Proposition 68 Per Capita Program
Office of Grants and Local Services (OGALS)

Frequently Asked Questions

<u>Grant Contracts and Projects</u>

1. How does an agency receive a Per Capita grant contract?

Agencies must first attend a mandatory workshop. Second, each agency must submit one or more complete project applications that equal the amount of its allocation. Then a grant contract will be executed.

2. How does an agency submit a project application?

The Per Capita Procedural Guide provides information about the documentation needed as part of an application. OGALS will also be conducting technical assistance workshops to review the Procedural Guide.

3. What is the deadline for submitting a project application?

December 31, 2021. Agencies are encouraged to submit application packages digitally. The package must include all items listed on page 11 of the Procedural Guide prior to submitting to OGALS.

<u>Projects</u>

1. What type of projects are eligible?

Projects must be for capital outlay; that is, acquisition of land, or improvements to existing property beyond its original condition. Operation, maintenance, repairs are not eligible.

2. Can Per Capita grantees use Per Capita funds to pay for staff costs?

Staff time for working on grant administration, such as preparing payment requests is eligible, as is actual work done on the project. Staff time must be documented actual time, not estimates of time; benefit costs can be included in employee costs, but overhead costs, such as rent and utilities, cannot be charged to the grant.

<u>Small Jurisdictions in Heavily Urbanized Counties</u>

1. What is this Program?

Proposition 68 made $10,375,000 available to cities and local districts with populations less than 200,000 in counties with populations greater than 500,000. These funds were allocated to eligible entities on a per person basis.

2. How will those funds be made available?

Grantees will receive separate contracts for these allocations; grantees receiving an allocation from this program and the regular Per Capita program, may combine the allocations and use them for a single project.

Match

1. Is there a required match for Per Capita grants?

There is a 20% match for projects that do not serve a severely disadvantaged community; projects are considered to be serving a severely disadvantaged community if there is such a community within one-half mile of the project site. See the Per Capita Fact Finder at https://www.parksforcalifornia.org/percapita for more information.

2. How do I calculate match?

Divide the Per Capita funds to be used on the project by 4. For a project using the entire allocation of $177,952, the match will be $44,488.

Total Project Cost	$222,440
Minus Local Match (20%)	(44,488)
Grant Amount	$177,952

3. Can the required match be waived?

No. The match is required by Prop 68; OGALS does not have authority to waive the match.

4. What if an agency cannot afford the required match?

If an agency cannot afford to provide the complete match, it can consider creating a smaller project for which it can afford the match. An agency may also consider transferring all or part of its allocation to another eligible entity. For more information about the transfer process, see page 54 of the Per Capita Procedural Guide.

Program Implementation

1. Proposition 68 stated that the minimum allocation was $200,000 for Cities and Local Districts; why are these entities receiving a smaller allocation?

Proposition 68 provided $111 million for City and Local District Per Capita; with 635 eligible entities, that provides $174,803 per recipient. The Governor's budget proposes to redirect $2 million to supplement the amount available for City and Local District allocations. If approved, each of these allocations will be increased to $177,952.

2. Now that allocations have been released, what do agencies need to do to receive these funds?

Agencies must attend a mandatory workshop and submit a complete application package to OGALS. Then a contract will be executed. At that point, agencies can begin to submit reimbursement payment requests for their projects.