HEBER PUBLIC UTILITY DISTRICT
REPORT TO BOARD OF DIRECTORS

MEETING DATE: February 21, 2019

FROM: Laura Fischer, General Manager

SUBJECT: Authorize the preparation and submittal of a Request for Proposal for Grant Writing Services to Apply to the Statewide Park Development and Community Revitalization Program

ISSUE:
Shall the Board of Directors authorize the preparation and submittal of a Request for Proposal for grant writing services to apply to the Statewide Park Program Round 3 Funding?

GENERAL MANAGER'S RECOMMENDATION:
Authorize the General Manager to submit a Request for Proposal for grant writing services to apply to the Statewide Park Development and Community Revitalization Program.

FISCAL IMPACT: $500 advertising cost, which is included in the Water Fund FY 2018-19 budget. Staff will bring the proposals back before the Board to authorize award of successful proposal. The cost for the grant writing services will depend on the amount of grant funding requested. The grant does not require matching funds, but will require ongoing operation and maintenance costs.

Some possible ideas to fund a new operating and maintenance costs include: Establishing an assessment district to pay for the park (Heber Meadows 2005-1) or establishing a Parcel Tax which is based on the flat rate per parcel and can be used for this purpose. Both of these funding sources would require voter approval.

DISCUSSION:
The HPUD has applied for State Parks fund in prior years, but was not successful as we were not competitive in the population density category. Since that time, Assemblyman Garcia worked with legislators to rewrite the Parks Grant under Prop 68 to ensure small disadvantaged communities remain competitive.

The Parks Grant final application and guidelines were approved on January 22, 2019 and the HPUD is eligible to apply for these funds.

What HPUD needs to do to have a completed and competitive application ready to submit for this round of funding by the deadline of August 5, 2019.

- Select Consultant to work with staff to develop grant application
- Begin community engagement to establish a plan for parks development and community revitalization.

- Establish a committee to work on project development and application submittal. The Committee should include two HPUD Board Members, staff, public safety representatives, school representatives, public health representatives, CORPS, community members and consultant.

Grant Summary

- Funding can be used to create a new park, expand and existing park or renovate an existing park.
- Recreation features are allowed, property acquisition is also allowed use.
- Applying for multiple parks requires separate grant applications.
- There is $264,842,000 available in this round and the maximum amount per grant application is $8.5M.
- This project must comply with CEQA
- This project must have an engineers cost estimate, which means it must be developed ASAP
- The application must include a conceptual design and HPUD Board approval via Resolution.
- The application does provide additional points for critically underserved communities.
- Number of People living in poverty with proximity of the project site adds additional points
- Holding community meetings to gather input is critical to the application success
- The community outreach must also include reaching out to and involving the California Conservation Corps and Certified Community Conservation Corps. This process is outlined and attached.
- Partnerships with other agencies or non-profits are encouraged and receive extra points
- The project should have an efficient use of water and or other natural resources component
- The project should be sustainable and should include SITES certified landscaping or LEED certified building construction
- Public use and hours of operation are also a criteria to earn points.
- The project should assist HPUD in overcoming community challenges like the lack of recreational facilities, social, cultural, environmental, educational, and economic.
- Should HPUD receive the grant, the project must be completed within the timeline and with the budget.

CONCLUSION:
This grant was re-worked to ensure disadvantaged community are competitive. However, we need to hire a consultant that can assist us with the application to ensure we are eligible for as many points as possible. This is a great opportunity for the community of Heber and our neighbors.

Staff recommends authorizing the General Manager to submit an RFP for grant writing services to apply for the Statewide Park Development and Community Revitalization Program Grant.

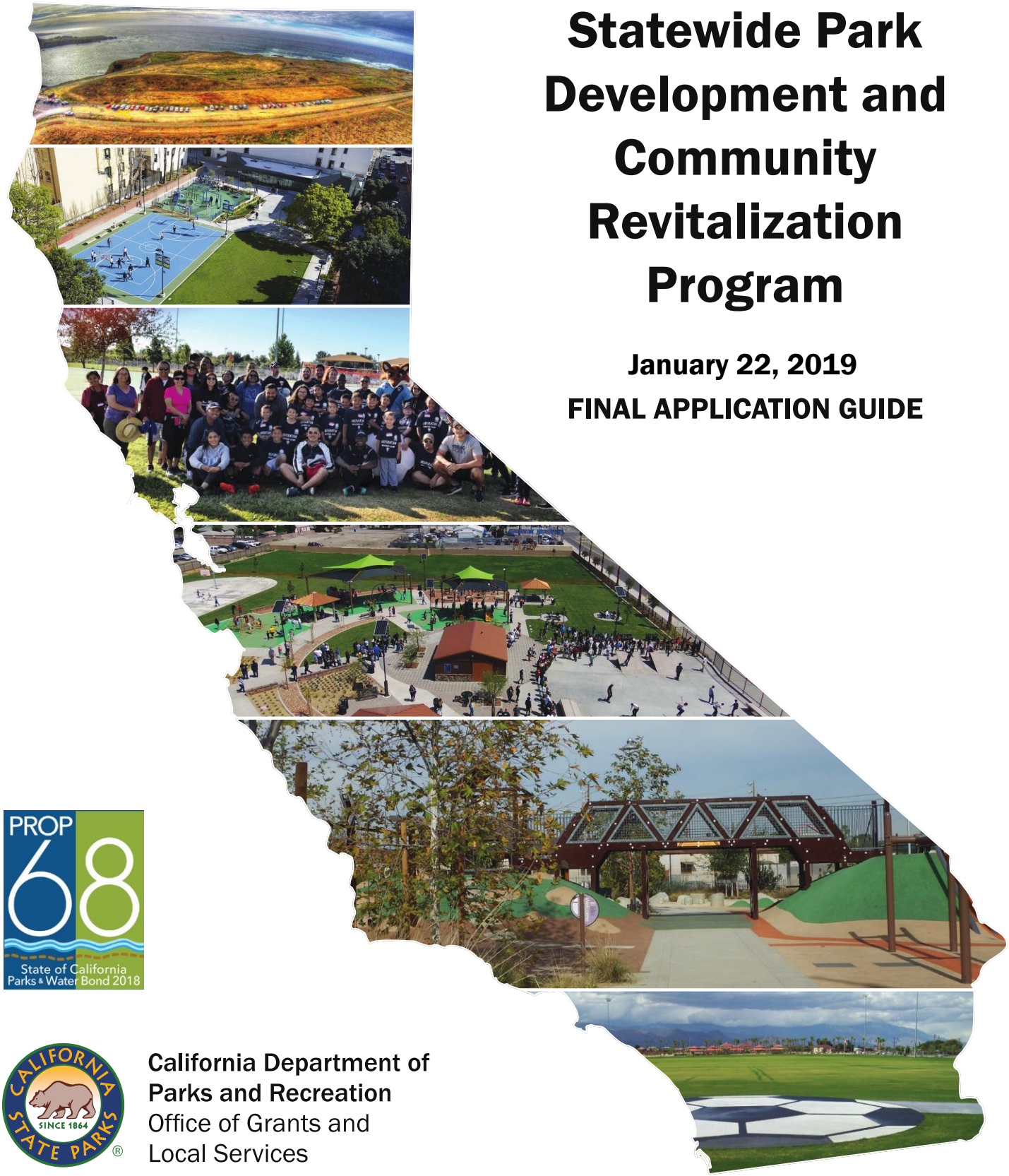
ALTERNATIVES:

1) Do not authorize the General Manager to submit an RFP for grant writing services
2) Provide alternative direction to staff.

Respectfully Submitted,

Laura Fischer, General Manager

Attachments: Statewide Park Development and Community Revitalization Program Guidelines
Corps Consultation Process Guidelines
Basics of Municipal Revenues (including Special Districts)



Statewide Park Development and Community Revitalization Program

January 22, 2019

FINAL APPLICATION GUIDE

PROP 68
State of California Parks & Water Bond 2018

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

State of California Department of Parks and Recreation

Office of Grants and Local Services

DEPARTMENT MISSION

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

COMMUNITY ENGAGEMENT DIVISION MISSION

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

THE OFFICE OF GRANTS AND LOCAL SERVICES (OGALS) MISSION

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

OGALS VISION GOALS

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

Cover images of parks created by this program:

Top to bottom, Noyo Headlands Park in Fort Bragg, Boedekker Park in San Francisco (photo by Jeremy Beeton, courtesy of The Trust for Public Land). Inspiration Park in Fresno, Bryce E. Haynes Park in San Bernardino, Serenity Park in Watts, and Rancho Las Flores Park in Coachella.

Welcome to the Statewide Park Development and Community Revitalization Program (SPP)

FOREWORD

Since 1965, statewide grants administered by OGALS created and improved over 7,400 parks. We look forward to continuing this legacy with grantees to improve the quality of life for communities throughout California.

Parks are unique places where children can play, families and friends bond, people exercise, seniors socialize, youth are mentored, cultures are celebrated, and everyone connects with nature. For these reasons and more, vibrant parks funded by this program will create humane and healthier communities. Building successful parks in underserved communities is "a work of art." SPP embraces meaningful engagement with local residents where park designs represent each community's unique recreation needs and creativity.

SPP is the largest park related grant program in California's history and possibly U.S. history, with over $1 billion in funding between the 2018 Prop. 68 and 2006 Prop. 84 Bond Acts. To record the legacy of this program, "before and after" site photos will be featured at parksforcalifornia.org. Thank you for your interest.

APPLICATION GUIDE

Use these guidelines to plan and submit the grant application. The SPP Team is committed to give technical assistance, taking pride in being approachable and informative. Contact information and program updates are at parks.ca.gov/spp.

SEND APPLICATIONS 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

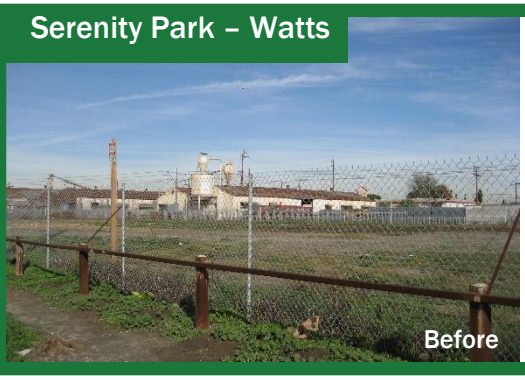
Sacramento, CA 94296-0001

MAIN LINE: (916) 653-7423

PROGRAM WEBSITES: parks.ca.gov/spp | parksforcalifornia.org/communities

Revitalizing Communities Statewide

Serenity Park – Watts

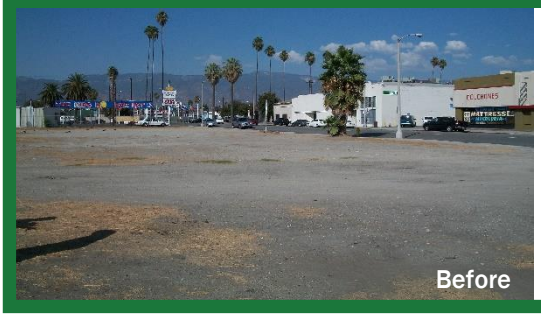


Rancho Las Flores – Coachella

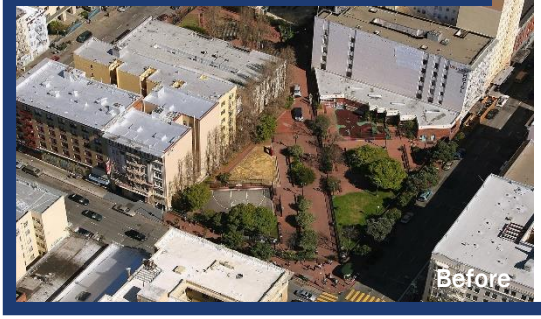
Noyo Headlands – Fort Bragg

Inspiration Park – Fresno

Bryce E. Haynes Park – San Bernardino



Boedekker Park – San Francisco



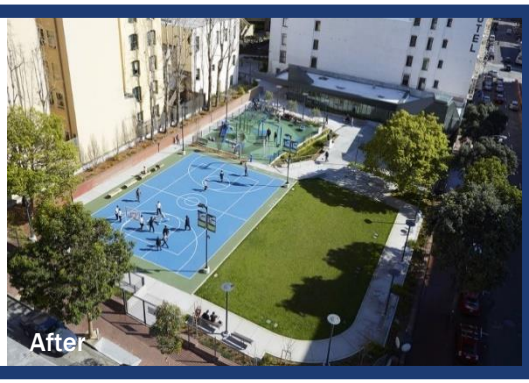


TABLE OF CONTENTS

I. PROGRAM OVERVIEW

Intent 4
Legacy 4
Eligible Applicants 4
Types of Projects 4
Grant Amount Per Application 6
Amount Available Per Round 7
Application Deadline for Each Round 7
Application Process 7
Grant Administration Process 8

II. Application Package

Checklist 11
1. Application Form 12
2. Project Selection Criteria 14
3. Community FactFinder Report and Handbook Form 33
4. Resolution 35
5. Grant Scope/Cost Estimate Form 37
6. Funding Sources 40
7. Project Timeline Form 42
8. Applicant Capacity 45
9. CEQA Compliance and Certification Form 46
10. Project Site Ownership, Acquisition, or Lease 48
11. Concept Level Site Plan 49
12. Photos and Copyright Agreement Form 49
13. Project Location Map 51
14. Non-Profit Applicant Requirements 51
15. Corps Consultation Process 51

III. Eligible Costs

Acquisition, Pre-Construction, Construction 52
Ineligible Costs 55

IV. Appendices

Technical Assistance for Applicants 56
Project Selection Criteria Guidance 57
Definitions for All Words and Terms in SMALL CAPS 70

Words and terms in SMALL CAPS are defined in the back of this guide.

I. PROGRAM OVERVIEW

INTENT

Statewide Park Program (SPP) competitive grants will create NEW PARKS and NEW RECREATION OPPORTUNITIES in CRITICALLY UNDERSERVED COMMUNITIES across California.

Proposition 68 Funding

- $650,275,000 will be distributed throughout multiple ROUNDS.
- Use this Application Guide for each ROUND.

LEGACY

Previously, Proposition 84 (2006 Bond Act) funded two ROUNDS:

- $2.9 billion was requested. $368 million was awarded.
- Over one hundred new parks were created and twenty existing parks were improved throughout California.

SPP legislation is found in Public Resources Code §§5640 through 5653.

Proposition 68 (2018 Bond Act) continues this program's legacy.

ELIGIBLE APPLICANTS

- Cities
- Counties
- DISTRICTS (as defined on page 71)
- JOINT POWERS AUTHORITIES (one member of the JOINT POWERS AUTHORITY must be either an eligible DISTRICT, City, or County)
- NON-PROFITS with 501(c)(3) status

TYPES OF PROJECTS

A PROJECT must involve either DEVELOPMENT or a combination of ACQUISITION <u>and</u> DEVELOPMENT to:

1. Create a NEW PARK, or
2. EXPAND an EXISTING PARK, or
3. RENOVATE an EXISTING PARK

All PROJECTS must create or RENOVATE at least one RECREATION FEATURE. Examples of RECREATION FEATURES include *but are not limited to* the following:

RECREATION FEATURES (eligible examples)

- ACQUISITION of land:
  - Combined with DEVELOPMENT of a NEW RECREATION FEATURE.
    OR
  - Already has a RECREATION FEATURE for public use at close of escrow.
- Aquatic center, swimming pool, splash pad, fishing pier or paddling launch site
- Amphitheater/performing arts dance, music, and theater stage
- Athletic fields (soccer regulation or "futbol-rapido", baseball, softball, football, etc.)
- Athletic courts (basketball, "futsal", tennis, pickleball, etc.)
- Community gardens, botanical or demonstration gardens and orchards
- Community/Recreation center (only if it will be in or ADJACENT to a PARK)
- Dog park
- Jogging and walking loop, par course, running track
- Non-motorized trail, pedestrian/bicycle bridge, greenbelt/linear PARK
- Outdoor gym exercise equipment (stations fixed into ground)
- Open space and natural area for public recreation use
- Picnic/Bar-B-Que areas
- Playground and tot lot
- Plaza, Zocalo, Gazebo
- Public art (mosaic tiles, sculptures, murals)
- Skate park, skating rink, and BMX or pump track (non-motorized bike tracks)
- Lighting to allow for extended night time use of a RECREATION FEATURE
- Shade structure/COVERED PARK areas over a RECREATION FEATURE to allow for extended day time use

MAJOR SUPPORT AMENITIES (eligible examples)

A PROJECT may also include MAJOR SUPPORT AMENITIES such as:

- Restroom building, snack shack
- Parking lot, staging area, pathway for access to a RECREATION FEATURE
- Landscaping or lighting that will be constructed throughout the PARK

APPLICATIONS where the majority of the TOTAL PROJECT COST is for a MAJOR SUPPORT AMENITY will be less competitive. PROJECTS should create a NEW RECREATION OPPORTUNITY(S) as the primary goal.

