

Statewide Park Development and Community Revitalization Program (SPP) Round 4 Technical Assistance

Lessons Learned from Round 3 and Application Checklist Review

The purpose of the Application Checklist Review is for Applicants to self-review the completeness of their SPP Application **prior** to submitting to the Office of Grants and Local Services (OGALS). This document also provides Project Selection Criteria guidance based on “lessons learned” from Round 3*. Applicants should prepare the Application following the instructions on pages 10-11 of the SPP Application Guide, and then after it is prepared, use this checklist as a final review. **This Application Checklist Review is for technical assistance only and is not required to be submitted with the Application.**

1. Project Application Form (pages 12-13)

- Does the Requested Grant Amount fall within the Min. \$200,000 - Max. \$8,500,000 amounts (see page 6 of the SPP Application Guide)?
- Does the **“Requested Grant Amount”** plus **“Other Funding Sources”** equal the **“TOTAL PROJECT COST”**?
 - Verify these same dollar amounts are listed on Checklist Item #5 - Grant Scope/Cost Estimate Form.
 - Verify these same dollar amounts are also listed on Checklist Item #6 - Funding Sources Form.
- Does the "Authorized Representative" title match the "Authorizing Resolution" position in Checklist Item #4, provision #4 (see pages 35-36 of the Application Guide)? Verify that the Authorized Representative(s) or Designee(s) signature is consistent with the following forms:
 - Checklist Item #3 - Community FactFinder Handbook Form
 - Checklist Item #5 - Grant Scope/Cost Estimate Form
 - Checklist Item #6 - Funding Sources Form
 - Checklist Item #7 - Project Timeline Form
 - Checklist Item #9 - CEQA Compliance Certification Form

Site Ownership

- Does the proposed project site land for the park involve a combination of ownership, acquisition, lease/easement, or turn-key? If yes, is the combination clearly identified in Checklist Item #10 - Project Site Ownership, Acquisition, or Lease?

2. Project Selection Criteria (pages 14-32)

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

*Additional guidance for Project Selection Criterion #1-9 can be found on page 7 of this document.

3. Community Fact Finder (CFF) Handbook Form (page 34)

- Does the CFF Handbook Form have the same language as shown on page 34 of the Application Guide? Is the CFF Report dated after November 11, 2020?
- Is the CFF Handbook Form signed by the Authorized Representative(s) or Designee(s)?
- Does the CFF Handbook Form include a date prior to the application deadline?

4. Authorizing Resolution (pages 35-36)

- Does the Authorizing Resolution include all of the items/language from the Resolution template found on page 36 of the Application Guide?
- Is the Governing Body the same as the Applicant on Checklist Item #1 - Project Application Form? (For example: City of, County of, District, Non-Profit Agency or Organization)
- Does the name of the project match the project name on Checklist Item #1 - Project Application Form? (Page 13 of the Application Guide)
- Is the Authorized Representative, listed in provision #4 of the Resolution, identified with the position title only, and is it the same position title for the Application Form's Authorized Representative?
- If necessary, has an email from the Authorized Representative, or a letter signed by the Authorized Representative been sent that lists a designee(s) by position title to sign documents on behalf of the Authorized Representative?
- Is the Resolution signed by the Clerk or is there other evidence provided that it was adopted?
- Does the Resolution list the date of adoption?

5. Grant Scope/Cost Estimate Form (pages 37-39)

Listed Items:

- Is the project an Acquisition? If yes:
 - List the associated parcel numbers that are connected to the acquisition outlined under Checklist Item #10 - Project Site Ownership, Acquisition, or Lease.
 - Make sure this information is checked under the Project Site Ownership box on Checklist Item #1 - Project Application Form.
- Is "**Construct a new...**" or "**Renovate an existing...**" included at the front of each Recreation Feature and Major Support Amenity as per instructions on page 37 of the Application Guide?
- Is each distinct Recreation Feature or Major Support Amenity listed as its own line item?
- If the Grant Scope/Cost Estimate Form exceeded more than one page, is "Continued from page 1" added to the top of page two?
- Are all Recreation Feature(s) and Major Support Amenity(s) described in the Project Selection Criteria #3 through Criteria #9, and in the Concept Level Site Plan, listed on the Grant Scope/Cost Estimate Form?
 - If the project includes multiple Recreation Features or Major Support Amenities of the same type, is the specific number of that same type of sports fields, courts, playgrounds, restroom buildings, parking lots, etc. listed?
 - Are the types of fields clearly defined? For example, "two new soccer fields" or "one soccer field and one baseball field".
 - Are "Multi-Use Sports Fields" clearly defined? For example, list "one multi-sports field including soccer, football and a baseball diamond".
 - Are "play areas/grounds" clearly defined? Include the number of physically separate and distinct play areas/grounds. For example, construct "three

new play areas” if the project involves three distinct and separate playgrounds in different locations of the park.

