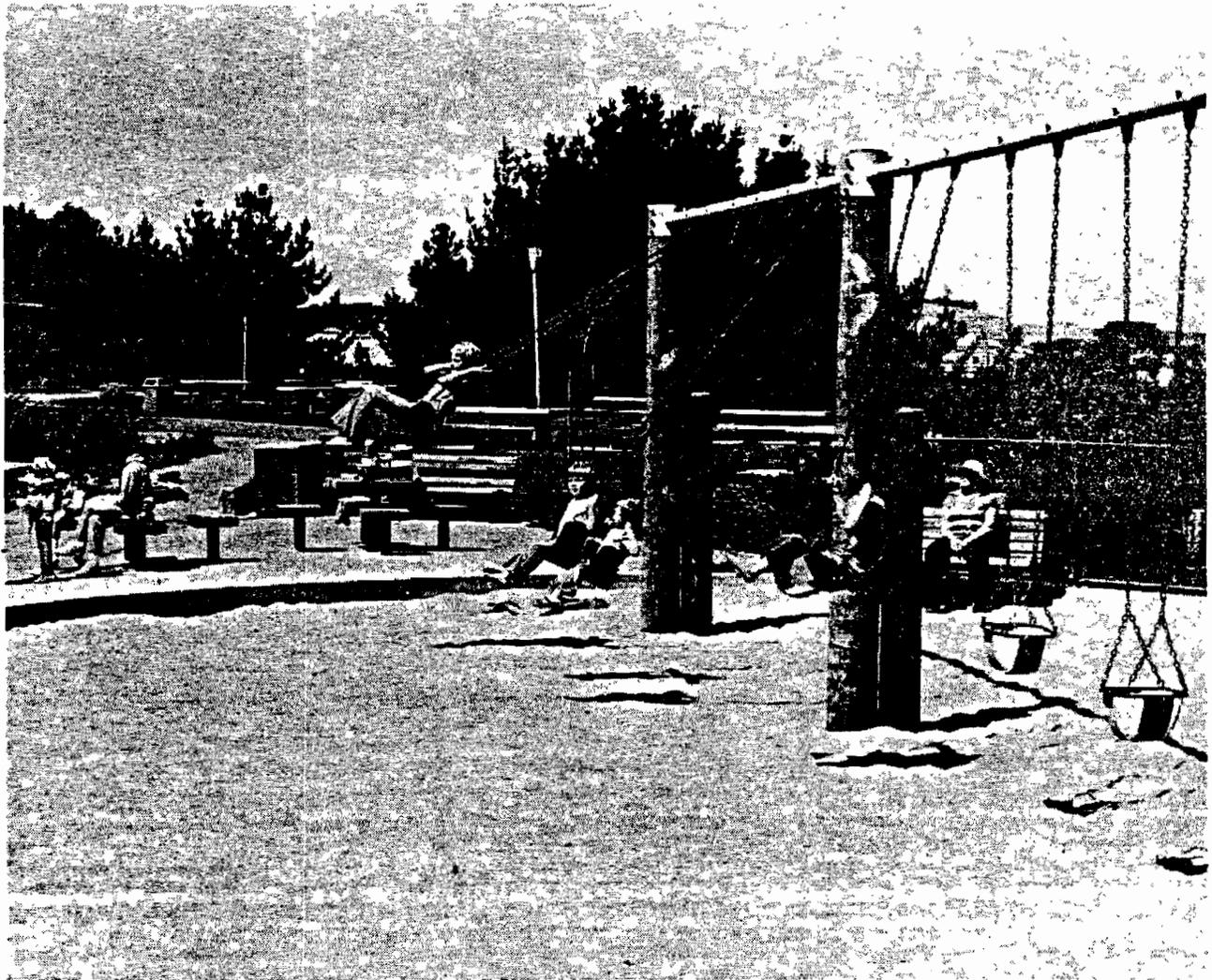




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# Procedural Guide for the Roberti-Z'berg-Harris Urban Open Space and Recreation Grant Program



*September 1988*

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



**ROBERTI-Z'BERG-HARRIS URBAN OPEN SPACE  
AND RECREATION GRANT PROGRAM**

**PROCEDURAL GUIDE**

**September 1988**

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## INTRODUCTION

This procedural guide has been prepared to assist local units of government in applying for state funds available under the Roberti-Z'berg-Harris Urban Open Space and Recreation Program. It supercedes the March 1981 guide.

This local assistance program was started in 1976 through passage of SB 174 (Roberti). The criteria and matching requirements were revised in 1984 through passage of AB 737 (Harris). The Harris Amendment to the program changes the matching requirements to 70% State/30% local instead of 75% and 25%. One-third of the local match must now come from private or nonstate sources, unless waived.

The intent of the program is to meet the most urgent and unmet recreational needs in California, with emphasis on unmet needs in the most heavily populated and most economically disadvantaged areas within each jurisdiction. Urban local governments receive the greatest portion of the available funds (83%) as block grants. 17% of the annual appropriation is awarded through a competitive process based on need. Nonurban jurisdictions compete for the majority of those needs-basis funds.

"Block grants" and "needs-basis" grants are distributed throughout the state according to the following formula:

- I. 69% for annual block grants to urbanized areas:
  - (a) 60% for cities and recreation and park districts in urbanized areas
  - (b) 40% for urbanized counties and regional park districts
- II. 14% for annual block grants to heavily urbanized areas:
  - (a) 60% for large cities
  - (b) 40% for large counties and regional park districts
- III. 17% for annual needs-basis grants (project-by-project, competitive):
  - (a) 88% for nonurbanized cities, counties, and districts of the state
  - (b) 12% for urbanized cities and recreation and park districts, excluding heavily urbanized jurisdictions

This program is administered by the State Department of Parks and Recreation. 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. Processing will be expedited if the name of the project officer assigned to your area is included on all mail. All inquiries, correspondence, and grant applications should be addressed to:

Project Officer (Name)  
California Department of Parks and Recreation  
Local Assistance Section  
1416 Ninth Street  
P. O. Box 942896  
Sacramento, CA 94296-0001  
Telephone: (916) 445-4441  
FAX Telephone: (916) 323-6586

**IMPORTANT POINTS**

1. You may incur costs against the grant only after your project has been approved by the Legislature (budget passed) and the State Department of Parks and Recreation has received your application signed by your attorney.
2. No funds will be disbursed until an agreement is signed by the department.
3. Application for funds must be made within one year of appropriation.
4. The project must be started within three years from the date of approval by the state and completed within five years from the date of appropriation.
5. This is a matching program - 70% State/30% local. The local match can be calculated as 3/7ths of the grant amount. 1/3 of the local match, or 1/7th of the grant amount, must come from private or nonstate sources, unless waived.
6. The applicant shall certify to the department the source and amount of private or nonstate matching funds at least 30 days prior to the actual release of state funds.
7. There is a provision for waiver of the 10% private or nonstate match for both development and acquisition projects. For acquisition projects only, there is a provision for a waiver of the entire 30% local match. If applicable, a request for a waiver of either of the matching requirements must be submitted along with the other application materials.
8. All applications shall contain evidence that the applicant agency has complied with the California Environmental Quality Act of 1970.
9. Grants made under this program may be audited at any time by the state.  
AVOID AUDIT EXCEPTIONS KEEP ACCURATE RECORDS OF ALL EXPENDITURES.
10. State approval of construction and/or acquisition documents is not required under this program. However, the local agency may be required to submit plans and specifications at the state's request, particularly where detailed compliance of Title 24, Parts 2 through 5 of the State Building Code is required (Disabled Access Regulations). Acquisition documentation may be required if relocation assistance is an issue.

11. Where necessary, up to 20% of the grant funds may be expended for nonconstruction costs such as plans and specifications, acquisition documents, construction inspections, and directly-related administrative costs.
12. Up to 30% of the amount received in an annual period may be used for special major maintenance or innovative recreation programs, or a combination of both.
13. Property acquired or developed with state grant money shall be used for park, beach, recreational, or historical resources preservation purposes. Any property so acquired or developed shall not be converted to other uses without specific approval of the Legislature [see 5626(a), Public Resources Code].

#### DEFINITIONS

- "The Act"           The Roberti-Z'berg-Harris Program Act as amended.
- "City"               Includes the City and County of San Francisco.
- "County"           Does not include the City and County of San Francisco or a county service area, or zone therein, within the County of San Bernardino empowered to provide public park and recreation services pursuant to Chapter 2.2 (commencing with Section 25210.1) of Part 1 of Division 2 of Title 3 of the Government Code.
- "Districts"         Means regional park districts formed under Article 3 (commencing with Section 5500) of Chapter 3; recreation and park districts formed under Chapter 4 (commencing with Section 5780); any public utility district formed under Division 7 (commencing with Section 15501) of the Public Utilities Code in a nonurbanized area that employs a full-time park and recreation director and offers year-round park and recreation services on lands and facilities owned by the district; any community services district formed under Division 3 (commencing with Section 61000) of Title 6 of the Government Code in a nonurbanized area that is authorized to provide public recreation as specified in subdivision (e) of Section 61600 of the Government Code; any memorial district formed under Chapter 1 (commencing with Section 1170) of Division 6 of the Military and Veterans Code that employs a full-time park and recreation director and offers year-round park and recreation services on lands and facilities owned by the district; the Malaga County Water District exercising powers authorized under Section 31133 of the Water Code; and any county service area, or zone therein, within the County of San Bernardino that is empowered to provide public park and recreation services pursuant to Chapter 2.2 (commencing

with Section 25210.1) of Park 1 of Division 2 of Title 3 of the Government Code, which is actually providing public park and recreation services and which was reorganized prior to January 1, 1987, from a park and recreation district to a county service area or zone.

