



# Per Capita Grant Administration 101

## Proposition 68

(California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018)

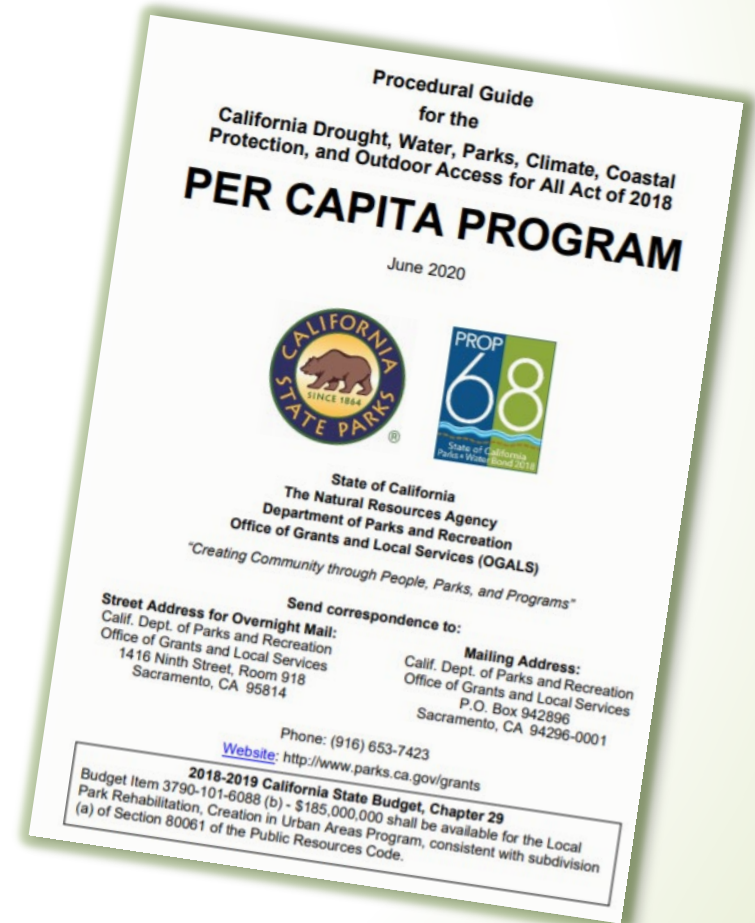


**Welcome**  
from the  
**Office of Grants and Local Services**  
**(OGALS)**  
part of the  
**Community Engagement Division (CED)**  
**California State Parks**



# Resources

- **Webpage** – [www.parks.ca.gov/percapita](http://www.parks.ca.gov/percapita)
  - Procedure Guide
  - Allocation Tables
  - Frequently Asked Questions
  - Forms
  
- **Project Officer**
  - Phone number
  - E-mail address





# OGALS Vision



## To Be:

- ▶ A leader among park and recreation professionals.
- ▶ Proactive in anticipating public park and recreation needs and how new legislation and grant programs could best meet these needs.
- ▶ Honest, knowledgeable and experienced grant administration facilitators.
- ▶ Sensitive to local concerns while mindful of prevailing laws, rules and regulations.
- ▶ Perceptive to opportunities for partnerships, growth and renewal where few existed before.
- ▶ Committed to providing quality customer service in every interaction and transaction.
- ▶ Responsive to the needs of applicants, grantees, nonprofit organizations, local governments, legislative members, and department employees.



# Guide Overview

- Program Description
- Grant Process Overview
- Application Packet
- Special Requirements
- Grant Payments
- Per Capita Contract
- Accounting and Audits



# Per Capita Program Summary

## ➤ Background

- Statute (PRC §80000 [see page 51])
- OGALS may waive requirements not mandated by statute, talk to your Project Officer if you are having any issues
- Two programs: General Per Capita and Local non-urban agencies in urban counties

## ➤ Allocations

- Available on OGALS Per Capita webpage



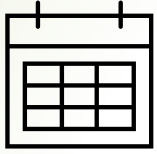


# What if my agency is receiving General Per Capita and Urban County Per Capita funds?

- Grantees may submit one application package combining both allocations.
- Grantees will have two contracts and two project numbers, with the same scope on both projects.
- Payments will first be drawn from the Urban County allocation, then the general allocation.
- Both projects will remain open until the project is complete.







# Per Capita Timeline

- Attend mandatory workshop
- Pass Resolution
- Identify project(s)
- Submit application package by December 2021
- Execute contract by June 2022
- Project completion by December 2023
- Submit completion package by March 2024





# Project Requirements

- Must be Capital outlay for recreational purposes
- Acquisition or Development
- Each project requires a separate application packet
- A project can only have **one** location
- Grantees are encouraged to partner with other grantees on projects
- PROJECTS not serving a “severely disadvantaged community” (median household income less than 60% of the statewide average) require a 20% match





# No Supplanting

- ▶ Per Capita funds **must supplement** existing expenditures, rather than replace them
  - ▶ For example, a GRANTEE has a budget for recreational capital expenditures of \$500,000 per year and is receiving a \$400,000 allocation under the Per Capita program. *The budget cannot be **reduced** to \$100,000, with the Per Capita funds making up the difference.*
  - ▶ Similarly, if a PROJECT has been approved by the governing body, and a funding source has been identified, Per Capita funds cannot be swapped in as a new funding source *unless the prior funding source is applied to other identified recreational capital projects.*
- ▶ Keep all documents indicating intent to use Per Capita grant funds for PROJECTS.



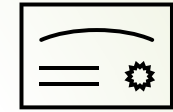
# Grant Process Overview

1. Mandatory Grant Administration Workshops held statewide.
2. GRANTEE passes a resolution.
3. GRANTEE submits APPLICATION PACKET(s).
4. OGALS sends a contract to the GRANTEE once OGALS has approved APPLICATION PACKET(S) equaling the total contract amount.
  - ▶ The GRANTEE returns the contract, signed by the AUTHORIZED REPRESENTATIVE, to OGALS.
  - ▶ OGALS returns a copy of the fully executed contract to the GRANTEE.
5. GRANTEE requests reimbursement payments for eligible costs. When the project is complete, the GRANTEE sends PROJECT COMPLETION PACKET(s).
  - ▶ OGALS reviews completion documents and conducts a final site inspection prior to processing the final payment request.
6. In preparation for an audit, the GRANTEE must retain all PROJECT records for five years following issuance of the final GRANT payment.





# Authorizing Resolution



- ▶ GRANTEE passes *one* resolution approving the filing of *all* APPLICATION PACKETS associated with the contract and forwards a copy to OGALS.
- ▶ The Authorizing Resolution on page 8 in the procedural guide may be reformatted; however, the *language provided in the resolution must remain unchanged*. The Authorizing Resolution serves two purposes:
  - ▶ It is the means by which the GRANTEE'S **Governing Body agrees to the terms of the contract**; confirming the GRANTEE has the funding to complete, operate and maintain the PROJECTS.
  - ▶ **Designates a position title to represent the Governing Body** on all matters regarding PROJECTS associated with the contract. This will be the AUTHORIZED REPRESENTATIVE.
- ▶ Complete the highlighted areas of the Authorizing Resolution.
- ▶ The AUTHORIZED REPRESENTATIVE can delegate signatory authority to other position titles either in entirety or for particular documents. This may be included in item 11 of the resolution, or the AUTHORIZED REPRESENTATIVE may submit a letter (on letterhead) or email to OGALS delegating authority.



