appendix</u>
A	Grant Allocations by Regional
B	Application Form
C	Sample Resolution
D	Regional Competitive Project Proposal
E	Lakes, Reservoirs and Waterways Project Proposal
F	Addendum to CEQA
G	Agreement and Provisions
H	Payment Request Form and Introductions
I	Support Material for Final Payment
J	Development Procedures
K	Non-Profit Development Procedures
L	Handicapped Standards
M	Sample Force Account Schedule

APPENDIX A

Regional Competitive Program
Three-Year Allocations, by Region

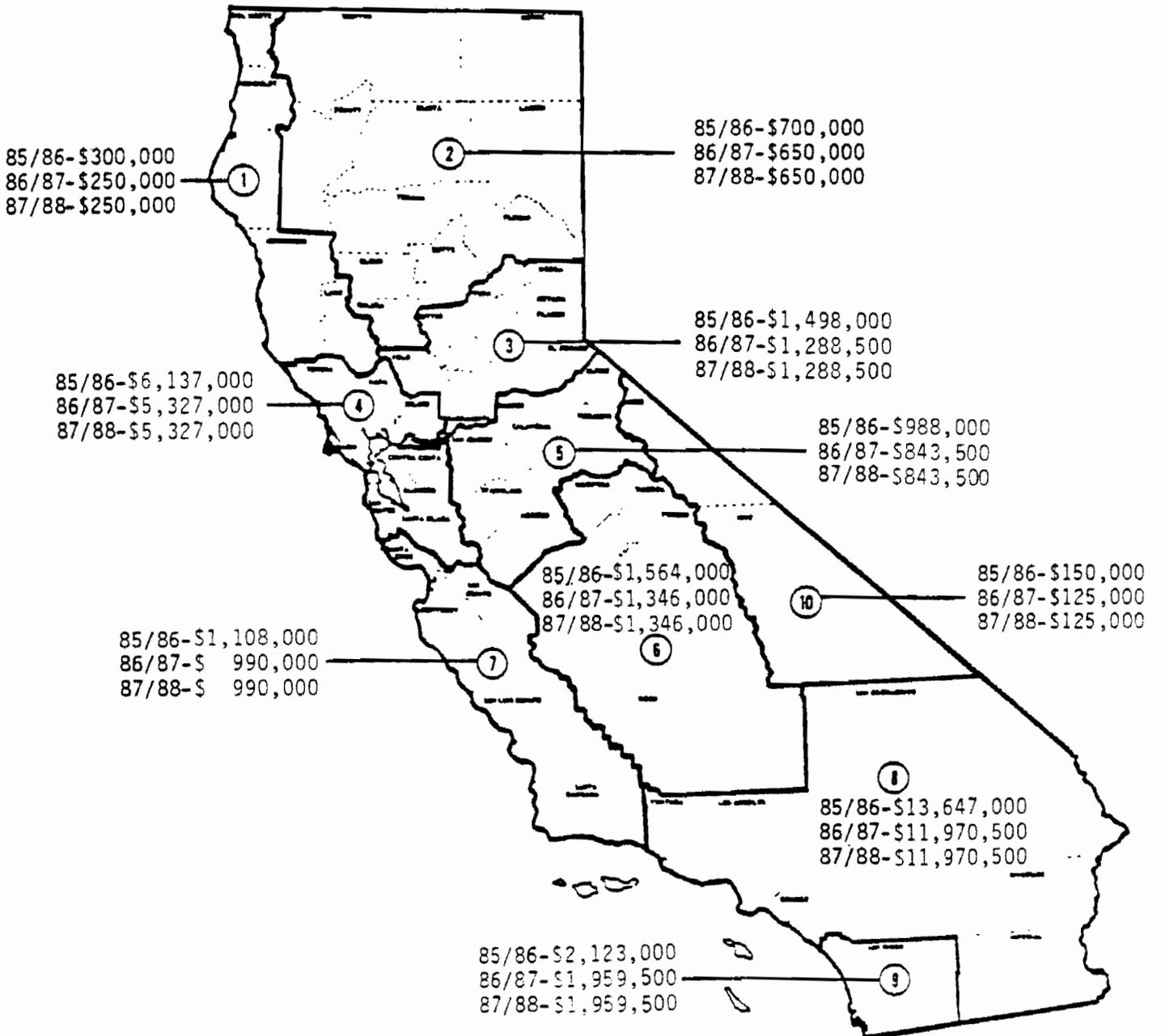
California Park and Recreational Facilities Act of 1984

REGIONAL COMPETITIVE

(\$78,500,000)

THREE-YEAR ALLOCATIONS

Less 1% Administration Cost



APPENDIX B

Application Form

The documents required for a complete application are listed on the back of the application form. (New applications for Non-Profit Grants cannot be accepted since the entire amount allocated for that program was applied for last year. This appendix does not contain application materials for that program.)

CALIFORNIA PARK AND RECREATIONAL FACILITIES ACT OF 1984

APPLICATION FOR LOCAL ASSISTANCE GRANT

Check one:

- REGIONAL COMPETITIVE PROGRAM
 LAKES, RESERVOIRS AND WATERWAYS PROGRAM

Project Name _____ Amount of Grant Requested \$ _____
(Min. Grant \$10,000)

Estimated Total Project Cost \$ _____

Applicant (Agency - address incl. zip code) _____ Project Location: _____

County: _____

Nearest City: _____

Address and Nearest Cross Street: _____

Applicants' Representative Authorized in Resolution

(type) _____ (Name) _____ (Title) _____ (Phone) _____

Person with day-to-day responsibility for project (if different from authorized representative)

(type) _____ (Name) _____ (Title) _____ (Phone) _____

Description of Project (Brief)

Land Tenure -- Project: _____ acres Census tract number in which project is located: _____

_____ owned in fee simple by applicant
(Please Check)

_____ available under a _____ year lease (enclosed)
(Please Check)

_____ other interest (explain) _____
(Please Check)

Check one (Regional Competitive Only):

Estimate start project _____ Complete project _____
date date
Neighborhood Park _____
Community Park _____
Regional Park _____

I certify that the information contained in this application, including required attachments, is accurate and that I have read and understand the important information and assurances on the reverse of this form.

Signed _____ Date _____
Applicant's Authorized Representative as Shown in Resolution

certify that this project is consistent with the park and recreation plan of the above agency. (Not required for non-profit projects)

Signed _____ Date _____
Representative of Applicant's Planning Agency

IMPORTANT

Before you incur costs against the grant, you must have your project approved by the Legislature. All State requirements must be met and an agreement signed before any funds will be disbursed.

An audit may be performed before or after final payment.

GRANT APPLICATION

A complete application consists of one each of the following 13 items.

1. ___ A completed application form signed by the person authorized in your resolution and by the representative of your planning agency.
2. ___ The resolution from your governing body authorizing the application (see sample resolution).
3. ___ Completed project proposal.
4. ___ Environmental Impact Report or Negative Declaration and a copy of Notice of Determination showing County Clerk's stamps, or, if applicable, a copy of the Notice of Exemption if the project is categorically exempt, or the reason why CEQA does not apply.
5. ___ A city or county street map showing the project location in sufficient detail to find the site.
6. ___ If property to be developed is not owned in fee, evidence of adequate land tenure. (Copies of leases, joint powers agreements, permits, etc.)
7. ___ A site plan. Map of the overall park showing location of project facilities, details of access, water, power and sanitation.
8. ___ Cost estimate. A detailed estimate of all project costs.
9. ___ A list of all funds, over and above the grant requested, that will be used for the project.
10. ___ Copies of any permits, leases, agreements, etc. affecting project lands or operation and maintenance.
11. ___ Photos of the project site.
12. ___ One copy of your Articles of Incorporation or charter (non-profit organizations only)
13. ___ A map showing location of all parks in your jurisdiction (if possible indicate facilities at each park)
(local governments only)

Assurances

The applicant hereby gives assurance and certifies with respect to the grant that:

It possesses legal authority to apply for the grant, and to finance, acquire and construct the proposed project, that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

It will provide and maintain competent and adequate architectural engineering supervision and inspection at the construction site to insure that the completed work conforms with the approved plans and specifications; that it will furnish progress reports and such other information as the State may require.

It will give the State's authorized representative access to and the right to examine all records, books, papers, or documents related to the grant.

It will cause work on the project to be commenced within a reasonable time after receipt of notification from the State that funds have been approved and that the project will be pursued to completion with reasonable diligence.

It will not dispose of or encumber its title or other interests in the site and facilities without permission from the State Legislature.

It will comply where applicable with provisions of the California Environmental Quality Act and any other State and/or local laws, rules and/or regulations.

In cases involving leased property, it agrees to maintain and operate the property and/or facilities acquired or developed for an agreed to period commensurate with the type of project and the proportion of state grant funds and local funds allocated to the capital costs of the project.

APPENDIX C

Sample Resolution

The resolution should contain the information shown in sample.

SAMPLE RESOLUTION

Resolution No: _____

RESOLUTION OF THE _____
 (Title of Governing Body; i.e., City Council, Bd. of Supervisors)
 OF _____ APPROVING THE APPLICATION FOR GRANT FUNDS
 (City, County, District)
 UNDER THE _____
 (Title of Program) Regional Competitive or Lakes, Reservoirs, and Waterways
 PROGRAM OF THE CALIFORNIA PARK AND RECREATIONAL FACILITIES ACT OF 1984 for _____

 (Project Name)

WHEREAS, the people of the State of California have enacted the California Park and Recreational Facilities Act of 1984, which provides funds to the State of California and its political subdivisions for developing facilities for public recreational purposes; and

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility for the administration of the program within the state, setting up necessary procedures governing application by local agencies under the program; and

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

WHEREAS, said applications contain assurances that the applicant must comply with; and

WHEREAS, the applicant agency will enter into an agreement with the State of California for development rehabilitation or restoration of the project;

NOW, THEREFORE, BE IT RESOLVED that the _____ hereby;
 (Title of Governing Body)

1. Approves the filing of an application for 1984 state grant assistance for the above project; and
2. Certifies that said agency understands the assurances and certification in the application; and
3. Certifies that said agency has or will have sufficient funds to operate and maintain the project, and if the project is selected for state grant funding;
4. Certifies that said organization will provide construction plans and specifications to the state within one year of the appropriation of funds under this program and will commence work immediately after state approval; and
5. Appoints the _____ as agent of the
 (Title - not name)
 _____ to conduct all negotiations, execute and submit all
 (City, County, District)

documents including but not limited to applications, agreements, amendments, payment requests, and so on, which may be necessary for the completion of the aforementioned project.