APPLICATIONS only for MAJOR SUPPORT AMENITIES are ineligible; a PROJECT must create or RENOVATE at least one RECREATION FEATURE.

GRANT AMOUNT PER APPLICATION

- Maximum grant request per APPLICATION/PARK: $8,500,000
- Minimum grant request per APPLICATION/PARK: $200,000

One PARK = One Application:
Each PARK requires its own, separate APPLICATION. Only one APPLICATION, requesting up to $8.5 million, may be submitted for the same PARK in the same ROUND.

Multiple PARKS = Multiple Applications:
An APPLICANT may submit multiple APPLICATIONS for different PARKS. An APPLICANT can potentially receive multiple GRANT awards that total more than $8.5 million in the same ROUND. There is no cap to the amount of grants an APPLICANT may receive per ROUND.

No Match Required:
The GRANT by itself may fund the entire PROJECT.

AMOUNT AVAILABLE PER ROUND

$650,275,000 will be split into multiple ROUNDS as shown below:

Round	State Budget APPROPRIATION DATE = Start of GRANT PERFORMANCE PERIOD	Amount Available
2019 ROUND	July 1, 2018 (APPROPRIATION DATE) GRANT PERFORMANCE PERIOD: July 1, 2018 – June 30, 2022	$254,942,000
Future ROUND(s) See parks.ca.gov/spp for future funding announcements	Future State Budget(s) will determine APPROPRIATION DATE(s)	$395,333,000
		Total: $650,275,000*

A minimum of 20% of funds available (at least $134,125,000 of the $650,275,000) will fund PROJECTS that EXPAND or RENOVATE EXISTING PARKS.

> ***Of the total $650,275,000, a minimum of 2% ($13,005,500) and no more than 5% ($32,513,750) will fund COMMUNITY ACCESS PROGRAMS through a separate competitive application process. See parks.ca.gov/cap.

APPLICATION DEADLINE FOR EACH ROUND

The APPLICATION deadline will be unique for each ROUND of SPP and will be announced at parks.ca.gov/spp.

APPLICATION PROCESS

1. Review the "Competitive Chart" at parks.ca.gov/spp.
   - The "Competitive Chart" is an important technical assistance tool that outlines what needs to be prioritized and considered for a competitive SPP APPLICATION.
2. Review this guide to understand the competitive APPLICATION requirements in more detail.
3. Participate in the extensive technical assistance methods such as APPLICATION workshops and contacting OGALS SPP experts. See page 56 for a complete list.
4. Review the GRANT ADMINISTRATION GUIDE, including CONTRACT provisions, to understand the requirements if the competitive APPLICATION is selected for funding.

5. Send the APPLICATION to OGALS postmarked by the application deadline announced at parks.ca.gov/spp. APPLICATION submittal instructions are found on page 10.

6. As another form of technical assistance, APPLICANTS may be advised to correct or complete documents after the APPLICATION is submitted.

   - Exception: Project Selection Criteria (pages 14– 31) responses must be complete by the APPLICATION deadline. Revisions will not be accepted.

7. The competitive APPLICATION(S) will be evaluated and ranked based on Project Selection Criteria responses. GRANT award decisions will be announced approximately five months after the application deadline. APPLICANTS will receive either a GRANT award or GRANT denial letter.

GRANT ADMINISTRATION PROCESS AND PERFORMANCE PERIOD

1. APPLICANTS who receive a grant award letter from OGALS must attend a mandatory GRANT ADMINISTRATION workshop.

2. After the mandatory workshop, OGALS will send a CONTRACT to the APPLICANTS.

3. After a signed CONTRACT is returned and signed by the State, the APPLICANT becomes a GRANTEE. The GRANTEE will receive a deed restriction/grant notice to record on the title to the property if the GRANTEE owns the land. The deed restriction/grant notice refers to the CONTRACT that requires GRANTEES to ensure operation and maintenance of the PROJECT SITE for 30 years.

4. The GRANT PERFORMANCE PERIOD starts with the APPROPRIATION DATE. If the grant is awarded, PRE-CONSTRUCTION COSTS dating back to the APPROPRIATION DATE may be reimbursed.

5. PROJECT COMPLETION is at least three months before the end of the GRANT PERFORMANCE PERIOD.

6. Send the final payment request to OGALS at least three months before the end of the GRANT PERFORMANCE PERIOD. This gives time for OGALS to review the payment documents, conduct a final site inspection, and process the final payment through the State Controller's Office.

7. The CONTRACT requires GRANTEES to ensure operation and maintenance of the PROJECT SITE for 30 years. The 30-year period begins with the APPROPRIATION DATE.

8. Each ROUND will have a unique GRANT PERFORMANCE PERIOD based on the APPROPRIATION DATE. Dates for each round will be posted at parks.ca.gov/spp.

Community Park Beautification

From blighted land to a vibrant park with soccer and play areas.
Shown above: Vacant land before, becomes Benito Juarez Park, after.

A restroom's exterior is enhanced to tell the community's story.
Left: Noyo Headlands Park, before. Right: Noyo Headlands Park, after.

II. Application Package

This section (pages 10 to 52) provides detailed guidance to complete the APPLICATION.

As a reminder, each PROJECT SITE requires its own separate APPLICATION.

Please follow these five instructions to prepare the APPLICATION.

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

   - Checklist items 1-13 are required for all APPLICATIONS.
   - Checklist item 14 is only required for NON-PROFIT APPLICANTS.
   - Checklist item 15 is required for APPLICANTS who choose to follow the Conservation Corps Consultation Process.
   - If an item is pending, submit a placeholder that describes the next steps for completion with dates. The Project Selection Criteria (Checklist item 2) must be complete by the APPLICATION deadline.

2. **Provide a Table of Contents** based on the Checklist on the next page and number all pages (handwritten page numbers are acceptable).

   - Include "dividers with tabs" that separate and label each Checklist item within the APPLICATION. Please do not send the APPLICATION in a binder. Only use a binder clip or folder.

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

4. **Send <u>one</u> unbound** APPLICATION **for each** PROJECT SITE.

   - Please keep at least one copy for your records. OGALS may request an electronic copy. Original signatures are not required.

5. **Send the** APPLICATION **using the mailing address on page 1 of this guide**.

The APPLICATION must be <u>postmarked or hand-delivered on or before</u> the ROUND'S APPLICATION due date announced at parks.ca.gov/spp.

APPLICATION CHECKLIST

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

APPLICATION Item ☑		Application Guide Page Number	Signed by Authorized Representative
☐	1. Application Form	Pg. 12	☐
☐	2. Project Selection Criteria	Pg. 14	N/A
☐	3. Community FactFinder Report and Handbook Form	Pg. 33	☐
☐	4. Resolution	Pg. 35	N/A
☐	5. Grant Scope/Cost Estimate Form	Pg. 37	☐
☐	6. Funding Sources Form	Pg. 39	☐
☐	7. Project Timeline Form	Pg. 42	☐
☐	8. Applicant Capacity	Pg. 45	N/A
☐	9. California Environmental Quality Act (CEQA) Compliance Form	Pg. 46	☐
☐	10. Project Site Ownership, Acquisition, or Lease	Pg. 48	N/A
☐	11. Concept Level Site Plan	Pg. 49	N/A
☐	12. Photos and Copyright License Agreement	Pg. 49	N/A
☐	13. Project Location Map	Pg. 51	N/A
☐	14. NON-PROFIT APPLICANT Requirements (only for NON-PROFIT APPLICANTS)	Pg. 51	N/A
☐	15. CONSERVATION CORPS Consultation Review (optional)	Pg. 51	N/A

PROJECT APPLICATION FORM (CHECKLIST #1)

A "fillable" APPLICATION Form is available at parks.ca.gov/spp.

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

For the "Project Site Name and Physical Address", if a physical address is not available, please provide the latitude and longitude coordinates according to Google maps.

People to List on the Form:

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

State of California – The Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION
Statewide Park Development and Community Revitalization Program of 2018

PROJECT APPLICATION FORM

PROJECT NAME

REQUESTED GRANT AMOUNT $_____

OTHER FUNDING SOURCES $_____

TOTAL PROJECT COST $_____

PROJECT SITE NAME and **PHYSICAL ADDRESS** where project is located (including zip code)

PROJECT SITE OWNERSHIP
(☑ all that apply)

- ☐ Owned in fee simple by APPLICANT
- ☐ Proposed Acquisition of ____ acres
- ☐ Available (or will be available) under a _____year lease or easement
- ☐ TURN-KEY Project

NEAREST CROSS STREETS

COUNTY OF PROJECT LOCATION

APPLICANT NAME (entity applying for the grant) **and MAILING ADDRESS**

AUTHORIZED REPRESENTATIVE as shown in Resolution

_____

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

APPLICATION CONTACT

_____

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

GRANT CONTACT For administration of grant if awarded *(if different from* AUTHORIZED REPRESENTATIVE*)*

_____

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

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

_____ _____

Signature of AUTHORIZED REPRESENTATIVE as shown in Resolution Date

Print Name _____ Title _____

PROJECT SELECTION CRITERIA (CHECKLIST #2)

OVERVIEW

Structure your response to follow the same numbered and lettered order of the Project Selection Criteria. A template to structure the response titled "Outline for Project Selection Criteria Response" is available at parks.ca.gov/spp.

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

APPLICANTS are encouraged to conceptualize a new project based on the Project Selection Criteria. Technical Assistance tips are included starting on page 56.

The maximum score is 100 points.

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

PROJECT SELECTION CRITERIA		MAX POINT VALUE
PROJECT LOCATION		
1.	Critical Lack of PARK SPACE	15
2.	Significant Poverty	16
3.	Type of Project	10
COMMUNITY ENGAGEMENT		
4.	Community Based Planning	18
5.	Employment or Volunteer Opportunities	6
6.	Partnerships or Committed Funding	3
OPERATION AND MAINTENANCE CONSIDERATIONS		
7.	Environmental Design	7
8.	Public Use Fees and Hours of Operation	5
SUMMARY ABOUT PROJECT NEED, BENEFITS, AND READINESS		
9.	Community CHALLENGES, Project Benefits and Readiness	20
MAXIMUM SCORE		**100**

PROJECT SELECTION CRITERION #1 - CRITICAL LACK OF PARK SPACE

Use the California State Parks Community FactFinder at ParksforCalifornia.org/communities to provide information about the critical lack of PARK SPACE within PROXIMITY (a half-mile radius) of the PROJECT SITE. Answer the following:

> What is the ratio of PARK acreage per 1,000 RESIDENTS within PROXIMITY of the PROJECT SITE according to the Community FactFinder Report?

Use this chart format to structure the response:

Ratio of PARK acreage per 1,000 residents according to the FactFinder report	**FactFinder Report ID Number** (found on the top right corner of the report)

POINTS *The scale below shows that 15 points will be given to PROJECTS in PROXIMITY to CRITICALLY UNDERSERVED COMMUNITIES having the lowest ratio of PARK SPACE per 1,000 RESIDENTS when compared with all statewide APPLICATIONS. OGALS will develop a competitive statewide list representing the PARK SPACE per 1,000 RESIDENTS of all APPLICATIONS in ranking order, from lowest to highest.*

	Points
Lowest 10% on the ranked list	15
From 11%-20% on the ranked list	13
From 21%-30% on the ranked list	11
From 31%-40% on the ranked list	9
From 41%-60% on the ranked list	7
From 61%-80% on the ranked list	5
From 81%-100% on the ranked list	3
No information provided.	0
The PROJECT SITE'S half-mile radius has a ratio of more than 3 acres of PARK SPACE per 1,000 residents AND the community has a median household income above $51,026.	Ineligible

A community's CHALLENGES beyond the ratio of park acres per 1,000 residents can be further explained in Criterion 9(A) on page 31.

Technical assistance is available on page 57.

PROJECT SELECTION CRITERION #2 - SIGNIFICANT POVERTY

Using the same California State Parks Community FactFinder Report from Project Selection Criteria 1, provide information about significant poverty within PROXIMITY of the PROJECT SITE by answering (A) and (B) below:

A. What is the median household income within PROXIMITY of the PROJECT SITE according to the Community FactFinder Report?

Use this chart format to structure the response:

Median Household Income according to the Factfinder report	**FactFinder Report ID Number** (found on the top right corner of the report)

POINTS *The scale below shows that up to 11 points will be given to PROJECTS in PROXIMITY to CRITICALLY UNDERSERVED COMMUNITIES having the lowest median household incomes compared with all APPLICATIONS. OGALS will develop a competitive statewide list representing the median household incomes of all APPLICATIONS in ranking order, from lowest to highest.*

	Points
Lowest 10% on the ranked list	11
From 11%-20% on the ranked list	9
From 21%-40% on the ranked list	7
From 41%-60% on the ranked list	5
From 61%-80% on the ranked list	3
From 81%-100% on the ranked list	1
No information provided.	0
The PROJECT SITE'S half-mile radius has a ratio of more than 3 acres of PARK SPACE per 1,000 residents AND the community has a median household income above $51,026 (80% of the statewide average).	Ineligible

A community's CHALLENGES beyond the median household income can be further explained in Criterion 9(A) on page 31.

Technical assistance is available on page 57.

B. What is the number of people living below poverty within PROXIMITY of the PROJECT SITE according to the Community FactFinder Report?

Use this chart format to structure the response:

Number of People Living in Poverty according to the Factfinder report	**FactFinder Report ID Number** (found on the top right corner of the report)

POINTS *The scale below shows that up to 5 points will be given to PROJECTS in PROXIMITY to CRITICALLY UNDERSERVED COMMUNITIES having the highest number of people below the poverty level compared with all APPLICATIONS. OGALS will develop a statewide list representing the number of people living in poverty of all APPLICATIONS in ranking order, from highest to lowest.*

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

A community's CHALLENGES beyond the number of people living in poverty can be further explained in Criterion 9(A) on page 31.

Technical assistance is available on page 57.

PROJECT SELECTION CRITERION #3 - TYPE OF PROJECT

Use the following format to explain if the PROJECT will create a NEW PARK, or EXPAND an EXISTING PARK, or RENOVATE an EXISTING PARK:

TYPE OF PROJECT **(check one of the following)**	QUALIFIERS **(respond based on the type of project)**
☐ NEW PARK	Describe how the PROJECT SITE qualifies as a NEW PARK by answering the following: A) What was the use of the PROJECT SITE prior to the SPP APPLICATION due date? Describe how the property to be developed into a NEW PARK was not used as a PARK and did not exist as a PARK before the current ROUND'S APPLICATION due date. Explain how the PARK is not ADJACENT to EXISTING PARK SPACE.
☐ EXPAND an EXISTING PARK	Describe how the PROJECT SITE qualifies as an EXPANSION of an EXISTING PARK by answering the following: A) What was the use of the EXPANSION property prior to the current ROUND'S APPLICATION due date? Why is the EXPANSION property currently not considered part of the existing ADJACENT PARK boundary? B) Describe why the EXPANSION is needed to complement the ADJACENT EXISTING PARK.
☐ RENOVATE an EXISTING PARK (EXPANSION is not applicable)	Describe how the PROJECT qualifies as a RENOVATION of an EXISTING park by answering the following: A) What RECREATION FEATURE(s) will be added or renovated in the existing PARK? B) Why is it not feasible or desired to create a NEW PARK in a CRITICALLY UNDERSERVED COMMUNITY, or add NEW PARK SPACE ADJACENT to the proposed PROJECT SITE?

POINTS *The scale below shows 10 points are given to PROJECTS that create NEW PARKS.*	
	Points
The PROJECT will create a NEW PARK. The property to be developed into a NEW PARK was not used as a PARK and did not exist as a PARK before the current ROUND'S APPLICATION due date. It is not ADJACENT to EXISTING PARK SPACE.	10
The PROJECT will EXPAND an EXISTING PARK. The EXPANSION property is not PARK SPACE and has not been part of the ADJACENT PARK before the current ROUND'S APPLICATION due date.	8
The PROJECT will add or RENOVATE at least one RECREATION FEATURE in an EXISTING PARK. The PROJECT will not EXPAND an EXISTING PARK or create a NEW PARK. The APPLICANT described why it is not feasible or desired to create a NEW PARK or EXPAND an EXISTING PARK.	7
The PROJECT will add or RENOVATE at least one RECREATION FEATURE in an EXISTING PARK. The PROJECT will not EXPAND an EXISTING PARK or create a NEW PARK. The APPLICANT did not describe why the creation of a NEW PARK or EXPANSION of a park is not feasible or desired.	6
PROJECT does not add or RENOVATE a RECREATION FEATURE.	Ineligible

Technical assistance is available on page 58.