# Application Packet



- ▶ GRANTEE may submit multiple APPLICATION PACKETS.
- ▶ Separate APPLICATION PACKETS are required for each PROJECT site and/or PROJECT type.
- ▶ Do not submit the APPLICATION PACKET until your agency has all the items required.
- ▶ Submitted documents need not contain original signatures; but the GRANTEE must keep any original signed documents.
- ▶ GRANTEES are encouraged to submit documents digitally, as .pdf files. E-mail each checklist item to the PROJECT OFFICER as a separate digital file, labeled using the digital file names indicated on the application checklist.
- ▶ If submitting hard copies, number all pages of the APPLICATION PACKET.
- ▶ Costs incurred prior to finalizing the contract are at the GRANTEE'S own risk.



- Submit all applicable items in the application packet.
- Do not submit until you have all checklist items ready to go.
- The GHG Emissions Reduction Worksheet is submitted at completion.
- Be sure the authorized representative has signed all required items.
- Digital submission of items is preferred.



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DEPARTMENT OF PARKS AND RECREATION

### Application Packet Checklist

GRANTEES must complete the checklist below and submit it with the APPLICATION PACKET. An APPLICATION PACKET is not complete unless all items on the checklist are submitted. Each PROJECT requires its own APPLICATION PACKET.

Check if included	Check if not applicable	Application Item	Procedural Guide Page #	Check when signed by AUTHORIZED REPRESENTATIVE	Application Packet Page #
<input type="checkbox"/>		Application Packet Checklist Digital file name: checklist.pdf	Pg. 11		Pg. ____
<input type="checkbox"/>		Application Digital file name: application.pdf	Pg. 12	<input type="checkbox"/>	Pg. ____
<input type="checkbox"/>	<input type="checkbox"/>	Development Project Scope/Cost Estimate, or Digital file name: devscope.pdf	Pg. 19	<input type="checkbox"/>	Pg. ____
<input type="checkbox"/>	<input type="checkbox"/>	Acquisition Requirements Digital file names: acqscope.pdf & acqdocs.pdf	Pg. 14	<input type="checkbox"/>	Pg. ____
<input type="checkbox"/>		Funding Sources Form Digital file name: fundingsources.pdf	Pg. 20	<input type="checkbox"/>	Pg. ____
<input type="checkbox"/>		Per Capita Match Calculator Digital file name: match.pdf	Pg. 13	<input type="checkbox"/>	Pg. ____
<input type="checkbox"/>	<input type="checkbox"/>	CEQA Compliance Certification Digital file name: ceqa.pdf	Pg. 21	<input type="checkbox"/>	Pg. ____
<input type="checkbox"/>	<input type="checkbox"/>	Land Tenure documentation Digital file names: ownership.pdf or nonownership.pdf	Pg. 21		Pg. ____
<input type="checkbox"/>	<input type="checkbox"/>	Sub-Leases or Agreements Digital file name: otheragreements.pdf	Pg. 24		Pg. ____
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan Digital file name: siteplan.pdf	Pg. 24		Pg. ____
	<input type="checkbox"/>	GHG Emissions Reduction Worksheet (at completion) Digital file name: emissions.pdf	Pg. 24		Pg. ____
<input type="checkbox"/>		Photos Digital file name: photos.pdf	Pg. 24		Pg. ____



### Requested Grant Amount

- ✓ Enter amount of grant funds being used on the project.
- ✓ Agencies receiving Urban Counties allocation can combine those funds with their regular Per Capita allocation in one application package.

### Match Amount

- ✓ If match is required, multiply requested grant amount by 25% and enter that amount here.

### Project Site Name and Address

- Only one site per application.



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### Per Capita Project Application Form

PROJECT NAME	REQUESTED GRANT AMOUNT \$
PROJECT SITE NAME and PHYSICAL ADDRESS where PROJECT is located including zip code (substitute latitude and longitude where no street address is available)	MATCH AMOUNT (if project is not serving a severely disadvantaged community) \$
	LAND TENURE ( <input checked="" type="checkbox"/> all that apply) <input type="checkbox"/> Owned in fee simple by GRANTEE <input type="checkbox"/> Available (or will be available) under a ( ) year lease or easement
NEAREST CROSS STREET	
Project Type (Check one) Acquisition <input type="checkbox"/> Development <input type="checkbox"/>	
COUNTY OF PROJECT LOCATION	
GRANTEE NAME AND MAILING ADDRESS	
AUTHORIZED REPRESENTATIVE AS SHOWN IN RESOLUTION	
Name (typed or printed) and Title	Email address Phone
GRANT CONTACT-For administration of grant (if different from AUTHORIZED REPRESENTATIVE)	
Name (typed or printed) and Title	Email address Phone
GRANT SCOPE: I represent and warrant that this APPLICATION PACKET describes the intended use of the requested GRANT to complete the items listed in the attached Development PROJECT Scope/Cost Estimate Form or acquisition documentation. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this APPLICATION PACKET, including required attachments, is accurate.	
Signature of AUTHORIZED REPRESENTATIVE as shown in Resolution	Date
Print Name:	
Title:	


# Per Capita Match

- ▶ Projects not serving severely disadvantaged communities (median household income less than 60% of the statewide average) must include 20% match.
- ▶ Determine if match is required using the Per Capita match calculator at <https://www.parksforcalifornia.org/percapita>
- ▶ Costs incurred to provide match must be eligible costs. State funds are not allowed as match.
- ▶ Eligible match sources are:
  - ▶ Federal funds
  - ▶ Local funds
  - ▶ Private funds
  - ▶ IN-HOUSE EMPLOYEE SERVICES
  - ▶ Volunteer labor
    - must maintain time and attendance records showing actual hours worked (see <https://independentsector.org> for volunteer hourly wage value)



# Webpage for Per Capita Match calculator:

← → ↻ 🏠 🔒 <https://www.parksforcalifornia.org/percapita> ☆ ☆ 🗑️ 👤

 **Parks for All Californians** [back to parks.ca.gov](#)  
California's Health in Parks Partnership

🏠 **PARK ACCESS** ABOUT ▾ **TOOLKIT FOR PARTNERS** **FEEDBACK** **PARTNER APPRECIATION** ▾ **ACTION**

**GIS > Per Capita Match Calculator** [FEEDBACK](#) [GET NEWS](#)

Do you need a match for your Per Capita grant project? Enter the location below and click Go! Your location must be within the boundaries of an existing or proposed park.

[GET GIS DATA](#)

**Find Your Community:**

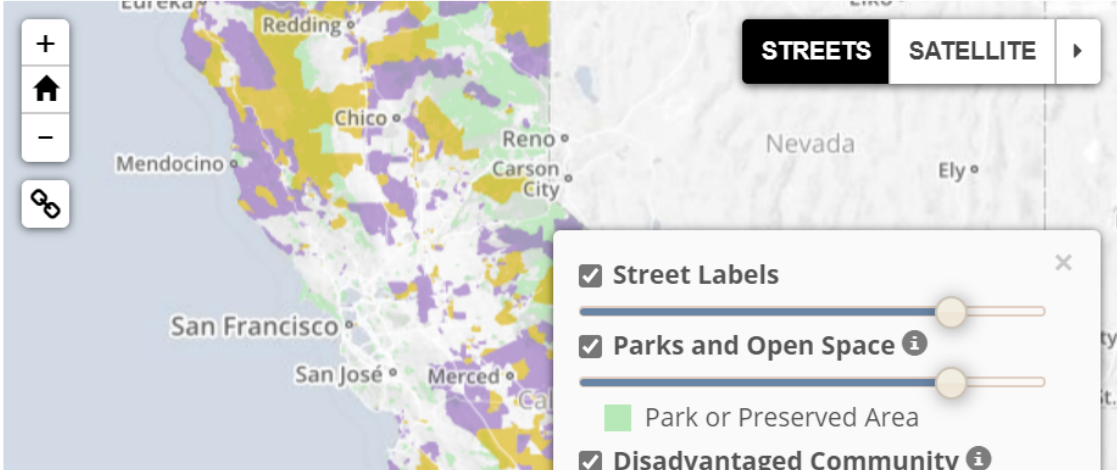
📌 Click the pin, then click a location on the map. The pin must be dropped within the boundaries of an existing or proposed park.

