

# Final Application Guide

for the

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

# Regional Park Program (RPP)



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.

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### 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.

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### 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.

# Welcome to the Regional Park Program (RPP)

## FOREWORD

Since 1965, statewide grants administered by OGALS have 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, regional parks funded by this program will support the health and wellness of Californians. Building successful regional parks that become iconic destinations for surrounding communities is “a work of art.” RPP embraces meaningful engagement with local residents and partners where park designs represent each region’s unique recreation needs and creativity.

## APPLICATION GUIDE

Use these guidelines to plan and submit the grant application. The RPP Team is committed to providing technical assistance, taking pride in being approachable and informative. Contact information and program updates are at [parks.ca.gov/rpp](https://parks.ca.gov/rpp).

## 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/rpp](https://parks.ca.gov/rpp) | [parksforcalifornia.org/communities](https://parksforcalifornia.org/communities)

# Regional Park Program

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

### I. PROGRAM OVERVIEW

#### INTENT

Regional Park Program (RPP) competitive grants will create, expand, and improve REGIONAL PARKS. RPP projects will create at least one NEW RECREATION FEATURE that attracts visitors from at least a 20-mile radius or county-wide population to a REGIONAL PARK. The NEW RECREATION FEATURE(S) will offer nature appreciation, or athletic activities, historical or cultural enrichment, or other recreational activities in an open space area.

APPLICANTS will respond to Project Selection Criterion 1 (page 15) to explain how the PROJECT SITE qualifies as a REGIONAL PARK.

#### Proposition 68 Funding

- \$23,125,000 is available for RPP through one ROUND
- Use this Application Guide for submitting RPP proposals
- This program is established in Public Resources Code §80065(a)

#### ELIGIBLE APPLICANTS

Public Resources Code §80065(a) establishes eligible APPLICANTS for the program:

- Counties
- DISTRICTS (as defined on page 64)
- JOINT POWERS AUTHORITIES (one member of the JOINT POWERS AUTHORITY must be either an eligible DISTRICT or County)
- NON-PROFITS with 501(c)(3) status

#### TYPES OF PROJECTS

A PROJECT must involve either DEVELOPMENT or a combination of ACQUISITION and DEVELOPMENT.

While RENOVATION of RECREATION FEATURES may be included, a PROJECT will be more competitive if it creates at least one NEW RECREATION FEATURE and a new MULTI-USE TRAIL (Pages 17-18).

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 the close of escrow. For EXPANSIONS, this may include acquiring adjacent land to protect viewsheds or create new access.
- Non-motorized trail (multi-use is encouraged), pedestrian/bicycle bridge
- Equestrian center/Rodeo grounds
- Campgrounds (developed and primitive campsites)
- Aquatic Center/aquatic facilities (fishing, non-motorized boating, swimming, fountains, etc.)
- Amphitheater/performing arts dance, music, theater stage
- Regional Sports Complex
  - Athletic fields (soccer regulation or “futbol-rapido”, baseball, softball, football)
  - Athletic courts/course (basketball, “futsal”, tennis, pickleball, golf, etc.)
- Year-round complexes
  - Winter recreation features: skiing, snowboarding, snowshoeing, etc.
  - Summer recreation features: hiking, mountain biking, equestrian, etc.
- Botanical or demonstration gardens and orchards
- Visitor, interpretive, cultural, historical structures
- Open space and natural area for public recreation use
- Skate park, skating rink, bike park, or pump track (non-motorized bike tracks)
- Recreation center/gymnasium
- Dog park
- Jogging and walking loop, par course, running track
- Outdoor gym exercise equipment (stations fixed into the ground)
- Picnic/Bar-B-Que areas
- Playground and tot lot
- Plaza, Zocalo, Paseo, Gazebo (open space areas for social, cultural gatherings)
- Public art (mosaic tiles, sculptures, murals)
- Lighting to allow for extended nighttime use of a RECREATION FEATURE

## I. PROGRAM OVERVIEW

### 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

While MAJOR SUPPORT AMENITIES are eligible, PROJECTS will be less competitive if more than 50% of the TOTAL PROJECT COST are for MAJOR SUPPORT AMENITIES.