APPENDIX D

Project Proposal
Regional Competitive Program

Park and Recreation Grant Program

**(California Park and Recreation
Facilities Act of 1984)**

**REGIONAL
COMPETITIVE**

PROJECT PROPOSAL

**STATE OF CALIFORNIA
THE RESOURCES AGENCY**

**DEPARTMENT OF
PARKS AND RECREATION**



CALIFORNIA PARK AND RECREATION
FACILITIES ACT OF 1984

REGIONAL COMPETITIVE PROJECT PROPOSAL

The project proposal offers local park and recreation providers an opportunity to demonstrate that their proposed project merits funding under the Regional Competitive Program. The information to be provided will permit the State to evaluate the projects to determine their value relative to other competing grant projects. In addition to striving for objectivity and uniformity in applying the criteria, the State will make every effort to ensure the equitable distribution of grant funds throughout the State.

The selection system consists of three phases: basic eligibility, ranking and tie breaking criteria. The first phase is applied to all applications to determine project eligibility. Projects judged to be eligible will be further considered. Scoring points are applied to ranking criteria.

BASIC ELIGIBILITY

These two conditions determine the project's eligibility. To be considered for funding, the project must meet the following:

1. As of the annual application filing deadline, the application must be substantially complete. Applications must be fully complete before the State selects projects to be eligible for funding. A fully complete application includes one each of the following:
 - Application Form
 - Resolution
 - Project Proposal
 - CEQA Documents*
 - Project Location Map
 - Evidence of Land Tenure^{1/}
 - Map Showing all your Local Parks
 - Site Plan
 - Cost Estimate
 - Funding Sources other than Grant Funds
 - Permits (operating agreements, etc.) Affecting Project
 - Photographs

* The applicant should strive to have made an initial study of environmental impact of the proposed grant project by the time of application.

2. The project must meet one or more of the following basic legislative requirements:

Check the appropriate item(s) which apply to the project for which you are asking grant funds. An on-site inspection may be made by the State.

- a. Rehabilitation or restoration of existing facilities.
b. Development of facilities to serve urban populations.^{2/}
c. Development of facilities which increase the grant recipients' revenues by expanding public recreation services.^{3/}

Please explain: _____

- d. Stimulation of new jobs.
Please explain: _____

RANKING CRITERIA

These criteria provide the ranking for project applications that meet the eligibility requirements above. A point range is assigned to each criterion.

Projects will be classified into three categories . . . regional-serving, community-serving, or neighborhood-serving and compete separately within each of the ten regions. The applying agency is to designate on the application the category for its proposed project using its own standards and definitions. The definitions provided below are only a guide. A maximum of 40% of the regional allocation will be allowed each category unless there are insufficient funding requests in any particular category.

A project will not necessarily be selected merely because it is the only project in a particular category. If the State determines that there are not enough highly qualified projects to utilize the allocated funds in one category, those funds may be used for projects in another category.

CATEGORIES: Check here and on the Application.

- Neighborhood-serving - serves a neighborhood or elementary school population.
 Community-serving - serves several neighborhoods.
 Regional-serving - serves several communities, a major portion of a county or up to several counties (includes locally operated State Park System units)

The eligible projects will be scored using the adopted criteria. These criteria include need, use, access, efficiency, jurisdictional capability and stewardship.

C. Demand for recreation opportunities to be provided by the project.

1. What is the total population of the service area for the park? _____
2. What percentage of that population will use the project (i.e. 10%)? _____
3. What percentage of the annual use of your project will come from outside the service area? (See II A) _____
4. Who will use this project and what groups are represented? (tots, seniors, handicapped, trail riders, etc.) _____

5. Provide the existing developed* recreation and park acres per thousand population within your jurisdiction (i.e. 4.2 acre/thousand): _____
6. Provide the existing developed recreation and park acres per thousand for the category you are competing under (i.e. 2 acre/thousand for all neighborhood parks): _____

D. Public support, public participation and local financial effort.

1. Does your project have local public support? Which groups support your project? Please explain: _____

2. Does your project have public opposition? Please explain: _____

3. Is there additional assistance on the project (government or private funds, volunteer labor, donation of materials)? Please explain: _____

4. Are there other funding sources suitable for financing your project? Have you explored these sources? Please explain: _____

* Exclude park acreage not developed or used for recreation.

5. Has a local public participation process been incorporated into this project? Please explain: _____

II. USE (0 - 15)

A. Potential use when completed (annual visitation).

Estimate total annual visitation (activity days)⁴/ to the facility(s) proposed for grant funding (total number of times the facility(s) will be used by individuals). Please explain: _____

B. Availability for use.

1. Give the number of days per week the facility(s) will be open and available to the general public: _____
2. Give the number of months per year the facility(s) will be open: _____
3. Give proposed hours of use: _____
4. Can the grant funded facility(s) be used for activities other than the primary use? Yes: _____ No: _____ Please explain: _____

III. ACCESS (0 - 10)

A. Adequacy of physical access to the site. Check all appropriate.

- ___ More than one access point to project
- ___ Public transportation services
- ___ Bicycle trails or lanes
- ___ Horse trails or paths
- ___ Hiking trails or paths
- ___ Parking at or adjacent to site
- ___ Boating access
- ___ Safe pedestrian access
- ___ Facilities are accessible to the handicapped
- ___ Freeways or major roadway access
- ___ Other (list) _____
- ___ Other (list) _____
- ___ Other (list) _____

B. Barriers that may restrict access.

- Flood control channels or rivers in or along project boundaries
- Railroad tracks
- Freeway or major roadways
- Currently not accessible to handicapped
- Only one access point
- Restrictive use rules
- Other (list) _____
- Other (list) _____
- Other (list) _____
- None

IV. EFFICIENCY (0 - 10)

A. Rehabilitation/Replacement Projects

Will the project meet any of the following goals?

1. Reduce operation and maintenance cost? Yes: ___ No: ___ Please explain: _____

2. Incorporate energy and water saving features? Yes: ___ No: ___ Please explain: _____

3. Generate additional revenues? Yes: ___ No: ___ Please explain: _____

4. Offer activities other than the primary use? Yes: ___ No: ___ Please explain: _____

5. Provide for adaptive use (recycling) of an existing structure or site? Yes: ___ No: ___ Please explain: _____

6. Involve a cooperative effort with one or more local agencies or non-profit groups? Yes: ___ No: ___ Please explain: _____

B. New Developments

1. For new developments please explain how the goals shown in IV, A, 1-6, will relate to your project. Please Explain: _____

V. JURISDICTIONAL CAPABILITY (0 - 15)

A. Ability to initiate and complete grant projects.^{5/}

1. Have your plans and specifications been prepared? Yes: _____
No: _____ Comments: _____

2. How soon will project construction start after the funds are appropriated by the Legislature? Please explain: _____

3. Have you had a previous State Grant? If so please fill out this section.

	No. of Active Projects	No. of Completed Projects ^{6/}
Roberti-Z'berg (SB174)	_____	_____
1974 Park Bond	_____	_____
1976 Park Bond	_____	_____
1980 Park Bond	_____	_____

VI. STEWARDSHIP (0 - 5)

A. Stewardship of the applying agency with regard to the protection and enhancement of its recreation resources.

1. Has your agency converted parkland to other non-park or recreation uses in the past five years? Yes: _____ No: _____
Please explain: _____

2. Has your agency abandoned, neglected or closed developed parks or recreation areas during the past five years? Yes: _____
No: _____ Please explain: _____

TIE BREAKERS

The following factors would be used for selection in the event two or more projects receive identical scores.

1. Geographical spread of grant funds.
2. Overall project merit - Overall merit of a project is a qualitative determination by experienced evaluators based upon the aggregate of criteria with regard to project timing, concept and setting.

FOOTNOTES

¹Adequate land tenure will consist of fee title without encumbrances that have an adverse effect on the project or a fully executed lease or other interest in the property, with sufficient term to provide benefits commensurate with the type and duration of interest in the land held by the applicant. (See Section 5096.235(C) of the Public Resources Code). These agreements can only be revocable by mutual consent.

²Urban populations, for purposes of this program, will be defined as all persons residing in urbanized areas, and outside these areas, in all places, incorporated or unincorporated, which have 2,500 or more inhabitants. (Definition U.S. Census Bureau.)

³Only the actual items or features for which funding is requested will be used as a basis for measuring the increase in revenue.

⁴Activity days is defined as one person engaging in a recreational activity for any amount of time in one day. Source: Recreation Needs in California, Department of Parks and Recreation, February 1982.

⁵California Department of Parks and Recreation will use this information along with data on file to determine scoring for this section.

⁶A completed project has received 100% of the grants due the recipient.

APPENDIX E

Project Proposal

Lakes, Reservoirs and Waterways Program

Park and Recreation Grant Program

**(California Park and Recreation
Facilities Act of 1984)**

**LAKES, RESERVOIRS,
AND WATERWAYS**

PROJECT PROPOSAL

**STATE OF CALIFORNIA
THE RESOURCES AGENCY**

**DEPARTMENT OF
PARKS AND RECREATION**



CALIFORNIA PARK AND RECREATION
FACILITIES ACT OF 1984

LAKES, RESERVOIRS AND WATERWAYS GRANT PROGRAM
PROJECT PROPOSAL

This grant program is directed towards the funding of inland water-associated recreation projects. These water resources include lakes, reservoirs and waterways not included in the definition of coastal resources.¹ Facilities must relate directly to water recreation. It is intended to fund the most needed development and rehabilitation projects operated by local governments. Funding under this program is available to those recreational resources where water recreation use predominates. Applicants of smaller water recreation projects that are contained within large parks, where water recreation is not the predominate use, are encouraged to seek funding under the Regional Competitive Grant Program. \$5 million is available in 1984/85 and \$10 million in 1985/86.

IMPORTANT INFORMATION ABOUT THE PROGRAM

Who Can Apply

Public agencies, including cities, counties and special districts authorized to provide water associated recreation facilities and services are eligible.

Funding

Under this program the funding is available on a statewide, competitive basis for development, rehabilitation or restoration of public use facilities at locally and regionally operated lakes, reservoirs and waterways.

The maximum individual funding grant for water related recreation projects will be \$1 million. The minimum funding grant for any project will be \$10,000. Projects under this program do not require matching funds.

Funding is not available under this program for projects on the ocean, bays or estuaries.

Eligible Projects

Funding is available, but not limited to, boat docks; erosion control; minor dredging; camp and picnic grounds; restrooms, parking; piers, security lighting, utility installations; fish cleaning facilities; access trails, including those for handicapped; vegetation control; beach development or enhancement and for other improvements relating directly to the use of the water recreation resources.

Salton Sea and Sacramento/San Joaquin Delta projects are eligible. State water facilities operated by local or regional agencies for recreation purposes are eligible.

Non-Eligible Projects

Funding is not available for equipment, administration buildings, land acquisition, or operation and maintenance.

Coastal zone projects on the ocean, bays or estuaries should be referred to the California Coastal Conservancy for funding under the certified Local Coastal Programs.

Project Proposal

The project proposal offers local park and recreation agencies an opportunity to demonstrate that their proposed project merits funding under the Lakes, Reservoirs and Waterways Grant Program. The information provided will permit the Department of Parks and Recreation to evaluate proposed projects to determine their value relative to other statewide competing grant projects. In addition to striving for objectivity and uniformity in the application of criteria, the State will make every effort to ensure the equitable distribution of grant funds throughout the State.