"Urbanized Area"

A central city or cities and surrounding closely settled territory, as determined by the State Department of Finance on the basis of the most recent verifiable census data.

"Urbanized County"

Any county, except the City and County of San Francisco, with a population of 200,000 or more, as determined by the Department of Finance on the basis of the most recent verifiable census data.

"Heavily Urbanized Area"

A large city with a population of 300,000 or more and a large county or regional park district with a population of 1 million or more, as determined by the Department of Finance on the basis of the most recent verifiable census data.

"Nonurbanized Area"

Any city, county, or district that does not qualify as an urbanized area or urbanized county under the definitions in subdivision (c), Sec. 5621 of the Act.

"Block Grant"

The allocation of monies for one or more projects for the acquisition or development of recreational lands and facilities.

"Needs-Basis Grants"

The allocation of monies for one or more projects for the acquisition or development of recreational lands and facilities on a project-by-project basis, based upon need.

"Account"

The Roberti-Z'berg-Harris Urban Open Space and Recreation Program Account in the General Fund.

"Special Major Maintenance Project"

A rehabilitation or refurbishing activity performed on an annual or more infrequent interval, excluding capital improvements and routinized or other regularly scheduled and performed tasks such as grounds mowing, hedge trimming, garbage removal, and watering. Special major maintenance projects include activities that will reduce energy requirements to operate recreational lands or facilities. This category may include, among others, upgrading an irrigation system, expansion or replacement of significant

portions of an indoor facility, or resurfacing of a parking lot.

"Innovative  
Recreation  
Program"

Specially designed, creative, social, cultural, and human service activities that by their nature are intended to respond to the unique and otherwise unmet recreation needs of special urban populations, including, but not limited to, senior citizens, physically or emotionally disabled, chronic and "new" poor, single parents, "latchkey" children, and minorities. The term includes special transportation programs designed to facilitate access of these groups to parks and recreational programs and facilities.

"Waiver"

Means that all support documents meeting the conditions based on the Criteria for Waiver of Match found on Page 14 have been met and approved by the department.

#### ELIGIBLE UNITS OF GOVERNMENT

All cities and counties are eligible. Special districts that meet the definition of districts as defined on Page 3 are also eligible.

Official allocation of the block grant funds to each city, county, and eligible special district is based on population as determined by the Department of Parks and Recreation in cooperation with the Department of Finance, on the basis of the most recent verifiable census data. Some district population figures will be derived from the counties involved. Allocations to individual cities, counties, and districts are available from the Department of Parks and Recreation.

#### PROGRAM CRITERIA

##### Criteria for Block Grants

The following program criteria shall serve to determine the priority of need and will guide the state's approval of block grant projects submitted by local agencies:

1. Grant funds must supplement and not supplant local funds.
2. Projects must conform to the recreation element of the applicable city or county general plan.
3. Emphasis should be given to grant projects that serve the most heavily populated areas of each jurisdiction.

4. Projects must be directed toward providing for the most urgent and unmet needs of residents served by the jurisdiction. The following factors, based on existing or readily obtainable data, must be considered by the applicant in selecting projects that meet urgent and unmet needs: population density, number of persons per household, income rate, juvenile delinquency rate, unemployment rate, relationship of youth and senior citizens to total population served, and deficiency in recreation facilities and programs. The applicant, in selecting projects that meet urgent and unmet needs, shall also recognize all the following factors:
  - a. Preservation and improvement of the physical environment.
  - b. Preservation and improvement of historical and cultural facilities.
  - c. Availability of public transportation as a major means of access.
  - d. Proper facilities and services to accommodate the needs of senior citizens.
  - e. Improved access for disabled persons.
  - f. Recreational program and facilities that anticipate and properly provide for the unique needs of special populations, including, but not limited to, new immigrants, traditional minorities, single parents and "latchkey" children.
  - g. Cooperative financing and planning among local public agencies.
  - h. Special features of significance in urban settings, including arts and mural programs and other types of programs that significantly enhance the total park environment and its utilization simultaneously with providing positive forms of youth training and employment.

#### Criteria for Needs-Basis Grants

The following criteria will be used to evaluate needs-basis grant projects:

1. Grant funds must supplement and not supplant local funds.
2. Projects must conform to the recreation element of the applicable city or county general plan.
3. Projects that serve the highest population densities in each jurisdiction.
4. Projects that provide for the best public access. This will be judged by the adequacy of public transportation services and the absence of physical barriers (freeways, railroad tracks, flood control channels, etc.) that might restrict immediate access.
5. Development projects that serve residential areas that have the least number of nearby existing recreation facilities of the same kind.

6. Acquisition projects that serve residential areas that have the least amount of nearby existing recreation acreage.
7. Acquisition and/or development projects that meet the recreational needs of low-income families.
8. Development projects that emphasize basic facilities rather than elaborate facilities. Basic facilities are defined as the minimum improvements necessary to enable the public to safely use and enjoy an outdoor recreation area with a minimum amount of maintenance. Elaborate facilities are defined as overly ornate, overdesigned, superfluous, or otherwise excessive ones.

The criteria listed below will be used in further evaluating needs-basis grant projects:

1. Grant requests from an applicant whose project will provide park and recreation opportunities will be given higher priority than will requests for minor beautification, non-functional open space, fire or flood control, or other purposes not directly related to traditional recreation systems.
2. Grant requests from public entities that have designated a major organizational unit with a full-time primary responsibility for development of parks and recreation areas and/or facilities will be given higher priority than requests from governmental units that have a primary function other than parks and recreation.
3. Development grant requests for proposed facilities that provide opportunities for multiple recreation activities (two or more separate and distinct activities) will be given a higher priority than grant requests for projects that provide activities for a single purpose, or provide specialized uses that serve only a limited segment of the public.
4. Acquisition grant requests for open space lands in intensively developed areas will be given higher priority than grant requests for open space lands in areas with large or numerous undeveloped parcels.
5. Grant requests involving innovative approaches to providing park and recreation services will be given additional consideration.
6. Projects showing a high degree of citizen involvement and support will be given additional consideration.
7. Consideration will also be given to the impact on the proposed project from participants outside the applicant's boundaries.

Funds available under the category of needs-basis grants are divided as specified in the Act. 88% of such monies is available to cities, counties, and districts in nonurbanized areas on a project-by-project basis and on the basis of need. 12% of the funds is available to urbanized cities and districts,

excluding urbanized counties and those jurisdictions designated as heavily urbanized, on a project-by-project basis and on the basis of need.

The needs-basis grants are allocated on a statewide competitive basis.

In submitting applications for needs-basis grants, the following stipulations should be considered:

- A. Needs-basis grants to cities, counties, and districts in nonurbanized areas:
  - 1. No project for less than \$10,000 of state grant funds will be considered.
  - 2. No jurisdiction will receive more than 10% of the total grant funds available under this portion of the program for either an individual project or combination of projects submitted.
- B. Needs-basis grants to cities and districts in urbanized areas:
  - 1. No project for less than \$10,000 of state grant funds will be considered.
  - 2. No jurisdiction will receive more than \$100,000 of state grant funds available under this portion of the program for an individual project or combination of projects submitted.
  - 3. Projects submitted under needs-basis must be located in urbanized areas.
  - 4. Consideration will be given to projects from jurisdictions with a low total assessed valuation and low valuation per capita.

### Eligible Projects

The following five types of projects are eligible for grant funding. The local agency shall adhere to the conditions that apply to these projects.

#### 1. Acquisition

Acquisition of readily accessible open space areas is eligible. Acquisition may include developed or undeveloped parcels, fee title, less than fee title such as easements, rights of way, riparian rights, or any interest sufficient to accomplish project goals. Priority consideration should be given to open space areas with ready access to large numbers of the immediate population. Acquisition of lands and structures to be converted to recreation use is also eligible.

Property acquired under the state grant program must comply with provisions of Chapter 16, Sec. 7260 of Div. 7, Title 1 of the Government Code, and state procedures established by the California Department of Parks and

Recreation. This statute and state procedures require uniform relocation and acquisition procedures necessary in the acquisition of properties by any public entity.

Prior to submitting an application for a grant for a project involving the acquisition of productive agricultural lands, or other lands while acquisition may have an adverse economic impact on neighboring agricultural operations, the city, county, or district proposing to make the application shall hold a public hearing in the county in which the proposed project is located, at which the public may comment on the proposed project. Notice of the hearing shall be published at least twice in a newspaper of general circulation in the county [Sec. 5625(a)].

If you are contemplating a project involving acquisition, please contact the Local Assistance Section, (916) 445-0835 for an Acquisition Guide.

## 2. Development/Rehabilitation

Development of a park that meets an identifiable recreation need, or that provides recreation opportunities not now available, is eligible. Facilities may include athletic fields, courts, open playfields, tot lots, indoor facilities, picnic tables, and a variety of other facilities that provide opportunities for active and passive recreation use.

Rehabilitation of park, recreation, or historical facilities that are no longer fully serviceable, and that, when rehabilitated, provide expanded or additional recreation or historical opportunities, is eligible. Rehabilitation may include improvement of facilities that are inoperative, unsafe, or allow only limited use, as well as improvements to provide expanded use by the disabled, or other groups.

Adequate tenure to the property is required for development projects. Adequate tenure means the applicant owns the land or holds a lease or other long-term interest that is satisfactory to DPR.

## 3. Historic Preservation

Projects for acquisition, preservation, reconstruction, or restoration of historic sites or structures are eligible. Projects must appear on one of the following three registration programs: 1) National Register of Historic Places; 2) California Historic Landmark Program; or 3) Points of Historic Interest Program.

## 4. Special Major Maintenance Project

Eligible special major maintenance projects are rehabilitation or refurbishing activities performed on an annual or more infrequent interval, excluding capital improvements and routinized or other regularly scheduled and performed tasks such as grounds mowing, hedge trimming, garbage removal and watering. Special major maintenance projects include activities that will reduce energy requirements to operate recreational lands or

facilities. Frequent and routinized operation and maintenance, including costs for equipment and personnel, are not eligible.