APPLICATIONS will be more competitive where the combined total cost of NEW RECREATION FEATURES plus RENOVATION of EXISTING RECREATION FEATURES is greater than 50% of the TOTAL PROJECT COST.

### GRANT AMOUNT PER APPLICATION

- Maximum grant request per APPLICATION/PARK: \$3,000,000
- 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 \$3 million, may be submitted for the same PARK.

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 \$3 million. There is no cap to the number of grants an APPLICANT may receive.

No Match Required:

The GRANT by itself may fund the entire PROJECT.

### AMOUNT AVAILABLE

\$23,125,000 will be awarded through one ROUND of Proposition 68 funding.

The GRANT PERFORMANCE PERIOD is July 1, 2020 - June 30, 2025.



## APPLICATION DEADLINE

The APPLICATION deadline will be announced at [parks.ca.gov/rpp](https://parks.ca.gov/rpp).

## APPLICATION PROCESS

1. Review the “Competitive Chart” at [parks.ca.gov/rpp](https://parks.ca.gov/rpp).
  - The “Competitive Chart” is an important technical assistance tool that outlines what needs to be prioritized and considered for a competitive RPP 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 RPP experts. See page 53 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. Submit the APPLICATION to OGALS by the application deadline announced at [parks.ca.gov/rpp](https://parks.ca.gov/rpp). 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– 29) responses must be completed 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.

# Regional Park Program

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## 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 completed by the APPLICATION deadline.
- **Send only the items requested in the Checklist.** Do not send supplementary materials, such as PowerPoint presentations or letters of support.

**2. Instructions for online paperless submittals will be posted when the application deadline is announced at [parks.ca.gov/rpp](https://parks.ca.gov/rpp)**

Paper copies will not be requested. Original “wet” signatures are not required. However, please keep at least one copy of all application documents for your records.

**3. The APPLICATION must be submitted on or before the APPLICATION due date announced at [parks.ca.gov/rpp](https://parks.ca.gov/rpp).**

**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.

<b>APPLICATION Item <input checked="" type="checkbox"/></b>		<b>Application Guide Page Number</b>	<b>Signed by Authorized Representative</b>
<input type="checkbox"/>	1. Application Form	Pg. 12	<input type="checkbox"/>
<input type="checkbox"/>	2. Project Selection Criteria	Pg. 14	N/A
<input type="checkbox"/>	3. Community FactFinder Report and Handbook Form	Pg. 30	<input type="checkbox"/>
<input type="checkbox"/>	4. Resolution	Pg. 32	N/A
<input type="checkbox"/>	5. Grant Scope/Cost Estimate Form	Pg. 34	<input type="checkbox"/>
<input type="checkbox"/>	6. Funding Sources Form	Pg. 37	<input type="checkbox"/>
<input type="checkbox"/>	7. Project Timeline Form	Pg. 39	<input type="checkbox"/>
<input type="checkbox"/>	8. Applicant Capacity	Pg. 42	N/A
<input type="checkbox"/>	9. California Environmental Quality Act (CEQA) Compliance Form	Pg. 43	<input type="checkbox"/>
<input type="checkbox"/>	10. Project Site Ownership, Acquisition, or Lease	Pg. 45	N/A
<input type="checkbox"/>	11. Concept Level Site Plan	Pg. 46	N/A
<input type="checkbox"/>	12. Photos and Copyright License Agreement	Pg. 46	N/A
<input type="checkbox"/>	13. Project Location Map	Pg. 48	N/A
<input type="checkbox"/>	14. NON-PROFIT APPLICANT Requirements (only for NON-PROFIT APPLICANTS)	Pg. 48	N/A
<input type="checkbox"/>	15. CONSERVATION CORPS Consultation Review	Pg. 48	N/A

### PROJECT APPLICATION FORM (CHECKLIST #1)

A “fillable” APPLICATION Form is available at [parks.ca.gov/rpp](https://parks.ca.gov/rpp)

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.