The grants system has three phases: basic eligibility, ranking criteria and tie breakers. The first phase is applied to all applications to determine project eligibility. Project applications meeting all basic eligibility requirements will be further considered. Scoring points are applied to ranking criteria.

BASIC ELIGIBILITY

To qualify for funding, the proposed project must meet two eligibility conditions:

1. The application must be substantially complete by the annual application filing deadline. Application components must be fully completed before the State selects projects eligible for funding. A fully complete application is one that includes:
 - o Application Form
 - o Resolution
 - o Project Proposal
 - o CEQA Documents*
 - o Project Location Map
 - o Evidence of Land Tenure²
 - o Map Showing all your Local Parks
 - o Site Plan
 - o Cost Estimate
 - o Funding Sources Other than Grant Funds
 - o Permits (etc.) Affecting Project
 - o Photographs

* The applicant should strive to have made an initial study of environmental impact of the proposed grant project by the time of application.

2. The project must meet one or more of the following basic legislative requirements. (Check the appropriate item(s) which applies to the project for which you are asking for grant funds.):

- a. Rehabilitation or restoration of existing facilities
- b. Development of facilities to serve urban populations
- c. Development of facilities which increase the grant recipients revenues by expanding public recreation services.³

Please explain: _____

- d. Stimulation of new jobs.

Please explain: _____

RANKING CRITERIA

Projects that meet statewide eligibility conditions will be ranked to establish funding priority.

Primary ranking criteria includes: Water-related recreation needs; support; use after project completion; access; project related efficiencies; jurisdictional capability; and land and water recreation resource stewardship.⁴

Each eligible public agency or special district may submit as many individual project proposals as desired, but each project must compete separately.

Type of Grant Project Proposal (Please check one)

- Rehabilitation
- Replacement
- New Development

NOTE: Rehabilitation and/or replacement proposals will be judged as though they are creating new recreation opportunities. Please complete the questionnaire accordingly.

A. NEED (0 - 25 points)

- 1. Cite studies, reports or other data that support your grant project proposal(s). _____

2. Explain what unmet water recreation needs the proposed project(s) would serve. Why should this particular project be funded at this time?

3. If this is an existing lake, reservoir or waterway:

- a. Provide the average annual recreation use for the past five years for the total facility. _____
- b. Provide the age(s) and current annual use at the specific existing water recreation facilities for which the grant is requested.

<u>Facilities</u>	<u>Age</u>	<u>Use</u>
(Example: Campground)	25 years	100,000 Visitor Days)
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. If the grant proposal is providing a water-related recreation opportunity for the first time:

- a. Estimate the annual use of the entire water recreation project resource. _____
- b. Estimate the annual use of the proposed specific use facilities.

<u>Facilities</u>	<u>Estimated Use</u>
(Example: Campground)	50,000 Visitor Days)
_____	_____
_____	_____
_____	_____

B. SUPPORT (0 - 25 points)

Public participation and local financial effort. (Add extra pages as necessary.)

1. Does your project have local public support? Which groups support your project? _____

2. Does your project have opposition? Please explain: _____

3. Will there be additional local assistance on the project (local funds, volunteer labor, donations)? Please explain: _____

4. Has a local public participation process been incorporated into this project? Please explain: _____

C. USE (0 - 25 points)

1. Activities

a. Check the water-related project activities that now take place at your lake, reservoir or water way.

_____ Camping	_____ Water Sports
_____ Picnicking	_____ Boating
_____ Fishing	_____ Swimming
_____ Rafting	_____ Other: _____
_____ Other: _____	_____ Other: _____

b. Check in the most appropriate place the nature of your grant proposal, in accordance with the type of activity to be provided.

	<u>New Facility</u>	<u>Enlargement</u>	<u>Replacement</u>	<u>Rehabilitation</u>
Camping	_____	_____	_____	_____
Picnicking	_____	_____	_____	_____
Boating	_____	_____	_____	_____
Fishing	_____	_____	_____	_____
Swimming	_____	_____	_____	_____
Rafting	_____	_____	_____	_____
Water Sports	_____	_____	_____	_____
Other	_____	_____	_____	_____
Other	_____	_____	_____	_____
Other	_____	_____	_____	_____

2. Availability for use.

- a. Give number of days per week the facility(s) will be open and available to the general public. _____
- b. Give number of months per year the facility(s) will be open. _____
- c. Give proposed hours of use. _____
- d. Can the grant funded facility(s) be used for activities other than the primary use? Yes: _____ No: _____ Please explain: _____

D. ACCESS (0 - 10 points)

Adequacy of physical access to the site. Check all appropriate.

- _____ More than one access point to project
- _____ Public transportation services
- _____ Bicycle trails or lanes
- _____ Horse trails or paths
- _____ Hiking trails or paths
- _____ Parking at, or adjacent to, site
- _____ Boating access
- _____ Safe pedestrian access
- _____ Accessible to the handicapped

E. EFFICIENCY (0 - 5 points)

1. Will the project meet any of the following goals? (Rehabilitation/Replacement Projects)

- a. Reduce operation and maintenance cost? Yes: _____ No: _____ Please explain: _____

- b. Incorporate energy and water saving features? Yes: _____ No: _____ Please explain: _____

- c. Generate additional revenues? Yes: _____ No: _____ Please explain: _____

- d. Offer activities other than the primary use? Yes: _____ No: _____ Please explain: _____

- e. Provide for adaptive use (recycling) of an existing structure or site? Yes: _____ No: _____ Please explain: _____

- f. Involve a cooperative effort with one or more local agencies or non-profit groups? Yes: _____ No: _____ Please explain: _____

2. New Developments

- 1. For new developments please explain how the goals shown in E, 1, a-f, will relate to your project. Please explain: _____

F. JURISDICTIONAL CAPABILITY (0 - 5 points)

- 1. Ability to initiate and complete grant projects.⁵
 - a. Have your plans and specifications been prepared? Yes: _____
 No: _____ Comments: _____

 - b. How soon will project construction start after the funds are appropriated by the Legislature? Please explain: _____

 - c. Have you had a previous State grant? If so, please fill out this section.

	No. of Active Projects	No. of Completed Projects
Roberti-Z'berg (SB 174)	_____	_____
1974 Park Bond	_____	_____
1976 Park Bond	_____	_____
1980 Park Bond	_____	_____

G. STEWARDSHIP (0 - 5 points)

1. Stewardship of the applying agency with regard to the protection and enhancement of its recreation resources.
 - a. Has your agency converted water-related or parkland to other non-park or recreation uses in the past five years? Yes: _____ No: _____
Please explain: _____

 - b. Has your agency abandoned, neglected or closed developed parks or recreation areas during the past five years? Yes: _____ No: _____
Please explain: _____

TIE BREAKERS

The following factors would be used for selection in the event two or more projects received identical scores.

1. Geographical spread of grant funds.
2. Overall Project Merit: Overall merit of a project is a qualitative determination by experienced evaluators based upon the aggregate of criteria with regard to project timing, concept and setting.

FOOTNOTES

- 1 "Coastal resources" means those land and water areas within the coastal zone, as defined in subdivisions (a) and (b) of Section 31006, and within the Santa Monica Mountains Zone, as described in Section 33105, which are suitable for public park, beach, or recreational purposes, including, but not limited to, areas of historical significance and areas of open space that complement park, beach or recreational areas, or which are suitable for the preservation of coastal resource values.
- 2 Adequate land tenure will consist of fee title without encumbrances that have an adverse effect on the project, or a fully executed lease or other interest in the property with sufficient term to provide benefits commensurate with the type and duration of interest in the land held by the applicant. (See Section 5096.235(C) of the Public Resources Code). These agreements can only be revocable by mutual consent.
- 3 Only the actual project for which funding is requested will be used as a basis for measuring the increase in revenue.
- 4 California Department of Parks and Recreation will use this information along with data on file to determine scoring for this section.
- 5 A completed project has received 100% of the grants due the recipient.

APPENDIX F

Addendum to CEQA

Appendix F
Addendum to CEQA

The procedure for updating CEQA documents previously submitted to the California Department of Parks, Office of Grants Administration is as follows:

- 1) If the project is substantially the same as the one previously submitted, and was exempt from CEQA, the applicant shall determine if it is still exempt and attach that determination to the resubmitted application.
- 2) If the project is substantially the same as the one previously submitted, and Section 15164 of Title 14, Div. 6 of the California Administrative Code does not apply, the representative of the applicant's planning agency will certify by signing and attaching to the resubmitted application the following statement:

I certify, to the best of my knowledge, that Section 15164 of Title 14, Div. 6 of the California Administrative Code does not apply to the project described in the California Park and Recreational Facilities Act of 1984 Application for Local Assistance Grant resubmitted on _____ (date) _____.

Signed _____
Representative of Applicant's Planning Agency

- 3) If the project is substantially the same as the one previously submitted, and Section 15164 does apply, an addendum to the EIR or negative declaration shall be prepared by the applicant and attached to the resubmitted application.
- 4) If the project previously submitted has changed then a subsequent EIR/negative declaration per section 15162 or supplement to an EIR/negative declaration per section 15163 shall be attached to the resubmitted application. If the changed project is exempt the applicant shall attach to the resubmitted application the new exemption form showing the county clerk's filed date stamp.

APPENDIX G

Agreement (Contract) and Provisions

PROJECT AGREEMENT

CALIFORNIA PARK AND RECREATIONAL FACILITIES ACT OF 1984

APPLICANT _____

PROJECT TITLE _____ PROJECT NUMBER _____

PROJECT PERFORMANCE PERIOD Date of Appropriation to June 30, 19 _____

Under the terms and conditions of this agreement, the applicant agrees to complete the project as described in the project description, and the State of California, acting through its Director of Parks and Recreation pursuant to the California Park and Recreational Facilities Act of 1984, agrees to fund the project up to the total state grant amount indicated.

PROJECT DESCRIPTION:

Total State Grant not to exceed \$ _____

Applicant

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

By _____
Signature of Authorized Representative

Title _____

Date _____

STATE OF CALIFORNIA
DEPARTMENT OF PARKS AND RECREATION

By _____

Title _____

Date _____

By _____

Date _____

CERTIFICATION OF FUNDING

CONTRACT NUMBER		FUND PARKLANDS FUND OF 1984			
PROJECT NO.	AMOUNT OF THIS ESTIMATE	APPROPRIATION			
UNENCUMBERED BALANCE	ITEM	CHAPTER	STATUTES	FISCAL YEAR	
\$					
ADJ. INCREASING ENCUMBRANCE		FUNCTION			
\$					
ADJ. DECREASING ENCUMBRANCE		LINE ITEM ALLOTMENT			
\$					
I hereby certify upon my own personal knowledge that budgeted funds are available for this encumbrance.			T.B.A. No.	B.R. No.	
SIGNATURE OF ACCOUNTING OFFICER			DATE		

CALIFORNIA PARK & RECREATIONAL FACILITIES ACT OF 1984

Project Agreement Special Provisions

General Provisions

A. Definitions

1. The term "State" as used herein means the California State Department of Parks and Recreation.
2. The term "Act" as used herein means the California Park & Recreational Facilities Act of 1984.
3. The term "Project" as used herein means the project which is described on page 1 of this agreement.
4. The term "Applicant" as used herein means the party described as applicant on page 1 of this agreement.