Up to 30% of the amount received in an annual period may be used for special major maintenance or innovative recreation programs, or a combination of both. Special major maintenance projects must be used at parks that were acquired or developed with funds from this program.

#### 5. Innovative Recreation Program

Eligible innovative recreation programs are specifically designed, creative social and human service activities that, by their nature, are intended to respond to the unique and otherwise unmet recreation needs of special urban populations, including, but not limited to, senior citizens, physically or emotionally disabled, chronic and "new" poor, single parents, "latchkey" children, and minorities. The term includes special transportation programs designed to facilitate access of these groups to parks and recreational programs and facilities.

Up to 30% of the amount received in an annual period may be used for special major maintenance or innovative recreation programs, or a combination of both.

#### Ineligible Projects

1. Projects located on school properties that are expressly for educational purposes are ineligible.
2. Projects traditionally provided by the private, nongovernment sector or by concessionaires will be considered ineligible unless it can be shown that private entrepreneurs are unavailable to make such provisions and that the project is based on measurable need.
3. Master Planning for park acquisition and development.
4. Highway beautification and parking for other than recreation purposes.
5. Operations and Maintenance

#### MATCHING REQUIREMENTS

The minimum local match is 30 % of the allowable project cost for each project. Thus, a \$100,000 project funded by a \$70,000 grant will require a \$30,000 match. The match can be calculated as 3/7ths of the grant amount.

Grants for acquisition shall be matched only by money or property donated to be part of the acquisition project. Grants for development may be matched by monetary or nonmonetary contributions as follows:

In-kind contributions (goods and/or volunteer services) applied to the specific grant project during the project period, including, but not limited to, equipment, consumable supplies, volunteer services, and free or reduced-cost use of lands, facilities, or equipment.

Force account labor (applicant's employees) costs incurred on the specific grant project during the grant project period.

The value of real property donated for the project if the recreation development is to occur on the property and if the applicant does not take title to the property until after the development grant agreement is approved by the state. The value of the matching donation will be determined by review of the appraisal.

One-third of the match (1/7th of the grant amount) must consist of monies or nonmonetary contributions from private or nonstate sources, unless waived. The applicant shall certify to the department the source and amount of private or nonstate funds (Appendix H). This may be done on a project-by-project basis or, if the applicant chooses, the match may be calculated as a percentage of the total amount granted in that fiscal year. If done on a project-by-project basis, one local match certification form per project must be submitted. If calculated as a percentage of the total amount, only one form per fiscal year need be submitted. The certification shall be made at least 30 days prior to actual release of state funds.

The component of local matching money from private or nonstate sources is defined as follows:

Cash donations, gifts of real property, equipment and consumable supplies, volunteer services, free or reduced-cost use of lands, facilities or equipment, and bequests and earnings from wills, estates, and trusts. Funds from nonstate sources that qualify are funds from the federal government and local public agencies other than the applicant. Real property, cash, or other assets required to be transferred to a public agency pursuant to Section 66477 of the Government Code or any other provision of law shall not qualify as funds from a private or nonstate source; however, they shall qualify as the monetary or nonmonetary contribution required to be furnished by the applicant. The component of local matching money consisting of funds from private or nonstate sources may, at the option of the applicant, be calculated as a percentage of the total amount granted in that fiscal year to a applicant, rather than on a project-by-project basis.

STATE/LOCAL MATCH  
ROBERTI-Z'BERG-HARRIS GRANT PROGRAM

Matching Formula - 70% state and 30% local match. One-third of local match must come from private or nonstate sources, unless waived.

Eligible Sources To Meet Matching Requirement

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Local Government Component - 2/7th of Grant Amount

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- o Local applicant money
- o Lands, cash, or assets transferred to the project from other local agencies
- o Force account labor
- o Federal funds designated for the project
- o Private cash or land donations
- o Any combination of the above

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Private or Non-State Component - 1/7th of Grant Amount

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Development

Acquisition

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- |                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>o Cash donations, land donations, the equipment, supplies, volunteer labor, free or reduced-cost use of lands, facilities, or equipment, bequests and earnings from wills, estates, and trusts</li><li>o Federal money designated for the project</li><li>o Cash from local agencies, other than applicant</li><li>o Any combination of the above</li></ul> | <ul style="list-style-type: none"><li>o Property donated to be part of acquisition project</li><li>o Money from private sources</li><li>o Federal money designated for the project</li><li>o Cash from local agencies, other than applicant</li><li>o Any combination of the above</li></ul> |
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### CRITERIA FOR WAIVER OF MATCH

#### Waiver Conditions for Entire 30% Local Match (Acquisition Projects Only)

A waiver request must accompany the jurisdiction's application and include all information requested. A waiver of the entire local match applies only to acquisition projects.

Local matching money shall not be required if the applicant can demonstrate, through supporting evidence, that urgent and unmet land acquisition needs exist and that all of the following conditions prevail (please submit required materials as indicated):

1. The proposed project is currently the jurisdiction's highest priority park acquisition (submit statement).
2. There is evidence of loss to nonrecreation purposes if the property is not acquired immediately (submit statement).
3. There is an absence of sufficient parkland and recreation facilities within the intended service area (neighborhood, community, region) of the acquisition proposal (submit statement).
4. In the year in which the grant is to be encumbered, the jurisdiction does not have other local funds or federal funds that may be used to match the state grant (submit statement and budget data).
5. Over 15% of the jurisdiction's population is below the poverty level, as defined and established by statistics from the most recent decennial census (submit statement).
6. The property can be acquired immediately after grant funds are appropriated by the state (submit acquisition schedule and evidence of a willing seller).

#### Waiver Conditions for 10% Private or Nonstate Match (Acquisition & Development Projects)

The applicant's matching money from private or nonstate sources shall not be required if the local agency can comply with Item A and Items B or C.

- A. The applicant currently has available the entire 30% in other eligible matching in the event the private or nonstate match is waived (certification required).

AND

- B. There has been an unsuccessful attempt to raise private or obtain nonstate matching funds or contributions for the proposed project or similar projects (submit evidence);

OR

- C. An attempt to raise funds would, in the estimation of the local agency, be unsuccessful for two or more of the following reasons:
1. The availability of financial assistance from private or nonstate sources for the project is limited (submit statement);
  2. The per capita income in the applicant's jurisdiction is lower than the statewide average (submit evidence);
  3. The unemployment rate in the applicant's jurisdiction is above the statewide average (submit evidence);
  4. Plant or business closure in the applicant's jurisdiction has accelerated in the past two years (submit evidence);
  5. The proposed project is of a nature not likely to attract private or nonstate funds or contributions. This includes, but is not limited to, replacement projects of existing support facilities (restrooms, parking, irrigation systems, water supply, drainage), site preparation for new developments (grading, utility, fencing), and acquisition projects such as in-holdings, easements, boundary adjustments, and controversial condemnations (submit statement).

If private or nonstate matching funds are waived, the applicant must still fully comply with the 30% local matching requirement.

All statements supporting your request for waiver of matching requirements must be submitted with your application. Waiver requests should be in narrative form.

#### APPLICATION REQUIREMENTS

##### Deadlines

Agreements for block grants must be approved within one year from the effective date of the state budget that appropriates the funds (July 1). To ensure adequate time for approval, applications should be submitted no later than May 1 of that fiscal year.

Applications for needs-basis grants must be received by the deadline established annually by the Department of Parks and Recreation, usually October 1 of the fiscal year the funds are appropriated.

The applicant has three years from approval of the application by the director of the State Department of Parks and Recreation to encumber the grant funds (start the project), or they shall revert to the state General Fund. Approval of the application occurs when the director or an authorized representative signs the agreement.

To apply, submit one copy each of the applicable documents listed on the back of the application form - Appendix A.

## PROJECT ADMINISTRATION

### Normal Grant Process

1. Applicant completes and submits applications to the California Department of Parks and Recreation (DPR).
2. DPR approves waivers to matching requirement, where applicable.
3. If all application materials are in order (block grant) or the project is selected (needs basis), five copies of an agreement are sent to applicant.
4. Applicant returns four signed copies of agreement to DPR.
5. A fully executed agreement is returned to applicant.
6. Applicant may submit payment request for an advance of 10% of grant amount to prepare construction plans and/or acquisition documents (Appendix F).
7. Applicant commences work on project and submits payment request for up to 90% of grant amount.
8. After completion of project, applicant submits support materials (Appendix G) and request for final 10% of grant.
9. Project officer makes final project inspection.
10. DPR may perform an audit of completed project.

### Total Withdrawal From Program

If a jurisdiction fails to submit an application for its allocated amount or otherwise withdraws from the program or elects not to use its allocation, the allocation will be lost to that jurisdiction. In the event an approved project cannot be completed, and if grant funds were advanced, those funds plus any accrued interest must be returned to the state.

### Changes to Approved Project

Changes to approved block grant projects are acceptable. An applicant wishing

to change the scope of an approved project should submit the proposed change in writing to DPR for approval.

Major scope changes for needs-basis projects will normally not be approved. Minor modifications may be acceptable with adequate written justification and DPR approval.

#### Time Extensions

A request for a time extension and its justification must be submitted to DPR. DPR will determine whether the circumstances warrant a time extension.

#### Payments of Grant Funds

After DPR has signed the agreement, 10% of the total grant amount may be requested for specific planning for each development project. Up to 90% of the total grant or 100% of the actual development cost, whichever is less, may be requested after the construction contract is awarded or construction has commenced.

For acquisition projects, up to 90% of the grant or 100% of the actual acquisition cost, whichever is less, may be advanced after the property is in escrow. Such advance shall be placed immediately into escrow, or deposited with the court in condemnation cases.