- For Picnic/BBQ, a “group picnic area” is one that includes multiple tables grouped in close proximity and is clearly designed for group gatherings. This would be “One group picnic area”. Are the specific number of “group picnic areas” listed?
 - If individual picnic tables will be spread throughout the park, then list as “picnic areas throughout the park” on the form.
- Is the “Lighting” clearly described as being specific to a Recreation Feature and/or Major Support Amenity? Or, if the “Lighting” is not specific to a Feature or Amenity, then is it described as “throughout the park”?
- Are items such as “Personnel”, “Demolition” and “Site Grading” folded into the lump sum cost of the associated Recreation Feature(s) and Major Support Amenity(s) per instructions on pages 37-38 of the Application Guide? These are folded into the lump sum cost instead of being listed as line items because they are not what the public expects to see in the park when the project is complete.
- Are “Contingency Costs” folded into the lump sum cost of the associated Recreation Feature(s) and Major Support Amenity(s) per the instructions on page 38 of the Application Guide?
- Are pre-construction costs including “permitting, design, CEQA, etc.” excluded as line items? The Pre-Construction Costs are only to be identified as a lump sum cost on the bottom of the form under line item (B), “Total Estimated Pre-Construction Cost. (See page 53 of the Application Guide)
- Have all ineligible costs shown on page 55 of the Application Guide been removed from the proposed project?

Costs:

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

Signature/Paragraph:

- Is the paragraph above the signature line consistent with page 39 of the Application Guide?
- Is the form signed by the Authorized Representative(s) or Designee(s)?

6. Funding Sources Form (pages 40-41)

- If the “Total Project Cost” is more than the “Statewide Park Program Grant Request”, do the other funding source(s) listed on the Funding Sources Form total the difference? For other funding source(s):
- Are the dates to secure committed funding before March 12 2021?
- Is the “Total Project Cost” consistent with Checklist Item #1 - Project Application Form and Checklist Item #5 - Grant Scope/Cost Estimate Form?
- Did the response to Project Selection Criterion #6 indicate other funding for construction that is not listed on the form?

- Do all funding sources add up correctly to the "Total Project Cost"?

Signature/Paragraph:

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

7. Project Timeline Form (pages 42-44)

Dates Grand Opening:

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

Note: It should end no earlier than 2050

Signature/Paragraph:

- Is the paragraph above the signature line consistent with page 44 of the Application Guide?
- Is the form signed by the Authorized Representative(s) or Designee(s)?

8. Applicant Capacity (page 45)

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

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

9. CEQA Compliance (pages 46-47)

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

10. Project Site Ownership (page 48)

- Please include a statement that explains how much additional acreage will be added to the Community FactFinder once the project is complete.
 - If this is an expansion project, please include a statement that explains the total acreage for the park once the project is complete.
- Is all of the parcel information, including what comprises the entire park boundary, provided in the response to Checklist Item #10?

Land owned by Applicant:

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

Acquisition:

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

Note:

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

Lease or Other Land Use Agreement with Land Owner:

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

Turn-Key Agreement:

- Does the Turn-Key Agreement meet all requirements on page 5 of the Lease Agreement and Turn-Key Projects document posted at www.parks.ca.gov/spp? [Lease Agreements and Turn-key Agreements](#)
- Is the transferee an eligible entity as explained on page 5?
- Does the Authorizing Resolution from the Applicant meet the requirements as explained on page 5?
- Is the Authorizing Resolution from the land owner (eligible turn-key transferee)

included as explained on page 5?

- Does the agreement between the Applicant and the Transferee meet the requirements at the bottom of page 5?