PROJECT SELECTION CRITERION #4 - COMMUNITY BASED PLANNING

Describe how the APPLICANT or partnering community-based organization(s) made current efforts to engage RESIDENTS to DESIGN the PARK. Use A and B to plan the MEETING location schedule and outreach. Use the three DESIGN goals in C to gather RESIDENTS' ideas at the meetings. Part C encourages project enhancements that reflect the RESIDENTS' unique needs and creativity. Photos of MEETINGS are preferred (see Checklist Item 12, page 49).

A. How many MEETINGS occurred in the CRITICALLY UNDERSERVED COMMUNITY? Describe why the MEETING locations and times were convenient for RESIDENTS with various employment and family schedules and lack private transportation. If meetings occurred before June 5, 2018 (passage of Prop 68 Bond Act), they may also be listed for historical reference.

Use the chart format below to list the details of each MEETING that occurred in the CRITICALLY UNDERSERVED COMMUNITY.

MEETING Date/Year	MEETING Type, Venue, Address	Times (am/pm)	Day of Week	Description of MEETING location/time convenience

POINTS *The scale below shows that up to 4 points will be given for the amount and convenience of MEETINGS that occurred in the CRITICALLY UNDERSERVED COMMUNITY.*

	Points
The APPLICANT or partners facilitated at least five MEETINGS, between June 5, 2018 and the APPLICATION deadline, to obtain ideas from the RESIDENTS. The MEETINGS were located within the CRITICALLY UNDERSERVED COMMUNITY, or within a convenient distance for RESIDENTS without private transportation. At least two of the MEETINGS occurred on a weekend or in the evening.	4
Four or three MEETINGS, between June 5, 2018 and the APPLICATION deadline, were located within the CRITICALLY UNDERSERVED COMMUNITY or within a convenient distance for RESIDENTS without private transportation. One of the MEETINGS occurred on a weekend or in the evening.	2
Two or one MEETINGS, between June 5, 2018 and the APPLICATION deadline, were located within the CRITICALLY UNDERSERVED COMMUNITY or within a convenient distance for RESIDENTS without private transportation. One of the MEETINGS occurred on a weekend or in the evening.	1
MEETINGS were not located within the CRITICALLY UNDERSERVED COMMUNITY or within a convenient distance for RESIDENTS without private transportation. Or, none of the MEETINGS occurred during a weekend or an evening. Or, the MEETINGS did not occur between June 5, 2018 and the APPLICATION deadline.	0

Technical assistance is available on page 59.

B. For each MEETING listed in the response to 4(A), what method(s) did the APPLICANT or partnering community based organization(s) use to invite RESIDENTS? In the combined set of MEETINGS, was there a BROAD REPRESENTATION of RESIDENTS?

Structure the response using the chart format below to describe the method of invitation. Include the number and general description of the RESIDENTS who participated in each MEETING. List MEETINGS in the order of the response to 4(A).

MEETING Date/Year	**Description of the method(s) used to invite RESIDENTS to this MEETING.** (see page 60 for a list of seven examples)	**Number of RESIDENTS who participated in this MEETING.**	**General description of the RESIDENTS (youth, seniors, families or other groups) who participated in this MEETING.**

POINTS *The scales below show that up to 4 points will be given for methods used to invite a BROAD REPRESENTATION of RESIDENTS who participated in the MEETINGS.*

	Points
For the combined set of MEETINGS, at least three methods were used to invite a BROAD REPRESENTATION of RESIDENTS.	3
For the combined set of MEETINGS, two methods were used to invite a BROAD REPRESENTATION of RESIDENTS.	2
For the combined set of MEETINGS, one method was used to invite a BROAD REPRESENTATION of RESIDENTS.	1
The methods used were limited to inviting advocacy groups likely to promote a specific type of PROJECT. Or, a method was not used to invite the RESIDENTS. *In either case, 0 points will also be given to the response for 4(c).*	0

	Points
The number and general description of the RESIDENTS who participated in the combined set of MEETINGS consisted of a BROAD REPRESENTATION of the CRITICALLY UNDERSERVED COMMUNITY.	1
The number and general description of the RESIDENTS who participated in the combined set of MEETINGS did not consist of a BROAD REPRESENTATION of the CRITICALLY UNDERSERVED COMMUNITY. Or, only an advocacy group or league likely to promote a specific type of PROJECT was involved. Or, no RESIDENTS were invited or MEETINGS did not occur. *In all cases, 0 points will also be given to the response for 4(c).*	0

Technical assistance begins on page 59.

C. During the MEETINGS that occurred in the CRITICALLY UNDERSERVED COMMUNITY, how were the RESIDENTS enabled to DESIGN the PARK using Goals 1-3?

Structure the response by providing the "Process" descriptions and "List" of ideas for the goals shown below.

GOAL 1 The RESIDENTS engaged in a process to reach a general agreement on the selection of the RECREATION FEATURE(S) and design details for those RECREATION FEATURE(S).

Selection of the RECREATION FEATURE(S)

Process: (*describe how the RESIDENTS were enabled to identify, prioritize, and then select, RECREATION FEATURE(S) for the proposed PROJECT. The goal is to ask RESIDENTS what facilities they want in the PARK.)*

DESIGN of the RECREATION FEATURE(S)

Process: (*describe how the RESIDENTS were enabled to provide DESIGN ideas for the selected RECREATION FEATURE(S). The goal is to ask RESIDENTS for detailed design ideas of the features, after the features are selected*.)

List of design ideas: (*list the RESIDENTS' ideas that will be included in the DESIGN of the RECREATION FEATURE(S). Avoid listing ideas that will not be included*.)

GOAL 2 The RESIDENTS engaged in a process to reach a general agreement on the location of the RECREATION FEATURE(S) within the PARK.

Location of the RECREATION FEATURE(S) within the PARK.

Process: (*describe the process that enabled the RESIDENTS to express their preferences for the location of the RECREATION FEATURE(S) within the PARK*.)

List of Reasons: (*list the reasons that will be used for the location of the RECREATION FEATURE(S) within the PARK. Avoid listing reasons that will not be used*.)

GOAL 3 The RESIDENTS engaged in a process to provide other PARK DESIGN ideas, including solutions for safe public use, and PARK beautification such as landscaping and public art.

Safety and PARK beautification

Process: (*describe the process that enabled the RESIDENTS to provide PARK DESIGN ideas for safe public use and PARK beautification.)*

List of safe public use ideas: (*list the RESIDENTS' ideas that will be included in the proposed PROJECT. Avoid listing ideas that will not be included.)*

List of PARK beautification ideas: (*list the RESIDENTS' ideas that will be included in the proposed PROJECT. Avoid listing ideas that will not be included*.)

POINTS *The scales below show that up to 10 points cumulatively will be given for MEETING goals 1-3 that enabled the RESIDENTS to DESIGN the PARK.*	
GOAL 1	**Points**
The RESIDENTS identified their preferred RECREATION FEATURE(S) (not limited to a few predetermined options presented by the APPLICANT). Then, the RESIDENTS selected RECREATION FEATURES for the proposed PROJECT.	3
The RESIDENTS provided DESIGN ideas for their selected RECREATION FEATURE(S).	1
The APPLICANT'S response also lists the RESIDENTS' ideas that will be implemented in the DESIGN of the RECREATION FEATURE(S).	1
The APPLICANT'S response does not address any of the elements of Goal 1.	0
GOAL 2	**Points**
The RESIDENTS expressed their preferences for the location of the RECREATION FEATURE(S) within the PARK.	1
The APPLICANT'S response also lists the RESIDENTS' reasons for the location of the RECREATION FEATURE(S) that will be implemented within the PARK.	1
The APPLICANT'S response does not address any of the elements of Goal 2.	0
GOAL 3	**Points**
The RESIDENTS provided PARK DESIGN ideas for safe public use.	1
The RESIDENTS provided PARK beautification ideas.	1
The APPLICANT'S response also lists the RESIDENTS' PARK DESIGN ideas for safe public use and beautification that will be included in the proposed PROJECT.	1
The APPLICANT'S response does not address any of the elements of Goal 3.	0
RESIDENTS' PARK DESIGN ideas for safe public use are not included in the proposed PROJECT.	Ineligible

Technical assistance begins on page 59.

PROJECT SELECTION CRITERION #5 - EMPLOYMENT OR VOLUNTEER OPPORTUNITIES

Describe how the PROJECT will include employment or volunteer OUTDOOR LEARNING OPPORTUNITIES for RESIDENTS including youth and/or CORPSMEMBERS by answering A and B:

A. What types of meaningful employment or volunteer activities will be available for RESIDENTS and/or CORPSMEMBERS between June 5, 2018 until PROJECT COMPLETION? (see examples on page 62)

B. How many RESIDENTS and/or CORPSMEMBERS will receive the OUTDOOR LEARNING OPPORTUNITIES?

Use the following chart format to list each opportunity answering A and B above:

A. Brief Description of the Meaningful Employment or Volunteer OUTDOOR LEARNING OPPORTUNITIES	**B.** Number of RESIDENTS and/or CORPSMEMBERS

POINTS *The scale below shows that 3 points will be given to PROJECTS that will include employment or volunteer OUTDOOR LEARNING OPPORTUNITIES for at least twenty RESIDENTS and/or CORPSMEMBERS.*

	Points
At least twenty RESIDENTS and/or CORPSMEMBERS will receive employment or volunteer OUTDOOR LEARNING OPPORTUNITIES.	3
Less than twenty but at least ten RESIDENTS and/or CORPSMEMBERS will receive employment or volunteer OUTDOOR LEARNING OPPORTUNITIES.	2
Less than ten but at least five RESIDENTS and/or CORPSMEMBERS will receive employment or volunteer OUTDOOR LEARNING OPPORTUNITIES.	1
The PROJECT will not provide employment or volunteer OUTDOOR LEARNING OPPORTUNITIES for at least five RESIDENTS and/or CORPSMEMBERS, or the APPLICANT did not respond to the criterion.	0

In addition to employment or volunteer opportunities for RESIDENTS, APPLICANTS must contact the CONSERVATION CORPS to discuss the feasibility of using their services.

C. Citing the Corps Consultation Review Document, what was the outcome of the Corps Consultation Process? (see Checklist Item #15, page 51)

- If it is feasible for a CONSERVATION CORPS to work on a PROJECT component, list the agreed services and costs for work. Confirm an understanding between the APPLICANT and CONSERVATION CORPS that the agreed scope of work is binding should the GRANT be awarded.
- If the CONSERVATION CORPS offered services but the APPLICANT declines, provide a reason for not using any of their services.

POINTS *The scale below shows that 3 points will be given to PROJECTS that will include employment of CONSERVATION CORPS, or the CONSERVATION CORPS determined it is not feasible to work on the PROJECT.*	
	Points
The Corps Consultation Process was followed. The CONSERVATION CORPS determined it is feasible to work on the PROJECT should the grant be awarded. A description of the agreed services and cost estimate is provided in the response. Or The Corps Consultation Process was followed. The CONSERVATION CORPS determined it is not feasible to work on the PROJECT.	3
The Corps Consultation Process was not followed. Or The Corps Consultation Process was followed. The CONSERVATION CORPS determined it is feasible to work on the PROJECT; however, the APPLICANT declines all aspects of services offered by the CONSERVATION CORPS.	0

Technical assistance is available on page 62.

PROJECT SELECTION CRITERION #6 – PARTNERSHIPS OR COMMITTED FUNDING

Describe partnership assistance given to the APPLICANT beginning with the passage of the Bond Act (June 5, 2018) through PROJECT COMPLETION, by answering the following:

What are the organization names of the partners and what are their roles? If no partners are involved in the PROJECT, but the APPLICANT has COMMITTED FUNDS, write "See Funding Sources Form" in boxes A and B below.

Use this chart format to list and describe each partner in the response:

A. Name and General Purpose of Organization (specify if it is a HEALTH ORGANIZATION)	B. Partnership Role specific to this PROJECT such as assisting with community based planning, contributing volunteer hours or materials, or funding support

POINTS *The scale below shows that a maximum of 3 points will be given to projects that involve at least three partnerships, including a HEALTH ORGANIZATION.*

	Points
The PROJECT involves three or more partners, including a HEALTH ORGANIZATION, providing volunteer hours, or materials, or funding for DESIGN, PRE-CONSTRUCTION, land ACQUISITION, or CONSTRUCTION.	3
The PROJECT involves two partners providing volunteer hours, or materials, or funding for DESIGN, PRE-CONSTRUCTION, land ACQUISITION, or CONSTRUCTION.	2
The PROJECT involves one partner. Or, the APPLICANT has no partners but is contributing its own funding to the PROJECT.	1
The PROJECT involves no partnerships and the APPLICANT has no COMMITTED FUNDS. Or, a response was not provided.	0

APPLICANTS are encouraged to explore partnerships with at least one HEALTH ORGANIZATION. Technical assistance is available on page 63.

PROJECT SELECTION CRITERION #7 - ENVIRONMENTAL DESIGN

Describe how the PROJECT will provide efficient use of water and other natural resources by answering both (A) **and** (B) combined, **or** (C) by itself, to obtain up to 7 points.

A. How will the PROJECT include the following sustainable techniques?
For the APPLICATION to be eligible, the PROJECT must include, at a minimum, A(1):

1. Incorporate pervious surfaces or other technique(s) such as bio-swales or grading to capture storm water for infiltration or irrigation, or cleanse storm water before release.

2. Use of water efficient irrigation system that includes a rain sensor, evapotranspiration (ET) controllers, flow sensors, or on-site water recycling that reduces potable water consumption, or the PROJECT will not require additional use of water.

3. At least 10% of the materials for PROJECT construction will consist of recycled materials, or construction waste will be minimized by the separation and recycling of recoverable materials generated during construction.

4. Landscaping that excludes the use of invasive plants and instead features drought tolerant or climate appropriate non-invasive native turf, trees, shrubs, plants, and ground cover. Also discuss how the landscaping minimizes the use of toxic pesticides and inorganic fertilizers.

Use the following chart format to list and describe each sustainable technique in response to (A) above.

Sustainable Technique	Description of the sustainable technique

POINTS *The scale below shows that up to 4 points will be given to PROJECTS that will include the four sustainable techniques listed in 7(A).*

	Points
The PROJECT will include all four of the listed techniques.	4
The PROJECT will include three of the listed techniques, and includes (A)1.	3
The PROJECT will include two of the listed techniques, and includes (A)1.	2
The PROJECT will include none of the listed techniques, or does not include (A)1.	Ineligible

Technical Assistance is available on page 64.

B. How will the PROJECT include the following additional techniques that are not listed in question (A) above?

1. Carbon sequestration tree planting (identify approximately how many trees will be planted). See Greenhouse Gas Emissions Reduction and Carbon Sequestration technical assistance on page 65. If the PROJECT will not include tree planting, include one other energy, water, and natural resource conservation technique.

2. Facilitation of safe and reliable drinking water to park visitors if not yet available. If safe and reliable drinking water is already available for park visitors, include one other energy, water, and natural resource conservation technique.

3. One other energy, water, and/or natural resource conservation technique.

Use the following chart format to list and describe each sustainable technique for B above.

Sustainable Technique	Description of the sustainable technique

POINTS *The scale below shows that up to 3 points will be given to PROJECTS with at least three other sustainable techniques for efficient use of energy, water, and other natural resources that were not listed in 7(A).*	
	Points
The PROJECT will include three other energy, water, and natural resource conservation or carbon sequestration techniques not listed in 7(A).	3
The PROJECT will include two other techniques not listed in 7(A).	2
The PROJECT will include one technique not listed in 7(A).	1
The PROJECT will not include additional techniques beyond 7(A).	0

Technical Assistance is available on page 65.

C. If A and B above is selected, do not respond to this item. This is a 7 point alternative to A and B:

Will the PROJECT include SITES or LEED Certification as an alternative to A and B above? If so, provide a plan for achieving either SITES certified landscaping or LEED certified building construction by answering the following questions:

1. What level of SITES certification or LEED certification, or both, will be obtained?
2. What is the current status and next steps timeline for securing the certification?
3. Will the PROJECT incorporate pervious surfaces or other technique(s) such as bio-swales or grading to capture storm water for infiltration or irrigation or cleanse storm water before release?