B. Project Execution

1. Subject to the availability of grant moneys in the Act, the State hereby grants to the Applicant a sum of money (grant moneys) not to exceed the amount stated on page 1 in consideration of and on condition that the sum be expended in carrying out the purposes as set forth in the Description of Project on page 1 and under the terms and conditions set forth in this agreement.

Applicant agrees to assume any obligation to furnish any additional funds that may be necessary to complete the project. Any modification or alteration in the project as set forth in the application on file with the State must be submitted to the State for approval.

2. The Applicant agrees to complete the Project in accordance with the time of project performance set forth on page 1, and under the terms and conditions of this agreement.
3. Development plans and specifications or Force Account Schedule shall be reviewed and approved by the State.
4. The Applicant shall secure completion of the development work in accordance with the approved development plans and specifications or Force Account Schedule.
5. The Applicant shall permit periodic site visits by the State to determine if development work is in accordance with the approved plans and specifications or Force Account Schedule, including a final inspection upon Project completion.
6. All significant deviations from the Project shall be submitted to the State for prior approval.

C. Project Costs

The Grant moneys to be provided Applicant under this agreement may be disbursed as follows:

1. State may disburse up to 10% of the State grant amount set forth on page 1 of this agreement upon full execution of the agreement.
2. State may disburse up to 100% of the State grant amount set forth on page 1 of this agreement upon receipt and approval by State of Applicant's plans and specifications or Force Account Schedule.
3. After approval by State of Applicant's plans and specifications or Force Account Schedule and after completion of the Project or any phase or unit thereof, State may disburse to Applicant upon receipt and approval by State of a statement of incurred costs from Applicant the amount of such approved incurred costs shown on such statement, not to exceed the State grant amount set forth on page 1 of this agreement, or any remaining portion of such grant amount to the extent of such statement.

The statements to be submitted by Applicant shall set forth in detail the incurred or estimated cost of work performed or to be performed on development of the Project and whether performance will be by construction contract or by force account. Statements shall not be submitted more frequently than ninety day periods unless otherwise requested by State.

Modifications of the development plan and schedule must be approved by State prior to any deviation from the State approved plan and schedule unless previously authorized by the State.

D. Project Administration

1. The Applicant shall promptly submit such reports as the State may request.

In any event Applicant shall provide State a report showing total final Project expenditures.

2. Property and facilities developed pursuant to this agreement shall be available for inspection by the State upon request.
3. The Applicant shall use any moneys advanced by the State under the terms of this agreement solely for the Project herein described.
4. If grant moneys are advanced, the Applicant should place such moneys in a separate interest bearing account, setting up and identifying such account prior to the advance, interest earned on grant moneys shall be used on the project or paid to the State. If grant moneys are advanced and not expended, the unused portion of the grant shall be returned to the State within 60 days of completion of the Project or end of the Project performance period, whichever is earlier.
5. Income earned by the Applicant from a State approved non-recreational use on a grant project shall be used for recreational purposes at the grant project, or, if approved by the State, for recreational purposes within the Applicant's jurisdiction.

E. Project Termination

1. The Applicant may unilaterally rescind this agreement at any time prior to the commencement of the Project. After Project commencement this agreement may be rescinded, modified or amended by mutual agreement in writing.
2. Failure by the Applicant to comply with the terms of this agreement or any other agreement under the Act may be cause for suspension of all obligations of the State hereunder.
3. Failure of the Applicant to comply with the terms of this agreement shall not be cause for the suspension of all obligations of the State hereunder if in the judgment of the State such failure was due to no fault of the Applicant. In such case, any amount required to settle at minimum cost any irrevocable obligations properly incurred shall be eligible for reimbursement under this agreement.
4. Because the benefit to be derived by the State, from the full compliance by the Applicant with the terms of this agreement, is the preservation, protection and net increase in the quantity and quality of beaches, parks, public outdoor recreation facilities and historical resources available to the people of the State of California and because such benefit exceeds to an immeasurable and unascertainable extent the amount of money furnished by the State by way of grant moneys under the terms of this agreement, the Applicant agrees that payment by the Applicant to the State of an amount equal to the amount of the grant moneys disbursed under this agreement by the State would be inadequate compensation to the State for any breach by the Applicant of this agreement. The applicant further agrees therefore, that the appropriate remedy in the event of a breach by the Applicant of this agreement shall be the specific performance of this agreement.

F. Hold Harmless

1. Applicant hereby waives all claims and recourse against the State including the right to contribution for loss or damage to persons or property arising from, growing out of or in any way connected with or incident to this agreement except claims arising from the concurrent or sole negligence of State, its officers, agents, and employees.
2. Applicant shall indemnify, hold harmless and defend State, its officers, agents and employees against any and all claims, demands, damages, costs, expenses or liability costs arising out of the acquisition, development, construction, operation or maintenance of the property described as the Project which claims, demands or causes of action arise under State Law or otherwise except for liability arising out of the concurrent or sole negligence of State, its officers, agents, or employees.
3. In the event State is named as codefendant, the Applicant shall notify State of such fact and shall represent State in the legal action unless State undertakes to represent itself as codefendant in such legal action in which event State shall bear its own litigation costs, expenses, and attorney's fees.
4. In the event of judgment entered against State and Applicant because of the concurrent negligence of State and Applicant, their officers, agents, or employees, an apportionment of liability to pay such judgment shall be made by a court of competent jurisdiction. Neither party shall request a jury apportionment.

G. Financial Records

1. The Applicant shall maintain satisfactory financial accounts, documents and records for the Project and shall make them available to the State for auditing at reasonable times. Such accounts, documents and records shall be retained by the Applicant for three years following project termination or completion.

During regular office hours each of the parties hereto and their duly authorized representatives shall have the right to inspect and make copies of any books, records or reports of the other party pertaining to this agreement or matters related thereto. Applicant shall maintain and make available for inspection by State accurate records of all of its costs, disbursements and receipts with respect to its activities under this agreement.

2. The Applicant may use any generally accepted accounting system.

H. Use of Facilities

1. The property acquired or developed with grant moneys under this agreement shall be used by the Applicant only for the purpose for which the State grant moneys were requested and no other use of the area shall be permitted except by specific act of the Legislature.
2. The Applicant agrees to maintain and operate the property acquired or developed for a period commensurate with the type of project and the proportion of State grant funds and local funds allocated to the capital costs of the project.

I. Nondiscrimination

1. The Applicant shall not discriminate against any person on the basis of sex, race, color, national origin, age, religion, ancestry, or physical handicap in the use of any property or facility acquired or developed pursuant to this agreement.
2. The Applicant shall not discriminate against any person on the basis of residence except to the extent that reasonable differences in admission or other fees may be maintained on the basis of residence and pursuant to law.
3. All facilities shall be open to members of the public generally, except as noted under the special provisions of this project agreement.

APPENDIX H

Payment Request Form
and Instructions

Requests for payment must be signed by the
person occupying the position authorized
in the resolution.

Instructions for Completing Payment Request

The following instructions are keyed to corresponding items in the Payment Request Form:

1. Check appropriate box.
2. Project Title - Identical with that shown on the project agreement
Applicant - As shown on the project agreement
Project Number - Upper righthand corner of agreement
DPR Contract Number - Upper left portion of Certification of Funding section on project agreement

Item(s) - Directly under Appropriation in the Certification of Funding section on project agreement
3. Payment requests should be numbered in order for each project (1-2-3- etc.)
Check advance for all payment requests except the final payment
4. List expenditures to date
5. (a) Shown on agreement
(b) Any amounts already received, from this grant only
(c) (a minus b)
(d) Amount you are requesting
6. (c minus d)
7. Name, title, jurisdiction and address that check is to be mailed to

Certification - This must be signed by the person authorized in the resolution passed by the applicant's governing body.

APPENDIX I

Support Material for Final Payment

Accounting procedures should be initiated at the start of the project that will result in accurate record keeping. This will avoid disallowance of grant funds at time of final audit.

Support Material For Final Payment

1. Four copies of payment request, DPR 212, signed by person authorized in application resolution.
2. Description of completed project, including parcel numbers acquired and/or facilities developed by each contract and/or force account.
3. Summary of costs, including:
 - a. Warrant numbers
 - b. Amount of warrants
 - c. Date of warrants
 - d. Recipients of warrants
 - e. Purpose of expenditures
 - f. Force account labor costs, including employee name & no., job title, no. hours worked, dates, amount with fringe benefits, work performed.
 - g. Equipment costs, including type of equipment, license no., no. hours used, dates, amount, work performed.
4. List any reimbursement for above expenditures including amounts, sources, purposes, dates received.
5. Copy of Award of Contract for each contract, showing date awarded, name of contractor and contract amount.
6. Notice of Completion and acceptance of contract for each contract.
7. Amount of interest earned on advance payments.
8. Certification that final payments made on all expenditures and no other reimbursement has been or will be received for which payment is requested.

APPENDIX J

Development Procedures for
1984 Bond
Grant Program

TABLE OF CONTENTS

	Page
INTRODUCTION	1
DEFINITIONS.	1
HANDICAP STANDARDS	2
STRUCTURAL ITEMS	2
PREVAILING WAGE RATES.	3
BACKFLOW PREVENTER	3
NAME BRANDS.	3
GENERAL RECOMMENDATIONS.	3
FORCE ACCOUNT SCHEDULE	4
CONTRACT DOCUMENTS	4
SOURCES OF HANDICAPPED-ACCESSIBLE DESIGN INFORMATION	4

INTRODUCTION

Property developed under the grant programs administered by the California Department of Parks and Recreation, Office of Grants Administration, should be developed in accordance with these guidelines. This Office has the responsibility to ensure that funds are expended in a manner consistent with State law, and to ensure that the development will provide recreation facilities that will be safe and secure for public use at a reasonable cost. (For information on project administration, obtain the individual procedural guides for the programs involved.)

The following procedures have been developed to create a framework that will permit the orderly and expeditious processing of materials and documents requiring State review and approval. The applicant should adhere to all procedures unless exceptions are approved in advance by the Department of Parks and Recreation.

Laws affecting development by public agencies are continually being added to or amended. It is your responsibility to be aware of all current laws and to conform to them.

