

March 1, 2010

# APPLICATION GUIDE for the Nature Education Facilities Program



State of California  
Department of Parks and Recreation  
Office of Grants and Local Services (OGALS)

*"Creating Community through People, Parks, and Programs"*

**Send Applications and Correspondence to:**

**Street Address for Overnight Mail:**

Calif. Dept. of Parks and Recreation  
Office of Grants and Local Services  
1416 Ninth Street, Room 918  
Sacramento, CA 95814

**Mailing Address:**

Calif. Dept. of Parks and Recreation  
Office of Grants and Local Services  
P.O. Box 942896  
Sacramento, CA 94296-0001

Phone: (916) 653-7423

Website: [www.parks.ca.gov/grants](http://www.parks.ca.gov/grants)



### **Department Mission**

The mission of California State Parks 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.

### **The Office of Grants and Local Services (OGALS) Mission Statement**

The mission of the Office of Grants and Local Services is 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, and legislative members, who are our partners working to improve the quality of life for all Californians by creating new parks and recreation opportunities.

**APPLICATION GUIDE**  
**NATURE EDUCATION FACILITIES PROGRAM**  
**TABLE OF CONTENTS**

<b>I.</b>	<b>NATURE EDUCATION FACILITIES PROGRAM INFORMATION .....</b>	<b>5</b>
	Competitive Program Intent .....	5
	Eligible Applicants.....	6
	Eligible Projects .....	6
	Application Deadline .....	7
	Grant Performance Period.....	7
	Amount of Funds Available .....	8
	Project Grant Amounts .....	8
	Funding Tiers.....	8
<b>II.</b>	<b>APPLICATION PROCESS.....</b>	<b>10</b>
<b>III.</b>	<b>APPLICATION PACKET.....</b>	<b>12</b>
	Application Packet Checklist.....	13
	Application Form.....	14
	Non-Profit Organization Requirements .....	15
	Joint Powers Authority .....	16
	Authorizing Resolution.....	17
	Certification Letters.....	19
	Grant Scope/Cost Estimate .....	21
	Funding Sources.....	26
	California Environmental Quality Act (CEQA) Compliance .....	28
	Land Tenure Requirement.....	31
	Sub-Leases or Other Agreements .....	34
	Concept Level Site Plan .....	34
	Project Location Map(s).....	34
	Photos of the Project Site .....	34
	Project Selection Criteria Instructions.....	35
	Project Summary .....	36
	Project Selection Criteria .....	37
<b>IV.</b>	<b>ELIGIBLE COSTS.....</b>	<b>51</b>
	Development Costs .....	52
	Ineligible Costs .....	55
<b>V.</b>	<b>DEFINITIONS.....</b>	<b>56</b>

## **OGALS Welcomes Your Application for the Nature Education Facilities Program**

- ❖ Use this guide for the competitive application process.
- ❖ We also strongly recommend that you review the Grant Administration Guide for Proposition 84 before sending your application to OGALS. The Grant Administration Guide contains important information about what you will need to do if your application is selected for funding.
- ❖ Please call, write, or email OGALS with any questions. General contact information for OGALS is given on the front cover of this guide. Click on the staff contacts link on our website to find staff names, phone numbers and email addresses.
- ❖ Website: [www.parks.ca.gov/grants](http://www.parks.ca.gov/grants). Our website features technical assistance materials and updates and provides a link to the Grant Administration Guide.

**NOTE: The meanings of words and terms shown in SMALL CAPS are in the Definitions Section at the back of this Guide.**

### **Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006**

On November 7, 2006, Californian voters passed Proposition 84. The \$5.4 billion “Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006” (Proposition 84) is detailed in the Public Resources Code §§75001 through 75090.

### **Nature Education Facilities Program**

Funding for this \$93 million grant program was made available through the Parks and Nature Education Facilities chapter in Proposition 84. Public Resources Code Division 43, Chapter 8, §75063 (b).

# I. NATURE EDUCATION FACILITIES PROGRAM INFORMATION

## **Competitive Program Intent**

The impacts of climate change and population growth pose significant challenges to California's environmental resources. The challenges must be addressed and solutions must be provided in order to protect those resources for future generations. Therefore, facilities that educate visitors and inspire environmental stewardship are critically needed for the future health of California.

In response to that need, the Nature Education Facilities Program will award competitive grants for development projects that will increase public understanding and knowledge of California's resources.

The underlying concepts for the program are derived from the applicable sections of Proposition 84 as enacted in the following Public Resources Code (PRC) sections:

### PRC §75063 Introduction

*“ . . . to protect the resources (of the State of California) for future generations, and to increase public understanding and knowledge of those resources . . . ”*

### PRC §75063 (b) Nature Education Facilities

*Funds shall be available “ . . . for grants for nature education and research facilities and equipment to non-profit organizations and public institutions, including natural history museums, aquariums, research facilities and botanical gardens. Eligible institutions include those that combine the study of natural science with preservation, demonstration and education programs that serve diverse populations, institutions that provide collections and programs related to the relationship of Native American cultures to the environment, and institutions for marine wildlife conservation research. Grants may be used for buildings, structures and exhibit galleries that present collections to inspire and educate the public and for marine wildlife conservation research equipment and facilities.”*

### PRC §75003.5 General Provisions

*“The people of California further find and declare that the growth in population of the state and the impacts of climate change pose significant challenges. These challenges must be addressed through careful planning and through improvements in land use and water management that both reduce contributions to global warming and improve the adaptability of our water and flood control systems. Improvements include better integration of water supply, water quality, flood control and ecosystem protection, as well greater water use efficiency and conservation to reduce energy consumption.”*

### PRC §75004. General Provisions

*“It is the intent of the people that investment of public funds pursuant to this division should result in public benefits.”*

## Eligible Applicants

- Cities
- Counties
- California State Agencies
- DISTRICTS
- NON-PROFIT Organizations

A JOINT POWERS AUTHORITY will also be considered an eligible APPLICANT if at least one of the members otherwise qualifies as an eligible APPLICANT, and subject to review and approval of the underlying JOINT POWERS AUTHORITY agreement.

Eligible APPLICANTS include public institutions as listed above, and NON-PROFIT organizations that increase public understanding and knowledge of California's resources, inspire ENVIRONMENTAL STEWARDSHIP and that meet one or more of the following objectives:

- Combine the study of natural science with preservation, demonstration and education programs that serve diverse populations
- Provide collections and programs related to the relationship of Native American cultures to the environment
- Conduct MARINE wildlife conservation research

## Eligible Projects

Eligible PROJECTS are DEVELOPMENT, including construction and renovation, of NATURE EDUCATION facilities, buildings, structures and exhibit galleries that present collections to inspire and educate the public and MARINE wildlife conservation research equipment and facilities. The PROJECT must provide NATURE EDUCATION that includes focused learning about the natural environment that inspires ENVIRONMENTAL STEWARDSHIP and meet one of one of the following objectives:

- Combine the study of natural science with preservation, demonstration and education programs that serve diverse populations
- Provide collections and programs related to the relationship of Native American cultures to the environment
- Conduct MARINE wildlife conservation research

Acquisition PROJECTS are not eligible under this program. GRANT funded PROJECTS must be open to the general public, or, for MARINE research facilities and equipment, support facilities that are open to the general public. In addition, GRANTS must be used for CAPITAL OUTLAY only. Therefore, GRANTS may be used to construct facilities and structures that house programs, but they can not be used to develop or fund programs. Similarly, GRANTS may be used to build EXHIBITS, but can not be used to purchase collections or specimens.

Eligible PROJECT types include the following:

1. FACILITIES and buildings
2. Exhibit Galleries, including but not limited to:
  - Annex, wing, or room added to or, renovated in, an existing building to house INTERPRETIVE EXHIBITS

- Installation of new EXHIBITS and related fixed equipment within an existing building
3. Structures, including but not limited to:
    - Freestanding INTERPRETIVE EXHIBITS, either indoor or outdoor
    - Outdoor structures used for NATURE EDUCATION, e.g., arbors, ramadas, pavilions
  4. MARINE RESEARCH FACILITIES and MARINE RESEARCH EQUIPMENT used to:
    - Conduct, or facilitate MARINE wildlife conservation research.
    - Provide public access and/or interaction, and/or provide support to a public NATURE EDUCATION FACILITY.

### **Application Deadline**

APPLICATIONS must be postmarked or delivered by the deadline posted on our websites at [www.parks.ca.gov/grants](http://www.parks.ca.gov/grants).

### **Grant Performance Period**

The GRANT PERFORMANCE PERIOD begins on the date of APPROPRIATION and extends for eight years from 07/01/09 to 06/30/17. During this time period, ELIGIBLE COSTS may be incurred by the GRANTEE and charged to the GRANT. However, costs incurred before a CONTRACT is fully ENCUMBERED are at the APPLICANT'S own risk.

The CONTRACT ENCUMBRANCE period also begins on the date of APPROPRIATION but only extends for the first three years of the GRANT PERFORMANCE PERIOD. Therefore, all CONTRACTS must be fully ENCUMBERED, that is signed by both the GRANTEE and by DPR, by 06/30/12.

## Amount of Funds Available

\$93,000,000

## Project Grant Amounts

- Maximum: \$ 7,000,000
- Minimum: \$ 25,000

There is no match requirement under this program and no preference is given for APPLICANTS who provide matching funds. However, the total GRANT alone, or GRANT plus additional committed funds, must be equal to the funds needed to complete the PROJECT. Therefore, APPLICANTS should make certain that the GRANT amount requested is adequate. OGALS will not award more or less than the requested GRANT amount.

## Funding Tiers

To enable funding of a broad variety of sizes and types of PROJECTS, applications will be sorted into five funding tiers, based on the GRANT amount requested, as described below. However, the funds listed for each tier are estimates only and may change based on the quality and quantity of applications received in each tier. In addition, the entire amount of reserve funds will be dispersed across the tiers to ensure sufficient funds are available to award quality PROJECTS statewide.

Applications will be reviewed within their respective tiers to allow PROJECTS similar in size and scope to be scored competitively against each other. This will allow OGALS to assess the relative value of the wide range of PROJECT types eligible under this program.

Tier	Grant Request Amount	Amount Estimated
A	\$3,000,001 to \$7,000,000	\$ 42,000,000
B	\$1,000,001 to \$3,000,000	\$ 24,000,000
C	\$500,001 to \$1,000,000	\$ 10,000,000
D	\$100,001 to \$500,000	\$ 5,000,000
E	\$25,000 to \$100,000	\$ 2,000,000
	Reserve Funds	\$ 10,000,000
	<b>Total Funds Available</b>	<b>\$ 93,000,000</b>

## Application Submission

Within the tier schedule, the following rules will be applied:

1. Each PROJECT requires its own application.
2. For any one SITE LOCATION, APPLICANTS may submit only one PROJECT application, in any one tier.

Examples:

- Agency operates one FACILITY at one SITE LOCATION. Agency may submit only one application in only one tier. That is, the APPLICANT may only compete for one GRANT.
- Agency operates facilities at multiple SITE LOCATIONS. The APPLICANT may compete for more than one GRANT. However, for each SITE LOCATION, agency may submit only one application in only one tier.