#### **Amounts to list on the Form in the top right corner:**

Match is not required. There is no advantage given for having matching funds.

- If the GRANT by itself funds the TOTAL PROJECT COST, place a “\$0” on the “Other Funding Sources” line.

#### **OR**

- If applicable, identify the amount of Other Funding Sources. See the definition of COMMITTED FUNDS.

Make sure that all dollar amounts are consistent with the Grant Scope/Cost Estimate Form and Funding Sources Form.

#### **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.

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

# PROJECT APPLICATION FORM (CHECKLIST #1)

State of California – The Natural Resources Agency  
 DEPARTMENT OF PARKS AND RECREATION  
 Regional Park Program of Proposition 68

## PROJECT APPLICATION FORM

<b>PROJECT NAME</b>		
<b>REQUESTED GRANT AMOUNT</b>	\$ _____	
<b>OTHER FUNDING SOURCES</b>	\$ _____	
<b>TOTAL PROJECT COST</b>	\$ _____	
<b>PROJECT SITE NAME and PHYSICAL ADDRESS</b> where the project is located (including zip code)	<b>PROJECT SITE OWNERSHIP</b> (☑ all that apply) <input type="checkbox"/> Proposed Acquisition of ____ acres <input type="checkbox"/> ____ Acres owned in fee simple by APPLICANT <input type="checkbox"/> ____ Acres available under a ____ year lease/easement <input type="checkbox"/> ____ Acres for TURN-KEY Project Total Park Acres ____ (combine all acres)	
<b>NEAREST CROSS STREETS</b>		
<b>COUNTY OF PROJECT LOCATION</b>		
<b>APPLICANT NAME</b> (entity applying for the grant) <b>and MAILING ADDRESS</b>		
<b>AUTHORIZED REPRESENTATIVE</b> as shown in Resolution		
Name ( <i>typed or printed</i> ) and Title	Email address	Phone
<b>APPLICATION CONTACT</b>		
Name ( <i>typed or printed</i> ) and Title	Email address	Phone
<b>GRANT CONTACT</b> For administration of grant if awarded ( <i>if different from</i> AUTHORIZED REPRESENTATIVE)		
Name ( <i>typed or printed</i> ) and Title	Email address	Phone
<b>GRANT SCOPE</b> 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		
Print Name _____	Title _____	Date _____

# PROJECT SELECTION CRITERIA (CHECKLIST #2)

## 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/rpp](https://parks.ca.gov/rpp).

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 53.

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
<b>PROJECT LOCATION AND BENEFITS</b>		
1.	Regional Park Summary	7
2.	Significant Regional Attraction	20
3.	Type of Project	15
<b>COMMUNITY ENGAGEMENT</b>		
4.	Design Input	15
5.	Employment or Volunteer Opportunities	8
6.	Partnerships or Committed Funding	5
<b>OPERATION AND MAINTENANCE CONSIDERATIONS</b>		
7.	Environmental Design	7
8.	Hours of Operation	5
<b>BENEFITS AND READINESS</b>		
9.	Project Benefits and Readiness	15
10.	Median Household Income	3
<b>MAXIMUM SCORE</b>		<b>100</b>



**PROJECT SELECTION CRITERION #1 – REGIONAL PARK SUMMARY**

Describe why the PROJECT SITE qualifies as a REGIONAL PARK. A REGIONAL PARK generally offers at least 50 acres of open space, or trail system, that attracts visitors from at least a 20-mile radius or a county-wide population, offering unique or significant open space for nature appreciation, athletic activities, cultural enrichment, or other recreational activities.