POINTS *PROJECTS that achieve any level of SITES or LEED Certification, and that capture or clean storm water, will be awarded the maximum of 7 points as an alternate to A and B above.*	
	Points
The PROJECT will obtain any level of SITES or LEED Certification and will incorporate pervious surfaces or other technique(s) such as bio-swales or grading to capture storm water for infiltration or irrigation or cleanse storm water before release.	7
The PROJECT will not obtain SITES or LEED Certification.	0

Note: SITES certification is for outdoor PARK SPACES, while LEED certification is for buildings. See the Technical Assistance on page 65 for more information and web-links for SITES and LEED Certification.

Technical Assistance is available on page 65.

PROJECT SELECTION CRITERION #8 – PUBLIC USE FEES AND HOURS OF OPERATION

Describe how youth, seniors, and families affected by poverty will have DAILY ACCESS to the PROJECT SITE by answering the following:

A. What will be the Monday through Sunday hours of operation for the overall PARK to accommodate various needs of youth, seniors, and families?

B. Will the Monday through Sunday hours of operation differ for any RECREATION FEATURES listed in the Grant Scope/Cost Estimate Form? If so, please identify the RECREATION FEATURE(S) and Monday through Sunday hours of operation.

C. Will the public be charged entrance or membership fees to enter the overall park? Will entrance, membership, or league/activity fees be charged to use a RECREATION FEATURE that is a majority of the TOTAL PROJECT COST listed in the GRANT SCOPE/Cost Estimate Form? If so, list each fee, identify if the fee is daily, weekly, or monthly, and explain why the fee will not prevent DAILY ACCESS for youth, seniors, and families affected by poverty.

POINTS *The scales below shows that up to 5 points will be given to projects with weekday and weekend operating hours appropriate for youth, families, seniors, and other population groups in the CRITICALLY UNDERSERVED COMMUNITY, and with reasonable or no entrance or membership fees.*

	Points
The PROJECT will be open 7 days a week, for at least eight hours per day, such as dawn to dusk, to accommodate the needs of youth, seniors, and families.	2
The PROJECT will be open 7 days a week, from three to less than eight hours per day.	1
The PROJECT will not be open 7 days a week for at least three hours per day or the APPLICANT did not respond to criterion.	Ineligible

	Points
The public will not be charged entrance or membership fees to use the PROJECT. Or, the lowest entrance or membership fees for the public calculate to $3 per month or less per person and will not deter DAILY ACCESS.	3
The lowest entrance or membership fees for the public calculate to more than $3 but less than $10 per month per person which may deter DAILY ACCESS.	1
The public will be charged fees that will calculate to $10 or more per month per person, or the APPLICANT did not respond to the criterion.	0

Technical Assistance is available on page 66.

PROJECT SELECTION CRITERION #9 – COMMUNITY CHALLENGES, PROJECT BENEFITS, AND READINESS

Provide responses to A and B below to summarize the PROJECT'S need and benefits. This criterion is designed for the APPLICANT to tell the story about the PROJECT need and benefits not yet covered through Project Selection Criteria 1 through 8. For C below, OGALS will determine the project's readiness and APPLICANT capacity using information provided in the entire APPLICATION.

A. What CHALLENGES are present within the community that contributes to the need for the PROJECT?

Use this chart format to structure the response for each CHALLENGE.

Challenge	Description of the Challenge

B. How will the PROJECT benefit the HEALTH and quality of life for youth, seniors, and families by improving the community's recreational, social, cultural, environmental, educational, and economic conditions?

Use this format to structure the response

HEALTH and quality of life conditions	How the PROJECT will benefit the HEALTH and quality of life for youth, seniors, and families.
Recreational	
Social	
Cultural	
Environmental	
Educational	
Economic (and advancing solutions to prevent displacement, if applicable)	

C. OGALS will use information provided in the entire APPLICATION, to assess if PROJECT COMPLETION, as well as 30 years of adequate operation and maintenance, appears to be achievable.

Technical Assistance is available on page 67.

POINTS *The scale below shows that up to 20 points will be given to a community having severe CHALLENGES, and the PROJECT will have significant benefits, and the APPLICANT has sufficient capacity to deliver the PROJECT.*	
	Points
The community has severe CHALLENGES compared to other APPLICATIONS. The PROJECT will significantly improve the community's recreational, social, cultural, educational, environmental, and economic conditions. Based on the information provided in the entire APPLICATION, PROJECT COMPLETION and 30 years of adequate operation and maintenance for public use appears to be achievable.	20 - 10
The community has average CHALLENGES compared to other APPLICATIONS. The PROJECT will significantly improve the community's recreational, social, cultural, educational, environmental, and economic conditions. Based on the information provided in the entire APPLICATION, PROJECT COMPLETION and 30 years of adequate operation and maintenance for public use appears to be achievable.	9 - 4
The community has minimal CHALLENGES compared to other APPLICATIONS. Or, the PROJECT will minimally improve the community's recreational, social, cultural, educational, environmental, and economic conditions. Or, based on the information provided in the entire APPLICATION, PROJECT COMPLETION, or 30 years of adequate operation and maintenance for public use, appears to be uncertain or problematic.	3 - 1
No information provided.	0

Technical Assistance is available on page 67.

COMMUNITY FACTFINDER REPORT AND HANDBOOK FORM (CHECKLIST #3)

Provide the following two items:

1. **Community FactFinder Report**. To create a report of the area in PROXIMITY, starting at the PROJECT SITE, use the current FactFinder version at: ParksforCalifornia.org/communities.

   Only one report can be submitted per APPLICATION. The report must be created with the starting point (pin) located in the boundary of the PROJECT SITE. The FactFinder Report will be used for Project Selection Criteria 1, 2, and 3, pages 15 to 18.

2. **Community FactFinder Handbook Form**. This Form will be signed by the AUTHORIZED REPRESENTATIVE. Its purpose is to certify that Steps 1-8 described in the FactFinder Handbook were followed and completed before submittal of the APPLICATION. Frequently asked questions with policy responses are included within each step. The FactFinder Handbook is available at parks.ca.gov/spp.

To avoid delays in the competitive review process, please complete the FactFinder Handbook steps at least one month before the APPLICATION is submitted.

- ✓ Send an email to report acreage that should or should not be counted within the PROJECT SITE'S radius to SCORP@parks.ca.gov. Attach the FactFinder Report to the email. (Step 6)
- ✓ Generate the FactFinder Report with the pinpoint located in the boundary of the PROJECT SITE to create the half-mile radius. (Step 7)

If the addition or removal of PARK acreage was reported to SCORP@parks.ca.gov but the Community FactFinder update is not yet complete at the time of APPLICATION, include a copy of the email request as a placeholder. Additionally, in the response to Project Selection Criteria 1 and 2, state that a Community FactFinder update was requested at the time of Application. OGALS will notify the APPLICANT when a new FactFinder Report can be submitted.

OGALS will confirm Steps 6 and 7 in the APPLICANT'S report. If PARK acreage is discovered that should have been reported, or if the pinpoint is outside the PROJECT SITE, OGALS reserves the right to generate a new FactFinder report in the middle of the PROJECT SITE for the purpose of Criteria 1 and 2.

State of California – The Natural Resources Agency

DEPARTMENT OF PARKS AND RECREATION

COMMUNITY FACTFINDER HANDBOOK FORM

APPLICANTS will sign this Form after completing Steps 1-8 following the FactFinder Handbook available at parks.ca.gov/spp.

I certify that the California State Parks Community Fact Finder Report that was submitted at the time of APPLICATION met the following two requirements:

- ✓ Acreage that should or should not be counted within the PROJECT SITE'S radius has been reported to SCORP@parks.ca.gov. (Step 6)
- ✓ The FactFinder Report was generated with the pin located in the boundary of the PROJECT SITE. (Step 7)

I understand if either of the above requirements were not met, OGALS will generate a new report with the pin located in the middle of the PROJECT SITE to create the new half-mile radius and will use the data for purposes of Project Selection Criteria 1 and 2.

_____ _____

AUTHORIZED REPRESENTATIVE Signature Date

AUTHORIZING RESOLUTION (CHECKLIST #4)

The Authorizing Resolution serves two purposes:

1. It is the means by which the APPLICANT'S Governing Body shows it is aware of all the terms of the CONTRACT. It provides confirmation that the APPLICANT has the funding to complete the proposed PROJECT if the GRANT is awarded.

2. Designates a position title (through Provision 4) to represent the Governing Body on all matters regarding the APPLICATION and PROJECT. The incumbent in this position is referred to as the AUTHORIZED REPRESENTATIVE.

All signatures required in this Application Guide are the signature of the AUTHORIZED REPRESENTATIVE. Submitted documents need not contain "wet" signatures, but the APPLICANT must keep all original signed documents.

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

Format

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

Provision 6

Public Resources Code §80001(b)(8 A-G) requires that public agencies receiving funds from this 2018 Bond Act shall consider a range of actions promoting diversity and inclusion as identified in the "Presidential Memorandum—Promoting Diversity and Inclusion in Our National Parks, National Forests, and Other Public Lands and Waters," dated January 12, 2017.

RESOLUTION OF THE (Title of Governing Body/City Council, Board of Supervisors/Directors) OF (City, County, District, or Non-Profit Organization)
Approving the Application for
STATEWIDE PARK DEVELOPMENT AND COMMUNITY REVITALIZATION PROGRAM GRANT FUNDS

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of the Statewide Park Development and Community Revitalization Grant Program, setting up necessary procedures governing the application; and

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

WHEREAS, successful Applicants will enter into a contract with the State of California to complete the Grant Scope 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; and
2. Certifies that if the project is awarded, 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. Delegates the authority to (designated position) to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the Grant Scope; and
5. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.
6. Will consider promoting inclusion per Public Resources Code §80001(b)(8 A-G).

Approved and adopted the _____day of _____, 20_____

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

Ayes:

Noes:

Absent:

_____ (Clerk)

GRANT SCOPE/COST ESTIMATE FORM (CHECKLIST #5)

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

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

1. Establishing the GRANT SCOPE

This form will be used to establish the expected deliverables for PROJECT COMPLETION paid for by the SPP GRANT plus COMMITTED FUNDS. This form lists what OGALS, auditors, and the public will expect to see in the park by PROJECT COMPLETION. To be eligible for GRANT payment, all RECREATION FEATURES and MAJOR SUPPORT AMENITIES must be included on the GRANT SCOPE/Cost Estimate Form.

Use the form to describe only the RECREATION FEATURES and MAJOR SUPPORT AMENITIES that will be complete for final payment before the end of the GRANT PERFORMANCE PERIOD. Do not include future development phases beyond the GRANT plus COMMITTED FUNDS.

For ACQUISITION and DEVELOPMENT combination PROJECTS, a phase that develops a RECREATION FEATURE on the acquired property must be open to the public before the end of the GRANT PERFORMANCE PERIOD.

Pages 5-6 list examples of RECREATION FEATURES and MAJOR SUPPORT AMENITIES.

Directions for establishing the GRANT SCOPE:

Use the following phrases to describe the type of work for each RECREATION FEATURE and MAJOR SUPPORT AMENITY:

- "Acquire approximately _____" (provide acreage and associated parcel numbers that will be acquired). See definition of ACQUISITION on page 70.
- "Construct a new _____" (identify the new RECREATION FEATURE or MAJOR SUPPORT AMENITY that does not currently exist). Add "with lighting" if applicable.
- "Renovate a _____" (identify the existing RECREATION FEATURE or MAJOR SUPPORT AMENITY). See definition of RENOVATION on page 75. Add "with new lighting" if applicable.

If lighting or landscaping (more than $50,000) will be installed throughout the PARK and is not specific to a RECREATION FEATURE or MAJOR SUPPORT AMENITY use these phrases:

- "Construct new lighting throughout the park."
- "Construct new landscaping throughout the park."

Do NOT list MINOR SUPPORT AMENITIES in the Grant Scope/Cost Estimate Form.

MINOR SUPPORT AMENITIES such as signs, benches, tables, drinking fountains, or fixed bike racks and trash receptacles are commonly understood to be associated with a RECREATION FEATURE.

Fold the cost of a MINOR SUPPORT AMENITY into the cost of its related RECREATION FEATURE. For example: The GRANT SCOPE is "construction of a new playground". The GRANTEE will have the flexibility to construct or not construct a MINOR SUPPORT AMENITY for the playground such as a bench, a sign, and a drinking fountain. The costs of a MINOR SUPPORT AMENITY will be accepted as part of the construction of the new playground. The construction of the new playground is the expected GRANT SCOPE deliverable for PROJECT COMPLETION.

2. Providing a Cost Estimate on the Grant Scope/Cost Estimate Form.

See the ELIGIBLE COSTS charts starting on page 52 before creating a cost estimate.

- Provide the concept level estimated cost for each RECREATION FEATURE and MAJOR SUPPORT AMENITY described in the Grant Scope/Cost Estimate Form. The estimated TOTAL PROJECT COST on the Grant Scope/Cost Estimate Form must equal the estimated TOTAL PROJECT COST listed on the Application Form.
- If there is an agreement for CONSERVATION CORPS services (Criterion #5C, pages 24, 51), the costs must be built into the lump-sum cost estimate; do not include as a separate line item in the Grant Scope/Cost Estimate Form.
- No more than 25% of the GRANT amount may be spent on PRE-CONSTRUCTION costs.
- OGALS understands that actual costs may change during the course of a PROJECT. In most cases, a revised Grant Scope/Cost Estimate Form is not required when estimated costs fluctuate during the PROJECT. Contingency for costs can be built into the lump-sum cost estimate; do not include as a separate line item in the Grant Scope/Cost Estimate Form. The GRANT ADMINISTRATION GUIDE explains how actual costs are documented and charged to the GRANT.
- As a reminder, for APPLICATION purposes, limit the PROJECT to what can be completed and open to the public at least three months before the end of the GRANT PERFORMANCE PERIOD. TOTAL PROJECT COSTS are costs incurred by the GRANT plus COMMITTED FUNDS only during the GRANT PERFORMANCE PERIOD. Do not include costs for future phases.

Each RECREATION FEATURE and MAJOR SUPPORT AMENITY listed in the GRANT SCOPE, and their related paths of travel from parking lots and roadsides, must be designed to accommodate persons with disabilities per compliance with the Americans with Disabilities Act of 1990 (42 U.S.C. §12101 et.seq.). Account for this when preparing your GRANT SCOPE/Cost Estimate.

GRANT SCOPE/COST ESTIMATE FORM

Follow the directions starting on page 37

GRANT SCOPE ITEMS **ACQUISITIONS:** List each parcel number, acreage, estimated date of purchase, and cost **DEVELOPMENT:** List each RECREATION FEATURE and MAJOR SUPPORT AMENITY	ESTIMATED COST
	$
	$
	$
	$
	$
	$
	$
	$
	$
Total Estimated Cost for the RECREATION FEATURES and MAJOR SUPPORT AMENITIES (A)	$
Total Estimated PRE-CONSTRUCTION COST (B)	$
TOTAL PROJECT COST (A+B)	$
Requested GRANT Amount	$
Estimated amount of the GRANT to be charged to PRE-CONSTRUCTION COSTS (cannot exceed 25% of the GRANT)	$

The APPLICANT understands that this form will be used to establish the expected GRANT deliverables; all of the RECREATION FEATURES and MAJOR SUPPORT AMENITIES listed on this form must be completed and open to the public before the final GRANT payment will be made. The APPLICANT also understands that no more than 25% of the GRANT amount may be spent on PRE-CONSTRUCTION costs. See the ELIGIBLE COSTS charts starting on page 52 before creating a cost estimate.

_____ _____

AUTHORIZED REPRESENTATIVE Signature Date

FUNDING SOURCES FORM (CHECKLIST #6)

- Use the Funding Source Form to identify each funding source by name and amount.
- Note if the source is state, local city or county, federal, or private.
- If the source is a loan, identify the type of loan. Please be mindful of Grant Contract Provision N:

  N. Use of Grant Monies (language below copied from Grant Contract Provisions)

  GRANTEE shall not use any grant funds (including any portion thereof) for the purpose of making any leverage loan, pledge, promissory note or similar financial device or transaction, without: 1) the prior written approval of the STATE; and 2) any financial or legal interests created by any such leverage loan, pledge, promissory note or similar financial device or transaction in the project property shall be completely subordinated to this CONTRACT through a Subordination Agreement provided and approved by the STATE, signed by all parties involved in the transaction, and recorded in the County Records against the fee title of the project property.

- Provide a commitment date for each funding source indicating when it was committed to the PROJECT. All additional funds must be secured within four months of the APPLICATION deadline. See the definition for COMMITTED FUNDS.

