

**June 1, 2021  
Final Application Guide  
for the  
Outdoor Equity Grants  
Program  
(OEP)**



**California Department of Parks and Recreation  
Office of Grants and Local Services**

# State of California Department of Parks and Recreation

## Office of Grants and Local Services

### DEPARTMENT MISSION

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

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### COMMUNITY ENGAGEMENT DIVISION (CED) MISSION

Encouraging healthy communities by connecting people to parks, supporting innovative recreational opportunities, embracing diversity, fostering inclusivity, and delivering superior customer service, with integrity for the enrichment of all.

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### THE OFFICE OF GRANTS AND LOCAL SERVICES (OGALS) MISSION

To address California's diverse recreational, cultural and historical resource needs by developing grant programs, administering funds, offering technical assistance, building partnerships, and providing leadership through quality customer service.

### OGALS VISION GOALS

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

# Welcome to the Outdoor Equity Grants Program (OEP)

## FOREWORD

In 2019, the Outdoor Equity Grants Program (OEP) was enacted when Governor Gavin Newsom signed Assembly Bill 209 (AB 209) – Chapter 675, located in Public Resources Code §5090.75(c)(1.26). On July 1, 2020, the California Legislature authorized funding for OEP.

OEP will increase the ability of residents in underserved communities, with an emphasis on students eligible for free or reduced-price meals, foster youth, and students of limited English proficiency, to participate in outdoor experiences at state parks and other public lands. OEP's focus is on providing funding for transportation, logistics, program operations, and capacity costs associated with reaching historically underserved urban and rural communities throughout California.

OEP grants will improve the health and wellness of Californians through new educational and recreational activities, service learning, career pathways, and leadership opportunities that strengthen a connection to the natural world.

The concept for OEP began with findings in the 2015 Parks Forward Commission Report stating that DPR must expand access to parks for underserved communities and urban populations. The 2015 Parks Forward discussions became a catalyst for AB 209. Californians shared a similar vision in 2017 during thirty focus groups with over 500 participants for the Statewide Comprehensive Outdoor Recreation Plan (SCORP). Throughout the state, from heavily urbanized to rural areas, Californians emphasized a desire for multi-generational programs that “bring families together;” that activate local parks and that take residents with transportation challenges to natural areas outside their communities. Photos of the thirty focus groups may be seen at [parksforcalifornia.org/focusgroups](https://parksforcalifornia.org/focusgroups).

## APPLICATION GUIDE

Use these guidelines to plan and submit the grant application. The OEP Team is committed to providing technical assistance and takes pride in being approachable and informative. Contact information and program updates can be found at [parks.ca.gov/oep](https://parks.ca.gov/oep).

**SUBMIT APPLICATIONS ONLINE:** a link to the system will be posted at [parks.ca.gov/oep](https://parks.ca.gov/oep)

**PROGRAM WEBSITES:** [parks.ca.gov/oep](https://parks.ca.gov/oep) | [parksforcalifornia.org/outdoorequity](https://parksforcalifornia.org/outdoorequity)

**MAIN LINE:** (916) 653-7423

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**Words and terms in SMALL CAPS are defined in the back of this guide on pages 50 - 54.**

# I. PROGRAM OVERVIEW

## INTRODUCTION

The Outdoor Equity Grants Program (OEP) will support the HEALTH of Californians by creating OUTDOOR PROGRAM access for underserved communities. OEP will fund program operating and transportation costs but will not fund CAPITAL PROJECTS.

Key words and terms in SMALL CAPS are defined beginning on page 50, including **COMMUNITY HOME BASE**, **OUTDOOR PROGRAM**, and **NATURAL AREA TRIPS**.

## ELIGIBLE APPLICANTS

- **Public Agencies:** Includes all local, state, and federal agencies. Examples include school districts and other public education agencies, cities and counties, joint powers authorities, open-space authorities, regional open-space districts, and other relevant public agencies.
- **NON-PROFITS** with 501(c)(3) status.

## GRANT PERFORMANCE PERIOD

July 1, 2020 to June 30, 2023 is the current period for ELIGIBLE COSTS. Visit [parks.ca.gov/oep](https://parks.ca.gov/oep) to sign up for e-mail updates for the program.

## AMOUNT AVAILABLE

\$19 million is available for competitive GRANTS statewide.

## GRANT AMOUNT PER APPLICATION

- Maximum grant request per **COMMUNITY HOME BASE**: \$700,000
- Minimum grant request per **COMMUNITY HOME BASE**: \$20,000
- There is no match requirement

One **COMMUNITY HOME BASE** = One **APPLICATION**. This will allow for reporting on the impacts of OEP within one community.

Multiple **COMMUNITY HOME BASES** = Multiple **APPLICATIONS**. Each **COMMUNITY HOME BASE** requires a separate **APPLICATION**. One **APPLICANT** can submit multiple **APPLICATIONS**. An **APPLICANT** may receive multiple grants to serve multiple communities.

## POSSIBILITY FOR AWARDS OF MORE THAN \$700,000

While \$700,000 is the grant amount cap, it is **per APPLICATION**. More than \$700,000 may be awarded to one **APPLICANT**. An **APPLICANT** can submit a separate **APPLICATION** for each additional community it is capable of serving.

- For example, three **APPLICATIONS** could be submitted by an **APPLICANT** to serve three rural towns or three urban communities at \$300,000 per **APPLICATION**. If all three **GRANTS** are awarded, that would total \$900,000 in program funding.
- In this example, if 1 of the 3 **GRANTS** is awarded, both the State and **APPLICANT** will be clear on which community will be served through that awarded **APPLICATION**.

### COMMUNITY HOME BASE

Each application will address the following in the Grant Selection Criteria section on pages 14 to 23.

#### **First Step – Choosing a Home Base**

- Identify a central gathering place in an underserved community that needs access to outdoor programs.
- Examples of the central gathering place in a community could be a school, a recreation center, a community meeting space, a local park, etc.
- This central gathering place is the COMMUNITY HOME BASE where the participants will primarily get access to the proposed activities.

#### **Second Step – Activities**

- Plan ACTIVITIES IN THE COMMUNITY and trips from the COMMUNITY HOME BASE to NATURAL AREAS.

For example:

- ACTIVITIES IN THE COMMUNITY could include:
  - Teaching school students about the community's environment.
  - Taking educational walks in the community to discover nature in action.
  - Preparing participants for a NATURAL AREA TRIP.
- NATURAL AREA TRIPS from the COMMUNITY HOME BASE could include:
  - Traveling to a regional, state, national park, tribal land, river or lake, beach, forest, mountain, or desert area for day or overnight trips within the state.

#### **Summary of the Above Steps:**

1. Establish a COMMUNITY HOME BASE in an underserved community.
2. Organize educational ACTIVITIES IN THE COMMUNITY and trips from the COMMUNITY HOME BASE to natural areas.

### GRANT PRIORITIES

The Grant Selection Criteria section starting on page 14, provides additional guidance about the grant priorities.







### APPLICATION DEADLINE

The APPLICATION deadline will be announced at [parks.ca.gov/oep](https://parks.ca.gov/oep).

### APPLICATION PROCESS

1. Review the “Competitive Chart” at [parks.ca.gov/oep](https://parks.ca.gov/oep)
  - The “Competitive Chart” is an important technical assistance tool that outlines what needs to be prioritized and considered for a competitive OEP APPLICATION.
2. Review this guide to understand the competitive APPLICATION requirements in more detail.
3. Participate in the extensive technical assistance methods such as APPLICATION workshops and contacting OGALS’ OEP experts. See page 42 for a complete list of technical assistance services available for APPLICANTS.
4. Review the GRANT ADMINISTRATION GUIDE, including CONTRACT provisions, to understand the requirements if the competitive APPLICATION is selected for funding.
5. Submit the online APPLICATION by the application deadline announced at [parks.ca.gov/oep](https://parks.ca.gov/oep). APPLICATION submittal instructions are found on page 9.
6. As another form of technical assistance, APPLICANTS may be advised to correct or complete documents after the APPLICATION is submitted.
  - Exception: Grant Selection Criteria (pages 14– 23) responses must be complete by the APPLICATION deadline. Revisions will not be accepted.
7. Competitive APPLICATIONS will be evaluated and ranked based on Grant Selection Criteria responses. GRANT award decisions will be announced approximately five months after the application deadline. APPLICANTS will receive either a GRANT award or GRANT denial letter.

### GRANT ADMINISTRATION PROCESS AND PERFORMANCE PERIOD

1. APPLICANTS who receive a GRANT award letter from OGALS must attend a mandatory GRANT administration workshop. Multiple workshops will be offered in accessible areas throughout the state.
  - The attendee(s) for the GRANT administration workshop should include the administrative person responsible for:
    - ✓ overseeing how the grant funds will be spent,
    - ✓ reporting those expenditures during payment requests,
    - ✓ maintaining all records related to the GRANT for audit purposes.
  - As another form of technical assistance, Outdoor Recreation Leadership Training from the Department's Office of Community Involvement will be offered to successful APPLICANTS.
    - ✓ Attendance is not mandatory.
    - ✓ OUTDOOR PROGRAM leaders who will directly engage with the PARTICIPANTS will benefit most from this training.
2. After the mandatory GRANT administration workshop, OGALS will send a CONTRACT to the APPLICANTS.
3. After a signed CONTRACT is returned and signed by the State, the APPLICANT becomes a GRANTEE.
4. The GRANT PERFORMANCE PERIOD starts with the APPROPRIATION DATE.
  - PRE-AWARD PLANNING COSTS dating back to the APPROPRIATION DATE are eligible for a reimbursement of up to 5% of the GRANT amount.
  - A start date for POST AWARD ACTIVITY COSTS will be based on A and B below.
  - Do not start ACTIVITIES IN THE COMMUNITY and NATURE AREA TRIPS with PARTICIPANTS until both of the following is approved by OGALS:
    - A) CONTRACT is signed by both the GRANTEE and the State representative.and
  - B) GRANTEE's insurance policy is approved by OGALS. The Grant Administration Guide explains insurance policy requirements.
5. Send the final grant payment request to OGALS at least three months before the end of the GRANT PERFORMANCE PERIOD. This gives time for OGALS to review the payment documents and final report(s) of the PROGRAM, and process the final payment through the State Controller's Office.

## II. Application Package

Detailed guidance to complete the APPLICATION is located on pages 9-36.

As a reminder, each COMMUNITY HOME BASE requires its own separate APPLICATION.

Please follow these three instructions to prepare the APPLICATION.

**1. Use the Application Checklist on the next page to organize the APPLICATION.**

- Checklist items 1-9 are required for all APPLICATIONS.
- Checklist item 10 is only required for NON-PROFIT APPLICANTS.
- If an item is pending, submit a placeholder that describes the next steps for completion with dates. The Grant Selection Criteria (Checklist item 2) must be complete by the APPLICATION deadline.

**2. Send only the items requested in the Checklist.** Do not send supplementary materials, such as PowerPoint presentations or letters of support.

**3. Submit APPLICATIONS online.** Directions for submittal will be available on the website [parks.ca.gov/oep](https://parks.ca.gov/oep).

- The APPLICATION must be entered online by or before the APPLICATION due date announced at [parks.ca.gov/oep](https://parks.ca.gov/oep).