11. Concept Level Site Plan (page 49)

- Is each Recreation Feature and Major Support Amenity discussed/listed in Project Selection Criteria #4 and on Checklist Item #5 - Grant Scope/Cost Estimate Form shown on the Concept Level Site Plan?
- Is the Site Plan legible?
- Is a Site Plan legend/key provided to visually explain all symbols used on the Site Plan? To help orientate your site plan to the park property, it is often useful to include a north arrow or street names adjacent to the park boundary.

- If the GRANT scope includes construction of a building(s).
 - Has the total square footage of the building and the function and approximate square footage of each space designated for recreation been listed?
 - Does the new building construction consume less than 50% of the park's total outdoor area?
 - Is at least 75% of the new indoor constructed area designated for public recreation space?

12. Photos and Copyright License Agreement (pages 49-50)

- Is the Copyright License Agreement signed? (This may be signed by someone other than the Authorized Representative.)
- Do the photographs of the site include the surrounding area? Note: Photos can be uploaded into the SOAR online application system instead of placing the photos on 8 ½" x 11" sheets.
- Are captions or labels provided for each photo to orientate the reviewer?
- Is there at least one panoramic photograph that captures as much of the project site as possible with a background point of reference for potential "before" and "after" photographs?
- A flash drive is no longer needed. Please upload photos in the online application system.

13. Project Location Map (page 51)

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

14. Non-Profit Requirements (if applicable) (page 51)

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

15. Conservation Corps Consultation Review (page 51)

- Are Conservation Corps Consultation Review Forms received from **both** the California Conservation Corps **and** the California Association of Local Conservation Corps included in the Application?
- Is the Conservation Corps' documentation of proposed project work and costs included in

the Application? If unable to obtain documentation, can you send in proof of communication, such as emails, seeking information and any responses received?

Project Selection Criteria Lessons Learned from Round 3.

Provided below are 'lessons learned' from SPP's Round 3 applications of which a small percentage of applicants overlooked segments pertaining to Project Selection Criteria #1 - #9. For all other assistance, **please read pages 15-32 and 57-68 in the Application Guide**, which includes the Project Selection Criteria Guidance.

Project Selection Criterion #1 - Critical Lack of Park Space

- ★ Ensure that the information listed for the ratio of Park acreage per 1,000 residents matches the Community FactFinder (CFF) Report that was submitted with the Application.
 - The FactFinder Report ID Number listed should match the CFF Report that was submitted with the Application. The CFF Report must be generated between November 11, 2020 and the March 12, 2021 application deadline.
- ★ Ensure that the area selected on the CFF Report matches what is submitted for Checklist Item #10 - Project Site Ownership, Acquisition, or Lease, Item # 11 - Concept Level Site Plan and Item 13 - Project Location Map.
- ★ The CFF Report must be generated with the push pin located in or on the proposed park's boundary. Follow the Community FactFinder Handbook at www.parks.ca.gov/spp

Project Selection Criterion #2(A) - Significant Poverty

- ★ Ensure that the information listed for Median Household Income of the project site matches the CFF Report that was submitted with the Application.
 - The FactFinder Report ID Number listed should match the CFF Report that was submitted with the Application.

Project Selection Criterion #2(B) - Significant Poverty

- ★ Ensure that the information listed for the Number of People Living in Poverty matches the CFF Report that was submitted with the Application.
 - The FactFinder Report ID Number listed should match the CFF Report that was submitted with the Application.

Project Selection Criterion #3 - Type of Project

- ★ Ensure that the correct type of project (e.g., new park, expand an existing park, renovate an existing park) matches the box checked/selected for Criterion #3.
- ★ If an expansion is proposed to increase the park boundary, is there an explanation provided about the current use and ownership of the expansion property?
- ★ If there is a combination of renovation and new, are the Recreation Features/Major Support amenities identified as being renovated or new consistent with the Grant Scope/Cost Estimate Form?

Project Selection Criterion #4(A) - Community Based Planning

Review the "*Designing Parks Using Community Based Planning*" and "COVID-19" guidance document for additional insights and guidance for Project Selection Criteria #4. These two documents will be available under "technical assistance" at www.parks.ca.gov/spp

Project Selection Criterion #4(A) - Community Based Planning

- ★ The response should include the start and end times for the Community Based Planning meetings.
- ★ The response should include meetings that occurred *AFTER June 5, 2018* in order to receive points.
- ★ The response should explain WHY the meeting locations and times were convenient for residents who lack private transportation.