## II. APPLICATION PROCESS

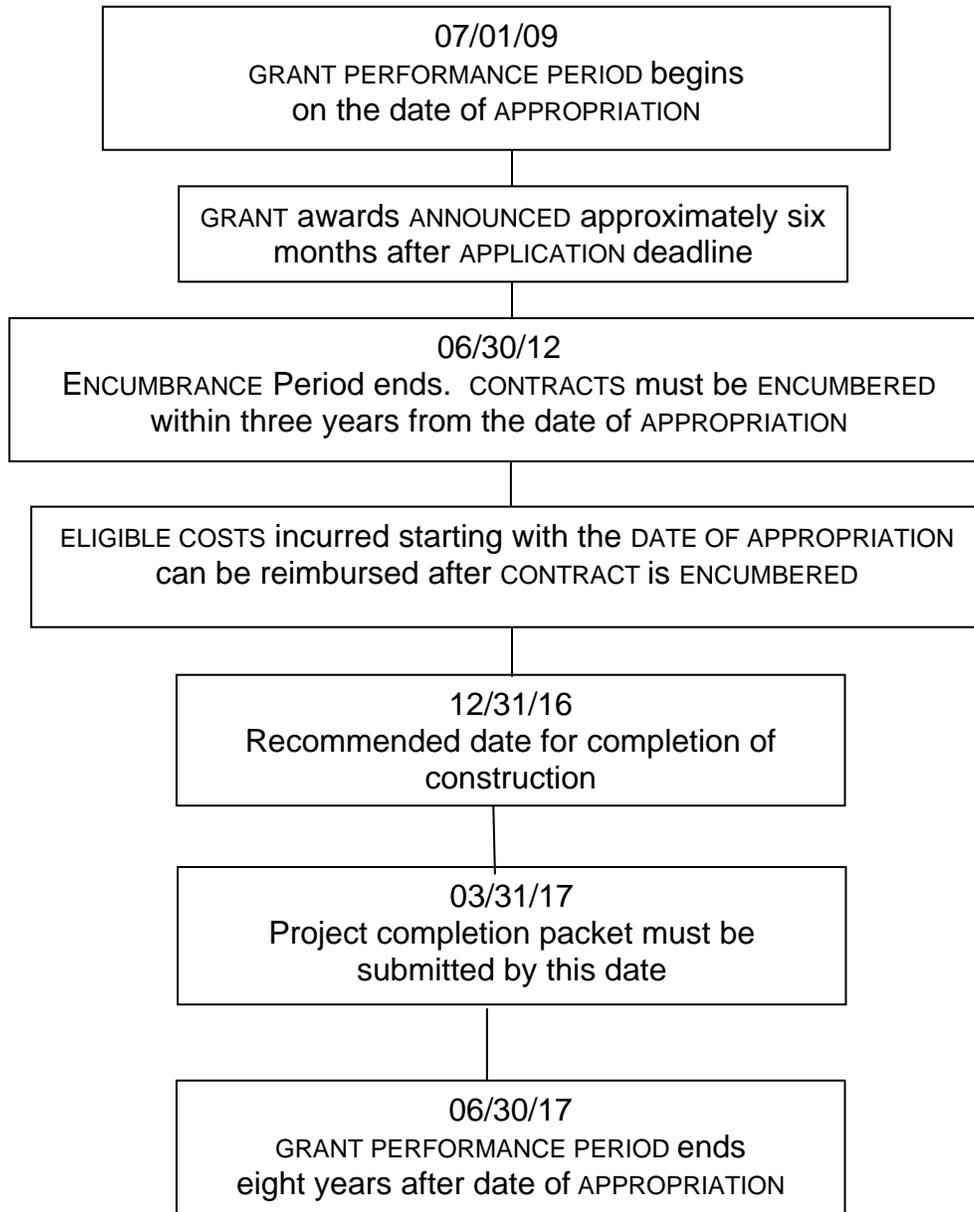
1. Review this guide to understand project eligibility and the competitive application process. The Project Selection Criteria can be used as a guide for project planning and design.
2. Review the Grant Administration Guide for Proposition 84 to understand your responsibilities as a grantee if your application is selected for funding.
3. Send the Application Packet to OGALS postmarked or delivered by the application deadline posted on our website [www.parks.ca.gov/grants](http://www.parks.ca.gov/grants). The Application Packet section provides directions and forms.
4. After OGALS reviews the application, you will receive a letter indicating whether the Application Packet is complete or requires additional information to make it complete.

However, Project Selection Criteria responses must be complete by the application deadline and revisions will not be accepted.

5. OGALS will sort the competitive applications into tiers based on the requested grant amount, and then evaluate and rank them using Project Selection Criteria responses.
6. Grant award decisions will be announced approximately six months after the application deadline. Applicants will receive either a grant award or denial letter.
7. Applicants who are offered a grant award must attend a mandatory grant administration workshop prior to receiving a contract.
8. Applicants become grantees when their contracts are signed by the authorized representative and signed and fully encumbered by DPR. This must occur by the encumbrance deadline of 06/30/12, three years after the date of appropriation.
9. After the contract is fully encumbered, grantees begin using the Grant Administration Guide and can begin to request reimbursement of eligible costs incurred during the grant performance period.
  - Costs incurred before a contract is fully encumbered are at the applicant's own risk even if the costs are incurred during the grant performance period
  - See eligible costs chart in this guide for additional information on allowed costs
  - See Grant Administration Guide for rules regarding payment requests

## Grant Performance Period Chart

The chart below summarizes the eight year GRANT PERFORMANCE PERIOD. ELIGIBLE COSTS incurred during this period can be reimbursed after the CONTRACT is ENCUMBERED.



### III. APPLICATION PACKET

Instructions for submittal of the APPLICATION PACKET:

- Must be received or postmarked by the deadline posted on our website at [www.parks.ca.gov/grants](http://www.parks.ca.gov/grants).
- Send one original unbound APPLICATION PACKET for each PROJECT. Electronic submittals are not allowed.
- Submit APPLICATION PACKET items in the order shown in the Checklist on the next page. Instructions and forms for each Checklist item begin on the pages noted.
- Provide a table of contents based on the Checklist.
- Number all pages. Hand numbered pages are acceptable.
- If a Checklist item does not apply, note "N/A" and provide a brief explanation.
- Send only the items shown in the Checklist. Do not send supplementary materials, such as Powerpoint presentations, videos, or letters of support.
- Descriptions and forms for each Checklist item can be found on the following pages:

#### **Application Deadline**

APPLICATIONS must be postmarked or delivered by the deadline posted on our website at [www.parks.ca.gov/grants](http://www.parks.ca.gov/grants).

#### Send Applications to:

Street Address for Overnight Mail:

California State Parks  
Office of Grants and Local Services  
1416 Ninth Street, Room 918  
Sacramento, CA 95814

Mailing Address:

California State Parks  
Office of Grants and Local Services  
P.O. Box 942896  
Sacramento, CA 94296-0001

## Application Packet Checklist

1.  Application Form ..... Page 14
2.  Non-Profit Organization Requirements ..... Page 15
3.  Joint Powers Authority Requirements ..... Page 16
4.  Authorizing Resolution ..... Page 17
5.  Certification Letter (State Agencies Only) ..... Page 19
6.  Grant Scope/Cost Estimate ..... Page 21
7.  Funding Sources ..... Page 26
8.  California Environmental Quality Act (CEQA) Compliance..... Page 28
9.  Land Tenure Requirement ..... Page 31
10.  Sub-Leases or Other Agreements..... Page 34
11.  Concept Level Site Plan ..... Page 34
12.  Project Location Map ..... Page 34
13.  Photos of the Project Site..... Page 34
14.  Project Summary (One page maximum) ..... Page 35
15.  Project Selection Criteria (20 page maximum) ..... Page 35

**Application Form**

**STATE OF CALIFORNIA – THE RESOURCES AGENCY – DEPARTMENT OF PARKS AND RECREATION  
PROJECT APPLICATION  
2006 Bond Act (Proposition 84) - NATURE EDUCATION FACILITIES PROGRAM**

PROJECT NAME		Tier (Select one) <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E	
PROJECT PHYSICAL ADDRESS (including zip code)		Requested GRANT Amount    \$ _____	
Nearest Cross Street	County of PROJECT Location	Total Other Fund Sources    \$ _____	
		Est. Total PROJECT Cost    \$ _____	
APPLICANT (CITY, COUNTY, DISTRICT, JPA, STATE AGENCY OR NON-PROFIT ORGANIZATION)			
Describe the PROJECT SITE LOCATION: _____ Acres owned in fee simple by Applicant _____ Acres available under ____ year proposed or existing land tenure agreement (Page 31) _____ Total Acreage of the PROJECT site			
DIRECTOR/PRESIDENT/CEO			
_____ Name ( <i>typed or printed</i> ) and Title DIRECTOR/PRESIDENT/CEO		_____ Mailing Address	
_____ Phone		_____ Email address	
DAY-TO-DAY CONTACT for ADMINISTRATION of the GRANT ( <i>if different from AUTHORIZED REPRESENTATIVE</i> )			
_____ Name ( <i>typed or printed</i> ) and Title DIRECTOR/PRESIDENT/CEO		_____ Mailing Address	
_____ Phone		_____ Email address	
GRANT SCOPE: I represent and warrant that this APPLICATION PACKET describes the intended use of the requested GRANT to complete the FEATURES and MAJOR SUPPORT AMENITIES listed in the attached GRANT SCOPE/Cost Estimate Form. I certify that the information contained in this APPLICATION PACKET, including required attachments, is accurate.			
AUTHORIZED REPRESENTATIVE AS SHOWN IN RESOLUTION OR CERTIFICATION LETTER			
_____ Signature AUTHORIZED REPRESENTATIVE		_____ Date	
_____ Name ( <i>typed or printed</i> ) and Title		_____ Phone	
		_____ Email address	

## **Non-Profit Organization Requirements**

In order to ensure due diligence in review of applications, OGALS reserves the right to disqualify organizations that demonstrate the possibility of unreasonable risks if awarded funds under this program.

To enable this review, NON-PROFIT organizations must provide the following:

- Verification of 501(C)(3) status
- Articles of Incorporation or equivalent legal founding document(s)
- Mission statement and/or description of organization's most significant activities
- Most recent IRS Form 990, *Return of Organization Exempt from Income Tax*
- Most recent annual report and/or budget
- Most recent audit report or financial review

## Joint Powers Authority

A JOINT POWERS AUTHORITY will initially be considered an eligible APPLICANT, if at least one of the members otherwise qualifies as an eligible APPLICANT. In addition, the JOINT POWERS AUTHORITIES must submit a copy of the JOINT POWERS AUTHORITY agreement for review. DPR will review the agreement to determine which entity of the JOINT POWERS AUTHORITY shall accept the responsibilities of land tenure, and if applicable, assignment of the GRANT CONTRACT, in the event of dissolution of the JOINT POWERS AUTHORITY. In addition, in order to assure that the JOINT POWERS AUTHORITY can assume the contractual obligations required for funding, the agreement must contain or describe all of the information noted below.