## APPLICATION CHECKLIST

Use the checklist below to organize the APPLICATION. Directions and forms for each Checklist item can be found on the page number listed below.

APPLICATION Item		Application Guide Page Number	Signature required by AUTHORIZED REPRESENTATIVE
<input type="checkbox"/>	1. APPLICATION Form	Pg. 11	Yes
<input type="checkbox"/>	2. Grant Selection Criteria	Pg. 13	N/A
<input type="checkbox"/>	3. Community FactFinder Report and Certification	Pg. 24	Yes
<input type="checkbox"/>	4. Authorizing Resolution	Pg. 26	N/A
<input type="checkbox"/>	5. GRANT SCOPE/Cost Estimate Forms	Pg. 28	Yes
<input type="checkbox"/>	6. Funding Sources Form	Pg. 30	Yes
<input type="checkbox"/>	7. APPLICANT Capacity	Pg. 32	N/A
<input type="checkbox"/>	8. Photos and Copyright License Agreement	Pg. 33	N/A
<input type="checkbox"/>	9. Reporting Certification	Pg. 35	Yes
<input type="checkbox"/>	10. NON-PROFIT APPLICANT Requirements (only for NON-PROFIT APPLICANTS)	Pg. 36	N/A

### PROJECT APPLICATION FORM (CHECKLIST Item #1)

A fillable APPLICATION Form will be available at [parks.ca.gov/oep](https://parks.ca.gov/oep).

#### Amounts to list on the Form in the top right corner:

Match funding is not required. There is no advantage given for matching funds.

- If the GRANT by itself funds the TOTAL PROGRAM COST, write “0” on the “Other Funding Sources” line.

#### OR

- If applicable, identify the amount of Other Funding Sources. See the definition of COMMITTED FUNDS.

Make sure all dollar amounts are consistent with the GRANT SCOPE/Cost Estimate Form and Funding Sources Form.

#### Program Name:

- Use up to 50 characters including spaces. Include the community’s name in the program name. Example: East Side Community Nature Learning

#### Required people to list on the Form:

- The AUTHORIZED REPRESENTATIVE is the position that signs all forms in the APPLICATION packet.
- The Application Contact is the day-to-day administrator who can answer detailed questions about the PROGRAM and documents in the APPLICATION.
- The Grant Contact will be the lead contact for GRANT administration if it is selected for funding. The Application and Grant contact may be the same person.

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

## PROJECT APPLICATION FORM (CHECKLIST #1)

State of California – Natural Resources Agency  
DEPARTMENT OF PARKS AND RECREATION  
Outdoor Equity Grants Program

### PROGRAM APPLICATION FORM

PROGRAM NAME (include a name that best identifies the community, 50 character limit)

REQUESTED GRANT AMOUNT \$ \_\_\_\_\_

OTHER FUNDING SOURCES (IF APPLICABLE) \$ \_\_\_\_\_

TOTAL PROGRAM COST \$ \_\_\_\_\_

COMMUNITY HOME BASE NAME and PHYSICAL ADDRESS

COUNTY OF COMMUNITY HOME BASE

APPLICANT NAME (entity applying for the GRANT) and MAILING ADDRESS

AUTHORIZED REPRESENTATIVE, as shown in Authorizing Resolution

\_\_\_\_\_  
Name (*typed or printed*) and Title Email address Phone

APPLICATION CONTACT, for detailed application questions (*if different from* AUTHORIZED REPRESENTATIVE)

\_\_\_\_\_  
Name (*typed or printed*) and Title Email address Phone

GRANT CONTACT, for administration of grant if awarded (*if different from Application Contact above*)

\_\_\_\_\_  
Name (*typed or printed*) and Title Email address Phone

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

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

\_\_\_\_\_  
Date

Print Name \_\_\_\_\_ Title \_\_\_\_\_

## GRANT SELECTION CRITERIA (CHECKLIST ITEM #2)

## OVERVIEW

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

APPLICANTS are encouraged to conceptualize an OUTDOOR PROGRAM based on the Grant Selection Criteria. Technical Assistance for these criteria begins on page 42.

The maximum score is 100 points.

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

GRANT SELECTION CRITERIA		MAX POINT VALUE
1.	COMMUNITY HOME BASE	30
2.	Community Planning	15
3.	OUTDOOR PROGRAM Goals	20
4.	Service Learning, Career Pathway, Leadership Opportunities	15
5.	Partnerships and Capacity Building	10
6.	Mentoring Youth Leaders after the GRANT	10
MAXIMUM SCORE		100



## GRANT SELECTION CRITERION #1 – COMMUNITY HOME BASE

Describe the CHALLENGES affecting the RESIDENTS by answering A and B below:

A) Use the Community FactFinder at [parksforcalifornia.org/outdoorequity](https://parksforcalifornia.org/outdoorequity) to list the following data for the area surrounding the COMMUNITY HOME BASE:

- Community FactFinder Report ID Number (Found on the top right corner of the report)
- Per Capita Income
- People in Poverty
- Free or Reduced-Priced Meals (Percentage of students at the nearest public elementary, middle, and high schools)
- English Learners (EL) (Number of students enrolled at the nearest public elementary, middle, and high schools)

B) Why was this COMMUNITY HOME BASE selected as a central gathering place in the community for RESIDENTS who currently lack access to an OUTDOOR PROGRAM? Describe the CHALLENGES facing RESIDENTS, including YOUTH, and their need for access to an OUTDOOR PROGRAM.

**POINTS FOR A – PER CAPITA INCOME:** 6 points will be given to the **lowest per capita income** compared with all statewide APPLICATIONS. OGALS will develop a competitive statewide list representing the per capita income of all APPLICATIONS in rank order, from lowest to highest.

	Points
Lowest 10% on the ranked list.	6
From 11%-20% on the ranked list.	5
From 21%-50% on the ranked list.	4
From 51%-80% on the ranked list.	3
From 81%-100% on the ranked list.	1
No information provided.	0

**POINTS FOR A – PEOPLE IN POVERTY:** 5 points will be given to the **highest number of people in poverty** compared with all other statewide APPLICATIONS. OGALS will develop a statewide list representing the number of people in poverty of all APPLICATIONS in rank order, from highest to lowest.

	Points
Highest 10% on the ranked list.	5
From 11%-20% on the ranked list.	4
From 21%-50% on the ranked list.	3
From 51%-80% on the ranked list.	2
From 81%-100% on the ranked list.	1
No information provided.	0

Technical assistance is available on page 43.

**POINTS FOR A – FREE OR REDUCED-PRICE MEALS:** 5 points will be given to the **highest enrollment percentage of free or reduced-priced meals** compared with all other statewide APPLICATIONS. OGALS will develop a statewide list representing the school meal enrollment percentage of all APPLICATIONS in rank order, from highest to lowest.

	Points
100% to 90% school meal enrollment percentage.	5
From 89%-70% school meal enrollment percentage.	4
From 69%-50% school meal enrollment percentage.	3
From 49%-30% school meal enrollment percentage.	2
From 29%-1% school meal enrollment percentage.	1
No information provided.	0

**POINTS FOR A – ENGLISH LEARNERS:** 4 points will be given to the highest number of English learning students compared with all other statewide APPLICATIONS. OGALS will develop a statewide list representing the number of English Learner students of all APPLICATIONS in rank order, from highest to lowest.

	Points
Highest 10% on the ranked list.	4
From 11%-30% on the ranked list.	3
From 31%-60% on the ranked list.	2
From 61%-100% on the ranked list.	1
No information provided.	0

**POINTS FOR B:** Up to 10 points will be given to a COMMUNITY HOME BASE with significant CHALLENGES compared with all statewide APPLICATIONS.

	Points
The RESIDENTS near this COMMUNITY HOME BASE have significant CHALLENGES compared with all statewide APPLICATIONS. The COMMUNITY HOME BASE is a high priority area for access to an OUTDOOR PROGRAM.	10-6
The RESIDENTS near this COMMUNITY HOME BASE have average CHALLENGES and need for access to an OUTDOOR PROGRAM compared with all statewide APPLICATIONS.	5-4
The RESIDENTS near this COMMUNITY HOME BASE have minimal CHALLENGES and need for access to an OUTDOOR PROGRAM compared with all statewide APPLICATIONS.	3-1
No information provided.	0

Technical assistance is available on page 43.

## GRANT SELECTION CRITERION #2 - COMMUNITY PLANNING

Community planning is an exchange of creative ideas and insight between the APPLICANT, PARTNERS, and RESIDENTS conducted to help define the vision and logistics for an OUTDOOR PROGRAM. Topics can include goals and logistics for Grant Selection Criteria 3-6. This planning must occur any time before the APPLICATION deadline.

A) Use the chart format below to describe how the APPLICANT or partnering community-based organization(s) outreached to a BROAD REPRESENTATION of RESIDENTS to help plan the OUTDOOR PROGRAM through two or more MEETINGS.

<b>Method of Outreach</b> such as in-person MEETINGS, online platform (identify platform), teleconference, etc.	<b>Location, date, and start and end time of the Community Planning engagement.</b> Cite why this was an effective location and time to engage RESIDENTS near the COMMUNITY HOME BASE.	<b>Number of RESIDENTS and general description.</b> Identify the number of RESIDENTS engaged, as well as whether the group was made up of families, guardians, YOUTH, OLDER ADULTS, people with disabilities, etc. Of this total, how many were YOUTH?

B) **ACTIVITIES IN THE COMMUNITY.**

Use the chart below to list feedback from RESIDENTS that will be implemented.

<b>List the planning topics discussed with RESIDENTS.</b> Topics can include goals and logistics for Criteria 3-6.	<b>List the ideas from RESIDENTS that will be implemented</b> for ACTIVITIES IN THE COMMUNITY.

C) **NATURAL AREA TRIP(S).**

Use the chart below to list feedback from RESIDENTS that will be implemented.

<b>List the planning topics discussed with RESIDENTS.</b> Topics can include goals and logistics for Criteria 3-6.	<b>List the ideas from RESIDENTS that will be implemented</b> for activities at or near the NATURAL AREA TRIP(S).

**POINTS for A - OUTREACH:** *Up to 5 points will be given for engaging at least 20 RESIDENTS to help plan the OUTDOOR PROGRAM.*

	Points
<u>Number of RESIDENTS:</u> Over 20 multi-generational RESIDENTS including parents/guardians, OLDER ADULTS, and at least 10 YOUTH that were engaged through a combination of two or more MEETINGS to give feedback about planning the OUTDOOR PROGRAM.	5
<u>Number or RESIDENTS:</u> From 19-15 multi-generational RESIDENTS including parents/guardians, OLDER ADULTS, and at least 7 YOUTH that were engaged through a combination of two or more MEETINGS to give feedback about planning the OUTDOOR PROGRAM.	3
<u>Number or RESIDENTS:</u> From 14-9 multi-generational RESIDENTS including parents/guardians, OLDER ADULTS, and at least 5 YOUTH that were engaged through a combination of two or more MEETINGS to give feedback about planning the OUTDOOR PROGRAM.	2
Less than 9 RESIDENTS were engaged or only one MEETING occurred to give feedback.	1
No residents were engaged to give feedback	0

**POINTS for B and C - ACTIVITIES:** *Up to 10 points will be given to the inclusion of ideas from RESIDENTS to help plan the OUTDOOR PROGRAM.*

	Points
<u>B: Accepted ideas for ACTIVITIES IN THE COMMUNITY:</u> The response lists goals and logistics input from RESIDENTS <u>that will be included</u> for ACTIVITIES IN THE COMMUNITY.	Yes = 5 No = 0
<u>C: Accepted ideas for NATURAL AREA TRIPS:</u> The response lists goals and logistics input from RESIDENTS <u>that will be included</u> for travel to and activities during the NATURAL AREA TRIPS.	Yes = 5 No = 0

Technical assistance is available on page 44.