When Federal funds are involved with a State project, their standards also have to be followed, with the stricter requirement prevailing. For instance, in the case of handicap standards, the State requirements are currently more stringent, whereas the Federal Government has more stringent affirmative action standards. In some cases (such as prevailing wage rates), both standards may have to be followed. If Federal Land and Water Conservation Fund grants are involved, the Department of Parks and Recreation will provide development procedures for that program.

DEFINITIONS

- Department - California Department of Parks and Recreation.
- Prevailing Wage - Minimum wage rates that must be paid for certain types of work as established by State Labor Code, Part 7, Chapter 1, Article 2, Sections 1770 and 1773.
- Force Account - Construction using the applicant's own work force, volunteer labor or, in some cases, individuals paid on a time and material basis.
- Bidder - Any individual, firm, co-partnership or corporation submitting a proposal for the work contemplated, acting directly or through a duly authorized representative.
- Contractor - The party of the second part, or his duly authorized agent, entering into contract with the applicant for performance of the work described by plans and specifications.
- Plans - The detail drawings or exact reproductions which show location, character, layout, dimensions and details of the work to be constructed under the contract.

Specifications - All written directions, provisions and requirements governing the methods and procedures to be followed in connection with bidding and award of contract and performance and execution of the work, the quantities and qualities of materials to be used, the method of measurement of the quantities of work and the nature of the contractual relationships that will exist during the course of the work.

Notice of Completion and Acceptance of Work for Each Contract - A formal, written statement filed by the applicant at the completion of the contract which states that the work has been completed and is acceptable to the applicant. (The form is provided by the applicant.)

There are several items that often cause problems in the engineering review. They are discussed below so that you (and your designers) will be aware of them.

Handicap Standards

Handicap standards have changed frequently. The standards that the State enforces are generally more strict and detailed than the Federally adopted requirements published by the American National Standards Institute or than those found in the Uniform Building Code. The applicable State standards are set by the Office of the State Architect as required by California Laws, Chapter 7, commencing with Section 4450, Division of Title I of the Government Code. (See Appendix L for a copy of a portion of the requirements as of July 1, 1982.)

All new structures, additions, structural repair and alternations must adhere to the handicapped standards. On all remodeling jobs, the area of the remodel must comply plus there must be an accessible path of travel to the remodeled area and the restrooms, telephones and drinking fountains that serve the remodeled area must also be made accessible. Minor repairs such as replacing fixtures, rewiring, air conditioning, patching, replumbing, painting, re-roofing or replacing floor coverings do not normally trigger the accessibility laws as long as no remodeling is done in the process. Also, certain minor changes which improve handicapped access can be done without triggering the requirement that other work be done, i.e. a building entrance can be made accessible, a toilet modified, railings modified, all without other work being required.

The restoration of historic buildings in some cases can be exempted from the handicap codes or subject to more lenient requirements by having the State Historic Commission in the Office of the State Architect review the plans and specifications.

Structural Items

Plans must be signed by a registered civil or structural engineer or a licensed architect when structural items are involved. This includes the signature and the license number of the person who is legally responsible for the design of the proposed structure. A landscape architect cannot legally sign the plans for structural items except for wood frame structures

with clear spans of 24 feet or less and retaining walls that are 4 feet high or less. Structural items include concrete, masonry, brick and structural steel constructions (other than prestanding fences and walls) that can land on somebody or drop someone more than 6 feet if they collapse. (Children's play equipment is generally not a structural item.)

Prevailing Wage Rates

Contractors must pay the prevailing wage rates as determined by the Labor Statistics and Research Division of the Department of Industrial Relations. The general bid conditions must reflect the need to pay the prevailing wage rates (which are generally based on union contracts). The prevailing wage rates can be obtained from the Department of Industrial Relations and are usually mailed to contractors, cities and counties. For a copy of the wage rates, write to: Labor Statistics and Research, P. O. Box 603, 455 Golden Gate Avenue, San Francisco, CA 94101.

Backflow Preventer

Health departments generally require approved backflow prevention devices on irrigation systems to prevent contamination of domestic water systems by poisons and fertilizer that might be drawn into the pipes through sprinkler heads. Even when the preventers are not required by county public health, it is the Department's policy not to advance funds unless the devices are included. (Obviously, backflow preventers are not required where the irrigation system is completely separate from the domestic water systems in the area as, for instance, where a local pond or treated sewage is used for irrigation water.)

Name Brands

When an item is specified by a brand name rather than by a full technical specification, California Government Code, Section 4380, requires that at least two brand names followed by "or equal" be called out in the specifications or plans. The only exceptions are where the applicant is matching an existing system or where a unique item with no known equal is needed.

GENERAL RECOMMENDATIONS

Check with your legal counsel to determine the bidding requirements that will be necessary. For "small" projects, simpler agreement forms and informal bid procedures may be allowed. A "small" contract is usually defined as being less than \$5,000 to \$15,000 depending on whether the applicant is a city, county or which type of special district it is. However, some types of special districts have limits as low as \$500.

Plans and specifications should be clear and specific as to what work is being done, including how, where and how much. The simpler the system is, the fewer things can go wrong. Make the item tough to withstand vandalism. Do not skimp on quality when you will pay for it in maintenance. For example, automatic irrigation systems can save maintenance money and will save considerable expense over trying later to convert a non-automatic irrigation system. An item two times as expensive may last three or four times as long.

For restroom facilities, split-face concrete block in tans or earth tones with good ventilation and lighting are less likely to be vandalized than a wooden structure or straight-faced gray block. Some prefabricated metal structures are fairly vandal-proofed, but not all meet current handicap standards. Skylights save energy and money.

FORCE ACCOUNT SCHEDULE

A force account schedule should be a description of what the applicants are doing and how they propose to do it. A force account schedule is not a list of work items, but a step-by-step description of the work process. A construction plan should be submitted with the force account schedule.

If the project consists of fencing, the plans should show the location of the fence and all gates. The narrative should explain how it is to be assembled, such as the following: "2-inch diameter, 6-foot-high steel fence posts will be set in cement (2-foot deep by 2-foot wide) at 6-foot intervals. A 10-gauge chain link fencing fabric will be stretched between the poles and fastened to the poles using fasteners provided by manufacturer." If the work is to be directed as the work is being done, describe how. For example, "20 six-gallon cottonwood trees will be planted along the riverbank where current tree cover is sparse. The trees will be placed according to the specifications found in the attached instructions from the Golden Bud Nursery." See Appendix M for detailed format to be followed by force account schedule.

CONTRACT DOCUMENTS

If a project is to be bid, the Department will need to review the bid information and forms, the general conditions, the special conditions, the plans and the specifications.

The bid information should include the notice to contractors or bidders, the instruction to bidders, the bid sheets or forms, the information sheets on the bidder and subcontractors and the contract agreement. It is usually best not to put the engineer's estimate into the bid package since it may influence the bidding of the project.

SOURCES OF HANDICAPPED-ACCESSIBLE DESIGN INFORMATION

1. Access Compliance Unit, Office of the State Architect, 1500 Fifth Street, Sacramento, California 95814 (telephone (916) 445-6285).
2. Mobility and Communication Barriers Section, Department of Rehabilitation, 830 K Street Mall, Room #126, Sacramento, California 95814 (telephone (916) 322-3078).
3. Title 24 (which contains all State building code requirements) can be obtained in its entirety by writing to: State of California, Documents and Publications, P. O. Box 1015, North Highlands, California 95660, (telephone (916) 924-4800).

The standards set by the Office of the State Architect are generally mandatory for all public buildings leased, built or remodeled by the State or any political subdivision of the State. If federal funds are involved, the American Standards Association rules also are mandated. Also, most local jurisdictions incorporate the Uniform Building Code with its handicapped accessibility requirements. When dealing with the common situation where it is necessary to comply with more than one set of standards, choose the set with the strictest standards for a given situation. The State's standards (a portion of which is attached) are generally the strictest. In complying with the State standards, you generally comply with all of the standards, so the situation is not as hopeless as it seems. It is possible to comply with all of the applicable standards at the same time.

APPENDIX K

Development Procedures for
Non-Profit Organizations
Receiving
State Grant Monies

TABLE OF CONTENTS

	Page
INTRODUCTION	1
DEFINITIONS.	1
HANDICAP STANDARDS	2
STRUCTURAL ITEMS	2
PREVAILING WAGE RATES.	3
BACKFLOW PREVENTER	3
NAME BRANDS.	3
GENERAL RECOMMENDATIONS.	3
FORCE ACCOUNT SCHEDULE	3
CONTRACT DOCUMENTS	4

INTRODUCTION

Property developed under the grant programs administered by the California Department of Parks and Recreation, Office of Grants Administration, should be developed in accordance with these guidelines. This Office has the responsibility to ensure that funds are expended in a manner consistent with State law, and to ensure that the development will provide recreation facilities that will be safe and secure for public use at a reasonable cost. (For information on project administration, obtain the individual procedural guides for the programs involved.)

The following procedures have been developed to create a framework that will permit the orderly and expeditious processing of materials and documents requiring State review and approval. The applicant should adhere to all procedures unless exceptions are approved in advance by the Department of Parks and Recreation.

DEFINITIONS

- | | |
|-----------------------|--|
| <u>Department</u> | - California Department of Parks and Recreation. |
| <u>Force Account</u> | - Construction using the applicant's own work force, volunteer labor or, in some cases, individuals paid on a time and material basis. |
| <u>Bidder</u> | - Any individual, firm, co-partnership or corporation submitting a proposal for the work contemplated, acting directly or through a duly authorized representative. |
| <u>Contractor</u> | - The party of the second part, or his duly authorized agent, entering into contract with the applicant for performance of the work described by plans and specifications. |
| <u>Plans</u> | - The detail drawings or exact reproductions which show location, character, layout, dimensions and details of the work to be constructed under the contract. |
| <u>Specifications</u> | - All written directions, provisions and requirements governing the methods and procedures to be followed in connection with bidding and award of contract and performance and execution of the work, the quantities and qualities of materials to be used, the method of measurement of the quantities of work and the nature of the contractual relationships that will exist during the course of the work. |

Notice of Completion and Acceptance of Work for Each Contract - A formal, written statement filed by the applicant at the completion of the contract which states that the work has been completed and is acceptable to the applicant.

There are several items that often cause problems in the engineering review. They are discussed below so that you (and your designers) will be aware of them.

Handicap Standards

Handicap standards have changed frequently. The standards that the State enforces are generally more strict and detailed than the federally adopted requirements published by the American National Standards Institute or than those found in the Uniform Building Code. The applicable State standards are set by the Office of the State Architect as required by California Laws, Chapter 7, commencing with Section 4450, Division of Title I of the Government Code. (See Appendix L for a copy of a portion of the requirements as of July 1, 1982.)

All new structures, additions, structural repair and alterations must adhere to the handicapped standards. On all remodeling jobs, the area of the remodel must comply plus there must be an accessible path of travel to the remodeled area and the restrooms, telephones and drinking fountains that serve the remodeled area must also be made accessible. Minor repairs such as replacing fixtures, rewiring, air conditioning, patching, replumbing, painting, re-roofing or replacing floor coverings do not normally trigger the accessibility laws as long as no remodeling is done in the process. Also, certain minor changes which improve handicapped access can be done without triggering the requirement that other work be done, i.e. a building entrance can be made accessible, a toilet modified, railings modified, all without other work being required.