1. Name of each entity/party to the agreement.
2. Term of the agreement, which articulates the effective date of the creation of the JOINT POWERS AUTHORITY and the termination date, if any, of the same.
3. The purpose of the agreement or the power to be exercised by the JOINT POWERS AUTHORITY.
4. Method by which the purpose will be accomplished or the manner in which the power will be exercised.
5. Authority of each entity that allows such entity to enter into the agreement.
6. Authority and/or responsibility of each entity party to the agreement.
7. Describes the accountability of funds of the JOINT POWERS AUTHORITY.
8. Discusses the responsibility for debts, liabilities, and obligations of the JOINT POWERS AUTHORITY.
9. Describes the disposition, division, or distribution of property acquired or developed by the JOINT POWERS AUTHORITY.
10. Discusses the termination of the JOINT POWERS AUTHORITY including responsibility for debts, liabilities, and obligations as well as disposition, division, and or distribution of property acquired.

In the event that a JOINT POWERS AUTHORITY is awarded a GRANT, the CONTRACT they sign will include a provision that specifically names another entity, eligible under this program that will assume the obligations of the agreement, in the event of dissolution of the JOINT POWERS AUTHORITY.

## **Authorizing Resolution**

Authorizing resolutions are required for all of the following APPLICANTS:

- Cities
- Counties
- DISTRICTS
- JOINT POWERS AUTHORITIES
- NON-PROFIT Organizations

The Resolution template on the following page may be reformatted. However, the language provided in the Resolution template must be included in the reformatted document. Please be aware that any additional changes may delay APPLICATION approval if the changes require DPR's legal office review or subsequent revisions.

Resolution No: \_\_\_\_\_

RESOLUTION OF THE  
(Title of Governing Body/City Council/Board of Supervisors/Directors) OF  
(City, County, District, Joint Powers Authority, Non-Profit Organization)  
Approving the Application for  
NATURE EDUCATION FACILITY PROGRAM FUNDS  
*Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal  
Protection Bond Act of 2006*

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 Nature Education Facilities 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 application(s) before submission of said application(s) to the State; and

WHEREAS, the applicant will enter into a contract with the State of California to complete the PROJECT;

NOW, THEREFORE, BE IT RESOLVED that the (applicant's governing body) hereby: Approves the filing of an application for the (name of PROJECT), and

1. Certifies that said applicant has or will have available, prior to commencement of any work on the project included in this application, the sufficient funds to complete the project should this grant be awarded; and
2. Certifies that the applicant has or will have sufficient funds to operate and maintain the project; 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. Certifies that this project is consistent with the applicable city or county, or appropriate planning document, as the case may be; and
5. 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 project; and
6. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.

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 or Board Secretary)

## **Certification Letters**

In lieu of a resolution, California State Agencies need to submit a Certification Letter as shown on the next page.

## Certification Letter Template

Date:

To: California Department of Parks and Recreation  
Office of Grants and Local Services  
Nature Education Facilities Program

From: Director/President/Chancellor  
Name of State Agency  
Address

Re: Certification Letter  
Name of Project

This letter confirms that the Director/President/Chancellor has reviewed the (name of PROJECT), application packet and certifies the following:

1. Approves the filing of an application for funds from the Nature Education Facilities Program under the *Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006*.
2. Certifies that the applicant has or will have available, prior to commencement of any work on the project included in this application, the sufficient funds to complete the project should this grant be awarded.
3. Certifies that the applicant has or will have sufficient funds to operate and maintain the project.
4. Certifies that the applicant has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Grant Administration Guide.
5. Certifies that this project is consistent with the applicable State unit general plan, or appropriate planning document, as the case may be.
6. 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 project
7. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.

Signed by: \_\_\_\_\_  
DIRECTOR/PRESIDENT/CHANCELLOR

Date: \_\_\_\_\_

## Grant Scope/Cost Estimate

The GRANT SCOPE/Cost Estimate Form on page 25 has two uses:

1. Lists the GRANT SCOPE
2. Provides a Cost Estimate

### 1. List the GRANT SCOPE:

The GRANT SCOPE/Cost Estimate Form establishes the expected GRANT deliverables for PROJECT completion. The deliverables are defined below as either FEATURES or MAJOR SUPPORT AMENITIES. In general, GRANT funds may be used for any part of a building or FACILITY that directly provides, or helps to provide NATURE EDUCATION. These FEATURES enable focused learning about the natural environment that inspires ENVIRONMENTAL STEWARDSHIP. Grant funds may also be used for support facilities incorporated within the building or FACILITY that are considered necessary for its primary function and for supplemental facilities that provide incidental services for visitors and/or revenue for ongoing operation and maintenance. The examples which follow provide further definition. To be eligible for GRANT payment, the FEATURES and MAJOR SUPPORT AMENITIES that will be funded by the GRANT must be listed on the GRANT SCOPE/Cost Estimate Form.

GRANT funds **may not** be used for any part of a building or FACILITY which does not meet the intent of the program. Therefore, if the proposed function is unrelated to the need to provide, or support NATURE EDUCATION, the costs would be ineligible under this program. Examples include, but are not limited to unrelated office, storage and equipment space.

List only the FEATURES and MAJOR SUPPORT AMENITIES that will be completed before the end of the GRANT PERFORMANCE PERIOD. Use one of the phrases listed in C. below to describe each of the items listed. Listed items must be completed and the PROJECT must be open and usable by the public before final payment can be made.

#### A. FEATURES –

This term is used to cover the primary GRANT deliverables for your PROJECT and to identify the elements of a FACILITY that directly provide or help to provide NATURE EDUCATION. Therefore, regardless of the estimated cost at the time of APPLICATION, each FEATURE must be listed on the GRANT SCOPE/Cost Estimate Form.

FEATURES include buildings, structures, EXHIBIT galleries and the individual elements of a FACILITY that provide NATURE EDUCATION. In addition, MARINE RESEARCH FACILITIES and MARINE RESEARCH EQUIPMENT that provide or support NATURE EDUCATION are also FEATURES.

Examples of FEATURES include but are not limited to the following:

- Buildings, annexes, wings, rooms used for NATURE EDUCATION
- EXHIBITS galleries and/or other individual EXHIBITS within a larger FACILITY
- Structures including freestanding INTERPRETIVE EXHIBITS and signage
- Botanical and/or native plant gardens
- Native habitat restoration within a NATURE EDUCATION FACILITY

B. MAJOR SUPPORT AMENITIES –

Includes support facilities, incorporated within the NATURE EDUCATION FACILITY, that are stand alone and considered necessary for its primary function. Support facilities alone are not eligible projects. Also includes supplemental facilities that provide incidental services for visitors and/or revenue for the operation and maintenance of the PROJECT. Supplemental facilities alone are not eligible projects.

MAJOR SUPPORT AMENITIES will fall into one of the following two categories:

1. Regardless of the estimated cost at the time of application, list the construction or renovation of:
  - Parking lots
  - Support buildings such as restroom and/or other stand alone buildings that provide space for related offices, storage, and equipment, parking lots.
  - Supplemental stand alone buildings, structures or areas that provide incidental services for visitors and/or revenue for the operation and maintenance of the PROJECT, e.g., picnic areas, gift shops, cafes, equipment rental shops.
  
2. Only if estimated cost is \$50,000 or greater, list a stand alone item of work to improve the appearance or use of the general PROJECT site. For this category, the estimated cost of the stand alone item determines if the item is a GRANT deliverable. If the estimated cost of the item is less than \$50,000, it is considered a MINOR SUPPORT AMENITY. As such, the costs are folded into the cost of the related FEATURE or MAJOR SUPPORT AMENITY and not listed separately on the form. See D. below.

Examples include but are not limited to the following:

- Landscaping for the general PROJECT site      Equal to or more than \$50,000
- Lighting for the general PROJECT site      Equal to or more than \$50,000
- Pathways for the general PROJECT site      Equal to or more than \$50,000

If the item of work is not stand alone, the costs are incorporated into the related FEATURE or MAJOR SUPPORT AMENITY. For example, individual items on a construction CONTRACT for a nature center building or parking lot would not be listed separately on the GRANT SCOPE/Cost Estimate Form even if the line item exceeds \$50,000.

C. Descriptive Phrase –

Use one of the phrases below to describe each FEATURE and MAJOR SUPPORT AMENITY listed on the GRANT SCOPE/Cost Estimate Form.

“Construct a new .....”      FEATURE or MAJOR SUPPORT AMENITY

“Renovate a.....”      FEATURE or MAJOR SUPPORT AMENITY

“Purchase and install .....”      MARINE RESEARCH EQUIPMENT

D. MINOR SUPPORT AMENITIES –

Finally, MINOR SUPPORT AMENITIES are not GRANT deliverables and are not listed separately on the GRANT SCOPE/Cost Estimate Form. They include permanent items of work, with an estimated cost of \$50,000 or less, to improve the general appearance or general use of the PROJECT site. Fold the costs for MINOR SUPPORT AMENITIES into the cost of the related FEATURE or MAJOR SUPPORT AMENITY.

Examples include but are not limited to the following:

- Landscaping for the general PROJECT site      Less than \$50,000
- Lighting for the general PROJECT site      Less than \$50,000
- Benches along an INTERPRETIVE trail      Less than \$50,000
- Pathways for the general PROJECT site      Less than \$50,000

## **2. Provide a Cost Estimate:**

Provide a concept level cost estimate for each FEATURE and MAJOR SUPPORT AMENITY listed on the GRANT SCOPE/Cost Estimate form. MINOR SUPPORT AMENITIES are not GRANT deliverables and are not listed separately on this form. Fold the costs for MINOR SUPPORT AMENITIES into the cost of the related FEATURE or MAJOR SUPPORT AMENITY.

- Refer to the ELIGIBLE COSTS charts on page 51 before creating a cost estimate. The charts are also included in the GRANT ADMINISTRATION GUIDE
- The estimated total PROJECT cost on the GRANT SCOPE/Cost Estimate Form must equal the estimated total PROJECT cost listed on the Application Form.
- Each FEATURE and MAJOR SUPPORT AMENITY listed, as well as any path of travel from parking lots and roadsides must be designed to accommodate persons with disabilities. Therefore, OGALS recommends that estimated CONSTRUCTION COSTS include allowance for compliance with state and federal laws and regulations that address discrimination on the basis of disability. For more information and resources see the following websites:
  - Americans with Disabilities Act of 1990 (42 U.S.C. §12101 et seq.)
    - [www.access-board.gov](http://www.access-board.gov)
  - California Unruh Act (California Civil Code §51 et seq.)
    - [www.disabilityaccessinfo.ca.gov](http://www.disabilityaccessinfo.ca.gov)
- No more than 25% of the GRANT amount may be spent on PRE-CONSTRUCTION costs.
- If the estimated costs change during the course of the PROJECT, a revised form is not required, as long as the GRANT SCOPE remains the same.

### **Changes to Grant Scope**

To maintain the integrity of the competitive GRANT award process, any subsequent requests to change GRANT SCOPES will be carefully evaluated and must be approved by OGALS in writing. This includes elimination of, or addition to, the FEATURES and MAJOR SUPPORT AMENITIES listed on the original GRANT SCOPE /Cost Estimate Form. Significant design modifications are also considered a change in GRANT SCOPE. OGALS discourages proposals that eliminate or greatly reduce a PROJECT'S intended use or capacity. For additional information on changes to GRANT SCOPE, see the GRANT ADMINISTRATION GUIDE.

