

Regional Park Program Technical Assistance Complete Application Checklist

The purpose of the Complete Application Checklist is for applicants to self-review the completeness of their Regional Park Program (RPP) Application prior to submitting to the Office of Grants and Local Services (OGALS). Applicants should prepare the application following the instructions on pages 10-11 of the RPP Application Guide, and then after it is prepared, use this checklist as a final review. Guidance for Project Selection Criteria #1-10 starts on page 7 of this document. This Complete Application Checklist is for technical assistance only and is not required to be submitted with the application.

Checklist Item #1: Project Application Form (pages 12-13)

- Does the Requested Grant Amount fall within the Min. \$200,000 - Max. \$3,000,000 amounts (see page 6 of the RPP Application Guide)?
- Does the **Requested Grant Amount** plus **Other Funding Sources** equal the **Total Project Cost**?
 - Verify these same dollar amounts are listed on Checklist Item #5 - Grant Scope/Cost Estimate Form.
 - Verify these same dollar amounts are also listed on Checklist Item #6 - Funding Sources Form.
- Does the Authorized Representative title match the position identified in the Authorizing Resolution in Checklist Item #4, provision #4 (see pages 32-33 of the Application Guide)? Verify that the Authorized Representative's (or Designee's) signature is consistent with the following forms:
 - Checklist Item #3 - Community FactFinder Handbook Form
 - Checklist Item #5 - Grant Scope/Cost Estimate Form
 - Checklist Item #6 - Funding Sources Form
 - Checklist Item #7 - Project Timeline Form
 - Checklist Item #9 - CEQA Compliance Certification Form

Site Ownership

- Does the proposed project site land for the park involve a combination of ownership, acquisition, lease/easement, or turn-key? If yes, is the combination clearly identified in Checklist Item #10 - Project Site Ownership, Acquisition, or Lease?
- Does the Project Site Ownership box include current park acreage as well as how much additional acreage will be added? Is the total park acreage (once the project is complete) included?

Checklist Item #2: Project Selection Criteria (pages 14-29)

- Are all Recreation Features/Major Support Amenities described in Project Selection Criteria #3, #4, and #9A listed on the Grant Scope/Cost Estimate Form?

Checklist Item #3: Community Fact Finder (CFF) Handbook Form (page 30-31)

- Does the CFF Handbook Form have the same language as shown on page 31 of the Application Guide?
- Is the CFF Handbook Form signed by the Authorized Representative(s) or Designee(s)?
- Does the CFF Handbook Form include a date prior to the application deadline?

Checklist Item #4: Authorizing Resolution (pages 32-33)

- Does the Authorizing Resolution include all of the items/language from the Resolution template found on page 33 of the Application Guide?
- Is the Governing Body the same as the applicant on Checklist Item #1 - Project Application Form? (For example: County, District, Joint Powers Authority, Non-Profit Organization)
- Does the name of the project match the project name on Checklist Item #1 - Project Application Form? (Page 13 of the Application Guide)
- Is the Authorized Representative, listed in provision #4 of the Resolution, identified with the position title only, and is it the same position title for the Application Form's Authorized Representative?
- If necessary, has an email from the Authorized Representative, or a letter signed by the Authorized Representative been sent that lists a Designee(s) by position title to sign documents on behalf of the Authorized Representative?
- Is the Resolution signed by the Clerk or is there evidence provided that it was adopted?
- Does the Resolution list the date of adoption?

Checklist Item #5: Grant Scope/Cost Estimate Form (pages 34-36)

- Is the project an Acquisition? If yes:
 - List the associated parcel numbers that are connected to the acquisition outlined under Checklist Item #10 - Project Site Ownership, Acquisition, or Lease.
 - Make sure this information is checked under the Project Site Ownership box on Checklist Item #1 - Project Application Form.
- Is “**Construct a new...**” or “**Renovate an existing...**” included at the front of each Recreation Feature and Major Support Amenity per instructions on page 34 of the Application Guide?
- Is each distinct Recreation Feature or Major Support Amenity listed as its own line item?
- If the Grant Scope/Cost Estimate Form exceeded more than one page, was “Continued from page 1” added to the top of page two?
- Are all Recreation Feature(s) and Major Support Amenity(s) described in the Project Selection Criteria #1 through Criteria #10, and in the Concept Level Site Plan, listed on the Grant Scope/Cost Estimate Form?
 - If the project includes multiple Recreation Features or Major Support Amenities of the same type, is the specific number of that same type of sports fields, courts, playgrounds, restroom buildings, parking lots, etc. listed?
 - Are the types of fields clearly defined? For example, “Construct two new soccer fields” or “Renovate one existing soccer field and one baseball field.”
 - Are Multi-Use Sports Fields clearly defined? For example, list “Construct one new multi- sports field including soccer, football and a baseball diamond.”
 - Are play areas/grounds clearly defined? Include the number of physically separate and distinct play areas/grounds. For example, “Construct three new play areas” if the project involves building three new, distinct and separate playgrounds in different locations of the park.