**GRANT SELECTION CRITERION # 3 – OUTDOOR PROGRAM GOALS**

Using the chart and questions below, describe the series of activities that will form the OUTDOOR PROGRAM during the GRANT PERFORMANCE PERIOD.

1. ACTIVITIES IN THE COMMUNITY: Use the top chart and outline of questions a-l to describe a plan for ACTIVITIES IN THE COMMUNITY. Review the definition of “ACTIVITY IN THE COMMUNITY” found on page 50 and provide a plan for achieving up to five of those goals. Please group the ACTIVITIES IN THE COMMUNITY into no more than 5 goals.
2. NATURAL AREA TRIPS: Use the second chart and narrative questions on the next page to describe a plan for each NATURAL AREA TRIP.

**ACTIVITIES IN THE COMMUNITY**

Activity Goal #	a. Activity Goal Title (up to 7 words that best describes the activity)	b. Location(s) where activity will take place (name and addresses if available).	c. Number of intended PARTICIPANTS per each activity day (an average day is acceptable).	d. Number of planned activity days.	e. Total number of intended PARTICIPANTS (Multiply c times d)
1					
2					

Answer the following for each Activity Goal in the same order as listed in the chart. Up to five goals may be listed. Please group the ACTIVITIES IN THE COMMUNITY into no more than 5 goals.

- f. Provide a general description of intended PARTICIPANTS (youth, older adults, multi-generational, etc.) Of the total listed in e, how many will be YOUTH PARTICIPANTS?
- g. Cite which EDUCATIONAL goal will be met per the definition of EDUCATION found on page 51. Briefly summarize the qualifications of the group or individual who will provide the experience and what teaching method(s) will be used.
- h. How will the activity increase community capacity to foster a long-term ENVIRONMENTAL JUSTICE legacy such as engaging in planning and improving the community’s environment?
- i. List supplies, equipment, and activity fees and their associated cost estimates (see page 46).
- j. Briefly describe estimated transportation costs if applicable. This may include transporting PARTICIPANTS to and from the COMMUNITY HOME BASE. (See page 46)
- k. Briefly describe estimated costs for labor including job titles, hourly rate times hours (see page 46).
- l. Total estimated cost (i + j + k) to achieve this Activity Goal. (This total amount will be listed on the Grant Scope/Cost Estimate Form on page 29)

Respond to a through l above for up to 5 Activity Goals per the definition of ACTIVITIES IN THE COMMUNITY on page 50.

**NATURAL AREA TRIPS**

Trip #	a. Trip Title (use up to 7 words. Include name of destination)	b. Destination(s) location name and address (if available).	c. Number of intended PARTICIPANTS for this trip. An average estimate per trip is acceptable.	d. For REOCCURRING NATURAL AREA TRIPS <u>to the same</u> location, list the number (#) of repeat trips. Otherwise, list (1).	e. Total number of intended PARTICIPANTS (Multiply c times d)
1					
2					

Answer the following for each NATURE AREA TRIP in the same order as listed in the chart. REOCCURRING NATURAL AREA TRIPS to the same destination will be listed in one row.

- f. Provide a general description of intended PARTICIPANTS (youth, older adults, multi-generational, etc.) Of the total listed in e, how many will be YOUTH PARTICIPANTS?
- g. Will it be a one-day trip or overnight/multiple days? If multiple, how many days?
- h. Cite which EDUCATIONAL goal will be met per the definition of EDUCATION found on page 51. Briefly summarize the qualifications of the group or individual who will provide the experience and what teaching method(s) will be used.
- i. How will PARTICIPANTS also have time for SELF-DISCOVERY to explore or play and form a personal connection with nature?
- j. List supplies, equipment, and activity fees and their associated cost estimates considering the number of intended PARTICIPANTS. (See page 46)
- k. Briefly describe estimated transportation costs considering the number of intended PARTICIPANTS. (See page 46)
- l. Briefly describe estimated costs for labor including job titles, hourly rate times hours. (See page 46)
- m. Total estimated cost (add j through l) to achieve this NATURE AREA TRIP considering the number of intended PARTICIPANTS. (This amount will be listed on the Grant Scope/Cost Estimate Form on page 29)

## GRANT SELECTION CRITERION # 3 OUTDOOR PROGRAM GOALS

	Points
<p>The OUTDOOR PROGRAM will include <u>all of the following</u>:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Includes both ACTIVITIES IN THE COMMUNITY and NATURAL AREA TRIPS.</li> <li><input type="checkbox"/> Activities for both EDUCATION and SELF-DISCOVERY nature exploration.</li> <li><input type="checkbox"/> The primary intended PARTICIPANTS of the overall OUTDOOR PROGRAM are YOUTH. However, at a minimum, at least one ACTIVITY IN THE COMMUNITY and at least one NATURAL AREA TRIP will involve other age groups such as, families, OLDER ADULTS, or other RESIDENTS.</li> </ul> <p>There are a high number of activity days during the GRANT PERFORMANCE PERIOD, the range of proposed activities is outstanding, and the plan maximizes the number of PARTICIPANTS compared with similar grant requests statewide.</p>	20-16
<p>All of the above with one exception:</p> <p>There are a moderate number of activity days during the GRANT PERFORMANCE PERIOD, or the range of proposed activities or number of PARTICIPANTS are average compared with other similar statewide grant requests.</p>	15-10
<p>The OUTDOOR PROGRAM includes <u>one of the following weaknesses</u>:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Activities will only take place in the community <u>or</u> only at the NATURAL AREA TRIP, not both; <b>OR</b></li> <li><input type="checkbox"/> Activities are either only EDUCATIONAL curriculum <u>or</u> only SELF-DISCOVERY nature exploration activities, not both. <b>OR</b></li> <li><input type="checkbox"/> The primary intended PARTICIPANTS are not YOUTH. <b>OR</b></li> <li><input type="checkbox"/> No activities will involve other age groups such as, families, OLDER ADULTS, or other RESIDENTS. <b>OR</b></li> </ul> <p>Compared with other statewide APPLICATIONS, the number of activity</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> days are low during the GRANT PERFORMANCE PERIOD, or the range of proposed activities or number of PARTICIPANTS are minimal.</li> </ul>	9-1
<p>The GRANT request will not include any OUTDOOR PROGRAM activities designed to create a connection to the natural world.</p>	Ineligible

Technical assistance is available on page 45.



**GRANT SELECTION CRITERION #4 – SERVICE LEARNING, CAREER PATHWAY, AND LEADERSHIP OPPORTUNITIES**

Answer A, B, and C below to describe how RESIDENTS including YOUTH will participate in meaningful opportunities that can be used for future employment resumes or college admissions for natural resources or ENVIRONMENTAL JUSTICE professions. The experience gained should be useful for future employment resumes or college admissions, via a certificate or internship. Eligible opportunities must be related to completion of the OUTDOOR PROGRAM during the GRANT PERFORMANCE PERIOD consistent with the GRANT SCOPE.

A) Describe the opportunity(s) for RESIDENTS that can be used for future employment resumes or college admissions.	B) Number of RESIDENTS.	C) Cost for internships, if applicable.
		\$
	(Add Total number of RESIDENTS)	(Total cost of all internships if applicable*)

\*The opportunity(s) may be paid or unpaid/volunteer. Contact California's Division of Labor Standards and Enforcement at [dir.ca.gov/dlse/](http://dir.ca.gov/dlse/) for internship rules. If applicable, the total amount listed in C) above will also be listed on the Grant Scope/Cost Estimate Form on page 29)

**POINTS:** Up to 15 points will be given to an OUTDOOR PROGRAM that will include service learning, career pathway education, or leadership opportunities for at least 15 RESIDENTS. The experience gained can be used for employment resumes or college admissions.

	Points
At least 15 RESIDENTS will receive service learning, career pathway education, or leadership opportunities transferable to employment resumes or college admissions..	15
Between 14 to 10 RESIDENTS will each receive service learning, career pathway education or leadership opportunities transferable to employment resumes or college admissions.	10
From 9 to 1 RESIDENTS will each receive service learning, career pathway education or leadership opportunities transferable to employment resumes or college admissions.	5
The OUTDOOR PROGRAM will not offer at least one RESIDENT any service learning, career pathway education, or leadership opportunity transferable to employment resumes or college admissions.	0

Technical Assistance is available on page 47.

## GRANT SELECTION CRITERION #5 PARTNERSHIPS AND CAPACITY BUILDING

### GRANT SELECTION CRITERION #5 – PARTNERSHIPS AND CAPACITY BUILDING

Describe PARTNERSHIP assistance given to the APPLICANT beginning with the appropriation of the AB 209 (July 1, 2020). PARTNERS can assist with achieving any of the goals of Grant Selection Criteria 2-4 and 6.

Answer A and B in the chart below:

A. Name and General Purpose of the Partner Organization.	B. PARTNERSHIP Role specific to any of the Grant Selection Criteria 2-4 and 6.

**POINTS:** *Up to 10 points will be given to an OUTDOOR PROGRAM that involves at least two PARTNERSHIPS.*

	Points
The OUTDOOR PROGRAM involves two or more PARTNERSHIPS.	10
The OUTDOOR PROGRAM involves one PARTNERSHIP.	5
The OUTDOOR PROGRAM involves no PARTNERSHIPS. Or, a response was not provided.	0

The responses above will be sufficient to describe PARTNERSHIP roles. Supplemental documents such as agreements are not necessary.

Technical assistance is available on page 48.

## **GRANT SELECTION CRITERION #6 – MENTORING YOUTH LEADERS AFTER THE GRANT PERFORMANCE PERIOD**

APPLICANTS can respond to either A or B below to either provide a plan for mentoring YOUTH after the grant funds expire, or, explain why this would not be achievable.

- A) Describe a plan to recruit and empower YOUTH who will be selected by the APPLICANT as having potential to become future environmental leaders in California. To describe the plan, include the following:
- Approximately how many YOUTH will be selected by the APPLICANT and how will they be identified as having interest in becoming future environmental leaders in California?
  - What types of activities will the mentoring involve? Examples include capacity building or EDUCATIONAL mentoring towards careers in natural resource and environmental professions. Or, civic engagement including making ENVIRONMENTAL JUSTICE recommendations to local, state, or federal government. This includes cultivating active involvement in the civic decision-making process to have a healthy environment.
  - From approximately what time-period will the YOUTH be mentored after the GRANT PERFORMANCE PERIOD?

**OR**

- B) Why is it not possible to mentor YOUTH leaders after the GRANT PERFORMANCE PERIOD?

\*Sustaining the OUTDOOR PROGRAM beyond the GRANT PERFORMANCE PERIOD **is not required**. This is about mentoring YOUTH after the OUTDOOR PROGRAM.