**GRANT SCOPE/COST ESTIMATE FORM**

**APPLICANT** \_\_\_\_\_ **PROJECT NAME** \_\_\_\_\_

<b>GRANT SCOPE ITEMS</b>		<b>ESTIMATED COST</b>
<b>DEVELOPMENT</b>		
• List each FEATURE and MAJOR SUPPORT AMENITY		
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
<b>TOTAL ESTIMATED: FEATURES AND MAJOR SUPPORT AMENITIES</b>		\$
<b>PRE-CONSTRUCTION COSTS</b>		
<b>CEQA COSTS (If not complete at time of application)</b>	\$	
<b>ALL OTHER PRE-CONSTRUCTION COSTS</b>	\$	
<b>TOTAL ESTIMATED: PRE-CONSTRUCTION COST</b>		\$
<b>ESTIMATED TOTAL PROJECT COST</b>		\$

The APPLICANT understands that this form establishes the expected GRANT deliverables. Therefore, all of the FEATURES and MAJOR SUPPORT AMENITIES listed on this form must be complete and open to the public before final GRANT payment is processed as specified in the GRANT ADMINISTRATION GUIDE. The APPLICANT also understands that no more than 25% of the GRANT amount may be spent on PRE-CONSTRUCTION costs.

Signature \_\_\_\_\_  
APPLICANT'S AUTHORIZED REPRESENTATIVE

Date \_\_\_\_\_

## Funding Sources

Use the Funding Sources form to identify each funding source necessary to complete the PROJECT. There is no match requirement under this program and no preference is given for matching funds. However, the total GRANT alone, or GRANT plus additional committed funds, must be equal to the funds needed to complete the PROJECT. If the funding sources or related amounts change during the course of the PROJECT, a revised form is not required, as long as adequate funding to complete the PROJECT is available.

1. List each funding source.
2. Note the source of the funds, e.g., state, local city or county, federal, private, etc.
3. Provide a date for each funding source showing when it was, or will be, committed to the PROJECT. These funds must be either:
  - In the APPLICANT'S possession, **or**
  - Obligated to the PROJECT by a binding agreement between the APPLICANT and another entity

If the funds are not committed by the date of application, provide a date no later than four months thereafter.

4. List the amount committed by each funding source.
5. The total funding sources listed at the bottom of this form must equal the estimated total PROJECT cost listed on both the Application form and the GRANT SCOPE/Cost Estimate form.

**FUNDING SOURCES FORM**

**APPLICANT** \_\_\_\_\_ **PROJECT NAME** \_\_\_\_\_

FUNDING SOURCE	DATE COMMITTED	AMOUNT
Nature Education Facility Grant Request	TBD	\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
<b>TOTAL FUNDING SOURCES</b> Must Equal Estimated Total PROJECT Cost		\$

The APPLICANT understands that the PROJECT cannot be funded unless the requested GRANT equals the estimated total PROJECT cost, or, the requested GRANT plus additional committed funds equals the estimated total PROJECT cost. The PROJECT must be completed and open to the public before final GRANT payment is processed.

Signature \_\_\_\_\_  
APPLICANT'S AUTHORIZED REPRESENTATIVE

Date \_\_\_\_\_

## California Environmental Quality Act (CEQA) Compliance

CEQA law establishing policies and procedures that require entities to identify, disclose to decision makers and the public, and attempt to lessen, significant impacts to environmental and historical resources that may occur as a result of the entities' proposed PROJECT. For more detailed information on CEQA requirements go to the Department of Resources Recycling and Recovery (CalRecycle) website: <http://www.calrecycle.ca.gov/SWFacilities/Permitting/CEQA/Toolbox.htm>

Compliance with CEQA is required for all PROJECTS. For information on complying with CEQA requirements, the APPLICANT should check with their local city or county planning agency, and/or the website noted above. To document compliance for the purposes of the GRANT application, the APPLICANT needs to submit the documents noted below. The documents required vary based on whether CEQA is complete or incomplete at the time of application.

### 1. If CEQA compliance is complete at the time of APPLICATION

- Provide the CEQA Compliance Certification Form
- Provide a copy of the Notice of Exemption or the Notice of Determination, or,
- If a Notice of Exemption or a Notice of Determination was not completed, provide a letter from the Lead Agency that explains:
  - Why neither document was completed
  - Certifies that the PROJECT is CEQA compliant
  - Notes the date the PROJECT was approved by the Lead Agency

### 2. If CEQA compliance is **not** complete at the time of APPLICATION

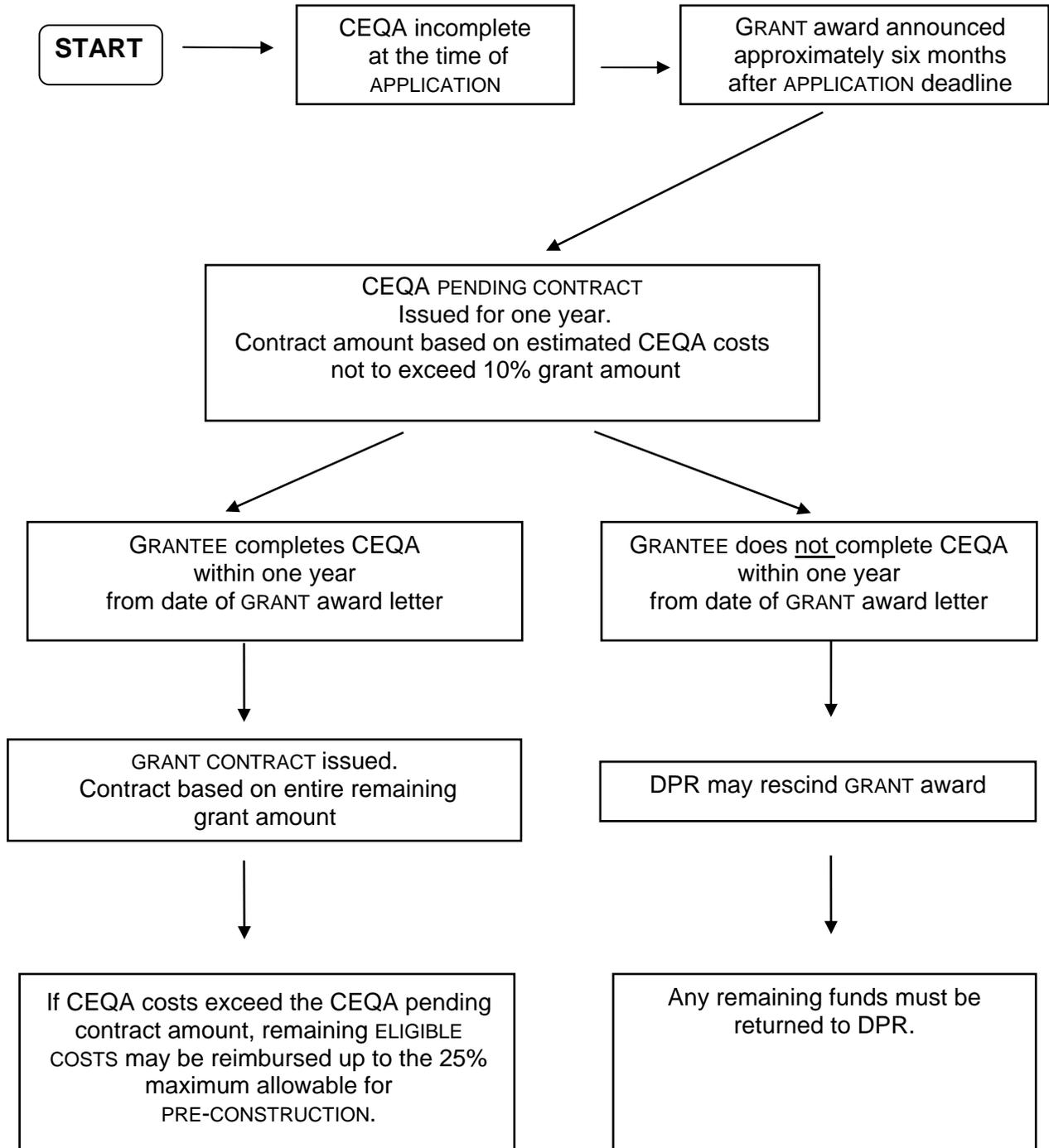
Applicants with incomplete CEQA must provide a letter detailing their plan for CEQA compliance. The plan must include the following:

- Description of documentation being prepared: Initial Study, Notice of Exemption, Negative Declaration, Mitigated Negative Declaration, Environmental Impact Report, etc.
- Description of the current status of CEQA compliance
- A timeline for CEQA compliance showing estimated dates when each step of the CEQA compliance process will be completed
- A total estimated cost for CEQA compliance
- An explanation of any obstacles that may delay CEQA compliance

CEQA must be complete within one year from the date of the GRANT award. To facilitate this, a CEQA pending CONTRACT will be offered to GRANTEES awarded funds for a PROJECT with incomplete CEQA. This allows the GRANTEE the use of an initial portion (maximum 10%) of the GRANT funds for completion of CEQA requirements. If CEQA is completed, and the full GRANT awarded, remaining eligible CEQA costs can be reimbursed up to the maximum 25% allowed for PRE-CONSTRUCTION COSTS. The CEQA pending CONTRACT's twelve month performance period begins on the date of GRANT award announcement. If CEQA compliance is not complete within the year long performance period, the GRANT award may be rescinded. See the chart on the next

page and the GRANT ADMINISTRATION GUIDE for additional information about the CEQA PENDING CONTRACT process.

### CEQA PENDING CONTRACT PROCESS



**CEQA COMPLIANCE CERTIFICATION FORM**

**Applicant/Grantee:** \_\_\_\_\_ **Project Name:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

**When was CEQA analysis completed for this project? Date** \_\_\_\_\_

**What document(s) was filed for this project’s CEQA analysis: (check all that apply)**

- Initial Study     Notice of Exemption     Negative Declaration
- Mitigated Negative Declaration
- Environmental Impact Report     Other: \_\_\_\_\_

**Please attach the Notice of Exemption or the Notice of Determination as appropriate.**

**If these forms were not completed please 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 Lead Agency listed above has determined that it has complied with the California Environmental Quality Act (CEQA) for the project identified above and that the project is described in adequate and sufficient detail to allow the project’s construction.

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

\_\_\_\_\_  
AUTHORIZED REPRESENTATIVE  
(Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
AUTHORIZED REPRESENTATIVE  
(Printed Name and Title)

## Land Tenure Requirement

The APPLICANT must satisfy the land tenure requirements for this program. APPLICANTS can comply with these requirements through ownership of the PROJECT property or by an approved land tenure agreement between the APPLICANT and the landowner.

Approved agreements, unless otherwise noted below, must meet the following terms based on the amount of the GRANT:

- Up to \$1,000,000 require at least 20 years of land tenure.
- More than \$1,000,000 requires at least 30 years of land tenure.
- OGALS will start counting the 20 or 30 year land tenure requirement from 07/01/09, the date of APPROPRIATION. Therefore, all land tenure agreements must extend to at least 06/30/29 or 06/30/39 depending on the grant amount requested.

To verify compliance with these requirements, APPLICANTS must submit one of the following sets of documents depending on whether the site is owned, or not owned, by the APPLICANT.