- If the funding sources change during the course of the PROJECT, a revised form is required within 30 days.

- The TOTAL PROJECT COST listed at the bottom of this form must equal the estimated TOTAL PROJECT COST listed on the Application Form and at the bottom of the GRANT SCOPE/Cost Estimate Form.

FUNDING SOURCES FORM

Funding Source	Date COMMITTED	Amount
Statewide Park Program GRANT Request	TBD	$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
Grand Total All Funding Sources (Estimated TOTAL PROJECT COST)		$

The APPLICANT understands that the PROJECT cannot be funded unless the requested GRANT equals the estimated cost needed to complete the PROJECT, or, the requested GRANT plus the total amount of additional COMMITTED FUNDS equals the estimated cost of the PROJECT. If the GRANT is awarded, there will be no need for additional fundraising. The PROJECT must be completed and open to the public before final GRANT payment is processed. If funding sources change from the time of APPLICATION until PROJECT COMPLETION, the APPLICANT understands this form must be updated within 30 days.

_____ _____

AUTHORIZED REPRESENTATIVE Signature Date

PROJECT TIMELINE FORM (CHECKLIST #7)

The 2018 Bond Act/Proposition 68 Public Resources Code §80050 (c) requires a "rigorous prequalification process to determine the capacity of a potential grant recipient to…implement the project in a timely manner."

The purpose of this "Project Timeline" requirement is to encourage APPLICANTS to discuss the PROJECT and create a timeline with each agency that will have approval responsibilities. For example: If another agency is responsible for approving a construction permit, the estimated time period for obtaining the permit, along with the agency's name and a representative's contact information, should be included in the schedule.

- Add any additional task requirements that are necessary to complete the PROJECT.
- For each task, identify the agency contact who reviewed the schedule and agreed that "the estimated time period set aside to complete the task is reasonable, absent any unforeseen circumstances". If an item is already complete with no issues, the right two columns can state "Item Complete".
- Not all tasks in the form are required to be complete by the time of application; however, the form serves as evidence that APPLICANTS are aware of potential time periods for all PROJECT tasks.

Format Notes:

A different format may be used to expand the width of each column, and larger sized paper up to 11x17 may be used. However, the following columns must remain in the same order:

- "Tasks"
- "Start Date Month/Year"
- "End Date Month/Year"
- "Lead Agency…contact information"
- "Notes about potential delays/issues"

As stated in the top left corner of the Form, the list of tasks may be adjusted or reorganized based on each unique PROJECT.

STATE OF CALIFORNIA DEPARTMENT OF PARKS AND RECREATION
PROJECT TIMELINE FORM

TASKS The below list can be adjusted/reorganized with tasks added/removed unique to each **PROJECT**.	**START DATE** (MM/YY)	**END DATE** (MM/YY)	**LEAD AGENCY** responsible for task and contact information	**NOTES ABOUT ANY POTENTIAL DELAYS/ISSUES**
1. Appraisal and Purchase Agreement (for ACQUISITION)				
2. Close of escrow (for ACQUISITION)				
3. Schematic/concept level design with community-based planning and ADA (Americans with Disabilities Act) considerations				
4. Site risk assessment for possible contaminants and other complications				
5. CEQA for the construction scope				
6. Engineer cost estimate				
7. Consultation with CONSERVATION CORPS to consider feasibility				
8. Construction Documents (final design includes the community based planning results)				
9. Construction Permits				
10. Other permits (Note if Department of Toxic Substances Control, Division of the State Architect, US Army Corps of Engineers, or other regulatory permits as				

TASKS The below list can be adjusted/reorganized with tasks added/removed unique to each PROJECT.	START DATE (MM/YY)	END DATE (MM/YY)	LEAD AGENCY responsible for task and contact information	NOTES ABOUT ANY POTENTIAL DELAYS/ISSUES
applicable to site, are required)				
11. Construction Bid Package Preparation/start Bid Process				
12. Bid Approval for Construction				
13. Environmental cleanup/remediation				
14. Construction Period				
15. Grand Opening/completed for public use with grant completion package (three months before the end of the GRANT PERFORMANCE PERIOD).				
16. Thirty years of operation and maintenance for public use.				Thirty years beginning with APPROPRIATION DATE

I certify that the above timeline has been created with input from each agency contact listed in the right column above. The agency contacts for each milestone above have reviewed the project concept, including its location and scope, and represent that the time period estimated for the step "*is reasonable absent any unforeseen circumstances*".

_____ _____

AUTHORIZED REPRESENTATIVE Signature Date

APPLICANT CAPACITY (CHECKLIST #8)

The 2018 Bond Act/Proposition 68 Public Resources Code §80050 (c) requires a "rigorous prequalification process to determine the fiscal and operational capacity of a potential grant recipient…"

The purpose of this requirement is to evaluate the APPLICANT'S capacity to achieve PROJECT COMPLETION as well as 30 years of adequate operation and maintenance.

OGALS analyzes the APPLICANT'S experience or capacity for PROJECT COMPLETION and long-term operation and maintenance based on the PROJECT'S design as well as previous grant and operational experience. Using this example, if the PROJECT is a $3 million NEW PARK with long-term operation and maintenance costs that are low, OGALS may have fewer questions for an APPLICANT with less experience or capacity. If the PROJECT will build higher operation and maintenance cost facilities, and the APPLICANT has less experience or capacity, OGALS may ask additional questions about revenue sources.

OGALS recommends that APPLICANTS consider the projected monthly/annual operation and maintenance costs. These costs include, but are not limited to, water and energy utilities, staffing, repairs, etc. The projected annual cost compared to projected long term funding sources for operation and maintenance must be considered. Another entity can provide operation and maintenance services. However, the CONTRACT requires the GRANTEE to ensure the park is operated and maintained and open to the public.

Provide a response to the following:

1. Describe up to three park or other construction projects completed by the APPLICANT. Include:
   - project address
   - scope of work
   - total project cost
   - funding sources
   - start date, and date of completion
2. Provide an operation and maintenance budget breakdown (chart) showing the monthly and annual total expected cost to operate and maintain this proposed PROJECT (include utilities, routine repairs/upkeep, and staffing costs in the chart).
3. What are the planned funding sources to operate and maintain the proposed PROJECT?
4. Provide the weblink for a list of PARKS and facilities the APPLICANT currently oversees. If a website is not available, please provide the list in this response. OGALS may visit some of the APPLICANT'S PARKS to review the level of ongoing operation and maintenance.

CEQA COMPLIANCE (CHECKLIST #9)

"CEQA" is the California Environmental Quality Act as stated in the Public Resources Code §21000 et seq.; Title 14 California Code of Regulations §15000 et seq. CEQA law establishes 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 an entity's proposed PROJECT. For more information see opr.ca.gov/ceqa/.

The APPLICANT should check with its local city or county planning agency for CEQA compliance information.

Required CEQA documentation:

1. CEQA Compliance Certification Form.
2. Copy of the Notice of Exemption or the Notice of Determination that has been filed or stamped by the County Clerk.

Development Only Projects

The CEQA compliance documentation listed above demonstrates project readiness at the time of APPLICATION. If CEQA is not complete at the time of APPLICATION or submitted within three months of the APPLICATION due date, the project may not be considered for funding. OGALS may ask for updates and documents showing progress to determine if the CEQA analysis is near completion.

The CEQA compliance documentation must give environmental clearance for the actual construction of the PROJECT.

Acquisition and Development Combination Projects

For ACQUISITION and DEVELOPMENT combination projects, OGALS recognizes that APPLICANTS often cannot conduct the CEQA analysis for the construction phase until after the property is acquired. In these situations, CEQA compliance at the time of APPLICATION may be for the ACQUISITION phase only. Items 1-2 above are required. CEQA compliance for the PROJECT construction must be complete within six months of escrow closure. Be mindful of the GRANT PERFORMANCE PERIOD that includes completion of both ACQUISITION and DEVELOPMENT phases.

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

CEQA Compliance Certification

Grantee: _____

Project Name: _____

Project Address: _____

Is the CEQA analysis complete? ☐ Yes ☐ No

What document was filed, or is expected to be filed for this project's CEQA analysis:

(check one) **Date complete/expected to be completed**

☐ Notice of Exemption (attach recorded copy if filed) _____

☐ Notice of Determination (attach recorded copy if filed) _____

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

Lead Agency Contact Information

Agency Name: _____

Contact Person: _____

Mailing Address: _____

Phone: (___) _____ Email: _____

Certification

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

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

_____	_____	_____
AUTHORIZED REPRESENTATIVE (Signature)	Date	AUTHORIZED REPRESENTATIVE (Printed Name and Title)

FOR OGALS USE ONLY		
CEQA Document	**Date Received**	**PO Initials**
☐NOE ☐NOD		

PROJECT SITE OWNERSHIP, ACQUISITION, OR LEASE (CHECKLIST #10)

The purpose of this requirement is to ensure the APPLICANT will have SITE CONTROL that allows for PROJECT COMPLETION. PROJECTS may involve multiple parcels of land. For example: An APPLICANT may own part of the PROJECT SITE, and is proposing to acquire an ADJACENT parcel of land. More than one of the following scenarios may apply. Provide the applicable item(s) below to show how the APPLICANT proposes to have SITE CONTROL over the entire PROJECT SITE:

- The land is already owned by the APPLICANT**. Provide #1 below**.
- The land is not owned by the APPLICANT**.** The APPLICANT is proposing an ACQUISITION to become the land owner. **Provide #2 below**.
- The land is not owned by the APPLICANT. The APPLICANT will have a lease agreement with the land owner (school district, utility land owners, etc.). **Provide #3 below**.
- The land is not owned by the APPLICANT. The APPLICANT will do a "TURN-KEY" where it completes the PROJECT then transfers Operation and Maintenance requirements to an eligible grant land owner with approval from OGALS. **Provide #4 below**.

---

1. If the PROJECT site is owned in fee simple by the APPLICANT:

- Provide a copy of the deed, or deed recordation number, or title report, or current county assessor's parcel map showing the APPLICANT owns the land.

2. If the APPLICANT is proposing an ACQUISITION to become the land owner:

- Provide a county assessor's parcel map showing the parcel(s) to be acquired that match the parcel numbers listed on the Grant Scope/Cost Estimate Form.
- Provide a letter from the land owner(s) indicating the intent to sell the property subject to grant award. The letter does not need to include legally binding language. Or, provide a document indicating the land is publicly for sale.

ACQUISITION of land from a willing seller is eligible for reimbursement. ACQUISITION costs associated with condemnation or eminent domain are not eligible for reimbursement.

The land's sale price may be up to, but cannot exceed, fair market value. State funds may not be used in part or whole to acquire property above fair market value. If OGALS intends to award the GRANT, and before the GRANT contract will be issued, OGALS will require an appraisal and a written concurrence of the appraisal by an independent third party Certified General (AG) appraiser. orea.ca.gov provides a list of AG appraisers.

The Eligible Costs Chart on page 52 includes appraisals. Appraisal costs incurred during the GRANT PERFORMANCE PERIOD can be reimbursed.

3 and 4. See "Lease Agreement and TURN-KEY Agreements" **at** parks.ca.gov/spp.

- These types of agreements are for PROJECTS where the land will not be owned by the APPLICANT. The land must be owned by a public agency or utility and the agreement must be approved by DPR.

CONCEPT LEVEL SITE PLAN (CHECKLIST #11)

- Provide a drawing showing where the RECREATION FEATURES and MAJOR SUPPORT AMENITIES listed in the Grant Scope/Cost Estimate Form will be located in the park.
- If the GRANT scope includes construction of a building(s)
  - Identify the proposed percentage of indoor versus outdoor space; no more than 50% of the overall PARK can be designated for indoor use through the PROJECT.
  - Identify the total square footage of the building and note the function and approximate square footage of each space designated for recreation. For community centers that are proposed for SPP grant funding, at least 75% of the building's square footage must be designed for recreation. Lobby areas, hallways, meeting rooms, office space, storage, and restrooms do not count as square footage designed for recreation.

PHOTOS AND COPYRIGHT LICENSE AGREEMENT (CHECKLIST #12)

In addition to giving reviewers a better understanding of the PROJECT SITE and community, items 1 through 4 below may be used to report the "before and after" accomplishments of GRANTEES.

Project Site Photos

1. Provide up to four 8 ½" x 11" sheets with photos of the PROJECT SITE and its surrounding area. Include captions to orientate the reviewer. Please include at least one panoramic photo that captures as much of the PROJECT SITE as possible with a background point of reference for potential "before and after" photos.

Community Based Planning Photos (preferred) and Video Clips (optional)

2. Provide up to four 8 ½" x 11" sheets with photos of various Community Based Planning MEETINGS per Project Selection Criteria 4 on page 20.
   a. Photos of RESIDENTS actively providing ideas are preferred. The photos do not need to include every RESIDENT that participated. Include a caption that provides the date and location of the MEETING.
   b. Optional: Video highlights of the MEETINGS or interviews with RESIDENTS. If video highlights are included, please use at least 1080p resolution. Please limit the total highlights to 5 minutes or less on the same flash drive with photos. Video filming at the project site is preferred. The video highlights may be featured in a statewide documentary about SPP. As a reminder, video footage is only optional.
3. Include a flash drive of the same PROJECT SITE and Community Based Planning photos. High-quality resolution is recommended such as 2048 x 1536 pixels. OGALS may highlight awarded projects at ParksforCalifornia.org.
4. Provide one signed Copyright License Agreement (see next page) from the APPLICANT that will cover all photos or video footage.

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

COPYRIGHT LICENSE AGREEMENT

COPYRIGHT REGISTRATION NO.

ITEM DESCRIPTION

_____

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

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

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

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

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

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

AGREED AND ACCEPTED

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

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

PROJECT LOCATION MAP(S) (CHECKLIST #13)

- Provide a map showing highway and street access to the PROJECT SITE.
- Ensure the PROJECT SITE is clearly shown on the map.

NON-PROFIT REQUIREMENTS (CHECKLIST #14)

Only for non-profit organization applicants

Please provide items 1-2 below:

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

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

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

CONSERVATION CORPS CONSULTATION PROCESS (CHECKLIST #15)

Public Resources Code Section 80016 states "To the extent feasible, a project whose application includes the use of services of the California Conservation Corps or certified community conservation corps, as defined in Section 14507.5, shall be given preference for receipt of a grant under this division."

The California Conservation Corps (CCC) and the California Association of Local Conservation Corps (CALCC) developed this consultation process:

1. Applicants are encouraged to reach out to both the CCC and CALCC as early as possible before the APPLICATION deadline to obtain the required "Proposition 68 Corps Consultation Review Document." The document and guidance can be provided by the contacts below.
2. Email the "Proposition 68 Corps Consultation Review Document" to <u>both</u> the CCC <u>and</u> CALCC emails below.
3. After completing their consultation process, provide the "Corps Consultation Review Document" in this APPLICATION submittal.
4. The response to Project Selection Criteria #5.C will also describe the agreed services and cost estimate, if applicable.

Consultation Contacts:

- California Conservation Corps Consultation Email: Prop68@ccc.ca.gov
  Phone: (916) 341-3272
- California Association of Local Conservation Corps Consultation
  Email: Inquiry@Prop68CommunityCorps.org Phone: (916) 426-9170 x4

III. Eligible Costs

This section provides rules and examples of ELIGIBLE COSTS for ACQUISITION and DEVELOPMENT.

ACQUISITION Costs

The following chart provides examples of ELIGIBLE COSTS for ACQUISITION.

ACQUISITION COSTS (Up to 100% of GRANT Amount)	EXAMPLES
Purchase price of the property and other activities necessary to complete the ACQUISITION.	• **Appraisals, surveys** • **Preliminary title reports** • **Title insurance fees** • **Escrow fees and purchase price** • **Relocation costs**: costs resulting in displacement of tenants (not willing sellers or GRANTEES) pursuant to Government Code §§7260 – 7277. ◦ If the GRANT is not paying for relocation costs, the GRANTEE must ensure that the willing seller is paying displaced tenants in compliance with Government Code §§7260 – 7277. • **Employee services:** see accounting rules for employee services explained in the GRANT ADMINISTRATION GUIDE. • **PROJECT/GRANT administration and accounting**

DEVELOPMENT Costs

DEVELOPMENT includes PRE-CONSTRUCTION COSTS and CONSTRUCTION COSTS.

PRE-CONSTRUCTION is the phase that includes planning, design, construction documents, and permits necessary before construction can begin. No more than 25% of the GRANT amount may be spent on PRE-CONSTRUCTION COSTS.