Project Selection Criterion # 4(B) - Community Based Planning

- ★ The response should identify the number of residents as well as age groups that participated in the combined set of meetings. General descriptions are allowed such as “adults 55+”, “teens”, “pre-teens, 10-12”, “families with small children”, etc.

Project Selection Criterion #4(C) - Community Based Planning - Goal 1

- ★ The response should describe the “process” for HOW the residents were enabled to “...identify, prioritize, and then select” recreation features.
- ★ The response should describe the “process” for HOW the meeting was facilitated for detailed design ideas of the recreation feature(s).
- ★ Include in the response a list of the community's detailed design ideas. **Do not list only recreation features.** Only list items that will be included in the proposed project and have their costs included on the Grant Scope/Cost Estimate Form.
 - If the community's selection of recreation features are “playground, basketball court, and soccer field”, then the required response should list the design ideas (such as ways to enhance the function, materials, themes, color, size, shape, etc.) for the playground, basketball court, and soccer field.
 - Note any suggestions concerning safety and beauty from residents that can be used for Meeting Goal 3 - Safety and Beautification.

Project Selection Criterion #4(C) - Community Based Planning - Goal 2

- ★ The response should explain in detail HOW residents were enabled to provide their ideas for the location of the recreation features within their park. Only list items that will be included in the proposed project and have their costs included on the Grant Scope/Cost Estimate Form.
 - If the community selects a “playground” to be constructed within the park, then the required response should list the reasons WHY the residents chose where to have the playground located (e.g., residents wanted the playground to be placed at the center of the park, far away from the parking lot or street and perimeter of the park boundary, to minimize noise for the surrounding neighborhood).

Project Selection Criterion #4(C) - Community Based Planning - Goal 3

- ★ The response should describe the “process” of asking residents to share ideas for designing the park for safety. HOW were residents enabled to provide their ideas for safety? Are there reasons WHY the residents wanted the proposed safety features? Only list items that will be included in the proposed project and have their costs included on the Grant Scope/Cost Estimate Form.
- ★ The response should describe the “process” of asking residents to share their ideas for park beautification. HOW were residents enabled to provide their ideas for park beautification? Are there reasons WHY the residents wanted the proposed park beautification ideas? Is there a unique or communal story behind the ideas? Only list items that will be included in the proposed project and have their costs included on the Grant Scope/Cost Estimate Form.

Project Selection Criterion #5 - Employment or Volunteer Opportunities

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

Project Selection Criterion #6 - Partnerships or Committed Funding

- ★ The response needs to indicate that the Partnerships or Committed Funding occur **between June 5, 2018 and project completion**.
 - Partnerships or Committed Funding need to be specific to the project by providing volunteer hours, or materials, or funding for DESIGN, PRE-CONSTRUCTION, land ACQUISITION, or CONSTRUCTION as listed on page 26 of the application guide.
 - Keep in mind, no points will be given for Partnerships or Committed Funding that will provide for long term operation and maintenance after project completion. Please only list partnerships related to the project's pre-construction design, such as community based planning, and acquisition or construction.

Project Selection Criterion #7 - Environmental Design

- ★ The response for landscaping must include both a discussion of how the landscaping minimizes the use of toxic pesticides AND inorganic fertilizers for maximum ranking for Criterion #7A.4.

Project Selection Criterion #8 - Public Use Fees and Hours of Operation

- ★ If costs are associated with using certain recreation features within the park, please list *ALL* of the fees (including program and/or league registration fees) pertaining to each recreation feature.

Project Selection Criterion #9 - Community Challenges, Project Benefits, and Readiness

- ★ Part A: Responses should be presented as narratives. Provide written accounts to tell the story about the project need and benefits not yet covered through Project Selection Criteria #1 through #8. Use the prompts in the chart format shown on page 31 in the Application Guide. *As a reminder, this is the opportunity to discuss community information that **cannot be expressed through numbers and statistics. Numbers and statistics are not required.***
- ★ Part B: Responses should discuss how the project will benefit each health and quality of life condition listed under Criterion #9B. See Application Guide page 67.
- ★ Discuss solutions to prevent economic displacement or indicate no economic displacement will occur as a result of the project. See page 68 in the Application Guide.

Technical Assistance:

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