### A. PROJECT Site Owned by APPLICANT

If the PROJECT site is owned in fee simple by the APPLICANT, provide a copy of one of the following showing that the APPLICANT is the land owner:

- Deed or deed recordation number
- Title search
- Current county assessor's parcel map

### B. PROJECT Site Not Owned by APPLICANT

If the PROJECT site is not owned in fee simple by the APPLICANT, verify adequate tenure by finding the alternative below that describes your agreement, and submitting the required documents. Other lease agreements that differ from the listed alternatives may be submitted along with the land tenure form and a letter describing the circumstances that may prevent meeting the standard requirements. All land tenure agreements are subject to review and approval to ensure that they fulfill the intent of the GRANT program, ensure the viability of the PROJECT and provide public access.

1. If the land tenure agreement **meets** the 20 or 30 year term requirement at the time of application, as well as all other requirements listed on the Land Tenure Form:
  - Complete and submit the Land Tenure Form on page 33
  - Provide a copy of the signed land tenure agreement
  - Highlight the sections of the agreement that meet the requirements listed in the Land Tenure Form
2. If the land tenure agreement **does not meet** the 20 or 30 year term requirement at the time of APPLICATION, but does meet all other requirements listed on the Land Tenure Form:
  - Complete and submit the Land Tenure Form on page 33
  - Provide a copy of the signed land tenure agreement

- Highlight the sections of the agreement that meet the requirements listed in the Land Tenure Form
  - Provide a letter from the landowner which confirms or describes the following:
    - Landowner's policy prohibiting long term land tenure agreements
    - Long standing use of the property by the APPLICANT
    - Commitment to continue, to renew the land tenure agreement with the APPLICANT in incremental periods to satisfy the 20 or 30 year requirement, absent any unforeseen circumstances
  - Submit a letter from the APPLICANT signed by the AUTHORIZED REPRESENTATIVE which agrees to renew the land tenure agreement with the landowner in incremental periods to satisfy the 20 or 30 year requirement
3. If the land tenure agreement is an **unsigned draft** at the time of application, provide the following:
- Complete and submit the Land Tenure Form on page 33
  - Provide a copy of the draft land tenure agreement
  - Highlight the sections of the draft agreement that meet the requirements listed in the Land Tenure Form
  - Submit a letter from the APPLICANT which includes a commitment to sign the proposed land tenure agreement should the GRANT be awarded
  - Submit a corresponding letter from the landowner which includes a commitment to sign the proposed land tenure agreement should the GRANT be awarded

If a GRANT is awarded, the APPLICANT must send a **signed** land tenure agreement to OGALS before the GRANT CONTRACT can be fully ENCUMBERED by DPR.

**NOTE:** For all land tenure agreements, if the landlord does not renew a lease, and the GRANTEE cannot comply with the time period stated in the CONTRACT, DPR may hold the GRANTEE in breach of CONTRACT. This is covered in the *Use of Facilities* section of the CONTRACT reproduced below. The entire CONTRACT including all provisions can be found in the GRANT ADMINISTRATION GUIDE.

#### *Use of Facilities*

- *The grantee agrees that the grantee shall operate and maintain the property acquired or developed with the grant monies in accordance with the land tenure requirements set forth in the Guides.*
- *The grantee agrees that the grantee shall use the property acquired or developed with grant monies under this contract only for the purposes of the grant and no other use, sale, or other disposition or change of the use of the property to one not consistent with the grant scope shall be permitted except as authorized by a specific act of the legislature and the property shall be replaced with property of equivalent value and usefulness as determined by State.*
- *The property acquired or developed may be transferred to another eligible entity if the successor entity assumes the obligations imposed under this contract and with the approval of State.*

**LAND TENURE FORM**

**APPLICANT** \_\_\_\_\_ **PROJECT NAME** \_\_\_\_\_

This form is required for all PROJECT sites not owned in fee simple by the applicant.

To complete the form and requirements, the applicant must:

- Attach a copy of the land tenure agreement
- Highlight the sections of the agreement that meet the requirements listed below
- Indicate the page numbers showing where the information can be found

**Type of Agreement** \_\_\_\_\_

Identify the type of agreement, e.g., lease, joint powers agreement, easement, memorandum of understanding, etc.

**Parties to the Signed Agreement** ..... Page \_\_\_\_\_

- Highlight the sections which identify the parties to the agreement.
- The agreement must be signed by all parties.

**Term of the Agreement** ..... Page \_\_\_\_\_

- All grant amounts up to \$1,000,000 require at least 20 years of land tenure.
- All grant amounts greater than \$1,000,000 require at least 30 years of land tenure.
- OGALS will start counting the 20 or 30 year land tenure requirement from 07/01/09, the date of APPROPRIATION. Therefore, all land tenure agreements must extend to at least 06/30/29 or 06/30/39 depending on the grant amount requested.

**Renewal Clause** ..... Page \_\_\_\_\_

The renewal clause must include an option, which can be non-binding, for the applicant/grantee to renew the agreement beyond the original 20 or 30 year term requirement.

**Termination (Revocability)** ..... Page \_\_\_\_\_

Any of the following is acceptable:

- No termination clause - the agreement is non-revocable.
- Termination clause specifies that the agreement is revocable:
  - For breach of the contract provisions, i.e., for cause.
  - By mutual consent.

The following is not acceptable and will not be approved: Termination clause allows the land owner to revoke the agreement without cause, i.e., at will.

**Site Control, Roles and Responsibilities** ..... Page \_\_\_\_\_

The applicant must have the authority to construct, operate, and maintain the project in accordance with the contract provisions.

- The agreement must authorize the applicant to proceed with the construction project. The applicant may delegate construction to other entities.
- The agreement gives applicant permission to operate the project site. The applicant may delegate operational roles to other entities.
- The agreement identifies which entity is responsible for maintenance of the project site. Entities other than the applicant may have this role.

### **Sub-Leases or Other Agreements**

- Provide a list of any *other* leases or agreements, not related to land tenure, affecting PROJECT property such as maintenance agreements, concessionaire contracts, etc. If necessary, note if the status of the lease or agreement is proposed or draft.

**or**

- If this item does not apply, note “N/A” and provide a brief explanation.

### **Concept Level Site Plan**

- Provide a drawing no larger than 11x17” which clearly shows where each of the FEATURES and MAJOR SUPPORT AMENITIES listed in the GRANT SCOPE/Cost Estimate Form will be located at the PROJECT site. The concept level site plan helps OGALS to determine that GRANT funds are primarily used for FEATURES that provide NATURE EDUCATION.

If the GRANT SCOPE includes a building(s), include the approximate total square footage of the entire building. In addition, site plans must provide the proposed function and approximate square footage of each room in the building.

### **Project Location Map(s)**

- Provide a map showing highway and street access to the PROJECT site.

### **Photos of the Project Site**

- Provide up to four pages (8½ x 11”) of photographs with labels, showing the PROJECT site and its surrounding area.

## Project Selection Criteria Instructions

### Introduction

To enable funding of a broad variety of sizes and types of PROJECTS, applications will be:

- Sorted into five funding tiers, based on the GRANT amount requested
- Reviewed within their respective tiers to allow PROJECTS similar in size and scope to be scored competitively
- Ranked according to the responses to the PROJECT Selection Criteria

For MARINE RESEARCH EQUIPMENT, provide responses based on the FACILITY supported by the PROJECT.

### Instructions

- PROJECT Summary:
  - One page maximum
- PROJECT Selection Criteria - Structure and complete your responses as follows:
  - Use the same numbered and lettered order of each criterion
  - Respond to each criterion separately
  - Maximum 20 pages
    - (8½ x 11”), single-sided, double-spaced, in Arial 12 point font.
    - A suggested number of pages for each response is noted within each of the criteria. However, APPLICANTS should allocate the number of pages as needed to fully justify and support their response. In all cases, APPLICANTS should clearly and concisely answer the questions asked and/or prompts provided.

### Deadline

APPLICATIONS must be postmarked or delivered by the deadline posted on our website. [www.parks.ca.gov/grants](http://www.parks.ca.gov/grants)

### Scoring Breakdown

Criterion No.	Criteria Heading	Point Value
--	Project Summary	N/A
1.	Need for Nature Education	25
2.	Educational Opportunities	25
3.	Visitor Outreach	15
4.	Project Access	10
5.	Sustainable Design	10
6.	Project Readiness	8
7.	Operation and Maintenance	7
	Total	100

## Project Summary

The PROJECT summary facilitates the Department's understanding of your PROJECT within its larger context. The PROJECT must provide NATURE EDUCATION that includes focused learning about the natural environment that inspires ENVIRONMENTAL STEWARDSHIP. In addition, PROJECTS must meet at least one of the following objectives:

- Combine the study of natural science with preservation, demonstration and education programs that serve diverse populations
- Provide collections and programs related to the relationship of Native American cultures to the environment
- Conduct marine wildlife conservation research

This introductory section will not be scored.

- One page maximum
  - This page is in addition to the 20 pages allowed for the PROJECT Selection Criteria
1. For all PROJECT types:
    - Clearly describe your proposed PROJECT including each of the FEATURES and MAJOR SUPPORT AMENITIES listed in your GRANT SCOPE
    - Describe the PROJECT'S setting or locale, e.g. aquarium, nature center, natural history museum, MARINE RESEARCH FACILITY, etc.
    - If applicable, describe how the PROJECT will fit into an existing building or FACILITY
    - Provide information on any other enhancement or DEVELOPMENT planned for the PROJECT site
  2. For MARINE RESEARCH EQUIPMENT, describe the following:
    - Proposed usage of the equipment
    - How it will enhance MARINE research capabilities
    - How the equipment will be used in support of, or to provide, public NATURE EDUCATION

## Project Selection Criteria

### Criterion 1. Need for Nature Education (25 points total) (Suggested 4 Page response)

A. Describe how the proposed PROJECT fills a need for public NATURE EDUCATION in the community you intend to serve by responding to the prompts below. The PROJECT must provide NATURE EDUCATION that includes focused learning about the natural environment that inspires ENVIRONMENTAL STEWARDSHIP

1. Briefly describe how this PROJECT will enable your institution or agency to meet at least one of the following objectives:
  - Combine the study of natural science with preservation, demonstration and education programs that serve diverse populations
  - Provide collections and programs related to the relationship of Native American cultures to the environment.
  - Conduct MARINE wildlife conservation research.
2. List and describe the natural resources that will be INTERPRETED by your PROJECT. Resources may include, but are not limited to, flora, fauna, ecosystems, or other natural elements.
3. Discuss why this PROJECT is needed to increase public understanding and knowledge of these natural resources.
4. Discuss how this project will increase public understanding and knowledge of the resources described.
5. Discuss the deficiency of similar opportunities for learning about these resources in the community you intend to serve. The deficiency may be addressed in a variety of ways, such as by describing the unique quality, format or perspective of the PROJECT, the lack of similar opportunities nearby, etc.
6. If applicable, discuss how collections and programs will be used to INTERPRET the relationship of humans to the environment.