The remaining 10% will usually be reimbursed after completion of the project.

If advances are made and not immediately used, the advanced funds should be placed in a separate interest-bearing account. The applicant shall be held accountable for the interest earned.

Applicant should allow four to six weeks to receive payment after submitting request for payment. When completing the payment request forms, all figures should be rounded to the nearest dollar.

#### Income and Interest

Any income accruing from intended recreational use of the project may be spent at the applicant's discretion, consistent with the jurisdiction's normal procedure.

Gross income that is earned by the applicant from non-recreational uses of an acquisition project (e.g. rental from agricultural leases) must be used by the applicant for any of the following at the project site: recreation development, additional acquisition, operation, or maintenance.

Gross income that accrues to a grant-assisted development project during and/or as a part of the construction, from sources other than the intended recreation use, shall also be used for further development of that particular project.

If the gross income and earned interest are not used for additional acquisition, development, operation, or maintenance of the project, such income and interest shall be returned to the state, and/or the amount of the state grant shall be reduced by the amount of such income and interest.

Gross income includes the fair market value of real and/or personal property, or personal services received in exchange for nonrecreational activity conducted on the land acquired and/or to be developed.

#### 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 so the total cost of each individual project can be readily determined. These records must be retained for a period of three years after final payment is made by the state. AVOID AUDIT EXCEPTIONS - KEEP ACCURATE RECORDS

#### 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. Any funds spent for nonacquisition or nonconstruction purposes reduce the amount of usable facilities available for public use. Therefore, no more than 20% of grant funds shall be spent on eligible nonconstruction or nonacquisition costs such as administration, preparation of plans and specifications, appraisals, etc.

1. Preliminary costs - Preliminary project costs (e.g., construction plans, 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.
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 funded 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 for each use. 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, indicate the hours used, relate the 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 piece of equipment, a structure or a part of a structure, the costs that are charged as supplies and materials may be 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 - Costs of acquiring real property are eligible and may include the purchase price of the property, 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 State Relocation Act (Chapter 16 Government

Code, Section 7260 et seq.), even if relocation costs are not claimed for reimbursement.

10. Fixed Equipment - Purchase of equipment that is affixed permanently to the facility in question. An example is a sound system installed in a community center.
11. 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 is a nonexclusive list of ineligible costs:

1. Indirect costs (overhead)
2. Ceremonial expenses
3. Expenses for publicity
4. Bonus payments of any kind
5. Charges for contingency reserves or other similar reserves
6. 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
7. Charges for deficits or overdrafts
8. Taxes for which the applicant would not have been liable
9. Charges incurred contrary to the policies and practices of the applicant
10. Interest expense
11. Damage judgments arising from acquisition, construction or equipping of a facility, whether determined by judicial process, arbitration, negotiation, or otherwise

12. Services, materials, or equipment obtained under any other state program
13. Cost of discounts not taken
14. Travel claimed when no work time was claimed for the same period
15. Contract cost overruns, not approved, that exceed the allowable amount as per the contract specifications
16. The surcharge payable by the applicant for a project in which there is federal participation
17. Costs associated with the preparation of park master plans
18. Non-Fixed Equipment - Purchase of non-fixed or portable equipment. An example is a portable sound system that may be used in a community center.

#### **PROJECT COMPLETION**

There are a number of cost-supporting documents needed after project completion. See Appendix G, Support Material for Final Payment, for a complete list of the items that must be submitted to close out a project and receive final payment.

#### **STATE AUDIT**

After completion of the project, the state may audit the project records. The purpose of the audit is to verify that project expenditures were properly documented. The audit would be requested by the state after the final payment request has been received, all project transactions have been completed, and the necessary payments have been made by the applicant.

If your project is selected for audit, you will be contacted in advance. The audit should include all books, papers, accounts, documents, or other records of the applicant, as they relate to the acquisition or development project for which state funds were granted. Projects may be audited at any time up to three years after project completion.

To expedite the audit, the applicant should have the project records, including the source documents and cancelled warrants, readily available. The applicant should also provide an employee having knowledge of the project and the accounting procedure or system to assist the state auditor. The applicant shall provide a copy of any document, paper, record, or the like requested by the state auditor.

All project records must be retained by the applicant for a period of not less than one year after the state audit or final disposition of any disputed audit findings.

**APPENDIX A**  
**APPLICATION FORM**

CHECK ONE

ROBERTI-Z'BERG-HARRIS URBAN OPEN-SPACE AND RECREATION PROGRAM

Block Grant

APPLICATION FOR LOCAL ASSISTANCE GRANT

Need Basis Grant

Project Name \_\_\_\_\_ Amount of Grant Request \$ \_\_\_\_\_

Amount of Matching Funds \$ \_\_\_\_\_

Applicant (Agency - address incl. zip code) \_\_\_\_\_ Estimated Total Project Cost \$ \_\_\_\_\_

Source of Matching Funds \_\_\_\_\_

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  
\_\_\_\_\_ owned in fee simple by applicant  
(Please Check) \_\_\_\_\_  
\_\_\_\_\_ available under a \_\_\_\_\_ year lease (enclosed)  
(Please Check) \_\_\_\_\_  
\_\_\_\_\_ other interest (explain) \_\_\_\_\_  
(Please Check) \_\_\_\_\_  
Census tract number in which project is located: \_\_\_\_\_  
Senate Dist. \_\_\_\_\_ Assembly Dist. \_\_\_\_\_  
Estimate start project \_\_\_\_\_ Complete project \_\_\_\_\_  
Date \_\_\_\_\_ Date \_\_\_\_\_

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 \_\_\_\_\_  
Applicant's Authorized Representative as Shown in Resolution \_\_\_\_\_ Date \_\_\_\_\_

I hereby certify that the applicant has met, or will meet, all federal, state and local environmental, public health, relocation, affirmative action, and clearinghouse requirements and all other appropriate codes, laws, and regulations prior to the expenditure of the grant funds. (Public Resources Code 5626(d).

I further certify that the applicant fully understands that the State Department of Parks and Recreation will not assume any responsibility to ensure compliance with any applicable federal, state or local codes, laws or regulations, but that the Department may conduct an audit to ensure compliance.

\_\_\_\_\_  
(Signed - Legal Counsel) \_\_\_\_\_ Date \_\_\_\_\_

IMPORTANT

You may incur costs against the grant only after your project has been approved by the Legislature and the State has received your application signed by your attorney. All State requirements must be met and an agreement signed before any funds will be disbursed.

## GRANT APPLICATION

To apply, submit one copy each of the applicable documents listed below.

1. \_\_\_ A completed application form signed by the person authorized in your resolution and by your attorney.
2. \_\_\_ The resolution from your governing body authorizing the application.
3. \_\_\_ Environmental Impact Report or Negative Declaration and a copy of the Notice of Determination showing the 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. Clearinghouse response is required if you have an EIR or Negative Declaration for the project.
4. \_\_\_ A city or county street map showing the project location with sufficient detail to find the site.
5. \_\_\_ If property to be developed is not owned in fee, evidence of adequate land tenure. (Copies of leases, joint powers agreements, permits, etc.)
6. \_\_\_ A site plan for development projects. Map of the overall park showing location of project facilities, details of access, water, power and sanitation.
7. \_\_\_ Cost estimate. A detailed estimate of all projects costs.
8. \_\_\_ Acquisition map and acquisition schedule listing number of parcels, size, approximate date of acquisition and cost (acquisition projects only).
9. \_\_\_ Summary of comments made at a public hearing concerning any acquisition that impacts productive agricultural lands (acquisition projects only).
10. \_\_\_ Local match certification form.
11. \_\_\_ A list of all funds, over and above the grant requested, that will be used for the project.
12. \_\_\_ Photos of the project site.
13. \_\_\_ Copies of all permits, leases, agreements, etc., affecting project lands or operation and maintenance.
14. \_\_\_ Requests for waiver of matching requirement. (If applicable)
15. \_\_\_ Written narrative justifying project (needs-basis only).

### Assurances

The applicant hereby gives assurances 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.

Applicant 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.

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

Applicant 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.

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

Applicant 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 B**  
**PROJECT AGREEMENT**

GRANT AGREEMENT

URBAN OPEN-SPACE AND RECREATION PROGRAM

APPLICANT \_\_\_\_\_ PROJECT NUMBER \_\_\_\_\_

PROJECT TITLE \_\_\_\_\_

PROJECT PERFORMANCE PERIOD IS \_\_\_\_\_

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 Roberti-Z'berg-Harris Urban Open Space and Recreation Program Act, (Public Resources Code Section 5620 et. seq.) agrees to fund the project(s) up to the total state grant amount indicated.

PROJECT DESCRIPTION: (indicate acquisition or development)

Total State Grant (not to exceed the grant entitlement nor to exceed 70 percent of Project cost)

\_\_\_\_\_  
Applicant

The Application and attached Provisions 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 \_\_\_\_\_

By \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

CERTIFICATION OF FUNDING

CONTRACT NUMBER		FUND CALIFORNIA WILDLIFE, COASTAL, AND PARK LAND CONSERVATION FUND			
PROJECT NO.	AMOUNT OF THIS ESTIMATE	APPROPRIATION			
UNENCUMBERED BALANCE	ITEM NO.	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		

# ROBERTI-Z'BERG-HARRIS URBAN OPEN SPACE AND RECREATION PROGRAM ACT

## 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 Roberti-Z'berg-Harris Urban Open Space and Recreation Program Act.
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.
5. The term "Application" as used herein means the documentation required in the State Procedural Guide for the Act.