**OR** enter an address below and click **Go!**

Enter an address, city ('city, CA') or latitude,longitude **Go!**

Select your agency type to select the reporting radius

Other Agency ▾

 **STREETS** **SATELLITE** ▶

**Street Labels**

**Parks and Open Space** ⓘ

Park or Preserved Area

**Disadvantaged Community** ⓘ





# How to Use:

Drop the pin anywhere within the project site.

Select your agency type

If the circle includes SDAC, no match is required.

Then click the "GET REPORT" button

## Find Your Community:



Click the pin, then click a location on the map.

OR enter an address below and click **Go!**

Enter an address, city ('city, CA') or latitude,longitude

Go!

Select your agency type to select the reporting radius

Other Agency

GET REPORT

## Results for Sacramento (County: Sacramento)

Latitude, longitude 38.5711527, -121.4890051

Median Household Income \$45,791

The project serves a severely disadvantaged community. Match is NOT required.

GET GIS DATA



This is what the report looks like:

Include a copy of it with your application package

## California State Parks Per Capita Match Calculator

Project ID: 10733  
Coordinates: 38.5733, -121.4971  
Date: 07/15/2020

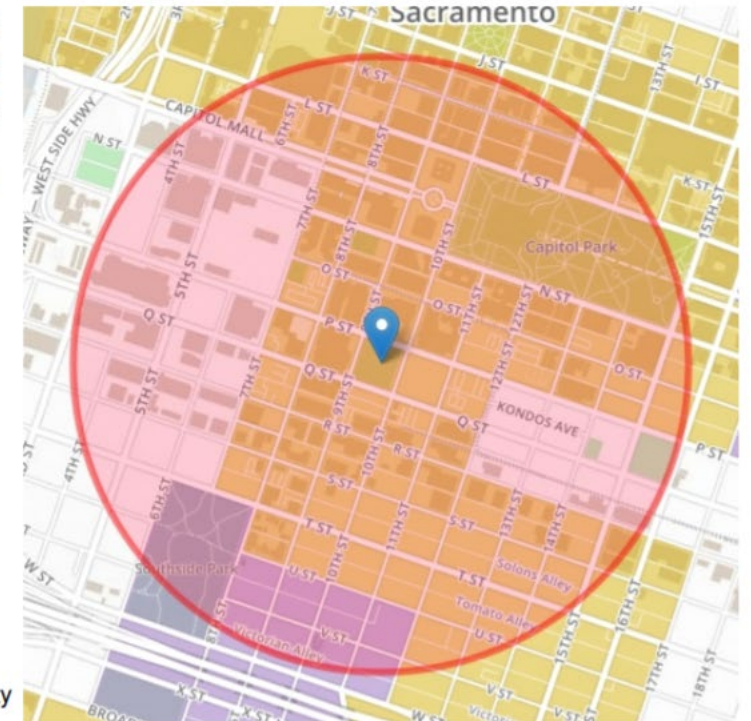
This is the Per Capita Match Report for the site you have selected. Please review to confirm that the pin lies within the boundaries of an existing or proposed park, and submit to OGALS with your Project Application.

### PROJECT AREA STATISTICS

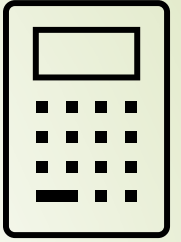
County: Sacramento  
Median Household Income: \$45,313  
Agency Type: Other Agency

**The project serves a severely disadvantaged community.  
Match is NOT required.**

### PROJECT AREA MAP







# Calculating Match

- ▶ The 20% match calculation is based on the PROJECT amount.

- ▶ Determining the required match amount:

PROJECT amount: \$125,000

20% match: (\$25,000)

GRANT amount: \$100,000

PROJECT amount: \$222,440

20% match: (\$44,488)

GRANT amount: \$177,952

- ▶ Submitting costs for reimbursement:

GRANT amount: \$100,000

25% in additional costs: \$25,000

PROJECT amount: \$125,000

GRANT amount: \$177,952

25% in additional costs: \$44,488

PROJECT amount: \$222,440



# Acquisition Project Rules



- Purchase price cannot exceed the appraised value.
- Land cannot be acquired through eminent domain.
- Acquisition costs outside actual cost of property must be less than 25% of the PROJECT costs.
- A deed restriction must be recorded on the property.
- Land must be open for public recreation within three years.
- GRANTEE must provide Title Insurance.
- PROJECTS must be consistent with the park and recreation element of the [city/county/district's] general or recreation plan.





# Acquisition Project Documentation

- ▶ A document signed by the AUTHORIZED REPRESENTATIVE with:
  - ▶ A brief description of the project
  - ▶ Estimated total costs for land and relocation
  - ▶ Estimated total costs other than the purchase price and relocation costs
- ▶ An appraisal for all parcels conducted within the last twelve months.
- ▶ A letter from an independent appraiser stating the appraisal was reviewed and was completed using acceptable methods.
- ▶ County Assessor's parcel map, with parcel number(s) and parcel(s) to be acquired.
- ▶ Estimated value of each parcel to be acquired with a description of how that value was determined.
- ▶ Acreage of each parcel to be acquired.
- ▶ A description of any encumbrances that will remain on the property.
- ▶ A description of the intended recreational use of the land with the estimated date the site will be open for public recreation.
- ▶ *For easement acquisitions*, also provide a copy of the proposed easement guaranteeing the authority to use the property as described in the application.
- ▶ *For relocation costs*, also provide a letter signed by the AUTHORIZED REPRESENTATIVE, listing the relocation costs for each displaced tenant, certifying that the relocation amount does not exceed the maximum allowed.



# Acquisition Costs

## Eligible Acquisition Costs

- IN-HOUSE EMPLOYEE SERVICES
- GRANT/PROJECT administration and accounting
- Public meetings/focus groups/design workshop
- Appraisals, escrow fees, surveying, other costs associated with acquisition
- Cost of land

## Ineligible Acquisition Costs

- Costs to fulfill any mitigation requirements imposed by law
- Acquisitions where purchase price is greater than appraised value
- Costs for land acquired through eminent domain or condemnation
- Costs incurred outside the GRANT performance period
- Development costs



# Development Project Rules

- PROJECTS must be consistent with the park and recreation element of the GRANTEE'S general or recreation plan.
- Contracted work must comply with the provisions of §1771.5 of the State Labor Code, prevailing wage law.
- GRANTEE must have adequate liability insurance, performance bond, or other security necessary to protect the State and GRANTEE'S interest against poor workmanship, fraud, or other potential loss associated with the completion of the PROJECT.
- PRE-CONSTRUCTION COSTS may not exceed 25% of the PROJECT amount.
- The primary purpose of any building constructed or improved must be public recreation.
- PROJECTS must be accessible, including an accessible path of travel to the PROJECT.