- For Picnic/BBQ, a group picnic area is one that includes multiple tables grouped in close proximity and is clearly designed for group gatherings. This would be listed as “Renovate one existing group picnic area.” Are the specific number of group picnic areas listed?
 - If individual picnic tables will be spread throughout the park, then list as “Construct new picnic areas throughout the park” on the form.
- Is the lighting clearly described as being specific to a Recreation Feature and/or Major Support Amenity? Or, if the lighting is not specific to a Feature or Amenity, then is it described as “throughout the park?”
- Are items such as Personnel, Demolition and Site Grading folded into the lump sum cost of the associated Recreation Feature(s) and Major Support Amenity(s) per instructions on pages 34-35 of the Application Guide? These are folded into the lump sum cost instead of being listed as line items because they are not what the public expects to see in the park when the project is complete.
- Are contingency costs folded into the lump sum cost of the associated Recreation Feature(s) and Major Support Amenity(s) per the instructions on page 35 of the Application Guide?
- Are pre-construction costs including permitting, design, CEQA, etc. excluded as line items? The pre-construction costs are only to be identified as a lump sum cost on the bottom of the form under line item (B), Total Estimated Pre-Construction Cost (see page 50 of the Application Guide).
- Have all ineligible costs shown on page 52 of the Application Guide been removed from the proposed project?

Costs:

- Does the **Total Project Cost** and **Requested Grant Amount** correspond to the same amounts listed on Checklist Item #1 - Project Application Form and Checklist Item #6 - Funding Sources Form?
- Does the estimated amount of the Grant to be charged to pre-construction not exceed 25% of Grant?
- Has the math within the form been checked for correct additions?

Signature/Paragraph:

- Is the paragraph above the signature line consistent with page 36 of the Application Guide?
- Is the form signed by the Authorized Representative(s) or Designee(s)?

Checklist Item #6: Funding Sources Form (pages 37-38)

- If the **Total Project Cost** is more than the **Grant Request**, does the other funding source(s) listed on the Funding Sources Form total the difference? For other funding source(s):
 - Are the dates to secure committed funding before November 5, 2021?
 - Is the **Total Project Cost** consistent with Checklist Item #1 - Project Application Form and Checklist Item #5 - Grant Scope/Cost Estimate Form?
 - Did the response to Project Selection Criterion #6 indicate other funding for construction that is not listed on the form?
 - Do all funding sources add up correctly to the **Total Project Cost**?

Signature/Paragraph:

- Is the paragraph above the signature line consistent with page 38 of the Application Guide?
- Is the form signed by the Authorized Representative(s) or Designee(s)?

Checklist Item #7: Project Timeline Form (pages 39-41)

Grand Opening Dates:

- Is the Grand Opening on or before March 2025?
- Is the Operation and Maintenance of the project site **through at least 2050**?

Signature/Paragraph:

- Is the paragraph above the signature line consistent with page 41 of the Application Guide?
- Is the form signed by the Authorized Representative(s) or Designee(s)?

Checklist Item #8: Applicant Capacity (page 42)

Note: If a different agency will be operating and maintaining the project site, after construction is complete, please ensure that the operation and maintenance information of the site is for that agency.

- Does the response to #1 list at least one construction project?
- Does the response to #2 show a chart with monthly and annual costs to operate this specific project after completion (not all the parks within your jurisdiction)? Are utilities, routine repairs/upkeep, and staffing reflected in the monthly and annual costs?
- Does the response to #3 show the planned funding source(s) to operate and maintain this specific project per #2 above? Covering estimated cost from #2 above?
- Does the response to #4 provide the web-link or a list of other parks the applicant or turn-key agency maintains?

Checklist Item #9: CEQA Compliance (pages 43-44)

- Is the CEQA being used, specific to this proposed project?
- Is there either a Notice of Exemption OR Notice of Determination that can be used to begin construction of this specific project?
- Does the address listed on the Notice of Exemption OR Notice of Determination for the project site correspond with the address listed on Checklist Item #1 - Project Application Form?
- If filed, is the Notice of Exemption OR Notice of Determination box checked and the date of recorded copy provided in the corresponding line?
- Is there a visible stamp as evidence that the Notice of Exemption OR Notice of Determination was filed with the Registrar-Recorder/County Clerk?
- If CEQA is not complete, is there a letter/response estimating when CEQA will be complete?
- Is the CEQA Compliance Certification Form signed by the Authorized Representative(s) or Designee(s)?

Checklist Item #10: Project Site Ownership (page 45)

- Is all of the parcel information, including what comprises the entire park boundary, provided in the response to Checklist Item #10?