<b>Points</b>	<b>Need for Nature Education</b>
<b>16-20</b>	The response indicates that, compared to other APPLICATIONS, there is a overwhelming need for this PROJECT, that it will substantially increase public understanding and knowledge of the resources described, and that there is a serious deficiency of similar opportunities for NATURE EDUCATION in the community served.
<b>11-15</b>	The response indicates that, compared to other APPLICATIONS, there is a compelling need for this PROJECT and that it will significantly increase public understanding and knowledge of the resources described and there is a deficiency of opportunities for NATURE EDUCATION in the community served.
<b>6-10</b>	The response indicates that, compared to other APPLICATIONS, there is a need for this PROJECT and that it will increase public understanding and knowledge of the resources described and there is some deficiency of opportunities for NATURE EDUCATION in the community served.
<b>1-5</b>	The response indicates that, compared to other applications, there is minimal need for this PROJECT although it will help to somewhat increase public understanding and knowledge of the resources described and the deficiency of similar opportunities for NATURE EDUCATION in the community served is not well substantiated.
<b>0</b>	Based on the response, there is no need for the PROJECT or did not respond.

- B. Describe how the PROJECT will inspire ENVIRONMENTAL STEWARDSHIP by summarizing the overarching theme(s) or message(s) that visitors will receive about the resources listed above. The theme or message should:
1. Describe the significance and value of the resource(s)
  2. Highlight the CHALLENGES to the resource(s), including:
    - Adverse and significant impacts of population growth and climate change
    - The need to protect the resources for future generations
  3. Encourage corresponding SOLUTIONS that include:
    - Actionable steps that result in positive impacts on the resource and the environment
    - Behaviors to minimize or eliminate pollution
    - Efficient use of energy and natural resources to reduce impacts on the environment

<b>Points</b>	<b>Theme/Message</b>
<b>3</b>	The response indicates that the PROJECT will inspire ENVIRONMENTAL STEWARDSHIP by presenting CHALLENGES and corresponding SOLUTIONS.
<b>1</b>	The response indicates that the PROJECT will to some degree inspire ENVIRONMENTAL STEWARDSHIP by presenting CHALLENGES and corresponding SOLUTIONS.
<b>0</b>	The response indicates that the PROJECT will not inspire ENVIRONMENTAL STEWARDSHIP by presenting CHALLENGES and corresponding SOLUTIONS.

C. Describe your plan to evaluate whether the PROJECT inspires ENVIRONMENTAL STEWARDSHIP.

<b>Points</b>	<b>Evaluation</b>
<b>2</b>	The APPLICANT has a plan to evaluate whether the PROJECT inspires ENVIRONMENTAL STEWARDSHIP.
<b>0</b>	The APPLICANT does not have a plan to evaluate whether the PROJECT inspires ENVIRONMENTAL STEWARDSHIP or did not respond.

## **Criterion 2. Educational Opportunities (25 points total)**

(Suggested 4 page response)

- A. Describe how the PROJECT will incorporate a wide variety of learning and discovery opportunities to increase the general public's understanding and knowledge of the resources INTERPRETED by your PROJECT. In addition, discuss how the learning and discovery opportunities will inspire and educate visitors about the CHALLENGES to the resources, and make visitors aware of corresponding SOLUTIONS.

A comprehensive response to this question will include a wide variety of learning and discovery opportunities that accomplish the following:

1. Communicate the significance and value of the resource.
2. Present the resources within the context of their local, as well as larger, ecosystems.
3. Actively engage the visitor's senses, especially auditory, visual, tactile or kinesthetic.
4. Convey the INTERPRETIVE message through use of a broad range of media and experiences including but not limited to graphics, video, audio, computer or other programs, hands-on experiences, tours, special events.
5. Showcase collections and provide programs that INTERPRET the relationship of humans to the environment, if applicable.
6. Illustrate the connection between the CHALLENGES to the resources and corresponding SOLUTIONS so that visitors understand the actions that can be taken to positively respond to adverse and significant impacts on the resources.
7. Provide a multi-layered understanding of the CHALLENGES to the resources INTERPRETED, e.g., discuss past, present, and future impacts.
8. Reveal SOLUTIONS that educate and inspire visitors to take steps to effect positive changes on the resource INTERPRETED.

<b>Points</b>	<b>Resources</b>
<b>8</b>	The response indicates that compared to other APPLICANTS, the learning and discovery opportunities will comprehensively educate the public about the resources INTERPRETED.
<b>5</b>	The response indicates that compared to other APPLICANTS, the learning and discovery opportunities will adequately educate the public about the resources INTERPRETED.
<b>2</b>	The response indicates that compared to other APPLICANTS, the learning and discovery opportunities will minimally educate the public about the resources INTERPRETED.
<b>0</b>	No learning and discovery opportunities about the resources were described.

<b>Points</b>	<b>Challenges</b>
<b>8</b>	The response indicates that compared to other APPLICANTS, the learning and discovery opportunities will comprehensively educate the public about the CHALLENGES facing the resources.
<b>5</b>	The response indicates that compared to other APPLICANTS, the learning and discovery opportunities will adequately educate the public about the CHALLENGES facing the resources.
<b>2</b>	The response indicates that compared to other APPLICANTS, the LEARNING and discovery opportunities will minimally educate the public about the CHALLENGES facing the resources.
<b>0</b>	No learning and discovery opportunities about CHALLENGES were described.

<b>Points</b>	<b>Solutions</b>
<b>8</b>	The response indicates that compared to other APPLICANTS, the learning and discovery opportunities will comprehensively educate and inspire visitors toward SOLUTIONS to the CHALLENGES.
<b>5</b>	The response indicates that compared to other APPLICANTS, the learning and discovery opportunities will adequately educate and inspire visitors toward SOLUTIONS to the CHALLENGES.
<b>2</b>	The response indicates that compared to other APPLICANTS, the learning and discovery opportunities described will minimally educate and inspire visitors toward SOLUTIONS to the CHALLENGES.
<b>0</b>	No learning and discovery opportunities about SOLUTIONS were described.

B. Provide specific examples that showcase your design team’s experience and accomplishments with incorporating learning and discovery opportunities in a PROJECT.

<b>Points</b>	<b>Experience</b>
<b>1</b>	The APPLICANT’s response indicates that they, and/or their design team and/or partners, have successfully designed PROJECTS that incorporated a wide variety of learning and discovery opportunities.
<b>0</b>	The APPLICANT’s response indicates that they have no experience, nor do they have a design team or partner with experience, designing learning and discovery opportunities.

**Criterion 3. Visitor Outreach to Targeted Groups (15 points total)**  
 (Suggested 3 Page response)

Discuss how this PROJECT will serve population groups with limited access to NATURE EDUCATION by answering the following:

- A. First, identify population groups within the region and community you serve who lack access to the NATURE EDUCATION your PROJECT will provide. Groups may include, but are not limited to, senior citizens, economically disadvantaged, ethnic groups, school children, etc. As relevant, describe them in terms of their numbers, as well as their demographic, economic, and geographic characteristics.

Second, discuss how this PROJECT will be tailored to serve the needs of a broad range of people, including each of your named population group(s). As relevant, discuss how the PROJECT will address the needs of diverse visitors including language, cultural or other barriers for your targeted visitors.

NOTE: The term “targeted visitors” will be used in throughout this criterion and in Criterion #4 and corresponds to the population groups you named above.

<b>Points</b>	<b>Serves Targeted Visitors</b>
<b>5</b>	The APPLICANT makes a convincing argument that this PROJECT will serve the needs of a broad range of people who lack access to NATURE EDUCATION.
<b>2</b>	The APPLICANT provided a less convincing argument that this PROJECT will serve the needs of population groups who lack access to NATURE EDUCATION.
<b>0</b>	The APPLICANT provided a vague or unconvincing argument that this PROJECT will serve population groups who lack access to NATURE EDUCATION or did not respond.

- B. Discuss the overall strategy and methods that will enable you to reach out to your targeted visitors by answering the following questions:

Describe your proposed overall outreach strategy. Include a list of methods you plan to use to attract your identified targeted visitor groups and increase their access to NATURE EDUCATION.

<b>Points</b>	<b>Strategy and Methods</b>
<b>8</b>	The APPLICANT describes a thorough outreach strategy and the methods described appear highly likely to reach the targeted visitors and increase their access to NATURE EDUCATION.
<b>4</b>	The APPLICANT describes a less thorough outreach strategy and the methods described appear less likely to reach the targeted visitors and increase their access to NATURE EDUCATION.
<b>0</b>	The APPLICANT'S described outreach strategy appears unlikely to reach their targeted visitors or increase their access or no strategy was described.

C. Discuss your's or your affiliate's experience and accomplishments in attracting groups similar to your targeted visitors by describing a previously executed strategy:

- Name the previously targeted population group
- Describe the PROJECT or event that was the focus of the marketing campaign, e.g., regular or traveling exhibit, special program or activity, etc.
- List strategic goals, methods, and outcomes

<b>Points</b>	<b>Experience</b>
<b>2</b>	The response indicates that the APPLICANT or its affiliate has successfully attracted groups similar to their TARGETED VISITORS.
<b>1</b>	The response indicates that the APPLICANT has no experience attracting population groups similar to their TARGETED VISITORS. However, the APPLICANT describes a previous successfully executed strategy for attracting a specific demographic group.
<b>0</b>	The response indicates that the APPLICANT has no experience with successfully attracting demographic groups or did not respond.

**Criterion 4. Project Access (10 points total)**  
 (Suggested 2 Page response)

Describe how the general public, including your targeted visitors, will access the PROJECT after its completion by answering the following:

- A. Using the chart below, show the weekday and weekend hours of operation that will accommodate the general public.

In addition, if access by the general public to the PROJECT will vary seasonally or to meet the needs of specific visitor groups, such as school groups, respond to the following:

- Describe the reasons for seasonal variations, or special hours for school or other specific groups.
- Provide information on the days and hours for each season.
- Provide a weekly total averaged over the entire year.

Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Total

Points	Days and Hours
3	The response given clearly shows that the hours of operation will accommodate the general public and will be open at least 40 hours a week, including both weekend days.
2	The response given clearly shows that the hours of operation will accommodate the general public and be open at least 32 hours a week, including both weekend days.
1	The response given clearly shows that the hours of operation will accommodate the general public and be open at least 25 hours a week, including one weekend day.
0	The response given does not clearly show that the hours of operation will accommodate the general public and/or hours of operation will not accommodate the general public and/or is accessible on weekdays only or did not respond.

- B. Describe how the hours of operation will accommodate the needs of the targeted visitors identified in Criterion #3.

Points	Accommodates Targeted Visitors
2	The response indicates that the hours of operation will accommodate the targeted visitors.
0	The response indicates that the hours of operation do not allow the targeted visitor's access to the PROJECT or no response given.

- C. Describe how the PROJECT will provide alternate means of access to NATURE EDUCATION for the general public, including but not limited to, outreach programs, online learning, or other educational opportunities.

<b>Points</b>	<b>Alternate Access</b>
<b>2</b>	The response indicates that there will be alternate means of access to the NATURE EDUCATION provided by the PROJECT.
<b>0</b>	The response indicates that there will not be alternate means of access to the NATURE EDUCATION provided by the PROJECT or no response given.

- D. Describe how all visitors will physically access the facilities by describing all available options for transportation to the PROJECT site, including pedestrian pathways, bike trails, public transit, roads and parking.