<b>POINTS:</b> 10 points will be given for a plan to mentor YOUTH after the GRANT PERFORMANCE PERIOD or an explanation why this concept cannot be achieved.	
	<b>Points</b>
The APPLICANT provided a plan to mentor YOUTH after the GRANT PERFORMANCE PERIOD towards careers in natural resource and environmental professions or active involvement in the civic decision-making process to have a healthy environment. <b>Or</b> The APPLICANT provided an explanation why this cannot be achieved after the GRANT PERFORMANCE PERIOD.	10
The APPLICANT did not provide a plan or an explanation why YOUTH cannot be mentored after the GRANT PERFORMANCE PERIOD.	0

Technical Assistance is available on page 49.

### COMMUNITY FACTFINDER REPORT AND CERTIFICATION (CHECKLIST ITEM #3)

Provide the following two items:

1. **Community FactFinder Report.** To create a report of the COMMUNITY HOME BASE listed in the response to Criterion 1, use the Outdoor Equity FactFinder tool at [parksforcalifornia.org/outdoorequity/](https://parksforcalifornia.org/outdoorequity/)

The Community FactFinder Report will be used for Grant Selection Criterion 1 on page 14.

2. **Community FactFinder Certification.** This Form will be signed by the AUTHORIZED REPRESENTATIVE.

Its purpose is to certify that the Community FactFinder Report was generated from a point on or within the COMMUNITY HOME BASE. If the blue pin tip is outside the COMMUNITY HOME BASE, OGALS reserves the right to generate a new Community FactFinder Report with the blue pin tip in the middle of the COMMUNITY HOME BASE for the purpose of Grant Selection Criterion 1.

**State of California – Natural Resources Agency**  
**DEPARTMENT OF PARKS AND RECREATION**



**COMMUNITY FACTFINDER CERTIFICATION**

I certify that the Community FactFinder Report submitted at the time of APPLICATION meets the following requirements:

- ✓ The Community FactFinder Report was generated with the blue pin tip located on or in the boundary of the COMMUNITY HOME BASE.

I understand if the above requirement was not met, OGALS will generate a new report with the blue pin tip located in the middle of the COMMUNITY HOME BASE to create the new half-mile radius and will use this new data for the purposes of Grant Selection Criterion 1.

---

AUTHORIZED REPRESENTATIVE Signature

---

Date

### AUTHORIZING RESOLUTION (CHECKLIST ITEM #4)

The Authorizing Resolution serves two purposes:

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

All checklist items that require a signature, besides Checklist Item 8, must be the signature of the AUTHORIZED REPRESENTATIVE. Submitted documents should be signed and scanned or digitally signed using an encrypted signature, such as Adobe's Digital ID. All forms requiring signatures have been uploaded to the program webpage and include a signature field that meets this requirement.

The AUTHORIZED REPRESENTATIVE can delegate signatory authority to other individuals (by position title) either in entirety or for particular documents. The delegation process requires the AUTHORIZED REPRESENTATIVE to submit an email or letter to OGALS delegating authority.

#### Format

The Authorizing Resolution on the following page may be reformatted; however, the *language provided in the resolution must remain unchanged*. Any changes to the language may require OGALS Legal Office review. The time involved with the legal review process may delay APPLICATION approval and could affect OGALS' ability to fund the PROJECT.

**RESOLUTION OF THE (Title of Governing Body/City Council, Board of Supervisors/Directors) OF (City, County, District, or Non-Profit Organization)**  
**Approving the Application for**  
**OUTDOOR EQUITY GRANTS PROGRAM GRANT FUNDS**

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of the Outdoor Equity Grants Program, setting up necessary procedures governing the application; and

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

WHEREAS, successful Applicants will enter into a contract with the State of California to complete the Grant Scope program;

NOW, THEREFORE, BE IT RESOLVED that the (Applicant's Governing Body) hereby:  
 APPROVES THE FILING OF AN APPLICATION FOR THE (NAME OF PROPOSAL); AND

1. Certifies that said Applicant has or will have available, prior to commencement of any work on the program(s) included in this application, the sufficient funds to complete the program(s); and
2. Certifies that if the grant is awarded, the Applicant has or will have sufficient funds to operate the program(s) as described in the Grant Selection Criterion response, and
3. Certifies that the Applicant has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Grant Administration Guide; and
4. Delegates the authority to (designated position) to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the Grant Scope; and
5. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.
6. Will consider promoting inclusion per Public Resources Code §80001(b)(8 A-G).

Approved and adopted the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

I, the undersigned, hereby certify that the foregoing Resolution Number \_\_\_\_\_ was duly adopted by the (Applicant's Governing Body) following a roll call vote:

Ayes:

Noes:

Absent:

\_\_\_\_\_(Clerk)



### GRANT SCOPE/COST ESTIMATE FORM (CHECKLIST ITEM #5)

The GRANT SCOPE/Cost Estimate Form on the following pages has two uses:

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

#### 1. Establishing the GRANT SCOPE

The Form will be used to establish the expected deliverables for the activities described in Grant Selection Criteria 3 and 4 on pages 18 to 21.

- Use the Form to list only the activities that will be funded by the GRANT plus COMMITTED FUNDS (if applicable) during the GRANT PERFORMANCE PERIOD. Do not include future costs beyond what the GRANT and COMMITTED FUNDS will support during the GRANT PERFORMANCE PERIOD.
- Use the Grant Scope/Cost Estimate Form to provide the lump-sum estimated cost of all activities consistent with the response to Grant Selection Criteria 3 and 4.

#### 2. Providing a Cost Estimate for the OUTDOOR PROGRAM.

See the ELIGIBLE COSTS section starting on page 37 before creating a Cost Estimate.

- The TOTAL PROGRAM COST must cover all the ACTIVITIES IN THE COMMUNITY and the NATURAL AREA TRIPS described in Grant Selection Criterion 3. This is the row labeled as (1) on the Form.
- Rows (2) to (4) on the Form cover other items that may be added into the TOTAL PROGRAM COST.
- Contingency for costs can be folded into the line items. Do not list contingency as a separate item.
- OGALS understands that actual costs may change during the OUTDOOR PROGRAM. In most cases, a revised GRANT SCOPE/Cost Estimate Summary Form is not required when estimated costs fluctuate during the OUTDOOR PROGRAM.
- Check the math and dollar amounts between all forms in the APPLICATION to ensure the GRANT request amount and TOTAL PROGRAM COST is consistent.

**GRANT SCOPE/COST ESTIMATE FORM**

Follow the directions starting on page 28. Use the response to Grant Selection Criteria #3-4 on pages 18 to 21 to summarize the TOTAL PROGRAM COST and deliverables on this form.

See the ELIGIBLE COSTS section starting on page 37 before creating a cost estimate

<b>ACTIVITY IN THE COMMUNITY:</b> In the column below, list each Activity Goal Title and number of intended PARTICIPANTS consistent with the response to Grant Selection Criterion 3(a) and 3(e) on page 18.	<b>Total Cost for ACTIVITY IN THE COMMUNITY</b> consistent with the response to Grant Selection Criterion 3(l) on page 18
Activity Goal Title: _____ # of PARTICIPANTS: _____	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
<b>NATURE AREA TRIP:</b> In the column below, list each Trip Title/Destination and number of intended PARTICIPANTS consistent with the response to Grant Selection Criterion 3(a) and 3(e) on page 19.	<b>Total Cost for NATURE AREA TRIP</b> consistent with the response to Grant Selection Criterion 3(m) on page 19
Trip Title/Destination: _____ # of PARTICIPANTS: _____	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
<b>(1) Total cost of all ACTIVITIES IN THE COMMUNITY and NATURE AREA TRIPS</b>	\$ (1)
<b>(2) Internships</b> from Grant Selection Criterion # 4(C) on page X if applicable	\$ (2)
<b>(3) PRE-AWARD PLANNING COSTS</b> for planning the OUTDOOR PROGRAM (up to 5% of the requested GRANT amount):	\$ (3)
<b>(4) Hazard and liability insurance premium</b> that will cover the OUTDOOR PROGRAM:	\$ (4)
<b>(5) TOTAL PROGRAM COST = (1) + (2) + (3) + (4)</b>	\$ (5)
<b>Requested GRANT Amount:</b>	<b>\$</b>

The APPLICANT understands that this form will be used to establish the expected GRANT deliverables for POST-AWARD ACTIVITY COSTS.

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

\_\_\_\_\_  
Date

### FUNDING SOURCES FORM (CHECKLIST ITEM #6)

#### Amounts to list on the Form:

Match is not required.

- If the GRANT by itself funds the TOTAL PROGRAM COST, then the top right and bottom right boxes will show the requested GRANT amount only.

**OR**

- If applicable, use the Funding Sources Form to identify each funding source by name and amount.
- Note if the source is state, city, county, federal, or private.
- Review the definition of COMMITTED FUNDS. Provide a commitment date for each funding source indicating when it was committed. All additional funds must be committed no later than 3 months after the APPLICATION deadline.
- The TOTAL PROGRAM COST listed at the bottom of this form must equal the estimated TOTAL PROGRAM COST listed on the Application Form and at the bottom of the GRANT SCOPE/Cost Estimate Summary Form.

#### Participant Fees:

- If applicable, list the total estimated amount that will be charged to PARTICIPANTS for ACTIVITIES IN THE COMMUNITY and NATURAL AREA TRIPS during the GRANT PERFORMANCE PERIOD.
- These are fees charged to PARTICIPANTS for costs in addition to and beyond what the GRANT will pay for.
- If any part of the OUTDOOR PROGRAM will involve fees charged to PARTICIPANTS, the amount charged should be reasonable. Consider PARTICIPANTS affected by poverty.

#### Funding Sources that are loans:

If the source is a loan, identify the type of loan. Please be mindful of GRANT CONTRACT Provision shown below:

#### Use of Grant Monies

GRANTEE shall not use any grant funds (including any portion thereof) for the purpose of making any leverage loan, pledge, promissory note or similar financial device or transaction, without the prior written approval of the STATE.

NOTE: If the funding sources change during the course of the GRANT PERFORMANCE PERIOD, a revised form is required within 30 days.

## FUNDING SOURCES FORM

Funding Source	Date COMMITTED	Amount
Outdoor Equity Grant Request	TBD	\$
PARTICIPANT Fees (total estimated if applicable)		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
<b>Grand Total All Funding Sources:</b> (Estimated TOTAL PROGRAM COST)		\$

The APPLICANT understands that the OUTDOOR PROGRAM cannot be funded unless the requested GRANT equals the estimated cost needed to complete the OUTDOOR PROGRAM, or, the requested GRANT plus the total amount of additional COMMITTED FUNDS equals the estimated cost of the OUTDOOR PROGRAM. Except for PARTICIPANT fees, additional funds must be secured no later than three months after the APPLICATION deadline if not yet COMMITTED at time of APPLICATION. If the GRANT is awarded, there will be no need for additional fundraising. The costs must be incurred before the final GRANT payment is processed. If funding sources change from the time of APPLICATION until final GRANT payment, the APPLICANT understands this form must be updated within 30 days.