Use this chart format to structure the response:

PROJECT SITE is _____ acres	Explain why the PROJECT SITE qualifies as a REGIONAL PARK: <ul style="list-style-type: none"> <li>• Does the PROJECT SITE offer at least 50 acres of open space?</li> <li>• If the PROJECT SITE is less than 50 acres, what unique natural, cultural, or recreational opportunity does the project site offer that attracts (or will attract) visitors from at least a 20-mile radius or a county-wide population?</li> </ul>
-----------------------------	---

<b>POINTS</b> <i>The scale below shows that 7 points will be awarded to PROJECTS that qualify as a REGIONAL PARK.</i>	
	<b>Points</b>
The PROJECT SITE is at least 50 acres <b>OR</b> PROJECT SITE offers a feature that attracts (or will attract) visitors from at least a 20-mile radius or a county-wide population.	7
The PROJECT SITE is less than 50 acres <b>AND</b> PROJECT SITE does not have a feature that attracts (or will attract) visitors from at least a 20-mile radius or a county-wide population.	0

Note: Criteria 2 on the following page allows the applicant to provide information about how the PROJECT itself (specific RECREATION FEATURE(S) proposed) will create or improve visitation from at least a 20-mile radius or county-wide population.

Technical assistance is available on page 54.

**PROJECT SELECTION CRITERION #2 – SIGNIFICANT REGIONAL ATTRACTION**

Describe why the PROJECT will create or improve a regional destination (of at least a 20-mile radius or county-wide population) if this grant is awarded. Use the following chart format to list each proposed RECREATION FEATURE. In the right column, explain why it will make the park a destination for the region.

Use this chart format to structure the response:

Identify and describe each proposed RECREATION FEATURE	Why will the proposed RECREATION FEATURE attract visitors from at least a 20-mile radius or county-wide population as a significant recreation destination due to unique or highly-recognized athletic, natural/scenic, historic, or cultural features?
--	---

**POINTS** *The scale below shows that up to 20 points will be awarded to PROJECTS that will create or improve a high-demand recreational opportunity.*

	<b>Points</b>
The RECREATION FEATURE(S) will become a unique or highly recognized resource to attract visitors within the region and is considered to be of exceptional significance compared to other statewide applications.	20-14
The RECREATION FEATURE(S) are considered to be of average significance compared to other statewide applications.	13-9
The RECREATION FEATURE(S) are considered to be of minimal significance compared to other statewide applications. It is questionable that the PROJECT will create a new regional draw of visitors.	8-1
No information provided.	0

Technical assistance is available on page 54.

**PROJECT SELECTION CRITERION #3 - TYPE OF PROJECT**

Use the following format to explain if the majority of the PROJECT will create new or RENOVATE existing RECREATION FEATURES. The list of RECREATION FEATURES and MAJOR SUPPORT AMENITIES and associated costs must be consistent with what is listed on the Grant Scope/Cost Estimate Form.

<p><b>TYPE OF PROJECT</b> <b>(check all applicable boxes)</b></p>	<p><b>QUALIFIERS</b> <b>(respond based on the following applicable questions consistent with the items listed on the Grant Scope/Cost Estimate Form)</b></p>
<p><input type="checkbox"/> NEW RECREATION FEATURE(S)</p>	<p>List each NEW RECREATION FEATURE that will be created through the PROJECT and answer the following:</p> <p>A) What is the total cost of the NEW RECREATION FEATURES?</p> <p>B) If the PROJECT includes the creation of a new trail, or extension of a trail, describe if it will be a MULTI-USE TRAIL or single-use.</p>
<p><input type="checkbox"/> RENOVATE existing RECREATION FEATURE(S)</p>	<p>List each existing RECREATION FEATURE that will be RENOVATED through the PROJECT and answer the following:</p> <p>C) What is the total cost of the RENOVATION of existing RECREATION FEATURES?</p> <p>D) Explain why the RENOVATION of each RECREATION FEATURE is needed.</p>
<p><input type="checkbox"/> MAJOR SUPPORT AMENITY(S)</p>	<p>List each MAJOR SUPPORT AMENITY that will be created or RENOVATED through the PROJECT and answer the following:</p> <p>E) What is the total cost of the MAJOR SUPPORT AMENITIES?</p> <p>F) Is the combined cost of A) plus C) above greater than E)?</p> <p>G) Explain why each proposed MAJOR SUPPORT AMENITY is needed.</p>