#### 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 furnish at least thirty (30) percent of the total cost of the Project unless waived per the procedures stated in the current State Procedural Guide for the Act and 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. Applicant shall comply as lead agency with the California Environmental Quality Act (Public Resources Code, Section 21000, et. seq.).
3. If the project includes development, the Applicant agrees to furnish the State a bid package or force account information, whichever is applicable, upon request by the State.
4. Applicant agrees to permit periodic site visits by the State to determine if development work is in accordance with the Description of Project on Page 1 and under the provisions of this agreement including a final inspection upon Project completion.
5. If the Project includes acquisition of real property, Applicant agrees to comply with Chapter 16 (commencing with Section 7260) of Division 7 of Title 1 of the Government Code and any applicable federal, state, or local laws or ordinances. Documentation of such compliance will be made available for review upon request by the state.
6. All significant deviations from the Project shall be submitted to the State for prior approval.

C. Project Performance

1. Applicant agrees to secure completion of the Project within the project performance period on Page 1, in accordance with the Project Description on Page 1, and under the provisions of this agreement.
2. The Project Performance Period shall begin upon Legislative appropriation of grant funds in the Budget Act or upon date of certification by Applicant's attorney, whichever is later and is shown on Page 1.
3. Applicant may not take title to land or begin on-site construction until Project Performance Period begins.
4. Applicant agrees to encumber (start the project) the grant moneys within three years of the date of approval by the Director of the California Department of Parks and Recreation of the application for such moneys. The date of application approval is the date the Director or his authorized representative signs this agreement. Any part of grant moneys not encumbered within the three-year period shall revert to the State.

D. Project Costs

1. State agrees to disburse to Applicant the total state grant on Page 1 pursuant to the procedures stated in the current State Procedural Guide for the Act.
2. Applicant agrees that State may perform final audit of the Project.

E. Project Administration

1. Applicant agrees to promptly submit periodic reports as the state may request with request to Applicant's use of the grant, but the reports shall not be required to be submitted more frequently than annually.
2. Applicant agrees that property and facilities acquired or developed pursuant to this agreement shall be available for inspection upon request by the state.
3. Applicant agrees to 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 agrees it should place such moneys in a separate interest-bearing account, setting up and identifying such account prior to the advance; that interest earned on grant moneys shall be used on the Project or paid to the State; and 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. Applicant agrees that income earned by the Applicant from a State approved non-recreational use on Project shall be used for recreational purposes at the Project, or, if approved by the State, for recreational purposes within the Applicant's jurisdiction.

F. Project Termination

1. Applicant may unilaterally rescind this agreement at any time prior to the expenditure of grant funds. After expenditure of grant funds, this agreement may be rescinded, modified or amended only 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 parks, public recreation facilities and/or 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 Provisions of money furnished by the State by way of grant moneys under the Provisions 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, unless otherwise agreed to by the State.
5. If the project includes development, final payment may not be made until the Project conforms substantially with this agreement and is a usable public recreation facility.

G. Hold Harmless

1. The 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 the State, its officers, agents, and employees.
2. Applicant agrees to indemnify, hold harmless and defend the State, its officers, agents, and employees against any and all claims, demands, damages, costs, expenses or liability costs arising out of the acquisition, development, construction, operation or maintenance of the property described as the Project, which claims, demands, or causes of action arise under Government Code Section 895.2 or otherwise, except for liability arising out of the concurrent or sole negligence of the State, its officers, agents, or employees.
3. In the event the State is named as codefendant under the provisions of Government Code Section 895 et. seq., the Applicant shall notify the State of such fact and shall represent the State in the legal action unless the State undertakes to represent itself as codefendant in such legal action; in which event the State shall bear its own litigation costs, expenses, and attorney's fees.
4. In the event of judgment entered against the State and Applicant because of the concurrent negligence of the 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.
5. Applicant agrees to indemnify, hold harmless and defend the State, its officers, agents and employees against any and all claims, demands, costs, expenses or liability costs arising out of legal actions pursuant to items to which the Applicant has certified. Applicant acknowledges that it is solely responsible for compliance with items to which it has certified.

H. Financial Records

1. Applicant agrees to maintain satisfactory financial accounts, documents, and records for the project and to make them available to the State for auditing at reasonable times. Applicant also agrees to retain such financial accounts, documents and records 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 agrees to maintain and make available for inspection by the State accurate records of all of its costs, disbursements and receipts with respect to its activities under this agreement.

2. Applicant agrees to use a generally accepted accounting system.

I. 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. Applicant agrees to maintain and operated 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.

J. Nondiscrimination

1. 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. 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.

K. Application Incorporation

1. The application and any subsequent changes or additions approved by the State is hereby incorporated in this agreement as though set forth in full in this agreement.

L. Severability

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

**APPENDIX C**  
**SAMPLE RESOLUTION**



RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF THE \_\_\_\_\_  
(City Council, Board of Supervisors or District Board)

APPROVING THE APPLICATION FOR GRANT FUNDS UNDER THE  
ROBERTI-Z'BERG-HARRIS URBAN OPEN SPACE AND RECREATION PROGRAM

For \_\_\_\_\_  
(Project)

WHEREAS, the Legislature of the State of California has enacted the Roberti-Z'berg-Harris Urban Open Space and Recreation Program, which provides funds to certain political subdivisions of the State of California for acquiring lands and for developing facilities to meet urban recreation needs; and,

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility for the administration of the program, 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 prior to submission of said applications to the State; and

WHEREAS, said applications contain a certification that the applicant will comply with all federal, state, and local environmental, public health, relocation, affirmative action, and clearinghouse requirements and all other appropriate codes, laws, and regulations prior to the expenditure of the grant funds; and

WHEREAS, the project(s) applied for under this program must be of a high priority and satisfy the most urgent park and recreation needs, with emphasis on unmet needs in the most heavily populated areas;

NOW, THEREFORE, BE IT RESOLVED that the \_\_\_\_\_  
(City Council, Board of Supervisors

\_\_\_\_\_ hereby:  
or District Board

1. Approves the filing of an application for funding under the Roberti-Z'berg-Harris Urban Open Space and Recreation Program; and,
2. Certifies that said agency understands the general provisions of the agreement; and,
3. Certifies that said agency has or will have sufficient funds to operate and maintain the project(s) funded under this program; and,
4. Certifies that said agency has or will have available, prior to commencement of any work on the project(s) included in this application, the required match; and,

5. Certifies that the project(s) included in this application conform to the recreation element of any applicable city or county general plan; and,

6. Appoints the \_\_\_\_\_ as agent of the  
(Title - not name)  
\_\_\_\_\_ to conduct all negotiations  
(City, County, or District)  
and execute and submit all documents including, but not limited to, applications, agreements, amendments, payment requests, and so on that may be necessary for the completion of the aforementioned project(s); and,

7. Appoints \_\_\_\_\_ as legal counsel for said  
(Name or Title)  
agency with authorization to sign the certification on Page 1 of the application.

Approved and ADOPTED the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_\_.

I, the undersigned, hereby certify that the foregoing Resolution No. \_\_\_\_\_ was duly adopted by the \_\_\_\_\_  
(City Council, Board of Supervisors or District Board)  
following roll call vote:

Ayes:

Noes:

Absent:

\_\_\_\_\_  
Clerk

**APPENDIX D**

**DEVELOPMENT PROCEDURES**



## INTRODUCTION

Property developed under the grant programs administered by the California Department of Parks and Recreation, Local Assistance Section, should be developed in accordance with these guidelines. This Section 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, 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.)

#### PROGRAM PROCEDURES

The procedures below should be followed unless specific exceptions have been granted in advance by the State:

1. State approval in writing of plans and specifications (including bid conditions) may be required before starting any work on the project or awarding a contract for the work. (Check the procedural guide for the specific grant program.)
2. For development projects constructed under contract, submit one complete set of contract documents (construction drawings, bid documents, contract specifications) and an itemized engineer's estimate of construction costs for each contract. Allow three to four weeks for written approval.
3. For development projects constructed by force account, submit one set of approved plans drawn to scale, a force account schedule and a breakdown of costs (sample Page D-5). NOTE: You can receive up to a 90% advance from the Department after approval of plans and specifications or force account schedule after the start of the project.

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.

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, reroofing, 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 freestanding 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 that work 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 prefabbed metal structures are fairly vandal-proofed, but not all meet current handicap standards. Skylights save energy and money.

## 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.

## FORCE ACCOUNT SCHEDULE

### INTRODUCTION

Remember that the Engineer from the State who reviews your plans and instructions has not seen the project site and is not familiar with the project. Your plans, instructions, and facility/materials cost estimate is known collectively as a Force Account Schedule. The schedule should be written in a way that the project could be built from those instructions.

### OBTAIN LEGAL ADVICE

Preparation of the Force Account Schedule should be initiated only after you have consulted your attorney and obtained legal advice to determine how much money your agency can legally spend using the force account approach. Though State law has identified certain exceptions from the legal force account definition and spending limits, a force account schedule will always be required for grant purposes when you do not intend to develop a project using formal bid contract procedures.

### CRITERIA FOR REVIEW OF THE FORCE ACCOUNT SCHEDULE

The main criteria that will be used in evaluating the schedule are 1) the steps for project development have been well thought out, 2) that visitor safety has been considered throughout, and 3) that the work is being done legally. Specific attention will be given to handicap access to restrooms, structures, walkways and other facilities. A construction plan or schematic must be submitted along with a step-by-step description of the work process.

### WHAT TO SUBMIT (See Sample Force Account Schedule)

- A) Transmittal Letter - Include the following information
  - 1. Project name and number
  - 2. Priority list - list of construction items in priority order
  - 3. Brief description and statement of need for each priority
  - 4. Time frame for completion
  - 5. Who will supervise the project (agency)
  - 6. Authorizing body (City Council, Board of Supervisors, Directors)
- B) Construction Information - Step-by-step narrative on how each element of the project will be developed. Elements should correspond to priority list
- C) Scope - Indicate which construction elements will be included in the project to be funded by this grant.
- D) Cost estimate.