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

\_\_\_\_\_  
Date

### APPLICANT CAPACITY (CHECKLIST ITEM #7)

The purpose of this requirement is to evaluate the APPLICANT'S capacity to achieve the OUTDOOR PROGRAM during the GRANT PERFORMANCE PERIOD.

#### **Provide a response to the following:**

1. Describe the experience or capacity of the APPLICANT or partner to achieve the plan described in Grant Selection Criterion 3.
2. Provide a partial list of government or foundation grants awarded to the APPLICANT for OUTDOOR PROGRAMS within the past five years. Include the date of award, purpose of the grant, grant amount, and accomplishments through the grant.
3. Describe if the APPLICANT or partnering organization is located near the COMMUNITY HOME BASE (headquarters, office, etc.). Or, describe another point of connection with the RESIDENTS or stakeholders near the COMMUNITY HOME BASE that contributes to the capacity to achieve the OUTDOOR PROGRAM.
4. If the OUTDOOR PROGRAM will take place on land not owned by the APPLICANT, describe if a permit or agreement is required. Answer A through C below.
  - A. Describe if all land owners of the locations listed in the response to Grant Selection Criterion #3 have been contacted to determine if a special permit or agreement is needed. Advise the land owner about the intended number of PARTICIPANTS.
  - B. If applicable: Provide a copy of the permit or agreement. Or, if a copy of the permit or agreement is not yet available, provide a plan to secure the permit or agreement should the GRANT be awarded. List and include a timeline for each step to get the permit or agreement.
  - C. If not applicable: Describe what steps were taken to verify that no special permits or agreements with any of the properties will be required.

### PHOTOS AND COPYRIGHT LICENSE AGREEMENT (CHECKLIST ITEM #8)

OPTIONAL: Providing photos of the MEETINGS with RESIDENTS is optional, and is not a requirement. If the APPLICANT decides to provide photos of the MEETINGS that occurred under Grant Selection Criterion #2, please follow the directions listed below.

#### Community Based Planning Photos:

1. Provide digital photos of planning MEETINGS or other engagement with RESIDENTS described in Grant Selection Criterion 2 on page 16.
  - a. Photos of RESIDENTS actively providing ideas are preferred.
  - b. The photos do not need to include every RESIDENT that participated.
  - c. High-quality resolution is recommended such as 2048 x 1536 pixels. OGALS may highlight awarded OUTDOOR PROGRAMS at [ParksforCalifornia.org](https://ParksforCalifornia.org)
  - d. File Name: When uploading the photo into the online application system, use a File Name that describes what is taking place in the photo (purpose, location, and date). For example: Meeting with Boys and Girls Club youth 1515 Alta California Street, July 21 2021.
2. Provide one signed Copyright License Agreement (see next page) from the APPLICANT that will cover all photos.

State of California - Resources Agency  
DEPARTMENT OF PARKS AND RECREATION

## COPYRIGHT LICENSE AGREEMENT

COPYRIGHT REGISTRATION NO.

ITEM DESCRIPTION

hereafter called the "Material," a copy of which is attached hereto as Exhibit "A".

I, \_\_\_\_\_, am the creator of, and/or have acquired the intellectual property rights to the Material, and hereby warrant that I have the authority to issue this license and to authorize and release the Material for use by the California Department of Parks and Recreation (the "Department") and its designated agents. I understand that the Department wants to use and reuse the Material, as the Department deems appropriate.

I hereby grant to the Department an unrestricted, fully paid up, worldwide, irrevocable, perpetual license to use, reproduce, distribute, create derivative works, publicly display and perform the Material, in whole or in part, in any manner, for any purpose and in any medium now known or hereinafter invented. This right includes, but is not limited to, the right to copy, publish, distribute, alter and publicly display the Material for education, interpretation, advertising and other purposes consistent with the mission of the Department.

I understand that I will not receive any money for this license agreement, or for any use described above. I understand that I will retain the copyrights to the Material, but hereby grant an unrestricted license to the Department.

I release and discharge Department from any and all claims and demands arising out of, or in connection with any use of the Material, including but not limited to, any and all claims of libel, moral rights and invasion of privacy, and/or any claims under the Visual Artists Rights Act. I realize that I cannot withdraw my consent after I sign this form and I realize this form is binding on me and my heirs, legal representatives and assigns.

I am at least 18 years of age and have the right, ability and authority to enter this binding license agreement.

### AGREED AND ACCEPTED

BY ▷		DATE		BY ▷		DATE	
PRINTED NAME OF PERSON SIGNING				PRINTED NAME OF PERSON SIGNING			
ADDRESS				TITLE		DISTRICT/SECTION	
CITY/STATE/ZIP CODE				State of California Department of Parks and Recreation			
PHONE NO.		EMAIL		PHONE NO.		EMAIL	

DPR 992A (New 3/2003)(Excel 3/28/2003)

**REPORTING CERTIFICATION (CHECKLIST ITEM #9)****Certification Form**

The following reporting requirements are only applicable if the GRANT is awarded. By signing this form, the APPLICANT agrees to keep reporting requirements, #1-5, listed below, during the GRANT PERFORMANCE PERIOD. To meet AB 209 reporting requirements, GRANTEES will submit the following information to OGALS through an online reporting system before the final grant payment will be approved.

**Reporting Requirements:**

1. Total number of YOUTH served.
2. Partnerships formed through the OUTDOOR PROGRAM, including a description of partnership accomplishments and lessons learned.
3. EDUCATIONAL goals achieved through the OUTDOOR PROGRAM per the definition of EDUCATION found on page 51, and how the objective was met.
4. Videos and/or photos that provide a sample of highlights with quotes, captions, or testimonials about the impact of the OUTDOOR PROGRAM.
5. To inform future OUTDOOR PROGRAMS, provide tips and lessons-learned:
  - successful methods used,
  - unforeseen challenges and recommended solutions.
  - These tips will be made available online to help build capacity statewide.

The APPLICANT understands that if the GRANT request is approved, GRANTEES will respond to the Reporting Requirement #1-5 above through an online reporting system that will be made available at [www.parks.ca.gov/oep](http://www.parks.ca.gov/oep) before the final grant payment will be approved.

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

\_\_\_\_\_  
Date



### NON-PROFIT REQUIREMENTS (CHECKLIST ITEM #10)

This checklist item is only for NON-PROFIT organization APPLICANTS.

Please provide items 1-2 below:

1. Letter of Determination from the Internal Revenue Service indicating current 501(c)(3) status.
2. First two pages of the NON-PROFIT'S most recently filed federal 990 forms.

The following are not required in the APPLICATION. OGALS reserves the right to request the following four items at any time during the review process:

- Articles of Incorporation
- Mission Statement
- Income statement showing revenue and expenditure projections for the next calendar or fiscal year.
- Balance sheet showing assets and liabilities for the most recent fiscal year.

### III. Eligible Costs

This section provides rules and examples of ELIGIBLE COSTS for the OUTDOOR PROGRAM. It provides rules and guidance for PRE-AWARD PLANNING COSTS and POST-AWARD ACTIVITY COSTS.

#### PRE-AWARD PLANNING COSTS

These are costs associated with planning the OUTDOOR PROGRAM during the GRANT PERFORMANCE PERIOD.

- Planning costs dating back to the APPROPRIATION DATE are eligible for a reimbursement of up to 5% of the GRANT amount if the APPLICATION is selected for funding.
- May include note takers, facilitators, and multi-lingual translation, transportation, equipment, supplies, etc. for MEETINGS and other OUTDOOR PROGRAM planning purposes.
- See the bottom of the Grant Scope/Cost Estimate Summary Form to add a planning cost estimate.
- Also see the definition of PRE-AWARD PLANNING COSTS.

#### POST-AWARD ACTIVITY COSTS

The rest of this section below provides rules and guidance for implementing the ACTIVITIES IN THE COMMUNITY and NATURAL AREA TRIPS as proposed in Grant Selection Criteria 3 and 4.

These are not planning costs. POST-AWARD ACTIVITY COSTS are direct costs to conduct the ACTIVITIES IN THE COMMUNITY and NATURAL AREA TRIPS.

These POST-AWARD ACTIVITY COSTS become eligible on the start date provided by OGALS. See the definition of POST-AWARD ACTIVITY COSTS.

**The next pages provide guidance about:**

- A)** Supplies, Equipment, and Activity Fees/Admissions
- B)** Travel Costs
- C)** Labor Costs
- D)** Insurance for all activities necessary for the OUTDOOR PROGRAM

### A) Supplies, Equipment, and Activity Fees/Admissions

- ❑ **Activity Fees:** Location entrance fees for places such as museums, parks, campground reservations, zoos, aquariums, botanical gardens, parking, ski lifts, special events; specific experiences such as horseback riding, paddling, rafting, rock climbing, birding; renting or leasing vehicles or equipment for the actual activity fits in this category such as whale watching and safety equipment.
- ❑ **Activity supplies and equipment (examples):** include but are not limited to backpacks, tents, mountain bikes, kayaks, surfboards, bodyboards, stand up paddle boards, life jackets, helmets, wetsuits, snowboard/ski's, canopy, sleeping bags, stoves, 2-way radios, binoculars, water filters, snowshoes, hiking boots, gloves, goggles, compasses, fire starters, bug repellent, sunblock, poison oak protectant, first aid supplies, canteens, flashlights, batteries, lanterns, interpretive materials, trash/recycling bags, safety whistle, bear spray, utensils, etc. that are necessary to support an activity.
- ❑ **Most Economical use of State Funds** - For supplies and equipment that will cost over \$500 per single unit item, and which can be purchased, leased, or rented, the most economical use of state funds must be applied. This means that the grantee will use the most affordable option to complete the OUTDOOR PROGRAM during the GRANT PERFORMANCE PERIOD by either renting, leasing, or purchasing the supplies and equipment.
- ❑ Supplies and equipment may come from GRANTEE'S central stock if claimed costs are no higher than supplies or equipment purchased elsewhere. For audit purposes, a report or source document must describe the work performed, indicate the hours used, relate the use to the GRANT SCOPE, and must be signed by the operator or supervisor.

### B) Travel Costs

- ❑ **Travel must be within California only.**
- ❑ **Overnight accommodations (camping or lodging):** Campsite rentals, yurts, and hotels, following the most economical use of State funds, including travel to and from the destination of the NATURAL AREA TRIP. The cost cannot exceed the state per diem set in each County where the overnight accommodation will take place. [calhr.ca.gov/employees/pages/travel-reimbursements.aspx](http://calhr.ca.gov/employees/pages/travel-reimbursements.aspx)
- ❑ **Food and food storage:** The purchase of food, and purchase or rental of food storage for safety compliance during the NATURAL AREA TRIP. This means the PARTICIPANTS will learn how to prepare the food as an EDUCATIONAL health activity of the OUTDOOR PROGRAM.
- ❑ **Meal per diem for NATURAL AREA TRIPS only:** Breakfast, lunch, and dinner meals during the path of travel and overnight stays are eligible [up to the State's per diem rates or actual cost](#), whichever is less. Keep receipts for audit purpose.  
Food related to ACTIVITIES IN THE COMMUNITY is ineligible.
- ❑ **Passenger Ticket purchases:** Trains, boats, airplanes, or other public transportation for PARTICIPANTS to and from the planned activity.