Land Owned by Applicant:

- Is a copy of the deed, deed recordation number, title report, or current county assessor's parcel map included for each parcel of the park that shows ownership by the applicant?

Acquisition:

- Does the copy of the county assessor parcel map match the parcels listed on Checklist Item #5 - Grant Scope/Cost Estimate Form?
- Is there a letter from the landowner showing non-legally binding intent to sell if the grant is awarded?
 - Or a document showing the land is available for sale?
 - Or that the land is a donation?

Note:

- A. Land cannot be purchased by the Grant for more than the appraised value *and*
- B. An appraisal and written concurrence by an independent third party Certified General (AG) appraiser per www.orea.ca.gov must be provided before the RPP grant agreement will be issued.

Lease or Other Land Use Agreement with Landowner:

- Does the Land Tenure/Lease Agreement meet all requirements on pages 2-3 of the Lease Agreement and Turn-Key Projects document posted on the RPP website?
- Is a Lease Agreement between the applicant and the landowner provided?
- If the Lease Agreement cannot be signed at the time of the application deadline, is a letter provided signed by the Authorized Representative(s) or Designee(s) and the landowner that commits to sign the Lease Agreement should the grant be awarded?
 - Is the draft of the Lease Agreement (without signatures) provided?
 - Is a Lease Agreement Form Checklist with corresponding page numbers to the items in the lease provided?
 - Does the lease meet all requirements on the Lease Agreement Form Checklist?

Turn-Key Agreement:

- Does the Turn-Key Agreement meet all requirements on page 5 of the Lease Agreement and Turn-Key Projects document posted on the RPP website?
- Is the transferee an eligible entity as explained on page 5?
- Does the Authorizing Resolution from the applicant meet the requirements as explained on page 5?
 - Is the Authorizing Resolution from the landowner (eligible transferee) included as explained on page 5?
- Does the agreement between the applicant and the transferee meet the requirements at the bottom of page 5?

Checklist Item #11: Concept Level Site Plan (page 46)

- Is each Recreation Feature and Major Support Amenity shown in Project Selection Criteria #4 and on Checklist Item #5 - Grant Scope/Cost Estimate Form provided on the Concept Level Site Plan?
- Is the Site Plan legible?
- Is a Site Plan legend/key provided to visually explain all symbols used on the Site Plan? To help locate your site within the park property, it is often useful to include a north arrow or street names adjacent to the park boundary.
- If the GRANT scope includes construction of a building(s):
 - Has the total square footage of the building and the function and approximate square footage of each space designated for recreation been listed?
 - Does the new building construction consume less than 50% of the park's total outdoor area?
 - Is at least 75% of the new indoor constructed area designated for public recreation space?
 - If more than 25% of the proposed center's square footage is devoted to non-public recreation space, has a different committed funding source been identified and included on the Funding Sources Form?
 - Has an explanation been attached along with the Site Plan?

Checklist Item #12: Photos and Copyright License Agreement (pages 46-47)

- Is the Copyright License Agreement signed? (This may be signed by someone other than the Authorized Representative.)
- Do the photographs of the site include the surrounding area? **Note:** Photos will be uploaded into the online application system instead of placing the photos on 8 ½" x 11" sheets.
- Are captions, labels or file names provided for each photo to orient the reviewer?
- Is there at least one panoramic photograph that captures as much of the project site as possible with a background point of reference for potential before and after photographs?

Checklist Item #13: Project Location Map (page 48)

- Are streets and highways that are adjacent to the project site identified on the Project Location Map?
- Does the Project Location match the project site identified in the CFF?

Checklist Item #14: Non-Profit Requirements (if applicable) (page 48)

- Does the Non-Profit Organization name on the 501(c)(3) letter from the IRS match the Applicant Name on Checklist Item #1 - Project Application Form?
- Is the Federal 990 Form dated no earlier than 2019?

Checklist Item #15: Conservation Corps Consultation Review (page 48)

- Are Conservation Corps Consultation Review Forms received from **both** the California Conservation Corps **and** the California Association of Local Conservation Corps included in the Application?
- Is the Conservation Corps' documentation of proposed project work, with costs, included? If unable to obtain documentation, can you send in proof of communication, such as emails, seeking information and any responses received?

Project Selection Criteria

Project Selection Criteria, Checklist Item #2, can be found on **pages 14-29 of the Application Guide, with Project Selection Criteria Guidance on pages 54-62**. Below are items to confirm when putting together your application.

Project Selection Criterion #1 – Regional Park Summary

- ★ The project site acreage column in Submittable should list the total park acreage that will exist once the project is completed.
- ★ If the project site is less than 50 acres, is there an explanation for what recreational features the project site includes, or will include, to attract visitors from a 20-mile or county-wide radius?