- E) Project Plan or Schematic - Drawn to scale, including signature block and date

SAMPLE FORCE ACCOUNT SCHEDULE FOR MYTHICAL PARK DEVELOPMENT

A) TRANSMITTAL LETTER

Project Officer (Name)  
Local Assistance Section  
Dept. of Parks & Recreation  
P. O. Box 942896  
Sacramento, CA 94296-0001

Dear

Mythical County Park Development  
State Grant Number 84-590001

Enclosed 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 slop 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

#### B) CONSTRUCTION INFORMATION

##### MYTHICAL PARK PROJECT NO. 84-59001 SPECIFICATIONS

#### 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 4 1/2" 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.

C) SCOPE AND LOGISTICS

The \$13,000 from the State grant is the only source of funds for this project. We plan to complete Items 1 through 5 below. We may be able to complete Items 6 and 7 if we receive partial donation of materials.

D) COST ESTIMATES

1. BOULDER RIP RAP. Approximately 600 sq. ft.	\$3,200.00
2. SIDEWALK. Approximately 610 sq. ft.	1,600.00
3. RAIL FENCE. Labor, grading, gravel.	530.00
4. PARKING LOT PAVING. Approximately 3,500 sq. ft. A.C.	7,100.00
5. ENGINEERING, SUPERVISION AND MISC. LABOR.	500.00
6. MINER'S CABIN.	700.00
7. SAND. 15 yards at \$4/yd.	100.00
Total Grant Funds	\$13,730.00

E) PLAN OR SCHEMATIC

The plan must be drawn to scale and be approved by the participant with a date and signature block. A sample Mythical Park is shown on the next page.

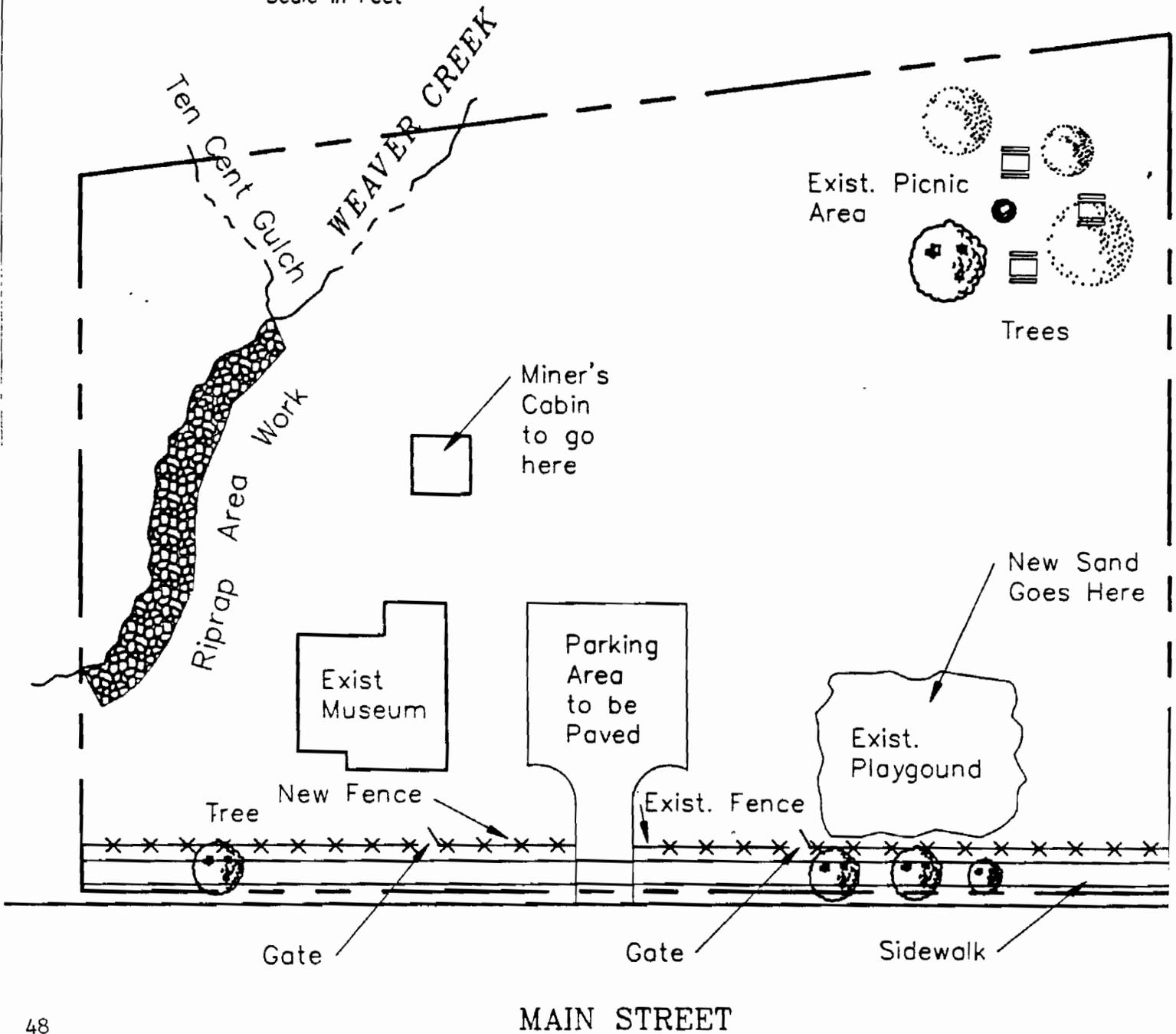
# MYTHICAL PARK



1" = 40'



Scale in Feet



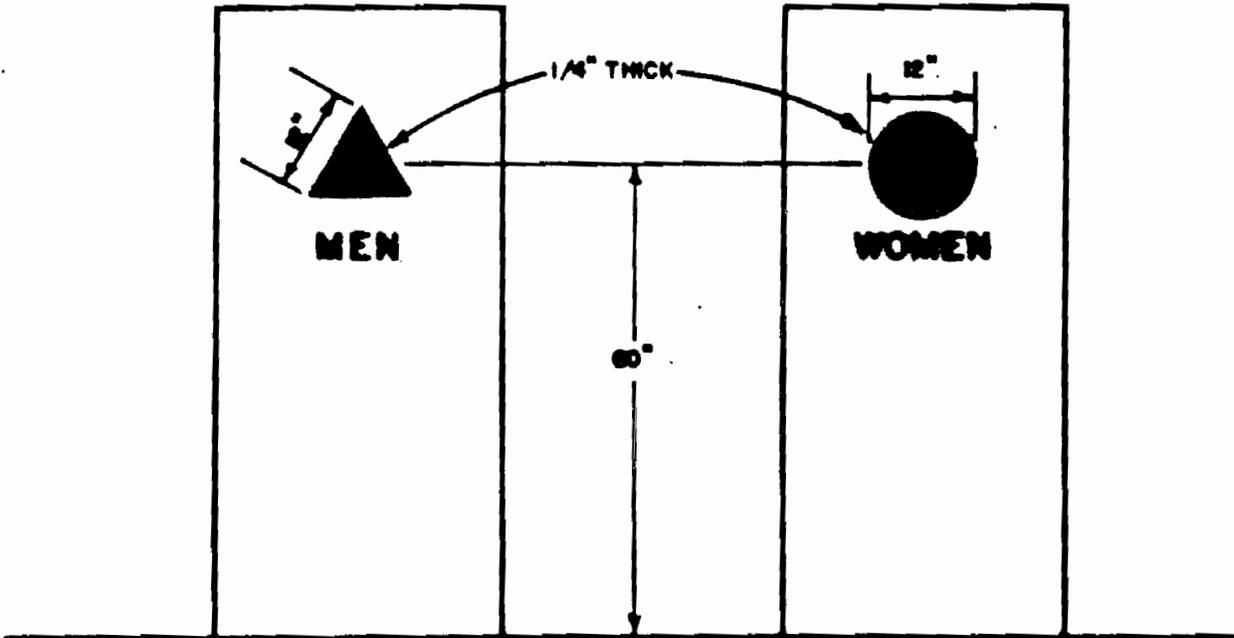
Project Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Applicant: \_\_\_\_\_