# Eligible Development Costs

## Pre-Construction – up to 25% of project costs

- ▶ Public meetings, focus groups, design workshops
- ▶ Plans, specifications, construction documents, and cost estimates
- ▶ Permits
- ▶ CEQA
- ▶ Bid preparation and packages
- ▶ IN-HOUSE EMPLOYEE SERVICES prior to groundbreaking
- ▶ GRANT/PROJECT administration and accounting prior to groundbreaking

## Construction

- ▶ Necessary labor and construction activities to complete the PROJECT
- ▶ Construction equipment
- ▶ Bond sign and other signage
- ▶ Premiums on hazard and liability insurance
- ▶ Site preparation
- ▶ Purchase and installation of equipment
- ▶ Construction management
- ▶ Miscellaneous
- ▶ IN-HOUSE EMPLOYEE SERVICES after groundbreaking
- ▶ GRANT/PROJECT administration and accounting after groundbreaking





# Ineligible Development Costs

- ▶ PRE-CONSTRUCTION COSTS that exceed 25% of the PROJECT costs
- ▶ Development to fulfill any mitigation requirements imposed by law
- ▶ All non-capital costs, including interpretive and recreational programming, software and software development
- ▶ Construction or improvements to facilities that are not primarily designated for recreational purposes, such as park district offices
- ▶ Construction outside the boundaries of the recreation facility
- ▶ Furniture or equipment not site specific and not necessary for the core function of a new facility (non-capital outlay)
- ▶ Costs incurred before or after the GRANT PERFORMANCE PERIOD
- ▶ Indirect costs – overhead business expenses of the GRANTEE'S fixed or ordinary operating costs (rent, mortgage payments, property taxes, utilities, etc.)
- ▶ Food and beverages
- ▶ Out-of-state travel
- ▶ Fundraising and grant writing
- ▶ Repairs – activities performed to a section of a structure that are intended to allow the continued use.
- ▶ Maintenance – activities intended to be performed on a regular basis to maintain the expected useful life of a structure.



# Distinguishing capital outlay (eligible) from repair and maintenance (not eligible):

► **Capital outlay** – building something new, or for existing structures, activities intended to boost the condition beyond its original or current state.

► **Repairs** – activities performed to a section of a structure that are intended to allow the continued use.

► **Maintenance** – activities intended to be performed on a regular basis to maintain the expected useful life of a structure.



## Examples:

**Roof** – replacing broken shingles is maintenance; fixing a hole is repair; replacing the roof is capital outlay.

**Playground** – adding additional fall material is maintenance; fixing the chains on a swing set is repair; replacing the play structures is capital outlay.

**Windows** – repairing the glazing is maintenance; replacing broken panes is repair; replacing the windows is capital outlay.



# Accounting Rules for In-House Employee Services



- ▶ Maintain time and attendance records as charges are incurred, identifying the employee through a name or other tracking system, and that employee's actual time spent on the PROJECT.
- ▶ Time estimates, including percentages, for work performed are not acceptable.
- ▶ Time sheets that do not identify the specific employee's time spent on the PROJECT are not acceptable.
- ▶ Costs of the salaries and wages must be calculated according to the GRANTEE'S wage and salary scales, and may include benefit costs such as vacation, health insurance, pension contributions and workers' compensation.
- ▶ Overtime costs may be allowed under the GRANTEE'S established policy, provided that the regular work time was devoted to the same PROJECT.
- ▶ May not include overhead or cost allocation. These are the costs generally associated with supporting an employee, such as rent, personnel support, IT, utilities, etc.
- ▶ If planning to claim IN-HOUSE EMPLOYEE SERVICES costs, provide a sample timesheet for OGALS review to confirm these accounting practices are being followed.





- Briefly describe the project scope.
- Check the appropriate boxes.
- You may check multiple boxes for a single recreation element.



**Development Project Scope/Cost Estimate Form**

GRANTEE:	PROJECT Name
----------	--------------

Development project scope (Describe the project in 30 words or less):

Project Scope Items -  all that apply:

Install new	Renovate existing	Replace existing	Recreation Element
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pool, aquatic center, splash pad
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trails or walking paths
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Landscaping or irrigation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Group picnic, outdoor classrooms, other gathering spaces
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Play equipment, outdoor fitness equipment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sports fields, sports courts, court lighting
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Community center, gym, other indoor facilities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Restroom, concession stand
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minor elements which support one or more of the recreation elements checked above: benches, lighting, parking, signage, etc.

PRE-CONSTRUCTION (costs incurred prior to ground-breaking, such as design, permits, bid packages, CEQA); up to 25% of total PROJECT cost.	\$
Construction	\$
Total PROJECT cost	\$
Subtract GRANTEE match if not in severely disadvantaged community (20% of total PROJECT cost, see page 13)	Less match -\$
Total GRANT amount requested	\$

The GRANTEE understands that all elements listed on this form must be complete and open to the public before the final grant payment will be made.

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

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



## Funding Sources Form

- If using Per Capita and Urban Counties Per Capita, enter each on a separate line.
- If funding sources are added or modified, submit a revised form to OGALS.



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### Funding Sources Form

GRANTEE:	PROJECT Name
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PROJECTS funded by the program are not complete until the PROJECT SCOPE is complete, and the PROJECT is open to the public. PROJECTS will:

- Be entirely funded by the GRANT, *or*
- Require funds in excess of the GRANT.

If the PROJECT requires funds in excess of the GRANT, the SCOPE of the PROJECT may be either the SCOPE of the larger project, or a subset of the larger project.

For example, if the PROJECT is \$100,000 towards construction of a \$500,000 park, the SCOPE can be the \$500,000 park, or a \$100,000 element of the park, such as a playground, that can be complete and open to the public.

- The PROJECT will be entirely funded by the GRANT, *or*
- The PROJECT requires funds in excess of the GRANT:
  - The SCOPE is the same as the scope of the larger project, *or*
  - The SCOPE is a subset of a larger project, the scope of that larger project is:

Larger project cost: \$

Anticipated completion date:

List all funds that will be used. Submit revised Funding Sources form should funding sources be added or modified.


Funding Source	Date Committed	Amount
Per Capita/State of California	July 1, 2018	\$
		\$
		\$

I represent and warrant that I have full authority to execute this Funding Sources Form on behalf of the GRANTEE. I declare under penalty of perjury, under the laws of the State of California, that this status report, and any accompanying documents, for the above-mentioned GRANT is true and correct to the best of my knowledge.

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

\_\_\_\_\_  
Date

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

- OGALS needs a copy of the recorded **Notice of Exemption** or **Notice of Determination.**
- Be sure this form is signed by the authorized representative. 



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**CEQA Compliance Certification**

**GRANTEE:**

**Project Name:**

**Project Address:**

Is CEQA complete? Yes No      Is completing CEQA a PROJECT SCOPE item? Yes No

**What document was filed, or is expected to be filed for this project's CEQA analysis:**  
Date complete/expected to be completed

- Notice of Exemption (attach recorded copy if filed)
- Notice of Determination (attach recorded copy if filed)
- Other:

If CEQA is complete, and a Notice of Exemption or Notice of Determination was not filed, attach a letter from the Lead Agency explaining why, certifying the project has complied with CEQA and noting the date that the project was approved by the Lead Agency.

Lead Agency Contact Information	
Agency Name:	
Contact Person:	
Mailing Address:	
Phone: ( )	Email:

**Certification:**

I hereby certify that the above referenced Lead Agency has complied or will comply with the California Environmental Quality Act (CEQA) and that the project is described in adequate and sufficient detail to allow the project's construction or acquisition.

I further certify that the CEQA analysis for this project encompasses all aspects of the work to be completed with grant funds.

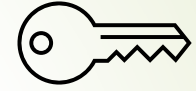
\_\_\_\_\_  
AUTHORIZED REPRESENTATIVE Signature Date

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

**FOR OGALS USE ONLY**

CEQA Document	Date Received	PO Initials
<input type="checkbox"/> NOE <input type="checkbox"/> NOD		

# Land Tenure



- PROJECT amounts up to \$100,000 require at least 20 years of land tenure at the site to be acquired or developed.
- PROJECT amounts greater than \$100,000 require at least 30 years of land tenure at the site to be acquired or developed.
- The 20- or 30-year land tenure requirement begins on July 1, 2018.
- The GRANTEE remains responsible for fulfillment of the terms of the contract, even if the GRANTEE'S land tenure agreement changes within the contract PERFORMANCE PERIOD.