The restoration of historic buildings in some cases can be exempted from the handicap codes or subject to more lenient requirements by having the State Historic Commission in the Office of the State Architect review the plans and specifications.

Structural Items

Plans must be signed by a registered civil or structural engineer or a licensed architect when structural items are involved. This includes the signature and the license number of the person who is legally responsible for the design of the proposed structure. A landscape architect cannot legally sign the plans for structural items except for wood frame structures with clear spans of 24 feet or less and retaining walls that are 4 feet high or less. Structural items include concrete, masonry, brick and structural steel constructions (other than pre-standing fences and walls) that can land on somebody or drop someone more than 6 feet if they collapse. (Children's play equipment is generally not a structural item.)

Prevailing Wage Rates

Prevailing wage standards are not required of non-profit organizations. You don't need them. Do not include them. They just raise the cost of the project.

Backflow Preventer

Health departments generally require approved backflow prevention devices on irrigation systems to prevent contamination of domestic water systems by poisons and fertilizer that might be drawn into the pipes through sprinkler heads. Even when the preventers are not required by county public health, it is the Department's policy not to advance funds unless the devices are included. (Obviously, backflow preventers are not required where the irrigation system is completely separate from the domestic water systems in the area as, for instance, where a local pond or treated sewage is used for irrigation water.)

Name Brands

We recommend that items not be specified by a single brand name unless you are matching items already at the site or you are specifying a unique item where there is only one manufacturer. Non-profit may legally specify an item by one brand name and accept no substitutions if they wish to do so.

GENERAL RECOMMENDATIONS

Plans and specifications should be clear and specific as to what work is being done, including how, where and how much. The simpler the system is, the fewer things can go wrong. Make the item tough to withstand vandalism. Do not skimp on quality when you will pay for it in maintenance. For example, automatic irrigation systems can save maintenance money and will save considerable expense over trying later to convert a non-automatic irrigation system. An item two times as expensive may last three or four times as long.

For restroom facilities, split-face concrete block in tans or earth tones with good ventilation and lighting are less likely to be vandalized than a wooden structure or straight-faced gray block. Some prefab metal structures are fairly vandal-proofed, but not all meet current handicap standards. Skylights save energy and money.

FORCE ACCOUNT SCHEDULE

A force account schedule should be a description of what the applicants are doing and how they propose to do it. A force account schedule is not a list of work items, but a step-by-step description of the work process. A construction plan should be submitted with the force account schedule.

If the project consists of fencing, the plans should show the location of the fence and all gates. The narrative should explain how it is to

be assembled, such as the following: "2-inch diameter, 6-foot-high steel fence posts will be set in cement (2-foot deep by 2-foot wide) at 6-foot intervals. A 10-gauge chain link fencing fabric will be stretched between the poles and fastened to the poles using fasteners provided by manufacturer." If the work is to be directed as the work is being done, describe how. For example: "20 six-fallon cottonwood trees will be planted along the river-bank where current tree cover is sparse. The trees will be placed according to the specifications found in the attached instructions from the Golden Bud Nursery." See Appendix M for detailed format to be followed by force account schedule.

CONTRACT DOCUMENTS

If a project is to be bid, the Department will need to review the bid information and forms, the general conditions, the special conditions, the plans and the specifications.

The bid package agreement must include a legally enforceable contract that assures:

1. the project will get built.
2. the work will be done according to the requirements of the plans and specifications.
3. the work will comply with all applicable health, safety and building codes.
4. the workmen and materials suppliers will be paid by the contractor.
5. the owner (or his representative) has the right to enter the work areas to inspect the work, to order the removal or repair of work that does not comply with the requirements of the contract.

We very strongly recommend that the contract include the following:

1. A hold harmless clause (so you cannot get sued for the contractor's misdeeds).
2. A requirement that the contractor carry liability and workmens compensation insurance (fire and vandalism insurance is also a good idea).
3. A requirement that the contractor keep in force a performance bond and a payment (labor and materials) bond, each in an amount of at least 50% of the contract.
4. A general clause to the effect that the contractor will comply with all applicable laws and that he will not seek extra compensation for anything he is required by law to do.
5. A bid bond. This is good faith money the contractor puts up when he makes the bid. Ten percent of the bid amount is the recommended amount.

The bid information should include the notice to contractors or bidders, the instruction to bidders, the bid sheets or forms, the information sheets on the bidder and subcontractors and the contract agreement. It is usually best not to put the engineer's estimate into the bid package since it may influence the bidding of the project.

APPENDIX L

Handicapped Access
Design Information

The attached drawings and sketches are excerpts from, or clarifications of, the currently applicable State Handicapped Access Regulations. These regulations apply to all public buildings and supersede all local building codes.

Copies of the complete Handicapped Access Regulations are available from:

Office of the State Architect
Access Compliance Unit
1500 Fifth Street
Sacramento, CA 95814
(916) 445-6285

The Handicapped Access Code is entitled "Regulations for the Accommodation of the Disabled in Public Accommodations, From the State Building Code, Title 24, Parts 2, 3 and 5." Also of interest is "Title 24 Disabled Access Regulations, INTERPRETIVE MANUAL", available from the same source. Title 24 in its entirety can be obtained from:

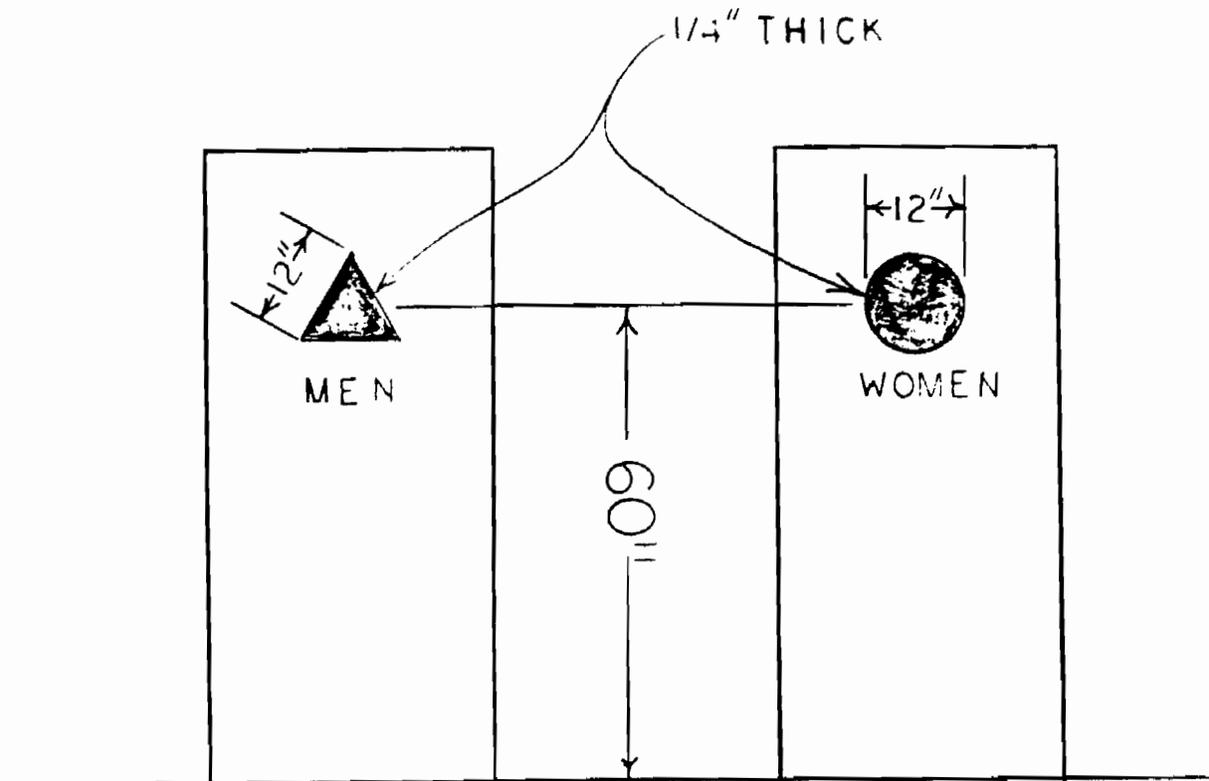
State of California
Documents and Publications
P. O. Box 1015
North Highlands, CA 95660
(916) 924-4800

Further information is available from:

Department of Rehabilitation
Mobility and Communication Barriers Section
830 K Street
Sacramento, CA 95814
(916) 322-3078

The standards set by the Office of the State Architect are generally mandatory for all public buildings leased, built or remodeled by the State or any political subdivision of the State. If Federal funds are involved, the American Standards Association rules also are mandated. Also, most local jurisdictions incorporate the Uniform Building Code with its handicapped accessibility requirements. When dealing with the common situation where it is necessary to comply with more than one set of standards, choose the set with the strictest standards for a given situation. The State's standards (a portion of which is attached) are generally the strictest.