- **Vehicle use for transportation of PARTICIPANTS may involve:**
  - Taking PARTICIPANTS to and from the COMMUNITY HOME BASE to NATURAL AREA TRIPS.
  - Taking PARTICIPANTS to and from the COMMUNITY HOME BASE and their schools and neighborhoods for ACTIVITIES IN THE COMMUNITY related to the Grant Selection Criteria.
- **Vehicles chartered or rented by GRANTEE:**
  - ☐ Chartered transportation paying for a charter company's standard rate is an ELIGIBLE COST.
  - ☐ Rental of vehicles at market value, including low Greenhouse Gas (GHG) emission vehicles, are an ELIGIBLE COST.
- **Vehicles owned/leased by GRANTEE:**
  - ☐ Mileage incurred on a GRANTEE'S own vehicles can be charged at the State's rate that is in effect at the time of the trip. Maintenance and repair cost necessary to safely operate vehicles are built into the State's rate of the allowable charge per mile.
  - ☐ A Mileage Log must record the trips charged to the GRANT. For audit purposes, the Mileage Log must describe the miles driven, OUTDOOR PROGRAM purpose related to the GRANT SCOPE, and must be signed by the operator and supervisor.

### C) Labor

- ☐ **Employee services:** See accounting rules for employee services explained in the GRANT ADMINISTRATION GUIDE.
- ☐ **Internships consistent with Grant Selection Criterion #4:** Internships will be administered as employee services of the GRANTEE. The GRANTEE must follow applicable laws for employee services, including internships. Contact California's Division of Labor Standards and Enforcement at [dir.ca.gov/dlse/](http://dir.ca.gov/dlse/) for internship rules.
- ☐ **Program activity providers:** Including physical activity instructors, trainers, nature guides, career pathway educators, language translators, drivers, etc.
- ☐ **Program management:** Including site inspections, coordinating partners, scheduling activities, directing equipment, materials, activity instructors, and transportation personnel.
- ☐ **Communication and training:** Including outreach to RESIDENTS, training of program activity providers for cultural awareness, and risk management.
- ☐ **Reporting:** Including data collection, photography, and videography which can include interviews with PARTICIPANTS.
- ☐ **GRANT administration and accounting**
- ☐ **Miscellaneous costs:** Including economical use of State funds cost comparison for equipment, supplies, and NATURAL AREA TRIPS related expenses, transporting materials, equipment, personnel, and communications and video documentation of the program achievements.

- D) Insurance:** Premiums on hazard and liability insurance including aggregate coverage for all activities necessary for the OUTDOOR PROGRAM. See the Grant Administration Guide for an Insurance Policy Checklist that lists the insurance policy requirements for GRANTEES.

**Keep all records of all costs for audit purpose.**

- ✓ For labor charged to the GRANT, maintain timesheets recording specific time spent on the OUTDOOR PROGRAM.
- ✓ Keep invoices, receipts, and payment records **for all** purchases, leases, and rentals.

## INELIGIBLE COSTS

- **Outside the GRANT PERFORMANCE PERIOD:** Costs incurred before or after the GRANT PERFORMANCE PERIOD.
- **CAPITAL PROJECTS:** Construction/development of land. Vehicle or land acquisition.
- **Indirect costs:** Overhead business expenses of the GRANTEE'S fixed or ordinary operating costs: (rent, mortgage payments, property taxes, utilities, office supplies).
- **Routine park maintenance** by the GRANTEE'S existing staff is an ineligible activity. Examples include routine restroom cleaning, garbage removal, groundskeeping, scheduled maintenance, graffiti removal, etc.
- **Fundraising.**
- **Food:** If not related to a NATURAL AREA TRIP. Food for ACTIVITIES IN THE COMMUNITY is ineligible. See Eligible Costs, heading B, Travel Costs, for eligible food costs only during NATURE AREA TRIPS.
- **Grant Writing.**
- **Programs imposed on an APPLICANT through legal mitigation.**

### Lack of Record Keeping:

**During an Audit, lack of record keeping can make claimed costs ineligible.**

**Examples include:**

- Charging employee services without documentation of actual time spent on the OUTDOOR PROGRAM.
- Lack of source documents (no evidence of invoices, bid process, payment receipts, etc.).
- See the GRANT ADMINISTRATION GUIDE'S "Accounting Requirements" for additional guidance.

**As a reminder, keep all records of all costs for audit purpose.**

- ✓ For labor charged to the GRANT, maintain timesheets recording specific time spent on the OUTDOOR PROGRAM.
- ✓ Keep invoices, receipts, and payment records for all purchases, leases, and rentals.
- ✓ See the GRANT ADMINISTRATION GUIDE'S "Accounting Requirements" for additional guidance.

## IV. Appendices

### TECHNICAL ASSISTANCE FOR APPLICANTS

This page summarizes the assistance available to APPLICANTS.

To ensure a fair process, OGALS' Competitive Project Officers will provide all APPLICANTS with correct and consistent guidance.

All statewide APPLICANTS are encouraged to access the following:

#### Application Workshops by OGALS

Application Workshops will be offered featuring a page-by-page review of this Application Guide, including time for questions.

#### Access to Program Competitive Project Officers

OGALS' Competitive Project Officers provide a range of customer service options to all applicants in a timely manner. APPLICANTS are encouraged to email, call, or schedule meetings when guidance is needed. A list of OGALS' Competitive Project Officers is available at [parks.ca.gov/oep](https://parks.ca.gov/oep).

#### Assistance with Incomplete Application Documents

OGALS may contact APPLICANTS to explain what corrections are needed. OGALS does not automatically disqualify an APPLICATION if a document is incomplete or needs a correction with the exception of the Grant Selection Criteria. OGALS' Competitive Project Officers can also preview Checklist Items 1, and 3-10 before the APPLICATION deadline.

#### Strengths and Weaknesses

APPLICANTS that do not receive a GRANT award can get strengths and weaknesses feedback based on the Grant Selection Criteria after GRANT awards are announced. This feedback may be useful to APPLICANTS if another ROUND of funding is available.

#### Grant Administration Workshop

APPLICANTS who receive a GRANT award must attend a mandatory GRANT administration workshop. During the workshop, OGALS and DPR auditors provide an in-depth review of the GRANT ADMINISTRATION GUIDE that explains the requirements and forms necessary for administration. OGALS' Grant Administration Project Officers are also available to answer administrative questions through the final payment process.

#### Outdoor Recreation Leadership Training

The Department's Office of Community Involvement offers interactive, hands-on training that equips adults with the skills and confidence to lead outdoor recreation activities with an emphasis on camping. This training is optional for GRANTEEES. Visit [parks.ca.gov/oci](https://parks.ca.gov/oci) for more information.

## GRANT SELECTION CRITERIA GUIDANCE

This section gives technical assistance for Grant Selection Criteria 1 through 6 found on pages 14 to 22.

### GRANT SELECTION CRITERION 1 {COMMUNITY HOME BASE} ON PAGE 14

The goal of OEP is to provide access to RESIDENTS who otherwise would be financially, imaginatively (due to a lack of awareness), or physically unable to benefit from the proposed experience(s) described in Grant Selection Criterion 3.

The COMMUNITY HOME BASE should be strategically located near where a majority of the targeted population lives in the underserved community. PARTICIPANTS can also live further than a half-mile radius from the COMMUNITY HOME BASE. For example, a school in a rural area may be the central gathering place for PARTICIPANTS.

#### Part A – Community FactFinder Report:

The COMMUNITY HOME BASE half-mile radius will be used to evaluate data within the community. The APPLICANT may choose any point in or on the boundary of the proposed COMMUNITY HOME BASE to place the blue pin point to establish the half-mile radius.

The use of the half-mile radius helps steer APPLICANTS towards selecting a COMMUNITY HOME BASE that best meets the intent of this funding opportunity. The FactFinder's half-mile radius uniformly quantifies per capita income, people below poverty, and public-school data using consistent data available statewide.

If the radius were larger, it could encompass higher income areas, which would disadvantage many statewide APPLICATIONS.

#### Part B – Other Challenges:

Review the definition for CHALLENGES and use it as a guide to describe the community's story.

This Criterion is the APPLICANT's chance to describe the need for the OUTDOOR PROGRAM not covered by the data found in the Community FactFinder. There may be other circumstances affecting the need for the OUTDOOR PROGRAM in addition to the examples listed in the definition for CHALLENGES. If so, describe those circumstances as well.

For rural areas where PARTICIPANTS may need to commute further distances from their neighborhoods to the COMMUNITY HOME BASE, explain why the COMMUNITY HOME BASE is centrally located and accessible.



#### GRANT SELECTION CRITERION 2 {COMMUNITY PLANNING} ON PAGE 16

This criterion is about planning the OUTDOOR PROGRAM goals, activities, and logistics through an exchange of ideas and feedback with RESIDENTS.

APPLICANTS are encouraged to partner with community-based organizations that can help engage the RESIDENTS. A BROAD REPRESENTATION of RESIDENTS should be engaged through at least 2 MEETINGS. While a specific MEETING may not have a BROAD REPRESENTATION, when each MEETING is added with others, the combination should.

MEETINGS can promote a group dynamic, with RESIDENTS building upon the ideas of one another. Engaging and interactive group discussions can lead to a more in-depth understanding of the RESIDENTS' needs. A survey may be used during the process as another way of gathering input from RESIDENTS in addition to MEETINGS. However, while a survey can be a tool, it is not by itself a MEETING where RESIDENTS have discussions.

**Outreach Methods:** Cost effective approaches and inclusive approaches to engaging RESIDENTS for OUTDOOR PROGRAM planning includes:

1. Identifying a RESIDENT that is seen as a leader who can assist with outreach and even with language translation. YOUTH may be able to assist with outreach and language translation. Or, due to COVID-19 restrictions, YOUTH can help with technology/webinar MEETINGS.
2. Using MEETING locations RESIDENTS, such as sidewalk meetings. APPLICANTS or a partnering community group can set up a banner, easels, and tables on a Saturday morning and knock door-to-door inviting residents to join neighbors and discuss OUTDOOR PROGRAM ideas.
3. Having MEETINGS where RESIDENTS will already be present. For example, facilitate MEETINGS with students in their classes, or a MEETING at a senior center or retirement community complex, or add OEP planning to the agendas of neighborhood/community-based organization meetings where RESIDENTS will be available.
4. Scheduling MEETINGS to accommodate RESIDENTS with different employment and family schedules, including weekend or evening hours.

#### **Capturing Ideas:**

- It is recognized that awareness of opportunities can be a barrier to getting fully informed ideas from RESIDENTS. To overcome this barrier, APPLICANTS or partners can consider a brainstorming approach with RESIDENTS. The APPLICANT or partner and RESIDENTS can share ideas and feedback with each other to make fully informed decisions.
- Capture ideas about ACTIVITIES IN THE COMMUNITY and logistics for planning NATURE AREA TRIPS. See Grant Selection Criteria 3-6 which can be a basis for planning topics to discuss.
- To help the RESIDENTS prioritize the selection of their preferred activities, make budget limitations and projections clear to RESIDENTS.

The MEETINGS or other planning efforts must take place before the APPLICATION is sent to OGALS. Make it clear to RESIDENTS that OEP may be highly competitive, that funding is not guaranteed, and be prepared to discuss other options for funding the activities.