# Land Tenure Documentation

If PROJECT site is owned in fee simple, provide one of the following:

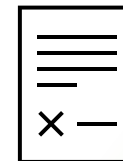
- Deed or deed recordation number, or
- Title report, or Tract map or assessor's map with owner's name
- Land Tenure Non-Ownership Documentation

If PROJECT site is not owned in fee simple, provide:

- Land Tenure Agreement Checklist
- Signed land tenure agreement

If the project site is not owned in fee simple, and the existing land tenure agreement does not meet the requirements in the Land Tenure Checklist, provide:

- Land Tenure Agreement Checklist
- Signed land tenure agreement
- An explanation as to how the existing land tenure agreement adequately protects the State's interest.





## Land Tenure Checklist

- If the land is not owned in fee simple, complete this checklist.
- Attach a copy of the signed land tenure agreement.
- Identify the page numbers where the required items can be found in the land tenure agreement and highlight the provisions in the agreement where the information is located.
- All items are required.

GRANTEE:		PROJECT Name						
<input checked="" type="checkbox"/>	Page	Required Item						
<input type="checkbox"/>		<b>Type of agreement:</b> For example: lease, joint powers agreement, easement, memorandum of understanding, etc. _____						
<input type="checkbox"/>		<b>Parties to the agreement</b> (land owner must be public agency or utility) <b>and date signed:</b> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">Party</td> <td style="width: 30%;">Date Signed</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> </table>	Party	Date Signed	_____	_____	_____	_____
Party	Date Signed							
_____	_____							
_____	_____							
<input type="checkbox"/>		<b>Term of the agreement:</b> _____ years						
<input type="checkbox"/>		<b>Agreement end date:</b> _____ <ul style="list-style-type: none"> <li>• Grant amounts up to \$100,000 require at least 20 years of land tenure.</li> <li>• Grant amounts above \$100,000 require at least 30 years of land tenure.</li> <li>• The land tenure requirement begins on July 1, 2018.</li> </ul>						
<input type="checkbox"/>		<b>Renewal option:</b> Must include an option, which can be non-binding, for the GRANTEE to renew the agreement beyond the original 20 or 30 year term.						
<input type="checkbox"/>		<b>Termination clause:</b> Any of the following is acceptable: <ul style="list-style-type: none"> <li>• No termination clause – the agreement is non-revocable.</li> <li>• Termination clause specifies the agreement is revocable only for cause.</li> <li>• The termination clause cannot allow the land owner to revoke the agreement without cause, i.e., at will.</li> </ul>						
<input type="checkbox"/>		<b>Site Control, Roles and Responsibilities</b> should the GRANT be awarded, the agreement: <ul style="list-style-type: none"> <li>• Authorizes the GRANTEE to <i>proceed with the construction</i> PROJECT. The GRANTEE may delegate construction to other entities.</li> <li>• Establishes <i>when the general public can use</i> the PROJECT and gives GRANTEE <i>permission to operate</i> the PROJECT site (such as scheduling recreational programs). The GRANTEE may delegate operational roles to other entities but is bound through the contract provisions to ensure full public access for the duration of the land tenure period.</li> <li>• Identifies which entity will <i>maintain</i> the PROJECT site. The GRANTEE may delegate maintenance to other entities but is bound through the contract provisions to ensure maintenance of the PROJECT site for the duration of the land tenure period.</li> </ul>						



# Other Application Checklist Items

## Site Plan



- ▶ Does not need to be a detailed engineering rendering.
- ▶ Provide a drawing showing where all project scope items will be located.
- ▶ If the project include any buildings, include the function and approximate square footage of each room within buildings that are part of the scope, and the approximate total square footage of the buildings.

## Sub-leases or Agreements

- ▶ Provide a list of all other leases, agreements, memoranda of understanding, etc., affecting PROJECT property or its operation and maintenance.

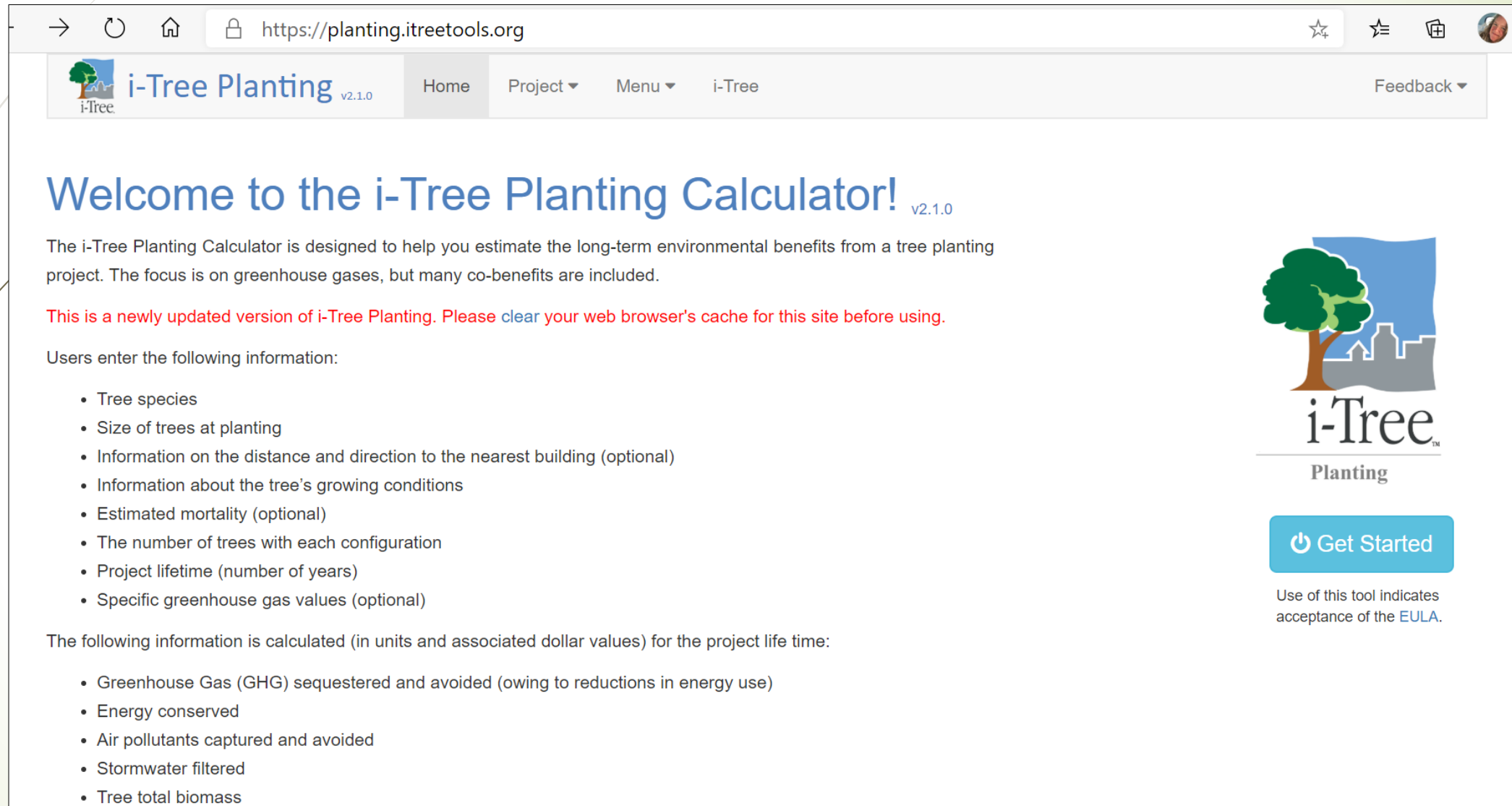
## Photos

- ▶ Provide photos that will establish a “before” comparison for the site to be improved.