Project Selection Criterion #2 - Significant Regional Attraction

- ★ Is each distinct Recreation Feature identified and described?
- ★ Is it clear how each recreation feature attracts visitors within the region?

Project Selection Criterion #3 - Type of Project

- ★ Ensure that the correct type of project (e.g., new recreation feature(s), renovation of recreation feature(s), major support amenity(s)) matches the box checked/selected for Criterion #3.
- ★ Is the total cost of the Recreation Feature(s)/Major Support Amenity(s) included in the response?
- ★ If there is a combination of renovation and new features, are the Recreation Feature(s)/Major Support Amenity(s) identified as being renovated or new consistent with the Grant Scope/Cost Estimate Form?

Project Selection Criterion #4 – Design Input

Review the [Designing Parks Using Community Based Planning](#) and the [Community Based Planning During COVID-19](#) guidance documents for additional insights and guidance for Project Selection Criteria #4. These two documents will be available under Technical Assistance at www.parks.ca.gov/rpp.

- ★ Does the response include the locations, dates, and address for the design input meetings?
- ★ Did the meetings occur AFTER June 5, 2018 and before the application deadline?
- ★ Does the response identify the number of residents as well as age groups that participated in the combined set of meetings and other engagement techniques? General descriptions are allowed such as “adults 55+,” “teens,” “pre-teens, 10-12,” “families with small children,” etc.
- ★ The response should describe the process for HOW the residents were encouraged to provide their design ideas.
- ★ Does the response list the community's approved design ideas? **Do not list only recreation features.** Only list items that will be included in the proposed project and have their costs included on the Grant Scope/Cost Estimate Form.
 - If the community's selected recreation features are “playground, public art, and soccer field,” then the required response should list the design ideas (such as ways to enhance the function, materials, themes, color, size, shape, location, etc.) for the playground, public art, and soccer field.

Project Selection Criterion #5 - Employment or Volunteer Opportunities

- ★ Does the response indicate the Employment or Volunteer Opportunities for residents that have occurred or will occur **between June 5, 2018 and project completion**?
 - The employment or volunteer outdoor learning opportunities for the residents and/or Corpsmembers need to be specific to the project scope.
 - This means during the pre-construction design phase, or construction phase, only.
 - Keep in mind, no points will be given for Employment or Volunteer Opportunities that will provide for long-term operation and maintenance after project completion. Please only list opportunities during the project's pre-construction design and construction.
- ★ Does the response include a clear strategy for how residents from disadvantaged community will be targeted for employment or volunteer opportunities?

Project Selection Criterion #6 - Partnerships or Committed Funding

- ★ Does the response indicate Partnerships or Committed Funding occurring **between June 5, 2018 and project completion**?
 - Partnerships or Committed Funding need to be specific to the project by providing volunteer hours, or materials, or funding for Design, Pre-Construction, land Acquisition, or Construction as listed on page 22 of the Application Guide.
 - Keep in mind, no points will be given for Partnerships or Committed Funding that will provide for long-term operation and maintenance after project completion.

Project Selection Criterion #7 - Environmental Design

- ★ The response for landscaping must include both a discussion of how the landscaping minimizes the use of toxic pesticides AND inorganic fertilizers for maximum ranking for Criterion #7A.4.
- ★ In #7B do not repeat techniques listed in #7A. Each technique should only be included once in the response.
- ★ Only complete #7C as an alternative to #7A and #7B.

Project Selection Criterion #8 - Public Use Hours of Operation

- ★ Does the response clearly identify any features with differing hours of operation?

Project Selection Criterion #9 - Project Benefits and Readiness

- ★ Part A: Responses should be presented as narratives. Provide written accounts to tell the story about the project benefits not yet covered through Project Selection Criteria #1 through #8 and #10. Use the prompts in the chart format shown on page 27 in the Application Guide. As a reminder, this is the opportunity to discuss community information that **cannot** be expressed through numbers and statistics. Numbers and statistics are not required.
- ★ Responses should discuss how the project will benefit each health and quality of life condition listed (i.e. Physical Activity, Cultural Enrichment, Environmental Education, and Advancing Solutions to Prevent Displacement). See Application Guide page 61 for additional guidance.
- ★ Discuss solutions to prevent economic displacement or indicate no economic displacement will occur as a result of the project. See page 61 in the Application Guide.

Project Selection Criterion #10 - Severely Disadvantaged Communities Median Household Income

- ★ The CFF Report must be generated with the push pin located in or on the proposed park's boundary. Follow the Community FactFinder Handbook at www.parks.ca.gov/rpp.
- ★ Ensure that the information listed for Median Household Income of the project site matches the CFF Report that was submitted with the Application.

- The FactFinder Report ID Number listed should match the CFF Report that was submitted with the Application.

Technical Assistance:

We hope that you find this additional resource to be helpful. Please email questions to your [county's Competitive Review Project Officer](#). We are here to help!