### GRANT SELECTION CRITERION 3 {OUTDOOR PROGRAM ACTIVITIES} ON PAGE 18

Design the activities to strengthen the PARTICIPANTS' connection with the natural world.

- 1) EDUCATION and SELF-DISCOVERY activities with structured and unstructured time allows PARTICIPANTS to develop personal connections to nature.
- 2) Activities for population groups with unique needs and interests may be scheduled:
  - a. For example, different types of activities may serve OLDER ADULTS compared to YOUTH.
  - b. Families may go on one nature experience trip, and a youth leadership group may go on another trip.
  - c. Activities that bring different generations together are also encouraged.
- 3) Partnerships may help to provide additional experience or serve other age groups or abilities.
- 4) The majority of activities should take place outdoors; however, indoor EDUCATION classes or some indoor activities due to weather constraints are acceptable.
- 5) Transportation is an eligible cost if it meets the following purpose:
  - a. Taking PARTICIPANTS to and from the COMMUNITY HOME BASE to NATURAL AREA TRIPS.
  - b. Taking PARTICIPANTS to and from the COMMUNITY HOME BASE, their schools, and neighborhoods.
- 6) For potential ENVIRONMENTAL JUSTICE community reporting, a web-based tool will be available at [parks.ca.gov/oep](https://parks.ca.gov/oep).

**The following examples may occur during ACTIVITIES IN THE COMMUNITY or during NATURAL AREA TRIPS:**

EDUCATION topics may include but are not limited to these examples:

1. Natural resources and interpretation.
2. ENVIRONMENTAL JUSTICE data collection, analysis and reporting. For example, testing water and soil, and identifying other environmental health factors.
3. Guided nature walks.
4. Art instruction such as videography, graphic design, photography, painting and drawing  
NATURAL AREA TRIPS or ENVIRONMENTAL JUSTICE scenes.
5. Cultural heritage and historic exploration, including museums
6. Tribal land visits.
7. Building awareness of parks, recreation, and resource protection benefits.
8. Water conservation and solutions to prevent pollution.
9. Climate change and potential solutions.
10. Coastal protection.
11. Safety (CPR, wilderness first responder, first aid, etc.).
12. Camping skills.
13. Wildlife viewing, and other outdoor pursuits.
14. Wilderness survival skill building.

Recreation activities may include but are not limited to:

1. Activities in nature: Hiking, biking, horseback riding, paddling, swimming, surfing, skiing, sledding, and off-highway motorized vehicle recreation in designated areas, etc.
2. Teamwork and leadership building activities in nature.
3. Therapeutic recreation in nature to heal from the effects of PTSD, trauma, and other physical and emotional conditions.
4. Cooking and learning sound nutrition habits and food storage safety for camping trips. (Note: The purchase of food and food storage through the GRANT program is only eligible during NATURAL AREA TRIPS. (See page 38).
5. Cultural activities such as performing arts, music, dance, visual art activities, tribal gatherings, etc.
6. Other recreation-based multi-generational activities that bring together families, YOUTH, OLDER ADULTS, and other diverse populations.

Planned activities may also include service learning, career pathway, and leadership opportunities; see examples of these on page 47.

### Developing Cost Estimates for Criterion #3

Use the following guidance to respond to items i through l on page 18 and j through m on page 19.

- For equipment, supplies, activity fees and travel start the phrase with “Purchase,” “Lease,” or “Rent” and include the number to be purchased and name of the item, multiplied by the cost per item. The most economical use of state funds is required between these options to achieve the goals during the GRANT PERFORMANCE PERIOD only.
- For labor include the type of work, number of workers and titles, estimated hours per worker, multiplied by hourly salary.
- Contingency for costs can be folded into the lump sum cost estimate. Do not list “contingency” as its own separate item.

### Estimated Costs Examples:

- **Equipment, supplies, and activity fees**
  - Purchase 100 tents x \$250/tent = \$25,000 (costs such as shipping, tax, warranty, etc. should be folded into the above lump sum estimated cost.)
- **Travel**
  - Rent 3 vans x \$200/day x 4-day trip = \$2,400 (costs such as gas, parking, insurance, tolls, etc. should be folded into the above lump sum estimated cost.)
- **Labor**
  - 10 Camp Guides x 30 hours each x \$20/hour = \$6,000 (see employee services costs and ineligible costs on pages 39 to 41):

## GRANT SELECTION CRITERION 4 {SERVICE LEARNING, CAREER PATHWAY, AND LEADERSHIP OPPORTUNITIES} ON PAGE 20

This criterion encourages and is designed to give RESIDENTS, especially YOUTH or under-employed adults, opportunities that can be used for employment resumes or college admissions.

- ✓ The opportunities may also be unpaid opportunities.
- ✓ Employment of RESIDENTS through internships is only eligible if the activities are consistent with the GRANT SCOPE to achieve the goals of the OUTDOOR PROGRAM.

The series of activities offered through the OUTDOOR PROGRAM can introduce PARTICIPANTS to the fields of therapeutic recreation, services for Adverse Childhood Experiences, natural science, park or resource management, and community engagement or public service. Leadership development will cultivate diverse adaptive leaders who prioritize outdoor EDUCATIONAL and recreational experiences, healthy lifestyles, exercise, value of and participation in nature, and community development.

The opportunities may also include activities designed to influence the community's health and quality of life (environmental, recreational, EDUCATIONAL, and cultural) if consistent with the GRANT SCOPE to achieve the goals of the OUTDOOR PROGRAM.

Examples of meaningful opportunities for RESIDENTS consistent with the purpose of the GRANT SCOPE include:

1. YOUTH leadership and community organizing in outreach to RESIDENTS during community-based planning.
2. Language translators.
3. MEETINGS assistance or web-based technical assistance (IT) for RESIDENTS.
4. Internships, training positions, or paid positions for those to gain experience as nature guides, interpreters, rangers, natural scientists, physical activity coaches, therapists, trainers, etc.
5. Developing communication related to water, parks, climate, coastal protection, and other outdoor pursuits (graphic art, messaging/writing, photography, videography, painting/drawing, social media or website development, etc.).
6. Reporting on or interviewing PARTICIPANTS, including using technical skills such as videography.
7. Leadership can be developed by PARTICIPANTS sharing their skills, insight, and experiences with other RESIDENTS.
8. Community development to work across boundaries (cross-disciplinary, cultural, generational, geographic) to strengthen community connections and action. Working with people and institutions to equip them to address access related CHALLENGES and work together to solve them.

**GRANT SELECTION CRITERION 5 {PARTNERSHIPS AND CAPACITY BUILDING} ON PAGE 21**

**Time period:** To receive up to ten points, the PARTNERSHIP contributions should occur starting from July 1, 2020 onward. A PARTNERSHIP can involve a public agency, non-profit organization, or company that is assisting the APPLICANT to achieve one or more goals related to Grant Selection Criteria 2, 3, 4, and 6.

Partnership Examples

1. Assisting with outreach and MEETINGS with RESIDENTS (see Criterion 2).
2. Capacity building such as teaching the APPLICANT or another partner a service skill, cultural awareness training, administrative assistance, mentoring, etc.
3. Fiscal Sponsors can qualify as a partnership. This is when the APPLICANT/GRANTEE will serve as the fiscal sponsor of community organizations. The APPLICANT/GRANTEE will administer the GRANT funds and ensure compliance. The community organizations can conduct OUTDOOR PROGRAM activities on behalf of the GRANTEE as a PARTNERSHIP.
4. Conducting one or more activities related to Grant Selection Criteria 3, 4, and 6, such as providing EDUCATION or outdoor skills.
5. Transportation services.
6. A group that specializes in serving a specific age or cultural group, foster youth, or language translation/interpretation.
7. Contributing volunteer services.
8. Contributing materials, equipment, supplies, etc.
9. Contributing cash donations, or providing a grant.

**There is no point advantage for greater amounts of COMMITTED FUNDS. Cash contributions are not required to receive the maximum 10 points.**

Partnership with a HEALTH ORGANIZATION

AB 209 includes the following priority: *“Contribute to healthy lifestyles, sound nutritional habits, and improved outdoor educational and recreational experiences.”*

Forming a partnership with a HEALTH ORGANIZATION is encouraged, but not required for the response to this criterion.

“HEALTH ORGANIZATION” is broadly defined to mean a government, foundation or community-based organization, or private entity with a primary mission of supporting clean air, water, and land, physical activity, therapeutic recreation, active transportation, nutrition, social and mental wellness, or ENVIRONMENTAL JUSTICE.

To form new partnerships with the HEALTH sector, APPLICANTS may want to consider local health departments, health insurance companies or local hospitals and clinics, NON-PROFIT health advocates or community-based organizations, and even statewide or national health foundations.

California’s 2021-2026 Statewide Comprehensive Outdoor Recreation Plan (SCORP) recognizes shared goals between park agencies and HEALTH ORGANIZATIONS. Visit [ParksforCalifornia.org](https://ParksforCalifornia.org) to read the SCORP and learn more.

## **GRANT SELECTION CRITERION 6 {MENTORING YOUTH LEADERS AFTER THE GRANT PERFORMANCE PERIOD} ON PAGE 22**

This criterion encourages, but does not require, APPLICANTS to develop a plan to mentor YOUTH for civic engagement, leadership roles, and career pathways after the GRANT PERFORMANCE PERIOD.

For example, an annual community needs assessment about ENVIRONMENTAL JUSTICE may be conducted and reported by YOUTH.

- A web-based tool that allows for community reporting will be available at [parks.ca.gov/oep](https://parks.ca.gov/oep).

APPLICANTS have an option to describe why it will not be possible to mentor YOUTH after the GRANT PERFORMANCE PERIOD by answering part B instead of part A.

### **GRANT SELECTION CRITERIA REQUIREMENTS**

If the GRANT is awarded, responses to the Criteria listed below will be included in a Status Report sent to GRANTEES every six months until final grant payment.

The Status Report will serve as a reminder of what the APPLICANT committed to during the competitive process. It will list responses to the following Grant Selection Criteria:

- Criterion 2 (use of RESIDENTS' ideas)
- Criterion 3 (activity plan)
- Criterion 4 (service learning, career pathway, leadership opportunities)
- Criterion 5 (partnerships and capacity building)
- Criterion 6 (engagement with YOUTH leaders after the GRANT PERFORMANCE PERIOD)



### DEFINITIONS FOR ALL WORDS AND TERMS IN SMALL CAPS

**ACTIVITY IN THE COMMUNITY** – outdoor or indoor EDUCATION components designed to teach PARTICIPANTS about the community’s environment, and the community’s link to clean air, water, and land, that achieves one or more of the following goals:

1. ENVIRONMENTAL JUSTICE analysis and reporting that may involve YOUTH leadership development in the community.
2. Solution-based learning about the community’s connection to climate change and other environmental issues such as stormwater runoff, air quality, brownfields, land-use planning, urban heat island effect, groundwater supply, energy and water efficiency.
3. Discovering nature in action in the community through educational walks looking for flora (trees/plants) and fauna (animals/insects), and visits to local resources such as a community park, creek, zoo, science or nature center etc.
4. Curriculum based activities at the COMMUNITY HOME BASE. (See definition of EDUCATION)
5. Preparing participants for NATURAL AREA TRIPS.