# Greenhouse Gas Emissions Reduction and Carbon Sequestration

If your PROJECT involves tree planting, submit the i-Tree report with the PROJECT COMPLETION PACKET.



→ ↻ 🏠 🔒 https://planting.itreetools.org ☆ ⌵ 🏠 👤

 **i-Tree Planting** v2.1.0 Home Project ▾ Menu ▾ i-Tree Feedback ▾

## Welcome to the i-Tree Planting Calculator! v2.1.0

The i-Tree Planting Calculator is designed to help you estimate the long-term environmental benefits from a tree planting project. The focus is on greenhouse gases, but many co-benefits are included.


**This is a newly updated version of i-Tree Planting. Please clear your web browser's cache for this site before using.**

Users enter the following information:

- Tree species
- Size of trees at planting
- Information on the distance and direction to the nearest building (optional)
- Information about the tree's growing conditions
- Estimated mortality (optional)
- The number of trees with each configuration
- Project lifetime (number of years)
- Specific greenhouse gas values (optional)


The following information is calculated (in units and associated dollar values) for the project life time:

- Greenhouse Gas (GHG) sequestered and avoided (owing to reductions in energy use)
- Energy conserved
- Air pollutants captured and avoided
- Stormwater filtered
- Tree total biomass



**Get Started**

Use of this tool indicates acceptance of the [EULA](#).



# Status Reports

OGALS will send a Status Report every six months.

Payment requests will not be processed if Status Reports are overdue.



## Sample Status Report – Due xx/xx/20xx (30 days from mail date)

Grantee:  
 Project Number:  
 Project Name:  
 Project Scope:  
 Project Phase:  Pre-Construction/Pre-Acquisition  Acquisition and/or Construction

When will you submit your next payment request? For how much?

Estimated date of project completion:

Potential obstacles affecting completion:

Is the project: On Time? yes/no Within Budget? yes/no Within Scope? yes/no If no, explain:

Describe grant-funded work completed since last status report submitted on (DATE):

Are CCC or certified local corps working on this project? Yes/No

Provide photos showing work completed since (DATE)

Describe grant-funded work expected to be completed by (MailDate + 6 mos)

If there have been any changes to the proposed funding for this project, attach a revised Funding Sources Form.

Provide information on payments to be submitted over the next three years:

Between 7/1/20 and 6/30/21	Between 7/1/21 and 12/31/21	Between 1/1/22 and 6/30/22	Between 7/1/22 and 12/30/22	Between 1/1/23 and 6/30/23	Between 7/1/23 and 12/30/23	After 1/1/24
\$	\$	\$	\$	\$	\$	\$

The purpose of this data is to help the State estimate borrowing needs; you will not be held to these estimates.

I represent and warrant that I have full authority to execute this Grant Progress Status Report on behalf of the Grantee. I declare under penalty of perjury, under the laws of the State of California, that this status report, and any accompanying documents, for the above-mentioned Grant is true and correct to the best of my knowledge.

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

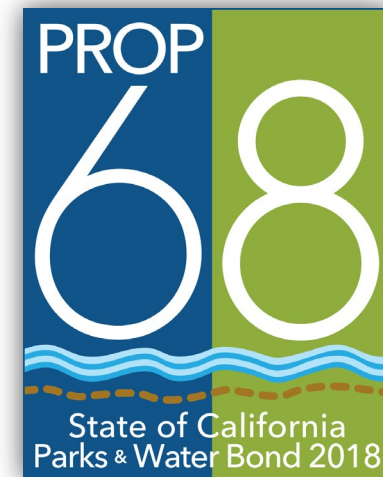
\_\_\_\_\_  
 Print Name and Title

(\*Certification to above information requires a signature by a person authorized in the resolution)



# Prop 68 Sign Requirement

- ▶ Must be displayed during construction, at the final inspection, and for at least 4 years after completion.
- ▶ Must contain this language:  
GAVIN NEWSOM, GOVERNOR  
Wade Crowfoot, Secretary for Natural Resources  
Armando Quintero, Director, California Department of Parks and Recreation  
Use current names. May include names (and/or logos) of other partners, organizations, individuals and elected representatives.
- ▶ Must display this logo
- ▶ Logo must be at least 24" x 24"
- ▶ Materials shall be durable and resistant to the elements and graffiti.
- ▶ If the sign may be out of place or affected by local sign ordinances, OGALS may approve an alternative.
- ▶ Submit the proposed number, locations, size, and language of signs for preliminary review.
- ▶ Download logo at:  
<https://resources.ca.gov/grants/logo-art/>

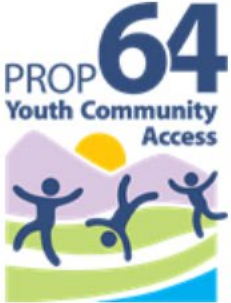


Grant Resources x +

← → ↻ 🏠 ⓘ Not secure | https://resources.ca.gov/grants/logo-art/


## LOGO ARTWORK ✕

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- [Proposition 64 \[JPG\]](#)
- [Proposition 64 \[PDF\]](#)
- [Proposition 64 \[PNG\]](#)
- [Proposition 64 \[TIF\]](#)
- [Proposition 64 \[AI\]](#)

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- [Proposition 68 \[JPG\]](#)
- [Proposition 68 \[PDF\]](#)
- [Proposition 68 \[PNG\]](#)



# Deed Restriction



- Safeguards the property for purposes consistent with the GRANT for the CONTRACT PERFORMANCE PERIOD.
- If the GRANTEE owns the PROJECT land, a Deed Restriction must be recorded on the title to the property before OGALS will approve any grant payments.
- If the GRANTEE is acquiring land, a deed restriction is required before the PROJECT is complete.
- A Deed Restriction is not required if the GRANTEE does not own the PROJECT land.
- OGALS will email the Deed Restriction for the GRANTEE to complete.
- OGALS recommends submitting these documents to the OGALS PROJECT OFFICER for review prior to notarizing.



## Per Capita Workshop

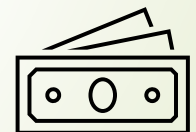
# 5-minute break





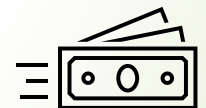
# Grant Payments

- ▶ May be requested after a PROJECT is approved and the contract is encumbered
- ▶ Processed through the State Controller's Office and mailed six to eight weeks from the approval date
- ▶ Limited to 25% of the PROJECT amount prior to groundbreaking
- ▶ 20% of the PROJECT amount is retained for the final reimbursement
- ▶ A deed restriction is required prior to processing any payments
- ▶ **Group costs together to avoid frequent payment requests**
- ▶ If match is required, show eligible costs equal to 125% of the requested payment
- ▶ Complete CEQA needed before requesting any construction reimbursement
- ▶ Provide a sample timesheet when requesting reimbursement for in-house employee services
- ▶ Provide bid summary documents for costs on contracts requiring a bid process
- ▶ Provide construction progress photos, with a photo of the construction sign on the PROJECT site, with construction payment requests.



## Payment may be withheld if there are outstanding issues:

- breach of any other contract with OGALS
- an unresolved audit exception
- an outstanding conversion
- park sites closed or inadequately maintained
- overdue Project Status Reports
- other unmet grant requirements



# Payment Request Form

- All payment request types (reimbursement, final, ADVANCE) require this form.
- Payment requests may be submitted by e-mail to the PROJECT OFFICER.
- Round all amounts to the nearest whole dollar.
- A Grant Expenditure Form is required with all reimbursement and final payment requests.