RESTROOM DOORS



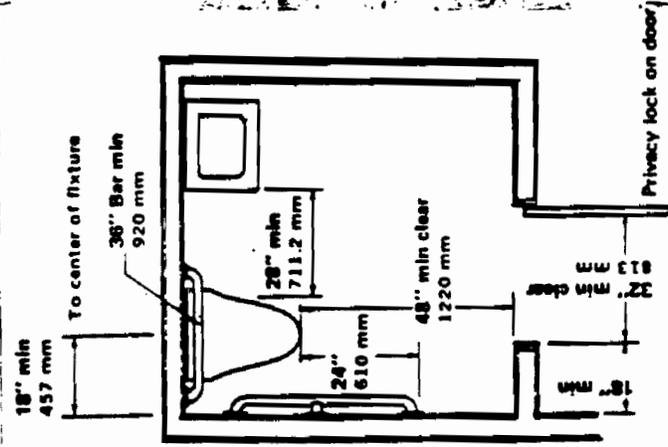
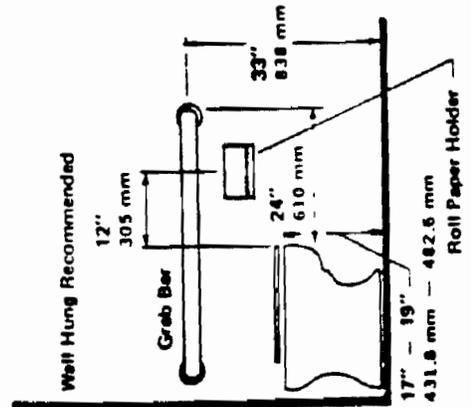
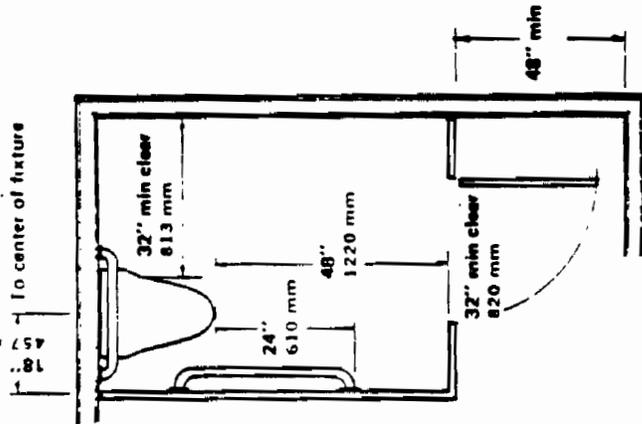
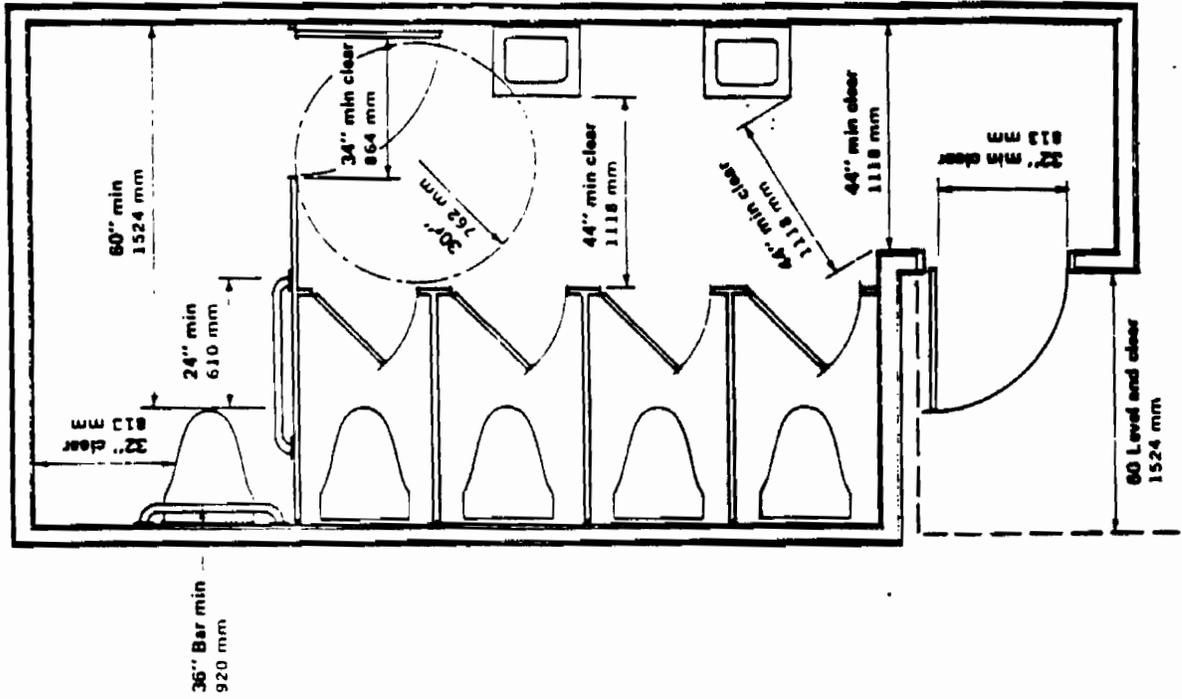
Part 2, Title 24, C.A.C., Section 2-1711, 3.d.3.

" On doorways leading to men's sanitary facilities, an equilateral triangle $\frac{1}{4}$ inch (6.35mm) thick with edges 12 inches (304.8mm) and a vertex pointing upward and on women's sanitary facilities a circle $\frac{1}{4}$ inch (6.35mm) thick and 12 inches (304.8mm) in diameter. These geometric symbols shall be centered on the door at a height of 60 inches (1524mm) and their color and contrast shall be distinctly different from the color and contrast of the door."

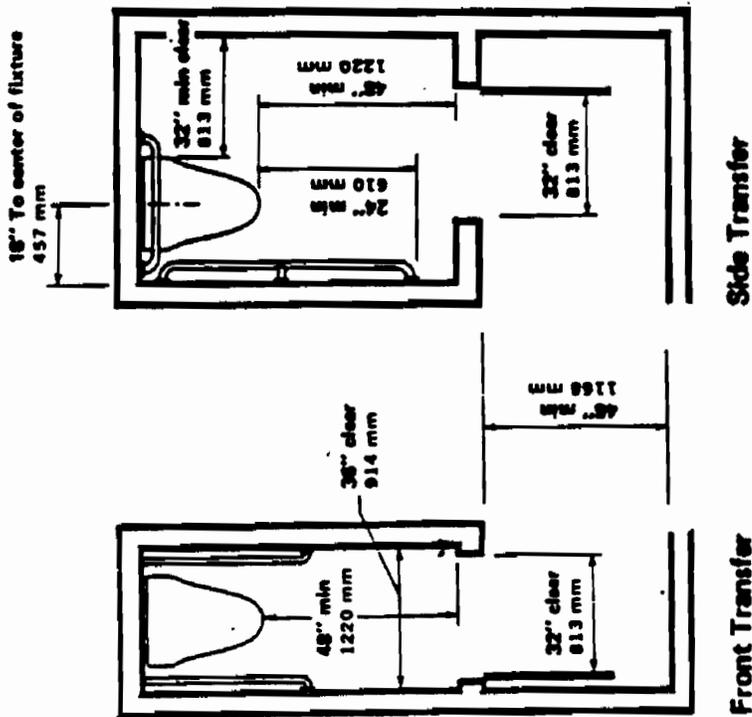
NEW RESTROOMS

Privacy Toilet

Where the door is located in a corridor sidewall and swings into the corridor the minimum width of the corridor shall be 60" (1524mm) unless other state or local building codes allow a lesser corridor width.



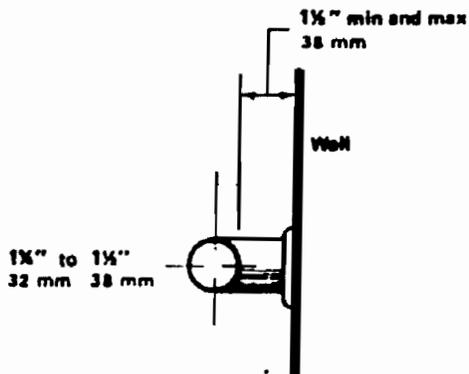
REMODELED
RESTROOMS
ONLY



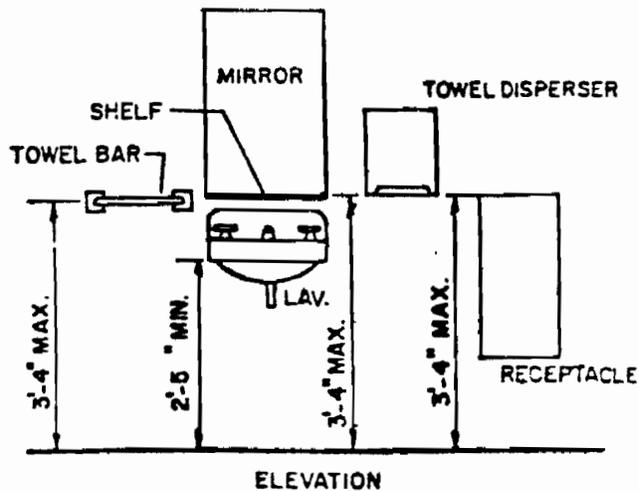
DETAILS:
ALL RESTROOMS

TURNAROUND SPACE

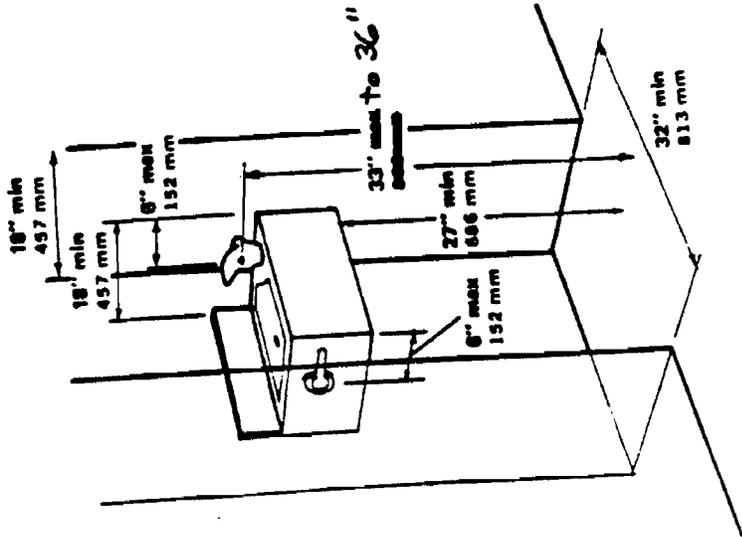
Each restroom must have a clear space measured from the floor to a height of 27" above the floor that is either 5'0" in diameter or else is a rectangle of at least 56" by 63" in size. No door may encroach into this space by more than 12" in any position.



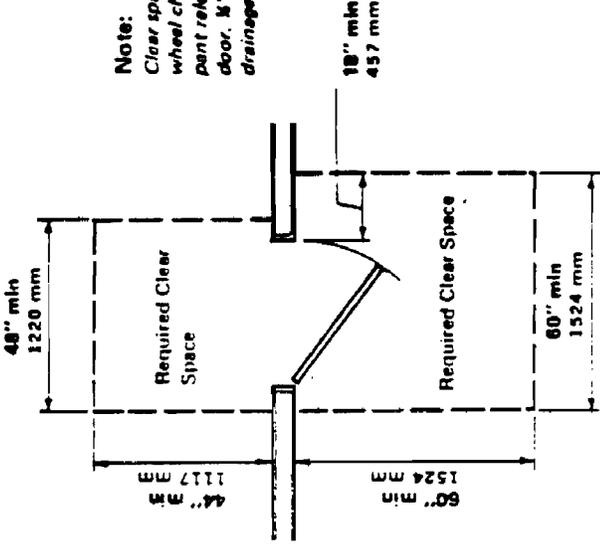
Grab Bar



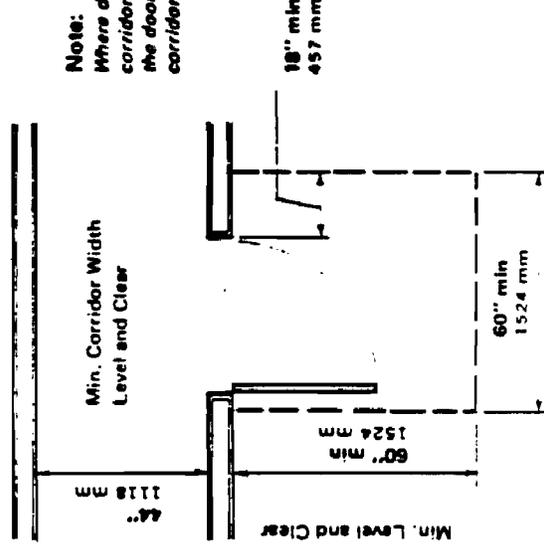
RAMPs 1:12 or flatter
 LANDINGS @ 30' MAX.
 WALKS 48" MIN. WIDTH
 HALLS 44" MIN. WIDTH