<b>Points</b>	<b>Physical Access</b>
<b>3</b>	The PROJECT will be accessible through an array of convenient public and other transportation options, including by pedestrian and bicycle pathways.
<b>2</b>	The PROJECT will not be accessible by pedestrian and bicycle pathways, but public and other transportation options will be available.
<b>1</b>	The PROJECT will not be accessible by pedestrian and bicycle pathways, or by public transportation, but other transportation options are available.
<b>0</b>	The PROJECT will not be accessible by convenient transportation options or did not respond.

**Criterion 5. Sustainable Design (10 points total)**

(Suggested 3 page response)

A. Based on the size and/or type of your PROJECT discuss how your planning process includes consideration and implementation of sustainable design practices, techniques and materials for the PROJECT. For a more detailed discussion of sustainable practices, techniques and materials, and for links to a wide variety of resources, see the California Department of Resources Recycling and Recovery (CalRecycle) website at [www.calrecycle.ca.gov/greenbuilding/](http://www.calrecycle.ca.gov/greenbuilding/). A thorough response to this question will include the following:

1. A description of the process or method used to consider, based on the type of PROJECT, all possible sustainable design practices, techniques or materials.
2. A discussion of sustainable practices, techniques and materials considered, based on the PROJECT type. For FACILITIES and buildings, considerations for sustainability would include, but are not limited to, site selection, water and energy efficiency, materials and resources used.

If applicable, discuss how the unique requirements of exhibit galleries, EXHIBITS, and MARINE RESEARCH EQUIPMENT may have guided the choices of sustainable practices, techniques or materials.

3. For all PROJECT types, provide a description of any obstacles which may have impacted the decisions made. Obstacles may include, but are not limited to the following:
  - SITE LOCATION
  - Limitations imposed by building codes and regulations.
  - Requirements specific to MARINE RESEARCH EQUIPMENT operation or use
4. Provide a description of the practices employed and the techniques and materials that will be implemented based on the considerations noted above.

Points	
5	The response provided demonstrates that the APPLICANT carefully considered and implemented sustainable design practices, techniques or materials for the PROJECT.
3	The response provided demonstrates that the APPLICANT less carefully considered and implemented sustainable design practices, techniques or materials for the PROJECT.
1	The response provided demonstrates that the APPLICANT only summarily considered and implemented sustainable design practices, techniques or materials for the PROJECT.
0	The response provided demonstrates that the APPLICANT did not consider or implement any possible sustainable design practices, techniques or materials for the PROJECT or did not respond.

- B. Provide a brief description of how the PROJECT will include INTERPRETATION of the sustainable design practices, techniques or materials used in the PROJECT. The INTERPRETATION should increase public understanding and knowledge of sustainable design practices.

Points	Interpretation
5	The response indicates that, compared to other APPLICANTS, the PROJECT will include INTERPRETATION that substantially increases public understanding and knowledge of the sustainable design practices, techniques or materials listed by the APPLICANT.
3	The response indicates that, compared to other APPLICANTS, the PROJECT will include INTERPRETATION that clearly increases public understanding and knowledge of the sustainable design practices, techniques or materials listed by the APPLICANT.
1	The response indicates that, compared to other APPLICANTS, the PROJECT will include INTERPRETATION THAT to some extent increases public understanding and knowledge of the sustainable design practices, techniques or materials listed by the APPLICANT.
0	The PROJECT will not INTERPRET sustainable design practices, techniques or materials listed by the APPLICANT or no response given.

**Criterion 6. Project Readiness (8 points total)**  
 (Suggested 2 Page response)

The Department will consider the information provided in this response, along with the APPLICANT’S performance history in previous grant programs administered by OGALS to determine scoring for this section. This includes a review of current and/or complete project documents that indicate the APPLICANT’S ability to:

- Complete previous grant funded projects within the performance period
- Meet all post award requirements including timely submission of project status reports and payment requests.
- Operate and maintain grant funded sites

Describe your readiness to proceed and ability to complete the PROJECT within the GRANT PERFORMANCE PERIOD by responding to both below.

A. Timeline: Provide a detailed timeline showing your ability to complete the PROJECT within the GRANT PERFORMANCE PERIOD. The timeline should include realistic DEVELOPMENT milestones including PROJECT start and a completion date at least six months before the 06/30/17 liquidation date. Milestones may include, but are not limited to the following:

- Environmental Review
- Engineering
- Construction Begins
- Preliminary plans
- Groundbreaking
- Construction Stages
- Design
- Bids
- Construction Ends

Points	Timeline
4	The timeline provided is detailed and thorough, and shows that the PROJECT can be completed within the GRANT PERFORMANCE
2	The timeline provided is less detailed but shows that the PROJECT can be completed within the GRANT PERFORMANCE PERIOD.
0	The timeline provided shows that the PROJECT may not be completed within the GRANT PERFORMANCE PERIOD or did not respond.

B. PROJECT Management: In order to demonstrate your ability to successfully complete a CAPITAL OUTLAY PROJECT, provide example(s) of a comparable GRANT funded or capital PROJECT completed by your institution, or agency, or by the PROJECT manager(s) you plan to use. Comparable PROJECTS would include those similar in type, scope and/or dollar amount. For each example provide all of the following information:

- Leader job classification, e.g., PROJECT or Construction Manager, etc.
- Type or scope of PROJECT
- Total PROJECT costs
- GRANT or PROJECT amount and funding source(s)
- Discuss required completion date relative to actual completion date

Points	Project Management
4	The information provided clearly demonstrates that the APPLICANT, or the PROJECT manager(s) they plan to use, has completed comparable PROJECTS within the time allotted.
0	The information provided shows neither the APPLICANT, nor the PROJECT manager they plan to use, has completed comparable PROJECTS within the time allotted or did not respond.

PROJECTS will not be considered for funding if:

The timeline indicates that the PROJECT is not likely to be completed within the GRANT PERFORMANCE PERIOD **and/or**

The APPLICANT does not clearly demonstrate that they, or their PROJECT manager(s), are capable of completing the PROJECT within the GRANT PERFORMANCE PERIOD.

**Criterion 7. Long Term Operation and Maintenance (7 Points total)**

(Suggested 2 page response)

A. Describe your plan for the long-term sustainability of the PROJECT including its operation and maintenance. The plan should address the following to demonstrate your ability to sustain the PROJECT for the entire 20 or 30 year term based on land tenure requirements.

- Describe your experience in operating this type of PROJECT.
- What funding sources will be used to operate and maintain the PROJECT? Funding sources may include, but are not limited to the APPLICANTS own funds, fees, special event charges, other grants, etc.
- If applicable, describe any additional resources, such as partners or volunteers, who will contribute to the long term stability of the PROJECT.
- What position or positions will be responsible for operation and maintenance?
- How much of their time will be dedicated to that responsibility?

<b>Points</b>	
<b>7</b>	The APPLICANT provided a clearly developed plan to sustain, operate and maintain the PROJECT.
<b>4</b>	The APPLICANT provided a less developed plan to sustain, operate and maintain the PROJECT.
<b>1</b>	The APPLICANT provided a minimal plan to sustain, operate and maintain the PROJECT.
<b>0</b>	The APPLICANT'S plan appears unlikely to sustain the PROJECT and meet the PROJECT'S operational and maintenance needs OR did not provide a response.

## IV. Eligible Costs

This section provides rules and examples of ELIGIBLE COSTS for PROJECTS. It also contains information on ineligible costs. ELIGIBLE COSTS incurred during the GRANT PERFORMANCE PERIOD, from 07/01/09 to 06/30/17, can be reimbursed once a fully ENCUMBERED CONTRACT is in place. Any costs incurred before a GRANT is awarded and a CONTRACT fully ENCUMBERED are at the APPLICANT'S own risk. The GRANT ADMINISTRATION GUIDE provides additional information and instructions on payment requests and audit requirements.

Section 75081 of the Public Resources Code requires that all provisions of the State General Obligation Bond Law apply to Proposition 84 funds. This allows the expenditure of funds for tangible physical property. This includes planning and construction of new facilities, buildings, and structures as well as additions to, and modification of, existing buildings and facilities, and the equipment related to such construction. Funds may also be expended on fixed equipment that is either needed for initial occupancy and operation of a new FACILITY or needed to enhance the useful purpose of the FACILITY.

In general, GRANT funds **may** be used for:

- Any part of a building or FACILITY that directly provides, or helps to provide NATURE EDUCATION. These FEATURES enable focused learning about the natural environment that inspires ENVIRONMENTAL STEWARDSHIP.
- Support facilities incorporated within the building or FACILITY that are considered necessary for its primary function, e.g., restrooms, related offices, storage and equipment space, parking lots. If they are stand alone elements within a larger facility they will be listed as MAJOR SUPPORT AMENITIES on the grant scope/cost estimate form. Support facilities alone are not eligible projects.
- Supplemental facilities that provide incidental services for visitors and/or revenue for the operation and maintenance of the PROJECT, e.g., picnic areas, gift shops, cafes, equipment rental shops. If they are stand alone buildings within a larger facility they will be listed as MAJOR SUPPORT AMENITIES on the grant scope/cost estimate form. Supplemental facilities alone are not eligible projects.

GRANT funds **may not** be used for any part of a building or FACILITY which does not meet the intent of the program. Therefore, if the proposed function is unrelated to the need to provide, or support NATURE EDUCATION, the costs would be ineligible under this program. Examples include, but are not limited to unrelated office, storage and equipment space.

## Development Costs

DEVELOPMENT costs are divided into two categories based on the phase of construction. The first phase includes PRE-CONSTRUCTION COSTS such as planning, design, and construction documents, and any permits and necessary mitigation necessary before construction can begin. No more than 25% of the GRANT amount may be spent on PRE-CONSTRUCTION COSTS.

The second phase includes CONSTRUCTION COSTS which start after the necessary PRE-CONSTRUCTION phase and any necessary mitigation has concluded. The construction phase begins with ground-breaking activities such as site preparation, grading, or gutting and continues through project completion.

The purchase and installation of MARINE RESEARCH EQUIPMENT is also a second phase cost.