**Payment Request Form**

State of California - Natural Resources Agency  
DEPARTMENT OF PARKS AND RECREATION

**PAYMENT REQUEST**  
State Grant Programs

*See Instructions on Page 2.*

1. PROJECT NUMBER		2. CONTRACT NUMBER	
3. APPLICANT			
4. PROJECT NAME			
5. TYPE OF PAYMENT <input type="checkbox"/> Advance <input type="checkbox"/> Reimbursement <input type="checkbox"/> Final			
<b>6. PAYMENT INFORMATION</b> <i>(Round all figures to the nearest dollar)</i>			
a. Grant Project Amount		\$	_____
b. Funds Received To Date		\$	_____
c. Available (a. minus b.)		\$	_____
d. Amount Of This Request		\$	<input type="text"/>
e. Remaining Funds After This Payment (c. minus d.)		\$	_____
<b>7. SEND WARRANT TO:</b>			
AGENCY NAME			
STREET ADDRESS			
CITY/STATE/ZIP CODE			
<b>8. CERTIFICATION AND SIGNATURE OF PERSON AUTHORIZED IN RESOLUTION</b>			
<i>I represent and warrant that I have full authority to execute this payment request on behalf of the Grantee. I declare under penalty of perjury, under the laws of the State of California, that this report, and any accompanying documents, for the above-mentioned Grant is true and correct to the best of my knowledge.</i>			
SIGNATURE OF PERSON AUTHORIZED IN RESOLUTION		TITLE	DATE
▶			
<b>FOR CALIFORNIA DEPARTMENT OF PARKS AND RECREATION USE ONLY</b>			
PAYMENT APPROVAL SIGNATURE			DATE
▶			

DPR 212 (Rev. 3/2015)(Excel 3/3/2015)(Page 1 of 2)

## Grant Expenditure Form

- All payment requests require a summary of costs incurred.
- An electronic version of the grant expenditure form is available on OGALS website.
- GRANTEES may use their own spreadsheet if it contains the required information.
- Keep copies of invoices or warrants with the PROJECT records, don't forward to OGALS unless requested.



### Grant Expenditure Form

All payment requests require a summary of costs incurred. An electronic version of the [grant expenditure form](http://www.parks.ca.gov/grants) is available at [www.parks.ca.gov/grants](http://www.parks.ca.gov/grants). GRANTEES may use their own spreadsheet if it contains the required information shown below. Keep copies of invoices or warrants with the PROJECT records, available to OGALS on request. Only provide the following information to OGALS:

PROJECT Number:

Warrant/Check #(1)	Date(2)	Recipient(3)	Purpose(4)	Pre-Construction Amount(5)	Construction Amount(6)
--------------------	---------	--------------	------------	----------------------------	------------------------

PRE-CONSTRUCTION Subtotal (5)	\$
Construction Subtotal (6)	\$
Grand Total (5) + (6)	\$

List only ELIGIBLE COSTS charged to the GRANT.

**Column (1)** Electronic payment numbers/electronic funds transfer numbers in the "Warrant/Check Number" column are acceptable. Include an "EP" next to the electronic payment numbers/electronic funds transfer numbers.

If IN-HOUSE EMPLOYEE SERVICES or GRANTEE'S own equipment was used, a work order or other tracking number can be used instead of a check/warrant number.

**Column (2)** Date payment was made to recipient. If IN-HOUSE EMPLOYEE SERVICES were used, provide the date range with a summary of actual hours worked, and a sample timesheet.

**Column (3)** Name of Contractor, IN-HOUSE EMPLOYEE SERVICES, or other entity providing services and/or materials.

**Column (4)** SCOPE item related to the expenditure and a brief description, such as "playground design," "community center permits," "walkway materials," "sports field construction."

**Column (5)** PRE-CONSTRUCTION costs eligible for up to 25% of the GRANT.

**Column (6)** DEVELOPMENT costs eligible for up to 100% of GRANT.



# Project Completion

- Submit PROJECT COMPLETION PACKETS by March 31, 2024
- OGALS encourages digital submission of documents, as .pdf files.
- The final payment will be processed after PROJECT COMPLETION and the following occurs:
  - Approval of the PROJECT COMPLETION PACKET
  - Site inspection by the PROJECT OFFICER





# Project Completion Packet

- ▶ Payment Request Form
  - ▶ Grant Expenditure Form
  - ▶ Final Funding Sources Form
  - ▶ GHG Emissions Reduction Worksheet
  - ▶ Project Completion Certification Form
  - ▶ Photo of the bond act sign and location
  - ▶ Recorded Deed Restriction, if not already provided
  - ▶ Completed CEQA, if not already provided
  - ▶ Notice of Completion (optional)
  - ▶ Audit checklist with items checked
- Acquisition PROJECTS also require:
- ▶ Copy of the recorded deed to the property
  - ▶ Map sufficient to verify the description of the property including parcel numbers and acreage
  - ▶ Copy of title insurance policy
  - ▶ Copy of title report for retention



# Project Certification Form

Notice of Completion not required; OGALS just needs to know if one was filed.

Do not sign until the project is complete and final payment has been made for all work done.



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

### Project Completion Certification Form

Grantee:

Project Number:

### Grantee contact for audit purposes

Name:

Address:

Phone: ( )

Email:

### Project completion – list the grant scope items:

### Provide revised Funding Sources Form

Interest earned on advanced funds: \$

Interest spent on eligible costs: \$

Was a Notice of Completion filed with the County Recorder or other appropriate entity?

Yes / No

### Certification:

I hereby certify that all Grant funds were expended on the above-named Project and that the Project is complete and we have made final payment for all work done.

I have read California Penal Code §118 and understand that every person who testifies, declares, deposes, or certifies under penalty of perjury and willfully states as true any material matter which he or she knows to be false, is guilty of perjury, which is a felony punishable by imprisonment in state prison for two, three, or four years.

Furthermore, I have read California Penal Code §72 and understand that every person who, with the intent to defraud, presents for allowance or for payment to any state board or officer, or to any county, city, or District board or officer, authorized to allow or pay the same if genuine, any false or fraudulent claim, bill, account, voucher, or writing, is guilty of a felony-misdemeanor punishable either by imprisonment in county jail for a period of not more than one year, by a fine not exceeding one thousand dollars, or both, or by imprisonment in state prison, by a fine not exceeding ten thousand dollars, or both.

I represent and warrant that I have full authority to execute this Project Completion Certification on behalf of the Grantee. I declare under penalty of perjury that the foregoing certification of Project Completion for the above-mentioned Grant is true and correct.

AUTHORIZED REPRESENTATIVE Signature

Date

Print Name and Title

# Advance Payments

- OGALS reserves the right to disapprove ADVANCE payment requests.
- Past performance, GRANTEE capacity, and the GRANTEE'S financial resources will all be considered.
- GRANTEES that are unable to finance a considerable portion of their PROJECTS are encouraged to seek an allocation transfer.
- ADVANCE payments may be requested for costs the GRANTEE will incur within the next six months.
- ADVANCE funds must be placed in an interest-bearing account. Any interest earned on those funds must be spent within six months.
- The sum of DEVELOPMENT ADVANCES cannot exceed 50% of the PROJECT amount.
- ADVANCES must be cleared within six months. They should be cleared as costs are incurred.





# Advance Justification

- Explain why an ADVANCE is needed instead of a reimbursement. Describe any hardships your agency will experience if a reimbursement were issued instead of an ADVANCE.
- A payment schedule, with a month-by-month estimate, for up to six months, showing the anticipated amount needed, and to whom the funds will be paid.
- The six-month schedule should begin six to eight weeks after ADVANCE request is submitted.
- A funding plan, indicating how your agency intends to cash flow the costs exceeding the 50% ADVANCE limit.
- A statement that your agency will put the advanced funds into a separate, interest bearing account, and spend any interest earned on the PROJECT.
- An acknowledgement that all invoices and contracts pursuant to which payments are made shall be made available to OGALS on demand.