For the purpose of the GRANT, PRE-CONSTRUCTION COSTS occur:

- during the planning, design, and permit phase of the PROJECT, before construction can begin, and
- end when ground-breaking construction activities such as site preparation, grading, or gutting begins.

CONSTRUCTION COSTS start when:

- ground-breaking construction activities such as site preparation, grading, or gutting begins after the necessary PRE-CONSTRUCTION phase has concluded.

PRE-CONSTRUCTION AND CONSTRUCTION COSTS

The following charts provide examples of ELIGIBLE COSTS for PRE-CONSTRUCTION and CONSTRUCTION COSTS.

PRE-CONSTRUCTION COSTS (Maximum 25% of GRANT amount)	ELIGIBLE COSTS EXAMPLES
Costs incurred during the planning, design, and permit phase of the project, before construction begins.	• **Community based planning** MEETINGS**/focus groups/design workshop costs**. May include multi-lingual translation, materials etc. • **Plans, specifications, construction documents, and cost estimates** • **Permits** • **CEQA** • **SITES Certification or LEED Certification** • **Premiums on hazard and liability insurance to cover personnel or property** • **Fidelity bond premium cost** • **Bid packages** • **Employee services**: see accounting rules for employee services explained in the GRANT ADMINISTRATION GUIDE. • **PROJECT/GRANT administration (excluding grant writing) and accounting.**

CONSTRUCTION COSTS (Up to 100% of GRANT Amount)	ELIGIBLE COSTS EXAMPLES
Costs incurred during the construction phase of the PROJECT when ground-breaking construction activities such as site preparation, grading, or gutting begins.	• **Site preparation, grading, gutting, demolition** • **Foundation work** • **Purchase and installation of permanent equipment**: playground equipment, benches, signs, display boards, sounds systems, video equipment, etc. • **Construction supplies and materials**: may be drawn from central stock if claimed costs are no

Costs incurred during the construction phase of the PROJECT when ground-breaking construction activities such as site preparation, grading, or gutting begins.	higher than supplies or materials purchased elsewhere. • **Construction equipment owned by** GRANTEE: equipment owned by the grantee may be charged to the grant for each use. Rental rates published by the California Department of Transportation may be used as a guide. 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. • **Construction equipment rented or purchased by GRANTEE**: equipment may be rented or purchased, whichever is the most economical use of GRANT funds. For purchased equipment, the GRANT will pay for the rental price equivalent in proportion to the time the purchased equipment is used on the GRANT SCOPE. (Rental rates published by the California Department of Transportation may be used as a guide.) The GRANT will pay for the total cost of the equipment if the purchase price is less than the rental price equivalent. Any funds earned by the GRANTEE from the sale of equipment purchased with the GRANT must be spent on the PROJECT. • **Construction management**: including site inspections, scheduling mobilization, directing equipment, materials, and construction personnel. • **Employee services**: see accounting rules for employee services explained in the GRANT ADMINISTRATION GUIDE. • **PROJECT/GRANT administration and accounting** • **Miscellaneous costs**: other costs incurred during the construction phase, such as transporting materials, equipment, personnel, communications and landscape establishment periods.

INELIGIBLE COSTS

INELIGIBLE COSTS	EXAMPLES OF INELIGIBLE COSTS

Cannot be charged to the GRANT	• **Outside PARK/PROJECT SITE boundaries:** streets, traffic lights, or other infrastructure not located within the PARK/PROJECT SITE.
	• **Outside the GRANT PERFORMANCE PERIOD**: costs incurred before or after the GRANT PERFORMANCE PERIOD.
	• **Projects imposed on an APPLICANT through legal mitigation**
	• **Indirect costs:** overhead business expenses of the GRANTEE'S fixed or ordinary operating costs: (rent, mortgage payments, property taxes, utilities, office supplies).
	• **Fundraising**
	• **Food**
	• **Grant Writing**
	• **Operation and Maintenance, moveable equipment**
	• **Record keeping discrepancies**
	  • Charging employee services without documentation of actual time spent on the project
	  • Lack of source documents (no evidence of invoices, bid process, payment receipts, etc.)
	  • See GRANT ADMINISTRATION GUIDE'S "Accounting Requirements" for additional guidance

IV. Appendices

TECHNICAL ASSISTANCE FOR APPLICANTS

This page summarizes the assistance available to APPLICANTS.

To ensure a fair process, OGALS' SPP experts will provide all APPLICANTS with correct and consistent guidance.

OGALS' SPP experts have experience gained through reviewing 900 statewide applications requesting $2.9 billion through ROUNDS One and Two.

All statewide APPLICANTS are encouraged to access the following:

Application Workshops by OGALS

For each ROUND, over fifteen Application Workshops will be offered throughout California. OGALS' SPP experts will give a page-by-page review of this Application Guide. The workshops are in-person and are highly interactive. Questions are encouraged to promote an exchange of ideas.

Access to Program Experts

OGALS' SPP experts will strive to give outstanding customer service to all APPLICANTS. APPLICANTS are encouraged to call, email, or schedule in-person meetings when guidance is needed. A list of OGALS' SPP experts will be available at parks.ca.gov/spp.

Assistance with Incomplete Application Documents

OGALS may contact APPLICANTS to explain what corrections are needed. OGALS does not automatically disqualify an APPLICATION if a document is incomplete or needs a correction with the exception of the Project Selection Criteria.

OGALS' SPP experts can also preview documents before the APPLICATION deadline.

Strengths and Weaknesses

APPLICANTS that do not receive a grant award can get "strengths and weaknesses" feedback based on the Project Selection Criteria at the end of the ROUND. This feedback may be useful to APPLICANTS if another ROUND of funding is available.

Grant Administration Workshop

APPLICANTS who receive a grant award will attend a mandatory GRANT administration workshop. During the workshop, OGALS and DPR auditors will provide an in-depth review of the GRANT ADMINISTRATION GUIDE that explains the requirements and forms necessary for administration. OGALS staff are also available to answer administrative questions through PROJECT COMPLETION.

PROJECT SELECTION CRITERIA GUIDANCE

This section gives technical assistance for Project Selection Criteria 1 through 9 found on pages 15 to 31.

PROJECT SELECTION CRITERION 1 {CRITICAL LACK OF PARK SPACE} ON PAGE 15

and

PROJECT SELECTION CRITERION 2 {SIGNIFICANT POVERTY} ON PAGE 16

The FactFinder Handbook at parks.ca.gov/spp includes visual examples and tips to select a competitive origin of the half-mile radius.

The APPLICANT may choose any point in or on the boundary of the proposed PROJECT SITE to locate the origin of the half-mile radius.

The use of the half-mile radius helps steer APPLICANTS towards placing projects in areas that best meet the program's highest priority. The FactFinder's half-mile radius uniformly quantifies the ratio of PARK SPACE per 1,000 residents, number of residents below poverty, and median household income in PROXIMITY to projects using consistent data available statewide.

If the radius were larger, it could encompass higher income areas, or greater PARK acreage areas, which would disadvantage or disqualify many statewide APPLICATIONS.

- It is understood that some PROJECTS may attract visitors who live outside the half-mile radius and are able to travel from greater distances to the proposed PROJECT SITE. This may be described in Project Selection Criteria 9(A and B) on page 31.
- Describe CHALLENGES not captured by the FactFinder in Criteria 9(A) on page 31.

For the APPLICATION to be eligible, the community within PROXIMITY of the PROJECT SITE <u>must meet one</u> of the following conditions based on the Community FactFinder Report:

- Has a ratio of less than 3 acres of PARK SPACE per 1,000 residents.
  OR
- Has a median household income lower than $51,026, (80% of the statewide average) which means it is a disadvantaged community as defined by subdivision (g) of §75005 of the Public Resources Code. See Project Selection Criteria 2(A).

Only one of the above conditions must be met for the APPLICATION to be eligible. Both are not required.

Proposition 68 (2018 Bond Act) §80008(a)(1) requires that at least $130,055,000 of the $650,275,000 is allocated to projects in severely disadvantaged communities with a median household income below $38,270 (60% of the statewide average).

PROJECT SELECTION CRITERION 3 {TYPE OF PROJECT} ON PAGE 18

For the APPLICATION to be eligible, the proposed PROJECT must create at least one NEW RECREATION OPPORTUNITY.

NEW PARKS

- Qualifies as a NEW PARK: Land zoned or designated to become a PARK, but not yet developed and open to the public prior to the current ROUND'S SPP APPLICATION due date.
- Does not qualify as a NEW PARK: Land developed and open to the public as a PARK or ADJACENT to an EXISTING PARK before the SPP APPLICATION due date. If there is an EXISTING PARK next to or across the street from the project, regardless of which agency owns the EXISTING PARK, the project will qualify as an EXPANSION.
- In built-out communities, a NEW PARK can be created by acquiring and demolishing a blighted building. Or, a street can be vacated and permanently redeveloped into a PARK.

EXPAND EXISTING PARKS

- To EXPAND an EXISTING PARK, the PROJECT will acquire or develop land that is currently not part of the ADJACENT EXISTING PARK boundary. This includes adding new acreage of PARK SPACE that is easily accessible next to or across the street from an EXISTING PARK, regardless of which agency owns the EXISTING PARK.
- If a project will EXPAND an EXISTING PARK, the APPLICANT has the option but is not required to also improve the EXISTING PARK area. The APPLICATION will qualify and score as 'Expand an Existing Park' for this criterion.

RENOVATE EXISTING PARKS

- The PROJECT must add or RENOVATE a RECREATION FEATURE. Examples of RECREATION FEATURES are listed on page 5.

Including a community center or gymnasium building in NEW, EXPANDED, or EXISTING PARKS:

- If the PROJECT will create a new community center or gymnasium building, or increase square footage of an existing recreation building, at least half of the entire PARK must be designated for outdoor recreation and open space.
- The intent of this program is to create, EXPAND, or improve PARKS. Community centers not in, or ADJACENT to a PARK, are ineligible.
  - Improving an existing community center that is not in a PARK is ineligible.
  - The construction of a new community center that is not part of a new PARK, or next to an EXISTING PARK, or in an EXISTING PARK, is ineligible.
- Community centers and gymnasium buildings are eligible as long as they are related to a PARK.

PROJECT SELECTION CRITERION 4(A) {COMMUNITY BASED PLANNING} ON PAGE 20

Effective, highly used and safe PARKS are designed using significant community input. APPLICANTS are encouraged to partner with community based organizations that can help engage the RESIDENTS during the community based planning MEETINGS.

The purpose of having meetings is to promote a group dynamic, with participants building upon the ideas of one another. Engaging and interactive group discussions can lead to a more in-depth understanding of what the RESIDENTS need.

A survey may be used during the process, but a survey by itself is not a MEETING.

Different types of creative MEETINGS can be used for PARK planning and DESIGN, such as:

- Focus groups
- DESIGN workshops
- PARK DESIGN activities with students at the schools nearest to the PROJECT

Schedule convenient locations and times for the RESIDENTS using cost effective approaches, such as:

1. MEETING locations preferably within walking distance for the RESIDENTS, such as "sidewalk meetings" at the proposed PROJECT SITE. APPLICANTS or a partnering community group can set up a banner, easels, and tables on a Saturday morning and knock door-to-door inviting residents to join neighbors and discuss PARK DESIGN ideas. In addition to meetings at the PROJECT SITE, neighborhood/community based organizations and schools may let you use their meeting space.
2. Have MEETINGS where RESIDENTS will already be present. For example, facilitate MEETINGS with students in their classes or add to the agendas of neighborhood/community based organization MEETINGS where RESIDENTS will be available. Use community festivals, cook-outs, and other events that attract RESIDENTS.
3. Schedule multiple MEETINGS to accommodate RESIDENTS with different employment and family schedules, including weekend or evening hours.

It is recognized that in some cases the PROJECT may be driven by a general or park master plan process. Meetings may have occurred years ago. If a potential project concept is driven by a previous plan, the applicant should take the plan design and ground-truth it with the current RESIDENTS following goals 1-3 on page 23 in order to obtain maximum points. Some parts of goals 1-3 may lead to design enhancements.

PROJECT SELECTION CRITERIA 4(B) {COMMUNITY BASED PLANNING} ON PAGE 21

Inviting the RESIDENTS is an important factor for attendance. If they do not know about the MEETINGS, they will not come. Involving a BROAD REPRESENTATION of RESIDENTS to DESIGN the PARK ensures that it will meet the diverse needs of the community.

- Different types of methods can be used to invite and encourage RESIDENTS to participate. Each of the following examples would count as one method:

  1. Providing incentives to attend is a technique that agencies have used to increase turnout. Make the incentives clear in the invitations.
  2. Partner with community leaders and organizations to assist with outreach.
  3. Post flyers in high foot traffic areas such as bus stops, major intersections, stores, schools, community centers, and libraries. Provide invitations and meeting materials in predominantly-spoken languages in the community. If needed, have an interpreter present at meetings.
  4. Door-to-door in-person invitations.
  5. Mail invitations that may include surveys (same language idea noted above).
  6. Notices distributed at local schools.
  7. Scheduling one or more MEETINGS where RESIDENTS will already be present counts as one method for inviting RESIDENTS.

- The cumulative effect of the MEETINGS should result in a BROAD REPRESENTATION of residents. For example, meeting with youth at a school, seniors at a center, or parents at a PTA meeting may not get you a BROAD REPRESENTATION in each meeting, but when each meeting is added with others, the combination does.

PROJECT SELECTION CRITERIA 4(C) {COMMUNITY BASED PLANNING} ON PAGE 22

Structure the MEETINGS following the minimum goals of Criteria 4(c) starting on page 22.

- Goal 1 is for the RESIDENTS to select their RECREATION FEATURE(S). See the 3 point scoring description on page 23. Keep in mind that "not limited to a few predetermined options presented by the APPLICANT" means the RESIDENTS were given a blank slate as a starting point.
- Using easels or other means for the RESIDENTS to provide visuals (e.g. sketches) of their ideas is an effective way to enable the RESIDENTS to DESIGN the PARK. Engage children at the meetings by providing them with pictures, stickers and art materials or other tools to articulate ideas. Some children may also add to group discussions.
- For Goal 2, RESIDENTS will often have practical ideas about locating features. For example, a parent may suggest playgrounds further away from streets or near spectator bleachers.
- For Goal 3, public art or beautification ideas can link with Criteria 5 and 9(B).
- To help the RESIDENTS prioritize the selection of their preferred RECREATION FEATURE(S), make budget limitations and projections clear to RESIDENTS. The MEETINGS will take place before the APPLICATION is sent to OGALS. Make it clear to RESIDENTS that this program may be highly competitive, funding is not guaranteed, and be prepared to discuss other options.
- The community based planning process can also be used to obtain RESIDENTS' input on the topics detailed in Criteria 5 through 9.
- 4(c) Eligibility Criteria – Community Based Planning for Safe Public Use
  - For the APPLICATION to be eligible, the proposed PROJECT DESIGN must include RESIDENTS' ideas to ensure safe public use. See Goal 3 described above.

PROJECT SELECTION CRITERION 5 {EMPLOYMENT OR VOLUNTEER OPPORTUNITIES} ON PAGE 24

Resident Employment or Volunteers

This criterion encourages and is designed to give RESIDENTS a sense of "ownership" to increase the use, safety, and care for their PARK. The criterion also provides opportunities to help build resumes for career pathways.

A combination, or just one, of these meaningful examples can be used to benefit at least twenty RESIDENTS and/or CORPSMEMBERS to obtain the 3 points:

- Outreach to RESIDENTS during community based planning (youth leadership and community organizing)
- MEETINGS assistance
- Plant trees in the PARK
- Make art tiles and add them to walls or walkways in the PARK
- Paint murals or install mosaics
- Training for RESIDENTS provided by contractors
- Create a community garden
- Create or restore natural habitat
- Other employment or volunteer OUTDOOR LEARNING OPPORTUNITIES with designing, landscaping, or constructing the park.

For example, 5 youth taught to lead community based planning, landscaping by 5 CORPSMEMBERS, and 10 RESIDENTS creating public art reaches the goal of benefiting 20 RESIDENTS and/or CORPSMEMBERS.

The employment or volunteer opportunities must occur by PROJECT COMPLETION. (Not long term operation/programs after PROJECT COMPLETION.)

CONSERVATION CORPS Consultation Process

Use of the Corps Consultation Process is voluntary; however, to receive the 3 points, APPLICANTS must follow the "Corps Consultation Process for Proposition 68" established by the California Conservation Corps (CCC) and California Association of Local Conservation Corps (CALCC).

Use the instructions on page 51, Checklist Item 15. It is recommended that consultation begin more than one month prior to the APPLICATION deadline.