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

**APPLICATION** – the required attachments listed in the Application Checklist on page 10.

**APPROPRIATION DATE** – begins on July 1<sup>st</sup> of the State fiscal year when OEP funds are authorized by the legislature.

**AUTHORIZED REPRESENTATIVE** – the position appointed by the APPLICANT’S governing body to sign all required GRANT documents. The AUTHORIZED REPRESENTATIVE can designate an alternate by informing OGALS in writing.

**BROAD REPRESENTATION** – RESIDENTS who may have different recreational, physical activity, and career pathway education needs, including YOUTH, families, OLDER ADULTS, people with disabilities, single adults, etc.

**CAPITAL PROJECT** – land acquisition, land construction, or acquisition of vehicles. Capital projects as defined for purpose of this grant program are not eligible.

**CHALLENGES** – conditions present within a half mile of the COMMUNITY HOME BASE affecting the HEALTH and quality of life for RESIDENTS. Examples include: a lack of safe or affordable recreational opportunities, under-performing schools, low household incomes, high crime rates, blighted land, brownfield land, residential overcrowding, lack of transportation, barriers such as freeways and rivers disconnecting neighborhoods, or physical challenges which make it difficult to access remote destinations.

**COMMITTED FUNDS** – the APPLICANT has secured all additional funds needed to complete the proposed OUTDOOR PROGRAMS. Secured funds are cash in hand or having a contract or other binding agreement with another entity(s) obligating the additional funds. Future fundraising plans are not COMMITTED FUNDS.

**COMMUNITY HOME BASE** – a central gathering place for RESIDENTS of an underserved community where the *majority of targeted* PARTICIPANTS live. For example, a school, recreation center, community meeting space, or local park may serve as the central gathering place in the underserved community. See pages 5 to 6 and Project Selection Criterion 1.

## DEFINITIONS FOR ALL WORDS OR TERMS IN SMALL CAPS

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

**EDUCATION(AL)** – integrating one or more of the following learning opportunities during the OUTDOOR PROGRAM.

1. Instruction in arts, science, technology, engineering, and mathematics that connects the nature experiences, or environmental stewardship.

**or**

2. Foster stewardship of the environment using curriculum pursuant to Public Resources Code, Division 34, Part 4: Statewide Environmental Education (Sections 71300-71305).

**or**

3. Curriculum that is aligned to the content standards for California public schools adopted by the State Board of Education, including, but not limited to, the Next Generation Science standards, or the California History-Social Science Standards.
4. Additional Learning Opportunities may also include the following, however either 1, 2, or 3 above must be accomplished.
  - Coordinate instructional resources and strategies for providing active pupil participation with onsite conservation efforts.
  - Promote service-learning opportunities between schools and local communities.
  - Assess the impact to participating pupils of the unified education strategy on pupil achievement and resource conservation.
  - Healthy lifestyles and sound nutritional habits.
  - Community outreach methods and civic engagement related to ENVIRONMENTAL JUSTICE.
  - Career pathway mentoring related to natural resource agencies, environmental protection agencies, park operations, and therapeutic recreation.

**ELIGIBLE COSTS** – expenses during the GRANT PERFORMANCE PERIOD to complete the GRANT SCOPE approved by OGALS through a fully executed CONTRACT. Also see the definition of PRE-AWARD PLANNING COSTS and POST-AWARD ACTIVITY COSTS.

**ENVIRONMENTAL JUSTICE** – As defined by the United States Environmental Protection Agency: “Environmental justice is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income, with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. This goal will be achieved when everyone enjoys:

- the same degree of protection from environmental and health hazards, and
- equal access to the decision-making process to have a healthy environment in which to live, learn, and work.”
- *For purpose of this program, Environmental Justice also means planning and community engagement for parks, greenspaces, tree canopy, active transportation, healthy food sources, and other improvements to the community’s environment.*



## DEFINITIONS FOR ALL WORDS AND TERMS IN SMALL CAPS

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

**GRANTEE** – an entity having a CONTRACT with DPR for a GRANT funded by this program.

**GRANT ADMINISTRATION GUIDE** – the document titled the “GRANT ADMINISTRATION GUIDE for the Outdoor Equity Program” that explains GRANT procedures and requirements.

**GRANT PERFORMANCE PERIOD** – the period of time, starting with the APPROPRIATION DATE, when ELIGIBLE COSTS may be incurred by the GRANTEE and charged to the GRANT. Dates for each round will be posted at [parks.ca.gov/oep](https://parks.ca.gov/oep).

**GRANT SCOPE** – the OUTDOOR PROGRAM deliverables listed in the GRANT SCOPE/Cost Estimate Forms that must be completed prior to final GRANT payment. Also see the definitions of TOTAL PROGRAM COST.

**HEALTH** – a state of physical, mental and social well-being and not merely the absence of disease.

**HEALTH ORGANIZATION** – a government, foundation or community-based organization, or private entity with a primary mission of supporting clean air, water, and land, physical activity, therapeutic recreation, active transportation, social and mental wellness, nutrition, and ENVIRONMENTAL JUSTICE.

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

**MEETING** – RESIDENTS worked together with the APPLICANT or with the APPLICANT’S partnering community-based organization(s) to plan the OUTDOOR PROGRAM.

The type of MEETING can be creative, cost effective, and non-traditional. Formal public hearings are not required.

**NATURAL AREA TRIP** – a location at least five miles from the COMMUNITY HOME BASE that is challenging to access by RESIDENTS such as beaches, rivers, lakes, forests, mountains, deserts, tribal land, and state and national parks within California.

**NON-PROFIT** – any non-profit entity qualified to do business in California under Section 501(c)(3) of Title 26 of the United States Code.

**OLDER ADULTS:** a person who is 60 years of age or older, as defined in the California Code of Regulations §7135.

**OUTDOOR PROGRAM**— a series of activities (sub-programs) proposed through one APPLICATION that promote EDUCATION, physical activities, leadership, and career pathways that strengthen PARTICIPANTS' connection with the natural world. These include ACTIVITIES IN THE COMMUNITY and transporting RESIDENTS to NATURAL AREA TRIPS from the COMMUNITY HOME BASE. These do not involve actual construction projects of buildings or land infrastructure.

- SELF-DISCOVERY activities that empower PARTICIPANTS to develop a sense of connection with nature, which may include unstructured time spent in the NATURAL AREA TRIP.
- Activities that contribute to healthy lifestyles, sound nutritional habits, and improved outdoor EDUCATIONAL and recreational experiences.
- Integrating instruction in science, technology, engineering, arts, and mathematics that connects to the nature experiences stewardship.
- Activities that foster stewardship of the environment using curriculum pursuant to:
  - Coordinate instructional resources and strategies for providing active pupil participation with onsite conservation efforts.
  - Promote service-learning opportunities between schools and local communities.
  - Assess the impact to participating pupils of the unified EDUCATION strategy on pupil achievement and resource conservation.
- Curriculum that is aligned to the content standards for California public schools adopted by the State Board of Education, including, but not limited to, the Next Generation Science standards, or the California History-Social Science standards.
- Service learning and community outreach activities related to strengthening the connection to the natural world.
- Therapeutic recreation using nature to help people heal.

**PARTICIPANTS** — RESIDENTS who will join the OUTDOOR PROGRAM if the GRANT is awarded. People living outside the COMMUNITY HOME BASE half-mile radius may also be included.

For reporting purpose and to develop cost estimates, an individual may be counted multiple times if the individual engages in multiple ACTIVITIES IN THE COMMUNITY and NATURAL AREA TRIPS. For example, if an individual will participate in five REOCCURRING NATURAL AREA TRIPS, the individual would be counted as five participants for cost and reporting purposes.

**PARTNERSHIP** — a public agency, non-profit organization, company, community organization, or other entity, that is assisting the APPLICANT to achieve one or more goals related to Grant Selection Criteria 2-6.

**POST-AWARD ACTIVITY COSTS** — program operation costs such as admission fees, travel, equipment, supplies, and staffing for ACTIVITIES IN THE COMMUNITY and NATURAL AREA TRIPS during the GRANT PERFORMANCE PERIOD.

The start date for these costs will be based on both:

- The start date provided in a GRANT agreement approved by OGALS.
- The date when a GRANTEE provides evidence of insurance approved by OGALS. See the Grant Administration Guide for insurance policy requirements.

## DEFINITIONS FOR ALL WORDS AND TERMS IN SMALL CAPS

**PRE-AWARD PLANNING COSTS** – costs associated with planning the OUTDOOR PROGRAM during the GRANT PERFORMANCE PERIOD only. Planning costs dating back to the APPROPRIATION DATE are eligible for a reimbursement of up to 5% of the GRANT amount if the APPLICATION is selected for funding. This is for planning-costs only. Planning includes an exchange of ideas and insight between the APPLICANT, PARTNERS, and RESIDENTS to help define the vision and logistics for the OUTDOOR PROGRAM. Planning topics should include goals and logistics for Grant Selection Criteria 3-6. Please see Grant Selection Criteria #2 on page 16 and technical assistance on page 44 for more information about planning the proposed OUTDOOR PROGRAM.

**REOCCURRING ACTIVITY IN THE COMMUNITY** - achieving a goal below through a series of events that will occur multiple times at the same location during the GRANT PERFORMANCE PERIOD. EDUCATION objectives and other learning experiences may be adjusted for each repeat ACTIVITY IN THE COMMUNITY.

1. ENVIRONMENTAL JUSTICE analysis and reporting which may involve YOUTH leadership development in the community.
2. Solution-based learning about the community's connection to climate change and other environmental issues such as stormwater runoff, air quality, brownfields, land-use planning, urban heat island effect, groundwater supply, energy and water efficiency.
3. Discovering nature in action in the community through educational walks looking for flora (trees/plants) and fauna (animals/insects), and visits to local resources such as a community park, creek, water treatment facility, zoo, science or nature center etc.
4. Curriculum based activities at the COMMUNITY HOME BASE. (See definition of EDUCATION)
5. Preparing participants for NATURAL AREA TRIPS.

**REOCCURRING NATURAL AREA TRIP** – Repeat trips to the same state or national park or other location outside of the community during the GRANT PERFORMANCE PERIOD.

**RESIDENTS** – the population *living primarily within* a half-mile of the COMMUNITY HOME BASE including YOUTH, families, and adults of all ages. This includes but is not limited to migrant working families, foster youth, and families who are homeless. It is recognized that *some PARTICIPANTS may also commute from more distant neighborhoods or rural towns*.

**SELF-DISCOVERY** – time provided for PARTICIPANTS in a NATURAL AREA TRIP to explore or play and form a personal connection with nature.

**TOTAL PROGRAM COST** – the combined dollar amount of all funding sources to cover costs listed in the GRANT SCOPE/Cost Estimate Forms to achieve the OUTDOOR PROGRAM during the GRANT PERFORMANCE PERIOD.

**YOUTH** – an emphasis on K-12 students who are eligible for Free/Reduced priced meals, and pupils with limited English proficiency (English Learners) as defined in Education Code Section 42238.01. This also includes but is not limited to children of migrant working families, foster youth, and children who are homeless.

**PROGRAM WEBSITES:** [parks.ca.gov/oep](https://parks.ca.gov/oep) | [parksforcalifornia.org/outdoorequity](https://parksforcalifornia.org/outdoorequity)