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

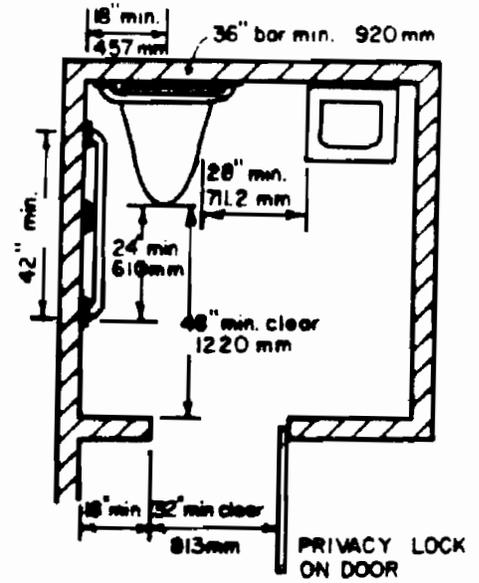
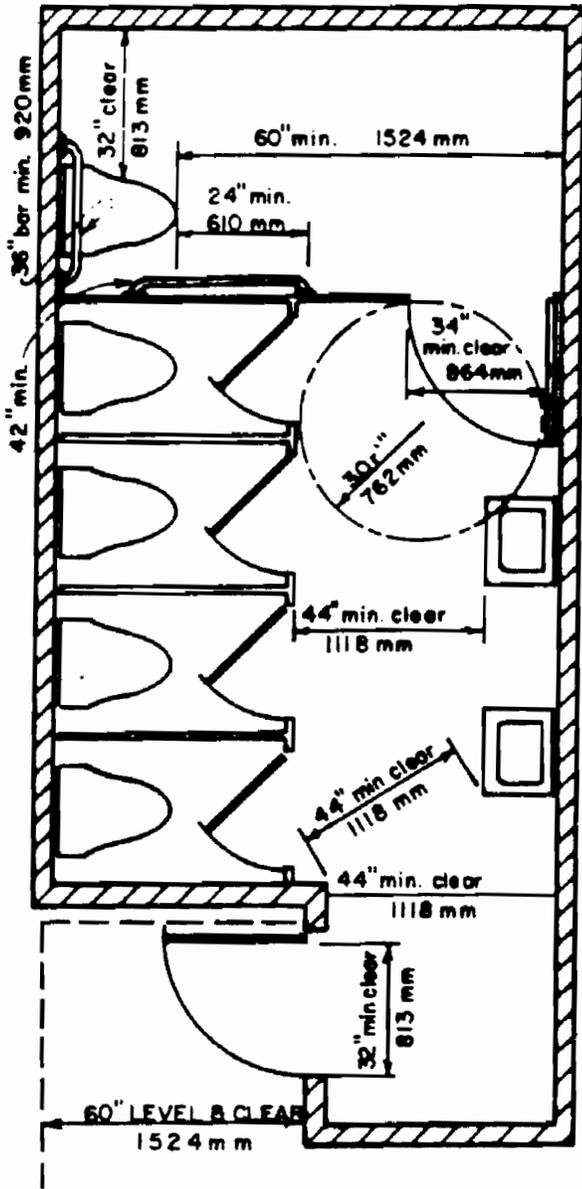
# RESTROOM DOORS



## Part 2, Title 24, C.A.C. Section 2-1711, (a)-3.

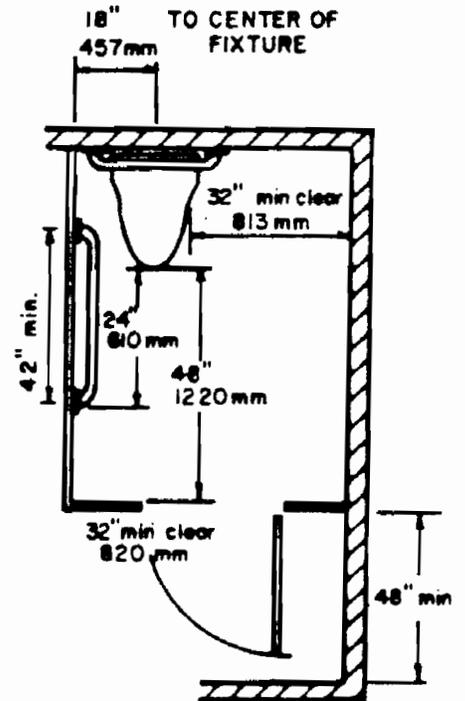
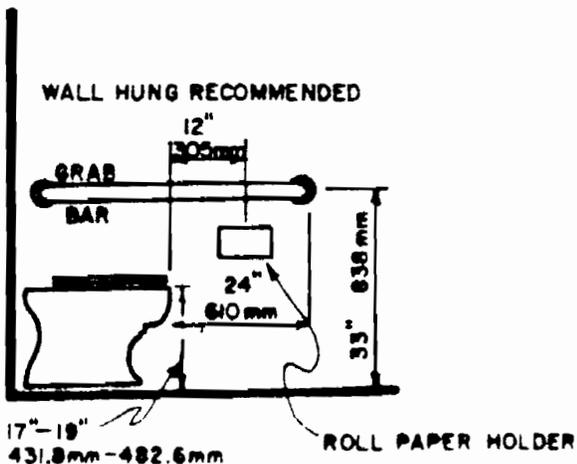
"On doorways leading to men's sanitary facilities, an equilateral triangle 1/4 inch (6.35mm) thick with edges 12 inches (304.8mm) and a vertex pointing upward and on women's sanitary facilities a circle 1/4 inch (6.35mm) thick and 12 inches (304.8mm) in diameter. These geometric symbols shall be centered on the door at a height of 80 inches (1524mm) and their color and contrast shall be distinctly different from the color and contrast of the door."

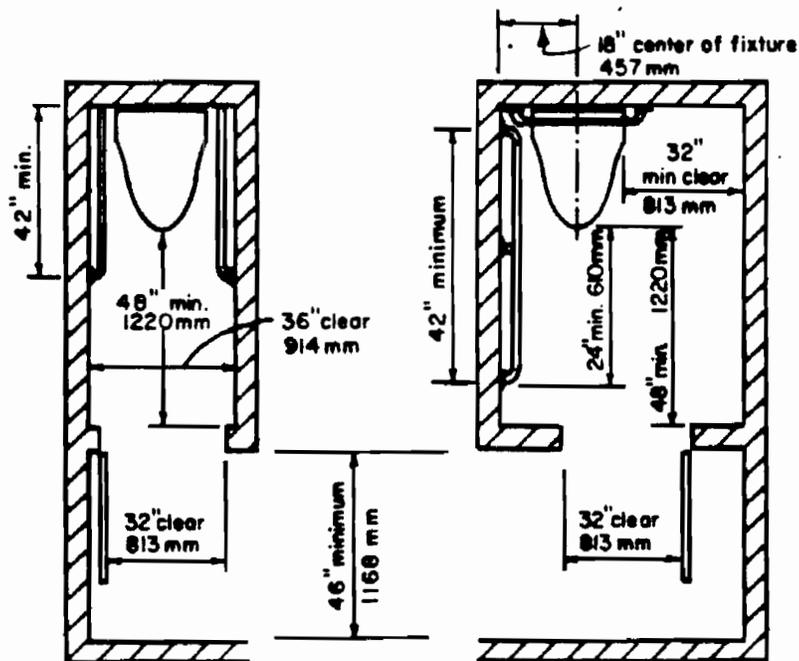
# NEW RESTROOMS



Privacy Toilet

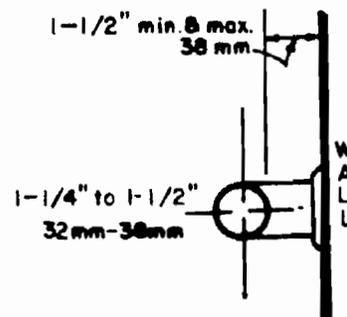
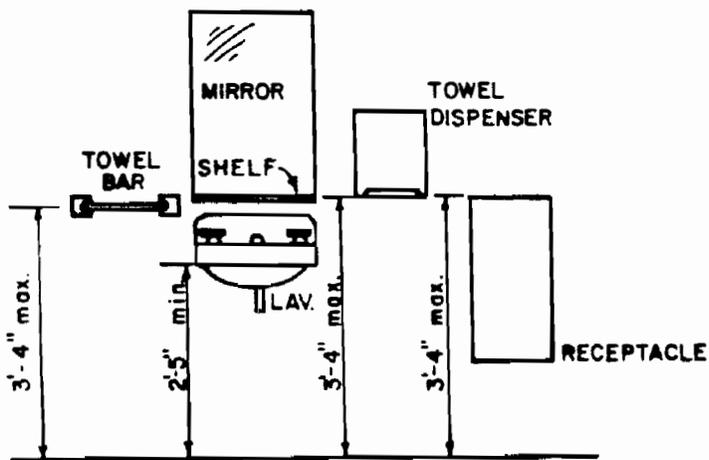
Where the door is located in a corridor sidewall and swings into the corridor the minimum width of the corridor shall be 60" (1524mm) unless other state or local building codes allow a lesser corridor width.





**REMODELED  
RESTROOMS  
ONLY**

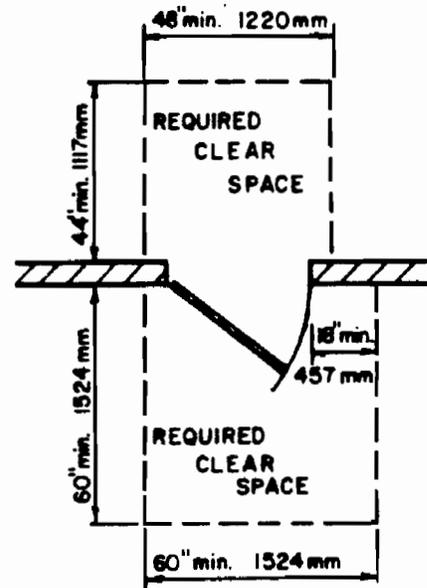
**DETAILS: ALL RESTROOMS**



**TURNAROUND SPACE**

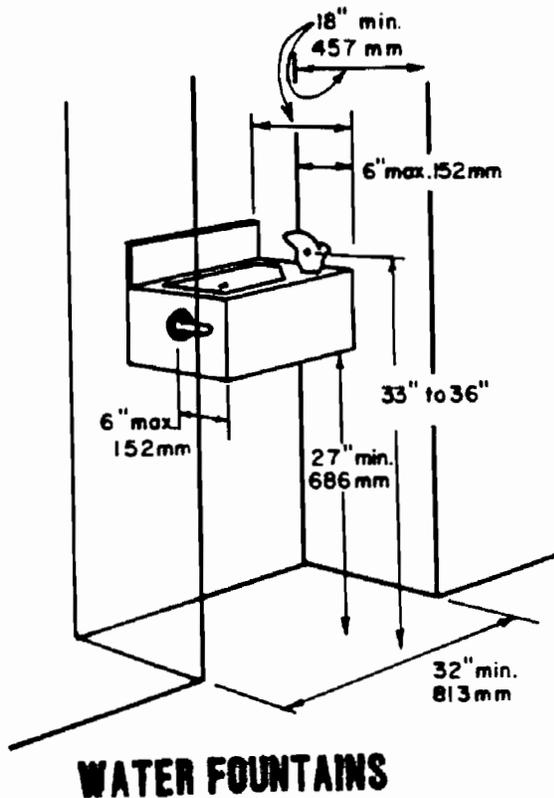
Each restroom must have a clear space measured from the floor to a height of 27" above the floor that is either 5'0" in diameter or else is a rectangle of at least 56" by 63" in size. No door may encroach into this space by more than 12" in any position.