If either the CCC or CALCC offers to work on the PROJECT, but the APPLICANT does not agree to use any of the CONSERVATION CORPS' offered services, 0 points will be awarded. Prop 68 Public Resources Code §80016 gives preference to PROJECTS that include use of CONSERVATION CORPS services.

PROJECT SELECTION CRITERION 6 {PARTNERSHIPS OR COMMITTED FUNDING} ON PAGE 26

The 2018 Bond Act (Proposition 68) Public Resources Code §80001 (a)(5)) declared "The California Center for Public Health Advocacy estimates that inactivity and obesity cost California over forty billion dollars annually through increased health care costs and lost productivity due to obesity-related illnesses, and [investments in infrastructure improvements to promote physical activity] would result in significant savings."

Partnerships involving the HEALTH sector are encouraged. California's Statewide Comprehensive Outdoor Recreation Plan (SCORP) has identified Park and HEALTH ORGANIZATIONS as having mutual goals for using recreation to improve HEALTH and wellness. ParksforCalifornia.org.

"HEALTH ORGANIZATION" is broadly defined to mean a government, foundation or community-based organization, or private entity with a primary mission of promoting community design principles supporting physical activity, active transportation, social and mental wellness, nutrition, housing-related anti-displacement strategies, and a thriving environment.

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

Public Resources Code §80001(b)(2) gives priority to PROJECTS that "*leverage private, federal, or local funding or produce the greatest benefit*." PROJECTS that "*produce the greatest benefit*" are prioritized through a statewide analysis of all Project Selection Criteria 1 through 9 responses.

There is no point advantage for greater amounts of COMMITTED FUNDS. Cash contributions are not required to receive the maximum 3 points.

Partners can donate volunteer services or materials without a cash contribution. For example: a partner assisting with outreach and MEETINGS with RESIDENTS (see Criterion #4 Technical Assistance) can count as one point, a partner contributing materials can count as a second point, and a partner leading a PARK beautification effort such as public art can count as a third point.

Other examples can include partial or full donation of land, and grants or other funding contributions from an agency other than the APPLICANT until PROJECT COMPLETION.

Time period: To receive up to three points, the partnership contributions will occur between June 5, 2018 until PROJECT COMPLETION. Do not include operation and maintenance and long-term programs after PROJECT COMPLETION.

PROJECT SELECTION CRITERION 7(A) {ENVIRONMENTAL DESIGN} ON PAGE 27

Criteria 7(A)(3)

- A potential resource guide for recycled material content is available at the CalRecycle website: calrecycle.ca.gov.
- "Separation and recycling of recoverable materials" may include the recycling of demolished buildings, concrete, wood, or steel that will be removed when creating a NEW PARK.

Criteria 7(A)(4)

- The "California Invasive Plants Inventory" published by the California Invasive Plant Council may be helpful: cal-ipc.org/plants/inventory.

PROJECT SELECTION CRITERION 7(B) {ENVIRONMENTAL DESIGN} ON PAGE 28

In addition to the four sustainable techniques that are listed in Criteria 7(A), the PROJECT will need to include three more techniques for efficient use of energy, water, and other natural resources, in order to obtain the maximum 7 points.

Other natural resource conservation and ecological techniques include but are not limited to:

1. Create iconic "place-making" with native vegetation landscapes and locally crafted RECREATION FEATURES.
2. Create RECREATION FEATURES using locally sourced materials to reduce environmental impacts from global transportation.
3. Replace blighted property with a PARK to beautify the community.
4. Create a recreational greenbelt or trail within the PROJECT SITE that also serves as off-street commuting and interconnectivity between neighborhoods
5. Use of rapidly renewable (harvested within a ten year cycle) building materials; agrifiber, linoleum, wheatboard, strawboard, bamboo, and wool or cotton insulation.
6. Use of certified wood (environmentally responsible forest management certified by the Forest Stewardship Council)
7. Reduce urban heat island effects
8. Preserve special status trees. Preserve and restore native wildlife habitat
9. Protect and restore riparian and wetland buffers
10. Repair or restore damaged or lost streams, wetlands and coastal habitat
11. For buildings, using any of the following qualifies as a technique. a) Energy efficient outdoor lighting, solar tubes, skylights, and skylids for indoor lighting. b) Design and locate buildings considering sun orientation for heating, cooling and lighting needs. c) Minimize building heating and cooling requirements with vegetation on roof-tops or use of shade trees. d) Comprehensive building insulation. e) Cooling/heating system efficiency f) Low flow water fixtures.

PROJECT SELECTION CRITERIA 7(B)(1) {GREENHOUSE GAS EMISSIONS REDUCTION AND CARBON SEQUESTRATION} ON PAGE 28

The 2018 Bond Act's PRC §80001(b)(7) encourages measurement of carbon emission reductions and carbon sequestrations for Greenhouse Gas Reduction.

If the PROJECT involves tree planting, provide an estimate of the amount of trees to be planted and any other details regarding tree planting known at the time of APPLICATION. If the GRANT is awarded, and before PROJECT COMPLETION, GRANTEES may be required to report the following information about the PROJECTS:

- Tree species
- Size of trees at planting
- Information on the distance and direction to the nearest building (if applicable)
- Information on the age and climate control of any nearby buildings (if applicable)
- Information about the tree's growing conditions

The i-Tree site at planting.itreetools.org. may be used as a measurement tool for GRANTEES.

If the PROJECT does not involve tree planting, state "the PROJECT does not involve tree planting" in the response to Project Selection Criteria 7(B)(1), and select an alternate technique. Examples for alternative techniques are listed on the previous page above.

PROJECT SELECTION CRITERIA 7(C) {SITES OR LEED CERTIFICATION} ON PAGE 29

SITES-certified landscapes

- Help reduce water demand, filter and reduce stormwater runoff, provide wildlife habitat, reduce energy consumption, improve air quality, improve human health and increase outdoor recreation opportunities.
- Information on the SITES program is located at: sustainablesites.org/certification-guide.

LEED Certified Buildings

- Includes construction or renovation of a building larger than 2,000 gross square feet can achieve LEED Certification.
- Information on the LEED program is located at usgbc.org.

PROJECT SELECTION CRITERION 8(A) AND (B) {HOURS OF OPERATION} ON PAGE 30

For the APPLICATION to be eligible, hours of operation following PROJECT COMPLETION must accommodate DAILY ACCESS.

Hours of Operation: Holidays are excluded from DAILY ACCESS considerations. Weather is also excluded because weather (such as snow) cannot be controlled.

PROJECT SELECTION CRITERIA 8(C) {PUBLIC USE FEES} ON PAGE 30

Fees: Fees can be a barrier for access. APPLICANTS are encouraged to find partners or have an operation plan that will offset the need to charge fees to the general public for PROJECTS funded by this program.

To compare daily fees with monthly fees, the daily fee will be multiplied by 30. For example, if the daily entrance fee is $1, it would be calculated as $30 per month for DAILY ACCESS.

- **Activity or program fees/league registration fee:** If the activity or permit fee is required at all times to enter and use the project, then it does affect the score. For example, if the PROJECT is a soccer field, and only soccer teams can use the field by permit, then the fee charged to join the team/league counts. Using the same example, if the general public can use the soccer field without paying, indicate when the field will be available for the general public.
- **Fees based on residency:** GRANTEES cannot apply differences in admission or other fees on the basis of residence for state-funded projects.
- **Fees based on income:** For the purposes of this program, the entrance or membership fee will be calculated based on what any person would pay to be able to use the PARK before having to prove they are affected by poverty. APPLICANTS should consider members of the public affected by poverty as the baseline for determining what the fee will be for everyone.
- **Parking fees:** If the only way to enter the PARK is by driving, the parking fee will count as a DAILY ACCESS entrance fee. If pedestrians can easily enter the PARK without paying to enter, the parking fee would not affect the score.
- **Costs to use certain** RECREATION FEATURES: If the majority of the grant request will pay for one or more facilities that are free, the $0 charge will be considered. If a facility with an entrance fee is the majority cost of the grant request, the entrance fee will be considered when evaluating the response. This includes nighttime lighting fees.
- **Rental fees for parties or other special functions:** Rental costs that are not part of a facility's usual daily entrance fees are excluded from the fee calculation.
- **Fixed fee rate during the 30 year contract performance period:** Grantees can contact OGALS if inflation affects the rate in this criterion over the 30 years.

PROJECT SELECTION CRITERION 9(A) {CHALLENGES} ON PAGE 31

Review the definition for CHALLENGES and use it as a guide to describe the community's story. Criteria 9(A) is the APPLICANT'S chance to describe the need for the PROJECT not covered by the data found in the Community FactFinder. There may be other circumstances affecting the need for the PROJECT in addition to the examples listed in the definition for CHALLENGES. If so, describe those circumstances as well.

PROJECT SELECTION CRITERION 9(B) {QUALITY OF LIFE BENEFITS} ON PAGE 31

Projects that will meet multiple needs of youth, seniors, and families will be more competitive than ones that provide a single use for a more limited group. The community-based planning MEETINGS with youth, seniors, and families should result in the DESIGN of a PARK that will benefit their HEALTH and quality of life. Consider how the DESIGN of the PARK will improve each of these conditions:

Recreational Conditions - to benefit the HEALTH and quality of life for youth, seniors, and families. PARKS can provide places for individual or team sports, jogging or walking, and other exercise that can improve HEALTH and help prevent obesity and diabetes. PARKS can provide space for community gardens that can support intergenerational recreation, and fruits and vegetables grown by RESIDENTS in PARKS could support healthy eating.

Social Conditions - to benefit the HEALTH and quality of life for youth, seniors, and families. PARKS can support places where YOUTH AT HIGH RISK can be mentored, seniors socialize, and families bond.

Cultural Conditions - to benefit the HEALTH and quality of life for youth, seniors, and families. Performing arts facilities can support cultural recreation such as dance, theater, and music, which can improve the HEALTH and quality of life for all. Cultural conditions can be improved through public art in PARKS such as mosaics, murals, and sculptures that reflect and celebrate the history and diverse cultures of surrounding neighborhoods. Older existing PARKS may have their own unique histories which can be told through public art.

Environmental Conditions - to benefit the HEALTH and quality of life for youth, seniors, and families. A NEW PARK can improve the appearance of a community by replacing blighted properties with green space and "placemaking" design. Beautification of existing PARKS through landscaping or public art can also enhance the community's appearance. Environmental design techniques can also be used to improve the community's environment.

Educational Conditions - to benefit the HEALTH and quality of life for youth, seniors, and families. PARKS can support places where RESIDENTS can be tutored, coached, and taught a wide range of HEALTH and life skills. History of the area can be taught through panels or public art. The PROJECT's environmental design techniques can also be interpreted to show how energy and water can be conserved.

PROJECT SELECTION CRITERION 9(B) {QUALITY OF LIFE BENEFITS) ON PAGE 31

Economic Conditions – to benefit RESIDENTS' HEALTH and quality of life. Consider the following for the "Economic" section of Project Selection Criterion 9 (B) on page 31.

Employment to Improve Economic Conditions
Skills that RESIDENTS and/or CORPSMEMBERS can gain through Project Selection Criterion 5 on page 24 may lead to new career pathways. Additionally, some PARKS will generate new long-term employment opportunities after PROJECT COMPLETION. Using the PROJECT to create career pathways for RESIDENTS affected by poverty can help meet the intent of Public Resources Code §80001(b)(1)) cited below.

Advancing Solutions that Prevent Displacement
Public Resources Code §80001(b)(1)) of the 2018 Bond Act (Prop. 68) states: "To the extent practicable, priority for grant funding under this division will be given to a project that advances solutions to prevent displacement."

When an economically disadvantaged community experiences new for-profit real estate investments, RESIDENTS affected by poverty may be priced out of their homes.
In the response to the "Economic" section on page 31, describe the following:

- If RESIDENTS are vulnerable to "displacement", describe a plan to partner with an organization(s) that supports "housing-related anti-displacement strategies." The Prevention Institute's report titled Healthy Development Without Displacement: Realizing the Vision of Healthy Communities for All gives helpful technical assistance. "Housing-Related Anti-Displacement Strategies" are listed on page 22 of the Prevention Institute's report. Additional technical assistance will be posted at parks.ca.gov/spp.*

- If RESIDENTS are not vulnerable to "displacement", explain why. For example, is there a lack of current or planned real estate investments that would price-out economically disadvantaged RESIDENTS from their homes? Or, is there effective affordable housing support already in-place? Or, are the RESIDENTS considered an economically secure community? If there are clear reasons why "displacement" is not applicable, a description about advancing displacement solutions is not needed.

*How can a PARK PROJECT "advance solutions to prevent displacement?"
PARK DESIGN MEETINGS (Project Selection Criterion 4 on page 20) can attract RESIDENTS, agencies, and organizations to work together, leading to innovative partnerships. During site visits for ROUNDS One and Two of this program, the SPP team met RESIDENTS who shared excitement about the MEETINGS held in their neighborhoods for PARK DESIGN. RESIDENTS said the MEETINGS in their neighborhoods helped them feel connected with local government. It also helped them meet other neighbors with similar community service interests. When RESIDENTS work together to transform land into a vibrant PARK, it becomes a symbol of community pride and fosters a belief that they can make a difference with other issues in their neighborhoods.

PROJECT SELECTION CRITERION 9(C) {READINESS} ON PAGE 31

Applicants will demonstrate project readiness by completing and meeting the intent of all APPLICATION requirements listed in the Application Checklist per page 11.

PROJECT SELECTION CRITERIA REQUIREMENTS

To ensure there is a clear understanding of required deliverables for PROJECT COMPLETION, avoid discussing future phases in your response to the Project Selection Criteria/APPLICATION. Only discuss elements that will be completed within the GRANT PERFORMANCE PERIOD using the GRANT plus COMMITTED FUNDS.

If the GRANT is awarded, responses to the Criteria listed below will be included in a "Project Status Report" sent to GRANTEES every six months until PROJECT COMPLETION. This serves as a reminder of what the APPLICANT committed to during the competitive process.

- Criterion 4(c) (residents' ideas that will be included)
- Criterion 5 (employment or learning opportunities)
- Criterion 7 (environmental design)
- Criterion 8 (fees and hours of operation)
- Criterion 9 (b) (project benefits)

DEFINITIONS FOR ALL WORDS AND TERMS IN SMALL CAPS

ACQUISITION – to gain ownership of land or obtain a permanent easement. A lease or rental is not considered ACQUISITION.

ADJACENT – property next to or across the street from a PARK that existed before the APPROPRIATION DATE.

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

APPLICATION – the required attachments listed in the Application Checklist on page 11.

APPROPRIATION DATE – begins on July 1st of the State fiscal year when program funding is authorized by the legislature.

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

BROAD REPRESENTATION – inclusion of DESIGN ideas from RESIDENTS that may have different recreational needs, including youth, seniors, and families. Inclusion of people with disabilities, single adults, and immigrants are also encouraged. Sole involvement of an advocacy group or league likely to promote a specific RECREATION FEATURE does not meet this intent.

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. opr.ca.gov/ceqa

CHALLENGES – conditions present in a community affecting the HEALTH and quality of life for YOUTH AT HIGH RISK, seniors, and families. Examples include a lack of safe and affordable recreational opportunities, low performing schools, poverty, high crime rates, brown fields, residential overcrowding, and physical barriers such as freeways and rivers disconnecting neighborhoods.

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

CONSERVATION CORPS –

- California Conservation Corps (CCC) – a State workforce development program that employs 18-25 year-olds for environmental conservation or enhancement projects, fire protection, and emergency response. ccc.ca.gov
- California Association of Local Conservation Corps (CALCC) – non-profit organizations certified by the California Conservation Corps to provide community and conservation work, education, and job training. calocalcorps.org

CORPSMEMBERS – youth enrolled in the California Conservation Corps and/or Community Conservation Corps, as defined by Public Resources Code 14507.5

CONSTRUCTION COSTS – costs incurred starting 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 specifying the GRANT obligations between the GRANTEE and DPR.

COVERED PARKS – a large shade or snow protection structure over sports fields, courts, or playgrounds in areas of the State where weather would otherwise diminish seasonal outdoor recreation.

CRITICALLY UNDERSERVED COMMUNITY – an area within PROXIMITY of a PROJECT SITE that has a ratio of less than 3 acres of PARK SPACE per 1,000 residents, <u>or</u> a median household income below $51,026 based on the response to Project Selection Criteria 1 or 2.

DAILY ACCESS – after PROJECT COMPLETION, youth, seniors, and families affected by poverty can use the PROJECT seven days a week with no fees or affordable fees.