Water Fountains



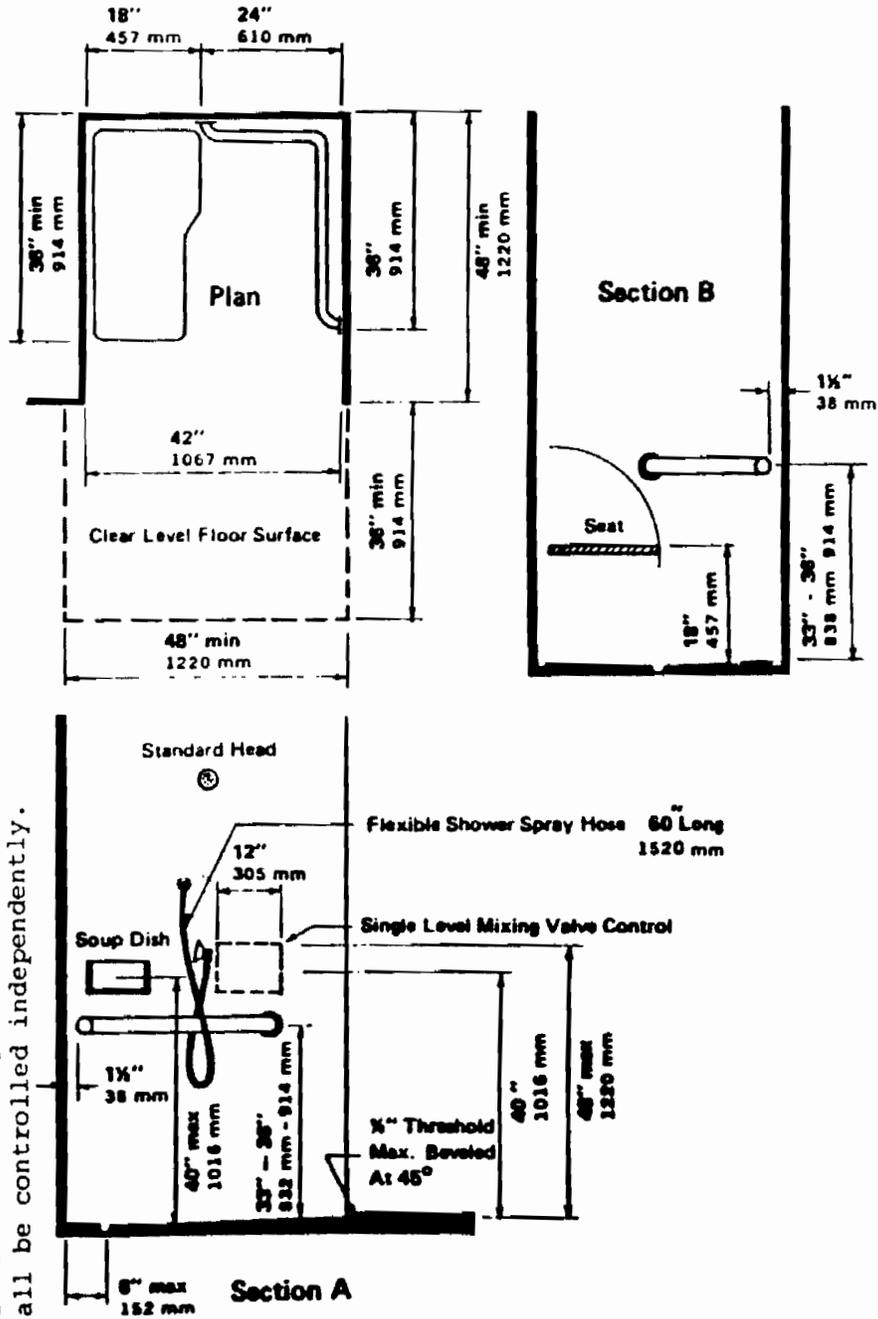
Note:
 Clear spaces must be level to prevent wheel chairs from rolling when occupant releases the wheel grips to reach for door. 1/2" slope per foot is allowed for drainage.



Note:
 Where doors open onto, but not into corridor, the required level floor beyond the door may be the minimum 44" corridor width.

SHOWERS

IN AREAS OF VANDALISM, use two wall mounted shower heads, one at 40 inches & one at the standard height. Each head must be able to swivel horizontally & vertically. Each one shall be controlled independently.



APPENDIX M

Sample Force Account Schedule

SAMPLE FORCE ACCOUNT SCHEDULE

April 1, 1985

Mr. (or Ms.)
State Grants Section
Dept. of Parks & Recreation
P. O. Box 2390
Sacramento, CA 95811

Dear

Mythical County Park Development
State Grant Number 84-59001

Attached for your review are plans and construction information and cost estimates for the work we propose to do at this park under this grant.

The order of priority for the construction of the items under this grant is:

1. Rip rap the creek
2. Sidewalk on Main Street
3. Pave off-street parking
4. Erect the old miner's cabin (labor and incidental material only)
5. Complete fence along Main Street
6. New sand for the playground

If the grant does not cover the work, we will postpone lower priority items until we can raise the money from other sources.

Heavy winter storms of two years ago caused a lot of erosion on the creek bank and left steep banks which are a hazard to the children who play in the area. We plan to slope the bank back to a 1:1 slope and put in heavy boulder rip rap to make the area safer and stop future erosion.

Installation of concrete sidewalks will eliminate the serious problem arising from tracking of mud and sand from the present gravel walks into the museum. In addition, concrete walks will present a much neater appearance, and will substantially reduce the hardwood floor maintenance in the museum.

Paving of the parking lot will eliminate maintenance of the graveled area - now compounded by youngsters on motorcycles and in cars.

The old miner's cabin is a good example of broad axe and dovetail construction. It was taken down and put in storage some years ago. Rebuilding it will greatly enhance the museum's importance.

The existing split rail fence only goes halfway across the front of the property. Finishing the fence will give the park a better appearance and enhance security.

The sand cushion in the playground is getting thin as the children just naturally scatter it around. More sand keeps them from getting hurt when they fall off the equipment and they like playing in the sand.

We expect that the bulk of the improvements planned will be accomplished by force account during 198_ under the supervision of the _____ County Parks Department, as agent of the _____ County Board of Supervisors.

Please advise me if any additional information is needed.

Sincerely,

Director
_____ County Parks Department

MYTHICAL PARK
Project 84-59001

CONSTRUCTION INFORMATION

RIP RAP OF CREEK

1. The creek will be graded back to a 1:1 slope from the end of Ten Cent Gulch to the park boundary (about 120'). Excess soil will be used to straighten the bank a little and fill in a couple of holes in the bank. Existing bushes and vines will not be disturbed if possible.
2. A base course of 24" diameter boulders will be placed in a trench by the side of the stream bed and a layer of 12" diameter boulders will be placed up the bank. (Most places, this will be 4' to 6'.)
3. We will try to interlock the boulders and will fill in the chinks and voids with rocks, sand and/or gravel. Hopefully, we will get enough soil in the voids that the vines and brambles will grow back.

SIDEWALKS

1. The existing gravel walk shall be excavated and graded to a finished depth of 4" below the top of the existing concrete curb.
2. Trees in the existing walkway shall be formed around as directed by the inspector.
3. Walk shall be constructed to County's sidewalk standard.
4. New walk will be about 4½' wide, except that where it has to go around a tree, it will be at least 36" wide on one side of the tree and not less than 24" wide on the other side.

PAVE PARKING

1. The existing graveled parking area shall be graded, watered and rolled to a uniformly level surface.
2. Two inches of asphaltic concrete shall be placed by machine and rolled to a finished depth of one and one-half inches.
3. The finished surface shall be sealed with an emulsified liquid asphalt seal coat.
4. All work will be done to County standards by the company that has the County road contract for this year.

MINER'S CABIN

1. If sufficient funds are available, the old miner's log cabin (currently in storage) shall be erected according to the markings and sketches made during its disassembling. Original material shall be used as far as practical.

2. Replacement material shall be as nearly the same as the original pieces as can be obtained, and will be furnished by the County Parks Department.
3. The cabin shall be erected on a gravel base consisting of three inches of 3/4" x 1/4" crushed rock for drainage.
4. Cabin base logs shall be placed on rough heart redwood 2" x 12" laid level on the base gravel. Porch sills shall be laid on rough heart redwood 2" x 6" as above. All base logs, sills and joists shall be treated with clear wood preservative - Penta 5, Kenite 9 or equal.
5. The shake roof shall be laid shingle fashion. The first course to be doubled and subsequent courses laid 12" to the weather. Shakes to be furnished by the County Parks Department.
6. No electrical or plumbing work will be done at the cabin.

FENCE

1. About 135' of split rail fence shall be constructed along the west half of the south side of the park.
2. Posts shall be placed ten feet apart. Rails shall be selected for their stacking ability, and shall be stacked six rails high - forming a fence approximately three and one-half feet high.
3. Posts shall be prefabricated in pairs by placing a 4" by 4" x 24" redwood block between two posts six feet long and wiring them together with No. 9 galvanized wire.
4. A 4' wide gate built out of rail and hung off of heavy galvanized hinges will be located as shown on plan. (It will be just like the gate by the playground.)

SAND FOR PLAYGROUND

1. It will take about 15 yards of clean river sand to put 4" of sand over the existing playground.

SCOPE AND LOGISTICS

Under this grant, only recreation-related items that are within the scope of the agreement are included. We expect to have virtually all work done before this year's construction season is over.

COST ESTIMATES

1. BOULDER RIP RAP. Approximately 600 sq. ft.	\$ 2,100.00
2. SIDEWALK. Approximately 610 sq. ft.	1,400.00
3. RAIL FENCE. Labor, grading, gravel	410.00
4. PARKING LOT PAVING. Approximately 3,500 sq. ft. A.C.	3,900.00
5. ENGINEERING, SUPERVISION AND MISC. LABOF	500.00
6. MINER'S CABIN	1,200.00
7. SAND. 15 yds at \$4/yd.	60.00
Total Grant Funds	\$ 9,570.00

N

MYTHICAL PARK

1" = 40'

WEAVER CREEK

exist picnic

East Gate

WORK AREA

MINER CABIN TO GO HERE

EXIST. MUSEUM

PARKING AREA TO BE PAVED

new sand trap here

EXIST playground

GATE new fence

exist fence

exist fence

MAIN STREET