# Grant Contract Face Sheet

Contract will be sent to grantee after applications have been approved for full contract amount

**Grant Performance Period:** Period in which the PROJECT must be constructed.

**Contract Performance Period:** Period in which the PROJECT must be maintained and open to the public.



## Per Capita Contract



State of California – The Natural Resources Agency  
DEPARTMENT OF PARKS AND RECREATION  
**Sample Grant Contract**  
**Per Capita Grant Program**

GRANTEE: Grantee Name

GRANT PERFORMANCE PERIOD is from July 1, 2018 through June 30, 2024

CONTRACT PERFORMANCE PERIOD is from July 1, 2018 through June 30, 2048

The GRANTEE agrees to the terms and conditions of this contract (CONTRACT), and the State of California, acting through its Director of the Department of Parks and Recreation, pursuant to the State of California, agrees to fund the total State grant amount indicated below.

The GRANTEE agrees to complete the PROJECT SCOPE(s) as defined in the Development PROJECT SCOPE/Cost Estimate Form or acquisition documentation for the application(s) filed with the State of California.

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

Total State grant amount not to exceed \$ [GRANT amount]

GRANTEE

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

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

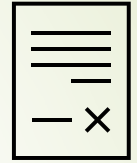
STATE OF CALIFORNIA  
DEPARTMENT OF PARKS AND RECREATION

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

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

CERTIFICATION OF FUNDING (FOR STATE USE ONLY)				
AMOUNT OF ESTIMATE \$	CONTRACT NUMBER		FUND	
ADJ. INCREASING ENCUMBRANCE \$	APPROPRIATION			
ADJ. DECREASING ENCUMBRANCE \$	ITEM VENDOR NUMBER			
UNENCUMBERED BALANCE \$	LINE ITEM ALLOTMENT	CHAPTER	STATUTE	FISCAL YEAR
T.B.A. NO.	B.R. NO.	INDEX	Funding Source	OBJ. EXPEND
I hereby certify upon my personal knowledge that budgeted funds are available for this encumbrance.				
SIGNATURE OF ACCOUNTING OFFICER			DATE	

# Contract Provisions Highlights



- **B.1.** Submit a written request if you need to make a change to the grant scope. OGALS must provide written approval of any changes.
- **C.2.** OGALS may make reasonable changes to procedures in the Procedural Guide and will notify your agency within a reasonable time.
- **D.2.** Return project status reports within 30 days after OGALS has sent it. And, submit your completion packet within 60 days of project completion or the end of the grant performance period, whichever is earlier.
- **F.** If funding for any fiscal year is reduced or deleted by the budget act for purposes of this program, OGALS has the option to cancel or reduce the amount of the contract.
- **G.** The state will not be liable for any injuries or lawsuits related to the project.
- **H.1.** Maintain all records for the project and make them available for an audit at reasonable times. Retain all documents for five years after project completion.
- **I.1.** Your agency will operate and maintain the property acquired or developed for the duration of the Contract Performance Period.
- **J.2.** Your agency shall not discriminate on the basis of residence, except reasonable differences in admission or other fees may be maintained on the basis of residence and pursuant to law.
- **N.** Grant funds cannot be used for the purpose of making any leverage loan, pledge, promissory note or similar financial device or transaction, without: 1) the prior written approval of the STATE; and 2) a recorded subordination agreement provided and approved by OGALS.



# Accounting and Audits



All PROJECT records must be retained for five years after final payment is issued.

- ▶ Provide an employee having knowledge of the PROJECT and its records to assist the DPR auditor.
- ▶ Provide accounting data that clearly records costs incurred and accurately reflects fiscal transactions, with the necessary controls and safeguards.
- ▶ Provide good audit trails, with the source documents (purchase orders, receipts, progress payments, invoices, timecards, cancelled warrants, warrant numbers, etc.)
- ▶ Keep records of all eligible costs, including those not submitted to OGALS for payment. This provides a potential source of additional eligible costs, should any submitted expenses be deemed ineligible.





# Audit Checklist

Keep a copy handy with your project records.



## Audit Checklist

An audit of the PROJECT may be performed before or following PROJECT completion. The GRANTEE must retain and make available all PROJECT related records for five years following PROJECT termination or final payment of GRANT funds. Listed below are some of the items the auditor will examine during the review of your records as applicable. It is the responsibility of the GRANTEE to have these records available in a central location ready for review once an audit date and time has been confirmed. If you have any questions regarding these documents, contact the State Department of Parks and Recreation Audits Office at (916) 657-0370.

### CONTRACTS

- Summary list of bidders (including individual bid packages)
- Recommendation by reviewer of bids
- Award by governing body (minutes of the meeting/resolution)
- Construction contract agreement
- Contract bonds (bid, performance, payment)
- Contract change orders
- Contractor's progress billings
- Payments to contractor (cancelled checks/warrants, bank statements, EFT receipts\*\*)
- Stop Notices (filed by sub-contractors and release if applicable)
- Liquidated damages (claimed against the contractor)
- Notice of completion (recorded)

### IN-HOUSE EMPLOYEE SERVICES\*

- Authorization/work order identifying project
- Daily time sheets signed by employee and supervisor
- Hourly rate (salary schedules/payroll register)
- Fringe benefits (provide breakdown)

### IN-HOUSE EQUIPMENT\*

- Authorization/work order
- Daily time records identifying the project site
- Hourly rate related backup documents

### MINOR CONTRACTS/ MATERIALS/ SERVICES/EQUIPMENT RENTALS

- Purchase orders/Contracts/Service Agreements
- Invoices
- Payments (cancelled checks/ warrants, bank statements and EFT receipts \*\*)

### ACQUISITION

- Appraisal Report
  - Did the owner accompany the appraiser?
  - 10 year history
- Statement of just compensation (signed by seller)
- Statement of difference (if purchased above appraisal)
- Waiver of just compensation (if purchased below appraisal: signed by seller)
- Final Escrow Closing Statement
- Cancelled checks/warrants, bank statements and EFT receipts, [payment(s) to seller(s)]
- GRANT deed (vested to the participant) or final order of condemnation
- Title insurance policy (issued to participant)
- Relocation documents
- Income (rental, grazing, sale of improvements, etc.)

### INTEREST

- Schedule of interest earned on State funds advanced (Interest on grant advances is accountable, even if commingled in a pooled fund account and/or interest was never allocated back to the grant fund.)

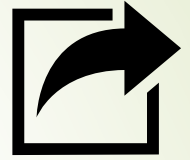
### AGREEMENT/CONTRACTS

- Leases, agreements, etc., pertaining to developed/acquired property
- Proof of insurance pertaining to developed/acquired property

*\* Estimated time expended on the projects is not acceptable. Actual time records and all supporting documentation must be maintained as charges are incurred and made available for verification at the time of audit.*

*\*\* Front and back if copied.*

# Allocation Transfer

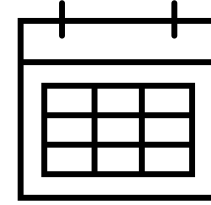


Entities may transfer their Per Capita allocation to another entity, provided that the following requirements are met:

- All required documentation must be submitted by December 2021.
- The transferring agency must submit a resolution authorizing the transfer of the allocation. The resolution must name the recipient entity and the transferred amount.
- The recipient must be eligible to receive Per Capita funds and have submitted a resolution to receive their Per Capita funds.
- The recipient must also submit a resolution authorizing the receipt of the other entities' funds; the resolution must state the donor and the transferred amount.



# What's Next?



- Pass Resolution
- Identify project(s)
- Submit application package by December 2021
- Execute contract by June 2022
- Project completion by December 2023
- Submit completion package by March 2024



“...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.”

-- The mission of the Office of Grants and Local Services

<https://www.surveymonkey.com/r/PerCapitaWorkshopSurvey>