<b>PRE-CONSTRUCTION</b> (Max 25% of GRANT)	<b>EXAMPLES</b>
CAPITAL OUTLAY Costs incurred: <ul style="list-style-type: none"> <li>• Within the GRANT PERFORMANCE PERIOD</li> <li>• Before construction begins</li> </ul>	<ul style="list-style-type: none"> <li>• Travel costs for mandatory state grant administration workshops</li> <li>• Public meetings/focus groups/design workshop costs</li> <li>• Plans, specifications, construction documents, and cost estimates</li> <li>• Design and engineering, surveys</li> <li>• Permits</li> <li>• Environmental impact reports, assessments, mitigation</li> <li>• Premiums on hazard and liability insurance to cover personnel or property</li> <li>• Fidelity bond premium cost</li> <li>• Bid packages</li> <li>• Direct project/grant management, administration and accounting. Does not include grant writing.</li> <li>• Employee services: see accounting rules for employee services in the GRANT ADMINISTRATION GUIDE</li> </ul>

<b>CONSTRUCTION</b> (Up to 100% of GRANT)	<b>EXAMPLES</b>
<p>CAPITAL OUTLAY Costs Incurred:</p> <ul style="list-style-type: none"> <li>• Within the GRANT PERFORMANCE PERIOD</li> <li>• After construction begins</li> </ul>	<ul style="list-style-type: none"> <li>• Site preparation, grading, gutting, foundation work, surveys</li> <li>• Alteration, renovation, additions including modifications of existing buildings, structures or other facilities, which alters or upgrades the function, layout, capacity, or quality</li> <li>• Construction management directly related to the project: including site inspections, labor compliance program (see the GRANT ADMINISTRATION GUIDE)</li> <li>• Purchase and installation of marine wildlife conservation research equipment</li> <li>• Fixed equipment needed for initial occupancy and operation of a new facility or space, such as heating and air conditioning units</li> <li>• Fixed equipment needed to enhance the useful purpose of the facility including construction and installation of exhibit structures and the fixed equipment within exhibits including: <ul style="list-style-type: none"> <li>• Exhibit production including materials, fabrication and installation of object display elements, lighting.</li> <li>• LCD monitors and/or projectors attached or inset, and wiring, hardware to enhance or upgrade computers to enable more complex programs</li> <li>• Media players for high definition video and high quality audio, including speakers, and amplification systems</li> <li>• Specialized media cabinets to house computers or systems</li> <li>• Control devices that enable the use of the media</li> <li>• Interpretive signs, exhibit labels and graphics</li> <li>• Construction and installation of interpretive signs and exhibit structures</li> </ul> </li> </ul> <p>Does not include items for display e.g., collections, specimens, artifacts, animals, fish</p> <p>Does not include materials or programs including brochures, audio programs, videos, films.</p> <ul style="list-style-type: none"> <li>• Employee services – see accounting rules for employee services in the GRANT ADMINISTRATION GUIDE</li> <li>• Project/grant management, administration, accounting</li> <li>• Miscellaneous costs: other costs incurred during the construction phase, such as transporting materials, equipment, personnel, and communications.</li> <li>• Construction supplies and materials: May be drawn from central stock if claimed costs are no higher than supplies or</li> </ul>

<b>CONSTRUCTION</b> (Up to 100% of GRANT)	<b>EXAMPLES</b>
	<p>materials purchased elsewhere.</p> <ul style="list-style-type: none"> <li>• Construction equipment owned by grantee may be charged to the grant for each use.               <ul style="list-style-type: none"> <li>• Rental rates published by the California Department of Transportation may be used as a guide.</li> <li>• 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.</li> </ul> </li> <li>• Construction equipment rented or purchased by grantee whichever is the most economical use of grant funds.               <ul style="list-style-type: none"> <li>• If purchased, the grant will pay for the rental price equivalent in proportion to the time the equipment is used for the grant scope.</li> <li>• Rental rates published by the California Department of Transportation may be used as a guide.</li> <li>• Grant will pay for the total cost of the equipment if the purchase price is less than the rental price equivalent</li> <li>• Any funds earned from the sale of equipment purchased with the grant must be spent on the project.</li> </ul> </li> </ul>

## Ineligible Costs

INELIGIBLE COSTS	EXAMPLES
Cannot be charged to the GRANT	<ul style="list-style-type: none"> <li>• Outside the grant performance period, i.e., costs incurred before or after the grant performance period</li> <li>• Any part of a building or FACILITY which does not meet the intent of the program, and is not related to the need to provide, or support NATURE EDUCATION. Examples include, but are not limited to, unrelated office, storage and equipment space</li> <li>• Outside park/project site boundaries, i.e., streets, traffic lights, or other infrastructure not located within the park/project site</li> <li>• Indirect costs, i.e., overhead business expenses of the grantee's fixed or ordinary operating costs including rent, mortgage payments, property taxes, utilities</li> <li>• Objects/Items for display e.g., collections, specimens, artifacts, animals, fish</li> <li>• Materials or programs including brochures, audios, videos, films</li> <li>• Costs for developing or staffing programs, e.g., interpretive, nature education</li> <li>• Software, licensing fees, and other costs related to the use of the software</li> <li>• Relocation, including temporary "swing space" while a project is under construction and moving expenses.</li> <li>• Repairs and maintenance intended to keep a facility functional at its designed level of services and life expectancy</li> <li>• Movable equipment such as tables, chairs, table top computers, etc</li> <li>• Food</li> <li>• Fundraising</li> <li>• Grant Writing</li> </ul>

## V. DEFINITIONS

Capitalized words and terms used in this procedural guide are defined below.

**ACCESSIBILITY** – as described and required in the laws and codes pertaining to individuals with disabilities, including but not limited to the Americans With Disabilities Act of 1990 (42 U.S.C. §12101 et.seq.) and the California Unruh Act (California Civil Code §51 et seq.)

**APPLICANT** – an entity requesting GRANT funding through a competitive process which does not yet have a fully ENCUMBERED CONTRACT with DPR.

**APPLICATION PACKET** – the Application form and its required attachments described in the Application Checklist.

**APPROPRIATION** – Authorization for a specific agency to make expenditures from a specific fund for a specific purpose. The date of APPROPRIATION for this program is 07/01/2009.

**AUTHORIZED REPRESENTATIVE** – the APPLICANT’S/GRANTEE’S designated position authorized in the Resolution or Certification letter to sign all required GRANT documents.

**CAPITAL OUTLAY** – costs related to the construction, renovation, or installation, of tangible physical property with an expected life of 20 years from the date of APPROPRIATION for GRANTS under \$1,000,000 or less, and 30 years for GRANTS of \$1,000,001 or greater.

**CEQA** – the California Environmental Quality Act as stated in the Public Resources Code §21000 et seq.; Title 14 California Code of Regulations §15000 et seq.

**CHALLENGES** – adverse and significant impacts of population growth and climate change on environmental resources, especially the specific resources to be INTERPRETED by the PROJECT. Includes the need to protect the resources for future generations.

**CONSTRUCTION COSTS** – costs incurred starting with the date when ground-breaking construction activities such as site preparation, grading, or gutting begins, and continuing to the end of the GRANT PERFORMANCE PERIOD.

**CONTRACT** – an agreement between DPR and the GRANTEE specifying the performance of the GRANT SCOPE within the GRANT PERFORMANCE PERIOD and other GRANT obligations between the GRANTEE and DPR.

**DEVELOPMENT** – includes, but is not limited to, the physical improvement of real property including the construction of facilities or structures.

**DISTRICT** – any regional park District, regional park and open-space District, or regional open-space District formed pursuant to Article 3 (commencing with Section 5500) of Chapter 3 of the *Public Resources Code*, or a recreation and park District formed pursuant to Chapter 4 (commencing with Section 5780) of the *Public Resources Code*, or special districts with the authority to develop, operate and maintain a NATURE EDUCATION FACILITY. Special district does not include school or community college districts.

**DPR** – the California Department of Parks and Recreation.

**ELIGIBLE COSTS** – expenses incurred during the GRANT PERFORMANCE PERIOD to complete the GRANT SCOPE approved by OGALS through a fully ENCUMBERED CONTRACT.

**ENVIRONMENTAL STEWARDSHIP** – the responsibility for environmental quality shared by all those whose actions affect the environment. Includes recognition of the need to sustain the environment for future generations.

**ENCUMBRANCE** – the commitment of all or part of an APPROPRIATION for expenditures. After GRANTS are awarded, funds are encumbered when the CONTRACT is signed by both the GRANTEE and by DPR.

**EXHIBITS** – structures fixed to the PROJECT site that house or display collections, specimens, artifacts and objects, and that provide educational and provocative messages to visitors based on natural or cultural resources that inspire ENVIRONMENTAL STEWARDSHIP. Structures may be installed indoors or outdoors.

**FACILITY** – all or any portion of buildings, or complexes built, installed or established to provide NATURE EDUCATION which inspires and educates the public. May incorporate indoor and/or outdoor elements and structures, including INTERPRETIVE trails and native plant areas.

**FEATURE** – buildings, structures, and the individual elements of a FACILITY that provide NATURE EDUCATION. MARINE RESEARCH FACILITIES and MARINE RESEARCH EQUIPMENT that provide or support NATURE EDUCATION are also FEATURES.

**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 fully executed CONTRACT with DPR for a GRANT funded by the Nature Education Facilities program.

**GRANT ADMINISTRATION GUIDE** – the document titled “2009 GRANT ADMINISTRATION GUIDE for the 2006 Bond Act (Proposition 84)” available from OGALS. The guide provides requirements and forms for GRANT administration after a competitive GRANT is awarded.

**GRANT PERFORMANCE PERIOD** – specified in the fully executed CONTRACT. Begins on the date of APPROPRIATION and extends for eight years. Encompasses the period of time that ELIGIBLE COSTS may be incurred by the GRANTEE and charged to the GRANT.

**GRANT SCOPE** – The FEATURES and MAJOR SUPPORT AMENITIES listed on the GRANT SCOPE /Cost Estimate Form which must be completed prior to final GRANT payment.

**INTERPRET** – to educate and communicate the significance and value of natural and cultural resources in a way that increases the understanding and enjoyment of these resources.

**JOINT POWERS AUTHORITY** – an entity created by an agreement between separate parties, formed under Division 7, (commencing with Section 6500) of the Government Code, where at least one of the parties to the joint powers agreement otherwise qualifies as an eligible APPLICANT.

**MAJOR SUPPORT AMENITY** –

1. Regardless of cost: Parking lots, restroom or other support buildings located within a PROJECT site
2. Only if estimated cost is \$50,000 or more: An improvement to the appearance or use of the general PROJECT site, e.g. landscaping, lighting, pathways

**MARINE** – of, or relating to, the sea; found in, or living in the sea; an umbrella term for things relating to the ocean, coastal zones, and tidal areas.

**MARINE RESEARCH EQUIPMENT** – a technological device, fixed to the site at a MARINE RESEARCH or NATURE EDUCATION FACILITY, that facilitates MARINE wildlife conservation research used in support of, or to provide for public NATURE EDUCATION.

**MARINE RESEARCH FACILITY** – a facility that conducts MARINE wildlife conservation research. Must also provide public access and/or interaction, and/or provide support to a public NATURE EDUCATION FACILITY.

**MINOR SUPPORT AMENITY** – only if estimated cost is \$50,000 or less: a permanent item stand alone item that is not a FEATURE, or improvements to the appearance or use of the general PROJECT site. The costs for MINOR SUPPORT AMENITIES are integrated into the cost of the related FEATURE.

**NATURE EDUCATION** – focused learning about the natural environment that inspires ENVIRONMENTAL STEWARDSHIP including understanding how humans interact with, and are dependent on, natural ecosystems. Develops critical thinking skills and promotes SOLUTIONS to environmental CHALLENGES.

**NON-PROFIT** – any non-profit corporation qualified to do business in California, and qualified under Section 501(c)(3) of the Internal Revenue Code.

**OGALS** – DPR’s Office of Grants and Local Services.

**PRE-CONSTRUCTION COSTS** – costs incurred during the planning, design, engineering and permitting phase of the PROJECT necessary before construction can begin.

**PROJECT** – the DEVELOPMENT of the FEATURES and MAJOR SUPPORT AMENITIES listed in the GRANT SCOPE/Cost Estimate Form

**SITE LOCATION** - the specific property, park or place where a PROJECT is or will be located.

**SOLUTIONS** – actions that contribute to, or bring about, positive changes in the quality of water and other natural resources. Resources may include, but are not limited to, flora, fauna, ecosystems, water and other natural elements.