DESIGN – preliminary PROJECT concepts and drawings achieved through the community based planning MEETINGS, before the completion of engineer/construction documents.

DEVELOPMENT – to construct a new RECREATION FEATURE or MAJOR SUPPORT AMENITY, or RENOVATION of an existing RECREATION FEATURE.

DISTRICT – one of the following <u>as defined in SPP legislation</u>:

1. A recreation and park district formed under Division 5 of the Public Resources Code, Chapter 4 (commencing with Section 5780).
2. A public utility district formed under Division 7 (commencing with Section 15501) of the Public Utilities Code in a non-urbanized area that employs a full-time park and recreation director and offers year-round park and recreation services on lands and facilities owned by that district.

3. A memorial district formed under Chapter 1 (commencing with Section 1170) of Division 6 of the Military and Veterans Code that employs a full-time park and recreation director and offers year-round park and recreation services on lands and facilities owned by that district.

4. The Malaga County Water District exercising powers authorized under Section 31133 of the Water Code.

5. A community service district formed under Division 3 (commencing with Section 61000) of Title 6 of the Government Code in a nonurbanized area that is authorized to provide public recreation as specified in subdivision (e) of Section 61100 of the Government Code.

6. A county service area or zone in the county service area, within the County of San Bernardino that is empowered to provide public park and recreation services pursuant to Chapter 2.2 (commencing with Section 25210.1) of Part 2 of Division 2 of Title 3 of the Government Code, that is actually providing public park and recreation services that was reorganized prior to January 1, 1987, from a park and recreation district to a county service area or zone.

7. A regional park district formed pursuant to Division 5, Chapter 3, Article 3 (commencing with Section 5500) of the Public Resources Code.

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

EXISTING PARK – public land that includes open space with at least one officially designated RECREATION FEATURE and is open to the public for recreation before the APPROPRIATION DATE.

EXPAND/EXPANSION – the PROJECT will add PARK SPACE acreage to an existing ADJACENT PARK.

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

GRANTEE – an entity having a CONTRACT with DPR for a GRANT funded by the Statewide Park Program.

GRANT ADMINISTRATION GUIDE – the document titled the "GRANT ADMINISTRATION GUIDE for 2018 Bond Act (Proposition 68)" that provides requirements and forms for GRANT administration.

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

GRANT SCOPE – the RECREATION FEATURES and MAJOR SUPPORT AMENITIES listed in the GRANT SCOPE/Cost Estimate Form that must be completed prior to final GRANT payment. Also see the definitions of TOTAL PROJECT COST.

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

HEALTH ORGANIZATION – a government, foundation or community-based organization, or private entity with a primary mission of promoting community design principles supporting physical activity, active transportation, social wellness, mental wellness, nutrition, housing-related anti-displacement strategies, and a thriving environment.

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

MAJOR SUPPORT AMENITY –

1. Parking lot, restroom building, or other non-recreational facility located within a Project site.
2. Lighting and landscaping to improve the appearance of the PARK.

MEETING – RESIDENTS worked together as a group in person with the APPLICANT or with the APPLICANT'S partnering community based organization(s) to DESIGN the PARK.

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

MINOR SUPPORT AMENITY – a permanent support item such as a sign, bench, small fence, or drinking fountain that costs, by itself, less than $50,000 at the time of APPLICATION.

NEW PARK – the PROJECT will create a PARK on property that was not open to the public as a PARK prior to the application deadline, and is not ADJACENT to an EXISTING PARK.

NEW RECREATION OPPORTUNITY – construction of a new RECREATION FEATURE. Or, for RENOVATION, an existing RECREATION FEATURE will be improved beyond its original condition.

NON-PROFIT – any non-profit entity qualified to do business in California under Section 501(c)(3) of Title 26 of the United States Code, and that has among its primary purposes any of the following:

- the recreational, vocational, educational, and other services to improve social and cultural conditions of a community,
- the preservation, protection, or enhancement of land or water resources in their natural, scenic, historical, agricultural, forested, or open-space condition or use,
- the provision of conservation and environmental education and other services to improve environmental conditions of a community.

OUTDOOR LEARNING OPPORTUNITIES – employment or volunteer activities for RESIDENTS or CONSERVATION CORPS members during community based planning and PROJECT design, or by PROJECT COMPLETION.

PARK – open space land for the general public's physical and social HEALTH that provides at least one designated RECREATION FEATURE for nature appreciation, athletic activities, cultural enrichment, or other recreational activities.

- A PROJECT that is only for a stand-alone community center, that is not currently in a park or ADJACENT to a park, would be considered ineligible as SPP projects must create, expand, or improve parks.
- School property is considered a park when there is a joint-use agreement and park signage indicating the general public is welcome to use a designated outdoor area, such as a schoolyard, for recreation during appropriate hours such as after-school, weekends, and summer.

PARK SPACE – the size of the official PARK boundary determined by acres or fraction thereof.

PRE-CONSTRUCTION COSTS – costs incurred before construction during the planning, design, and permitting phase of the PROJECT, limited to 25% of the GRANT amount.

PROJECT – the RECREATION FEATURES and MAJOR SUPPORT AMENITIES listed in the GRANT SCOPE/Cost Estimate Form to be funded by the GRANT request plus COMMITTED FUNDS.

PROJECT SITE – the entire PARK property. When using the California State Parks Community FactFinder, the origin of the half-mile radius can be located at any point within the boundary of the entire PARK.

PROJECT COMPLETION – when the RECREATION FEATURES and MAJOR SUPPORT AMENITIES listed in the GRANT SCOPE/Cost Estimate Form are complete and the facilities are open and useable by the public.

PROXIMITY – the area located within a half mile radius of the PROJECT SITE.

RECREATION FEATURE – an element that provides active or passive recreational use.

RENOVATE/RENOVATION – construction to improve an EXISTING PARK to either increase public use, operating hours, public safety, energy or water conservation, accessibility compliance, or all of the above. This includes improvement of an existing RECREATION FEATURE, or an existing MAJOR SUPPORT AMENITY.

RESIDENTS – the population living within a half mile of the PROJECT SITE including youth, families, and seniors.

ROUND – a distinct cycle of APPLICATIONS received and reviewed by DPR, through a competitive process.

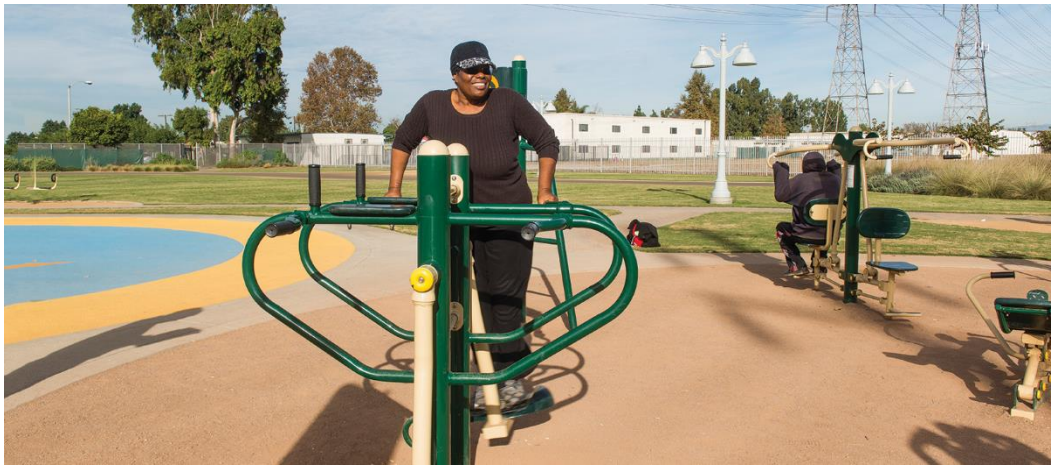
SITE CONTROL – when the GRANTEE owns the PROJECT SITE, or has a permanent easement, or has a lease agreement or TURNKEY agreement approved by DPR, that allows for PROJECT COMPLETION and public use to fulfill the CONTRACT obligations.

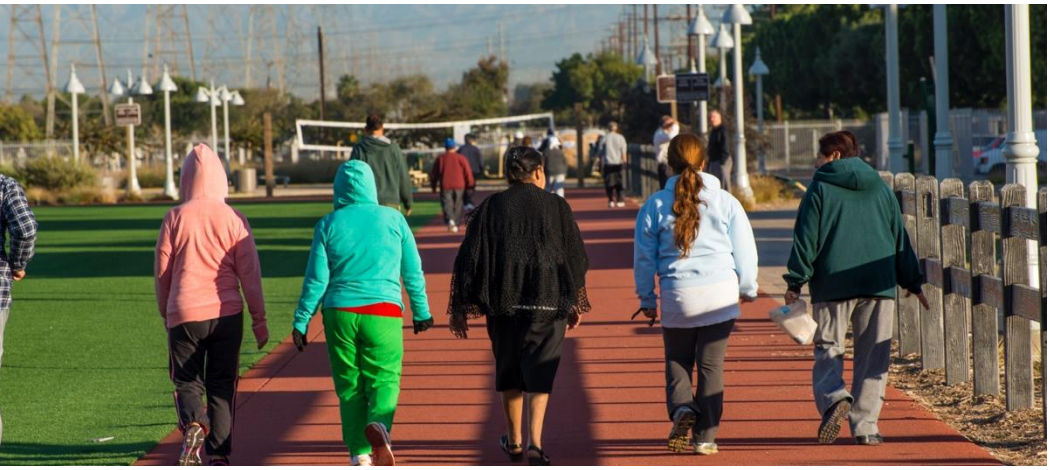
TOTAL PROJECT COST – the combined dollar amount of all funding sources used to complete the RECREATION FEATURES and MAJOR SUPPORT AMENITIES listed in the GRANT SCOPE/Cost Estimate Form.

TURN-KEY PROJECT – when an APPLICANT proposes to build a PROJECT, then transfer the CONTRACT to the land owner for long term operation and maintenance with approval from DPR.

YOUTH AT HIGH RISK – challenges within the CRITICALLY UNDERSERVED COMMUNITY affecting the health and wellness of youth such as school failure, gangs, insufficient recreational services, pollution, or a blighted environment.

"I made it a goal to walk two miles each day on this park's track with a group of retired friends. Then I use the outdoor gym equipment. I lost many pounds. It is a positive movement to a healthy lifestyle."





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

MAIN LINE: (916) 653-7423

PROGRAM WEBSITES: parks.ca.gov/spp | parksforcalifornia.org/communities

California Conservation Corps and Certified Community Conservation Corps

Proposition 68 – Parks, Environment and Water Bond Guidelines

Corps Consultation Process

2018

This process has been developed to ensure compliance with Division 45 of the Public Resources Code, Chapter 1, Section 80016 that specifies the involvement of the California Conservation Corps (CCC) and the Certified Community Conservation Corps (as represented by the California Association of Local Conservation Corps (CALCC)).

Public Resources Code Section 80016 states "To the extent feasible, a project whose application includes the use of services of the California Conservation Corps or Certified Community Conservation Corps, as defined in Section 14507.5, shall be given preference for receipt of a grant under this division."

Applicants seeking funds for Proposition 68 projects should consult with representatives of CCC AND CALCC (hereafter collectively referred to as Corps) to determine the feasibility of the Corps' participation. **Both CCC and CALCC must be consulted prior to application submission**.

The Corps have developed the following consultation process:

Step 1: Applicants are encouraged to reach out to both Corps early in the process while developing project proposal(s) to determine how the Corps can be included. Applicant prepares the following information for submission to both CCC and CALCC:

- ☐ Project Title
- ☐ Project Description (identifying key project activities and deliverables)
- ☐ Project Map (showing project location)
- ☐ Project Implementation – estimated start and end dates

Step 2: Applicant submits the forgoing information via email concurrently to CCC AND CALCC representatives:

California Conservation Corps representative:
Name: Andrea Gabriel
Email: Prop68@ccc.ca.gov
Phone: (916) 341-3272

California Association of Local Conservation Corps representative:
Name: Cailin Jessup
Email: Inquiry@Prop68CommunityCorps.org
Phone: (916) 426-9170 x4

Step 3: Within five (5) business days of receiving the project information, CCC and CALCC representatives will review the submitted information, contact the applicant if necessary and respond to the applicant with a Corps Consultation Review Document (template attached) informing them:

(1) It is NOT feasible for CCC and/or Certified Community Conservation Corps services to be used on the project; or

(2) It is feasible for CCC and/or Certified Community Conservation Corps services to be used on the project and identifying the aspects of the project that can be accomplished with Corps services.

Note: While the Corps will take up to five (5) business days to review projects, applicants are encouraged to contact CCC/CALCC representatives to discuss the Corps' project costs and feasibility **early in the project development process**.

The Corps cannot guarantee a compliant review process for applicants who submit project information fewer than five (5) business days before an application deadline.

Step 4: Applicant submits application and Corps Consultation Review Document to Funder. If the Corps determine their participation is feasible, the applicant must describe the project components involving Corps in the application and provide an estimated budget for that component.

Step 5: Funder reviews applications. Applications with documentation demonstrating the use of services of the California Conservation Corps or Certified Community Conservation Corps will be given preference for receipt of a grant.

NOTE:
Applicants that have been awarded funds for projects where the Corps has determined Corps services can be used must thereafter work with either CCC or CALCC to develop a scope of work and enter into a contract with the appropriate Corps. Unless otherwise excused, failure to utilize a Corps on such a project will result in Funding Entities assessing a scoring penalty on the applicant's future applications for Proposition 68 Funds.

The Corps have determined that it is not feasible to use their services on projects that do not include field work. Only projects without field work are exempt from the consultation process and do not need to submit the Corps Consultation Form to Funding Entities.

Compliance with Public Resources Code Section 80001(b)(5)
Public Resources Code Section 80001(b)(5) requires to the extent practicable, that projects provide workforce education and training, contractor, and job opportunities for disadvantaged communities. Partnering with Corps will provide workforce education, training and job opportunities for the young adult members of Conservation Corps.

California Conservation Corps and Certified Community Conservation Corps

Proposition 68 – Parks, Environment and Water Bond

Corps Consultation Review Document

2018

Except for an exempted project, this Corps Consultation Review Document shall be completed by California Conservation Corps and Certified Community Conservation Corps (hereafter collectively referred to as Corps) staff and must accompany applications for funding through Proposition 68, Chapter 1, Division 45: California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018. Please see the Corps Consultation Process, starting with Step 1 on Page 1 of this attachment. Applications that do not include this document demonstrating that both Corps have been consulted will not be given preference for receipt of a grant.

All Implementation projects require Corps consultation. Applicants for all Proposition 68 Planning or Scientific Studies projects must consult with both Corps if the project includes any field work (including but not limited to baseline studies, invasive plant removal, native plant propagation, mapping, and site maintenance). Only projects without field work are exempt from the consultation process and do not need to submit the Corps Consultation Form to Funding Entities.

To be completed by Applicant:

1. Is this application solely for planning or acquisition with no field work?
   - ☐ Yes (application is exempt from the requirement to consult with the Corps)
   - ☐ No (proceed to Question 2)
2. Name of Applicant:
3. Project Title:
3. Department/Conservancy to which you are applying for funding**:**
4. Name of Grant Program:
5. Due date of Grant Application:
6. Project Start Date: Project End Date:
7. Field Work Start Date: Field Work End Date:
8. Project Map(s): (must be attached)

9. Project Description (identifying key project activities, deliverables and a clear description of field work):

To be completed by Corps:

1. This Consultation Review Document is being prepared by:
   - ☐ California Conservation Corps (CCC)
   - ☐ California Association of Local Conservation Corps (CALCC).

2. Applicant has submitted the required information by email to the California Conservation Corps (CCC) and California Association of Local Conservation Corps (CALCC):
   - ☐ Yes (applicant has submitted all necessary information to CCC and CALCC)
   - ☐ No (applicant has not submitted all information or did not submit information to both Corps)

3. After consulting with the project applicant, CCC and CALCC has determined the following:
   - ☐ It is NOT feasible for CCC and/or certified community conservation corps services to be used on the project
   - ☐ It is feasible for CCC and/or certified community conservation corps services to be used on the project and the following aspects of the project can be accomplished with Corps services:

CCC and CALCC Representatives will return this form as documentation of consultation to applicant via email within five (5) business days of receipt as verification of consultation. Applicant will include copy of this document as part of the project application.

If the Corps determine it is feasible to use their services on the project, applicant will coordinate with the Corps to develop estimated costs for those services for inclusion in the budget.

The Corps must be consulted each grant cycle prior to application. If past consultations are submitted, the requirement is not met.