**RAMPS 1:12 OR FLATTER  
LANDINGS 30' MAX.  
WALKS 48" MIN. WIDTH  
HALLS 44" MIN. WIDTH**

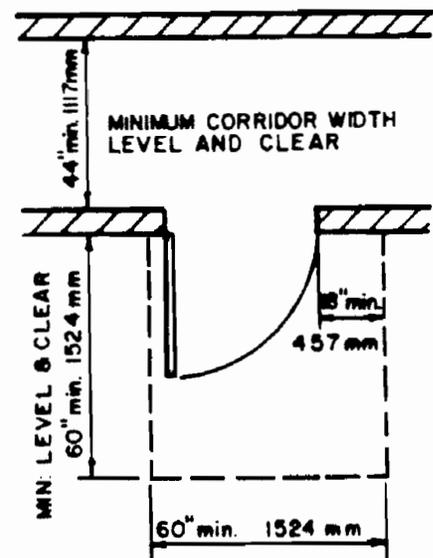


Note: Clear spaces must be level to prevent wheelchairs from rolling when occupant releases the wheel grips to reach for door, 1/4" slope per foot is allowed for drainage.

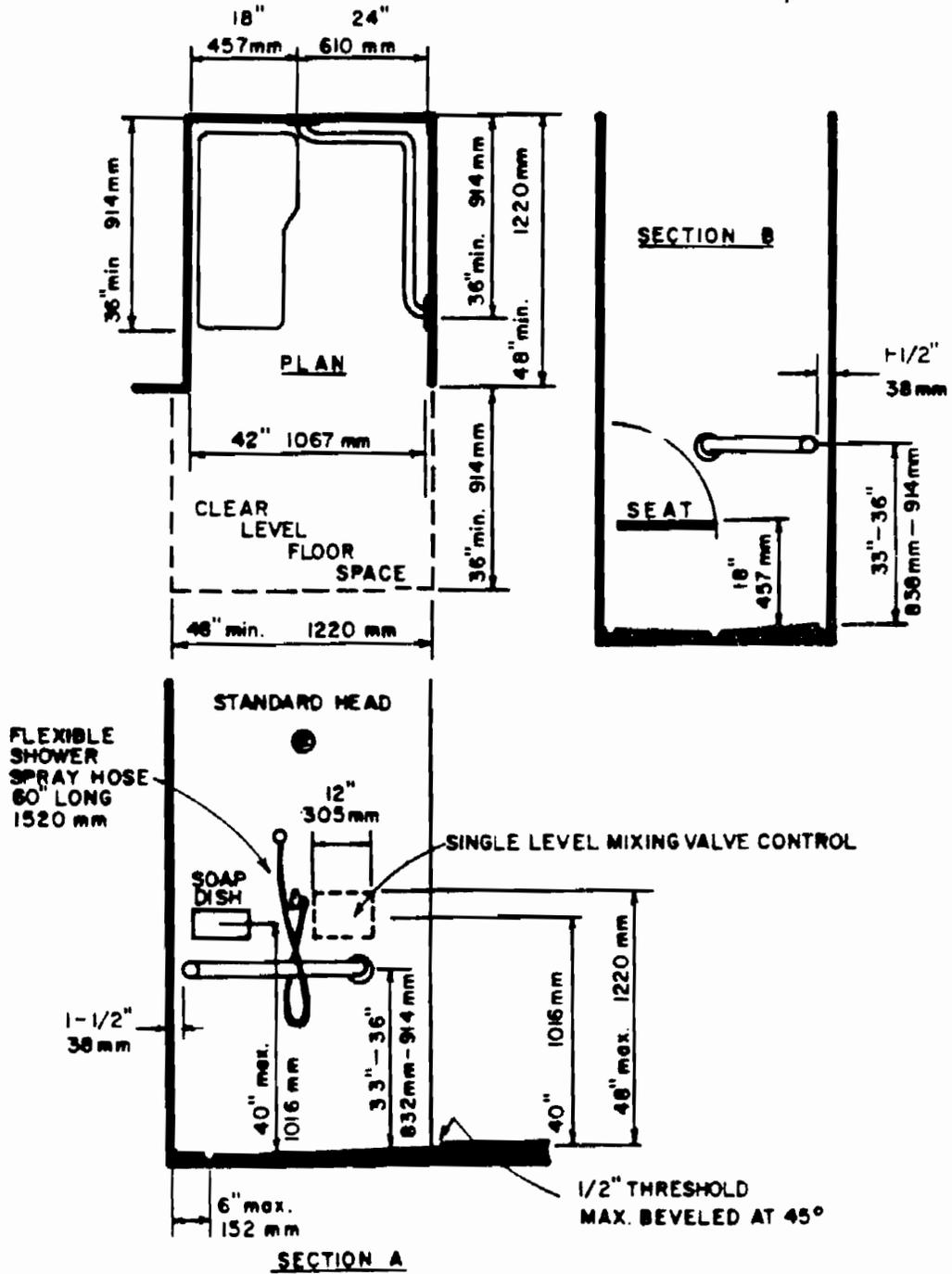
Note: Where doors open onto, but not into corridor, the required level floor beyond the door may be the minimum 44" corridor width.



**WATER FOUNTAINS**



# SHOWERS



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

STATE HANDICAPPED ACCESS LAW

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

**APPENDIX E**

If you are contemplating a project involving acquisition,  
please contact the Local Assistance Section  
(916) 445-4441 for an  
Acquisition Guide

**APPENDIX F**  
**PAYMENT REQUEST FORM**

PAYMENT REQUEST
State Grant Programs

1. Check Box for Appropriate Grant Program (Do Not Combine Two or More Programs or Projects on One Request)

- ( ) Roberti-Z'berg-Harris Urban Grant Program ( ) 1984 Bond Act ( ) 1988 Bond Act
( ) 1980 Bond Act ( ) 1986 Bond Act ( ) Other

2. All the Information Needed for the Next Four Lines is Shown on Your Agreement

Project Title \_\_\_\_\_

Grant Recipient \_\_\_\_\_

Project Number \_\_\_\_\_ DPR Contract Number \_\_\_\_\_

Item \_\_\_\_\_

3. Payment Request Number \_\_\_\_\_ Advance ( ) Reimbursement ( ) Final ( )

4. Total Project Expenditures to Date

A. Acquisition

B. Development

- (1) Real Property \$ \_\_\_\_\_
(2) Relocation \$ \_\_\_\_\_
(3) Other \$ \_\_\_\_\_
(4) Total \$ \_\_\_\_\_

- (1) Consultant Services \$ \_\_\_\_\_
(2) Contracts \$ \_\_\_\_\_
(3) Labor \$ \_\_\_\_\_
(4) Materials and Supplies \$ \_\_\_\_\_
(5) Equipment Rentals \$ \_\_\_\_\_
(6) Other \$ \_\_\_\_\_
(7) Total \$ \_\_\_\_\_

5. Payment Request (a) Total Grant Amount \$ \_\_\_\_\_
(b) Grant Funds Received to Date \$ \_\_\_\_\_
(c) Remaining (a minus b) \$ \_\_\_\_\_
(d) AMOUNT OF THIS PAYMENT REQUEST [ ]

6. Remaining Grant Funds after this Payment \$ \_\_\_\_\_

7. Make Warrant Payable to:

Address \_\_\_\_\_

Certification

I certify that the above information is correct and that all funds received have or will be expended in accordance with the approved agreement for state grant moneys.

(Signed Name - Must be Person Authorized in Resolution) (Title) Date

Approved for Payment:

(Signed) State Department of Parks and Recreation Date

## 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 front page. For 1986 Bond Act, the name on the Application and Project Summary Form.  
  
Grant Recipient – As shown on the project agreement  
  
Project Number – Upper right hand corner of agreement. For 1986 Bond Act, the number assigned by the State to the project(s) on the Application and Project Summary Form.  
  
DPR Contract Number – Upper left portion of Certification of Funding section on bottom on third of project agreement  
  
Item in the middle of the Certification of Funding section on the 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. For 1986 Bond Act, that amount estimated for this project.  
  
(b) total of amount(s) already received. For 1986 Bond Act, amount received for this project.  
  
(c) (a minus b)  
  
(d) Amount you are requesting. For 1986 Bond Act, requesting for this project.
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 G**

**SUPPORT MATERIAL FOR FINAL PAYMENT**



## 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 contract and/or force account.
3. Summary of all project costs, include:
  - a. Warrant numbers
  - b. Amount of warrants
  - c. Date of warrants
  - d. Recipients of warrants
  - e. Purpose of expenditures
4. Summary of force account labor costs, including employee name & no., job title, no. hours worked, dates, amount with fringe benefits, work performed.
5. Summary of equipment costs, including type of equipment, license no., no. hours used, dates, amount, work performed.
6. List all sources of funds including all other grants for above expenditures. Include amounts, sources, purposes, dates received.
7. Copy of Award of Contract for each contract, showing date awarded, name of contractor and contract amount.
8. Notice of Completion and acceptance of work for each contract.
9. Amount of interest earned on advanced grant payments.
10. Certification that final payments have been made on all expenditures and no other reimbursement has been or will be received for which payment is requested.
11. Grant deed, policy of title insurance and relocation costs, if applicable, for acquisition projects.

**APPENDIX H**  
**LOCAL MATCH CERTIFICATION FORM**