## PROJECT SELECTION CRITERION #3 - TYPE OF PROJECT

<b>POINTS</b> <i>The scale below shows 15 points are given to PROJECTS that create NEW RECREATION OPPORTUNITIES, including a new multi-use trail, and the majority of the TOTAL PROJECT COST is for RECREATION FEATURES.</i>	
	<b>Points</b>
<p>The PROJECT includes <u>all of the following</u>:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The PROJECT will create at least one NEW RECREATION FEATURE that currently does not exist.</li> <li><input type="checkbox"/> The PROJECT includes the creation or extension of a MULTI-USE TRAIL.</li> <li><input type="checkbox"/> The combined total cost of the proposed RECREATION FEATURES is greater than 50% of the TOTAL PROJECT COST. That is, the cost of NEW RECREATION FEATURES <b>(A)</b> plus renovation of EXISTING RECREATION FEATURES <b>(C)</b>, if applicable, is greater than the total cost of the MAJOR SUPPORT AMENITIES <b>(E)</b>.</li> </ul>	15
<p>All of the above with one exception:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The PROJECT will not include the creation or extension of a MULTI-USE TRAIL.</li> </ul>	12
<p>The PROJECT includes <u>all of the following</u>:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Consists solely of RENOVATION of existing RECREATION FEATURE(S).</li> <li><input type="checkbox"/> The RENOVATION of the existing RECREATION FEATURE(S) is needed to allow for expanded use or prevent the facility from being closed within the next three years.</li> <li><input type="checkbox"/> The cost of the RENOVATION of existing RECREATION FEATURE(S) <b>(C)</b> is greater than total cost of MAJOR SUPPORT AMENITIES <b>(E)</b>.</li> </ul>	9
<p>The same as the 9-point rubric above with one exception:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Each proposed RENOVATION of a RECREATION FEATURE is not a high priority. It is not clear that the RENOVATION of the existing RECREATION FEATURE(S) is needed to allow for expanded use or prevent the facility from being closed within the next three years.</li> </ul>	6
<ul style="list-style-type: none"> <li><input type="checkbox"/> THE PROJECT creates or RENOVATES a RECREATION FEATURE; however, the cost of MAJOR SUPPORT AMENITIES is 51% or more of the TOTAL PROJECT COST. The combined cost of <b>(E)</b> is greater than <b>(A)</b> plus <b>(C)</b>.</li> </ul>	3
<ul style="list-style-type: none"> <li><input type="checkbox"/> The PROJECT does not create or RENOVATE a RECREATION FEATURE.</li> </ul>	Ineligible

Technical assistance is available on page 55.

**PROJECT SELECTION CRITERION #4 – DESIGN INPUT**

Describe how the APPLICANT or partnering regional or community-based organization(s) made efforts to include DESIGN ideas from MEETINGS or other engagement techniques with the general public and individuals that occurred between June 5, 2018 (passage of the Bond Act) and the APPLICATION deadline. If meetings occurred before June 5, 2018, they may also be listed for historical reference only.

DESIGN ideas can include:

- Detailed design ideas of RECREATION FEATURES
- Location of certain RECREATION FEATURES or MAJOR SUPPORT AMENITIES should be located within the PROJECT SITE.
- Public art, kiosks, panels, and themes to establish a sense of place by celebrating the history, culture, environment, or notable people tied to the site or surrounding region.
- Safe public use, signage, landscaping, and other ideas

Use the chart format below to structure the response.

<b>Engagement Method</b> a. Identify method: (surveys, in person public meetings, virtual public meetings, etc.). b. Include locations, dates, and addresses, as applicable).	<b>Describe the BROAD REPRESENTATION and number of participants that were included in the design input process (youth, seniors, working adults, etc.).</b>	<b>How were participants encouraged to provide their design ideas?</b>	<b>List specific approved design ideas that originated from this method, and will be included in the final PROJECT. (Avoid listing ideas that will not be included in the PROJECT).</b>

**POINTS** 15 points (cumulative total) will be given for engagement methods that occurred between June 5, 2018 and the APPLICATION deadline, encouraging a BROAD REPRESENTATION, and resulting in ideas that will be included in the PROJECT.

	<b>Points</b>
At least two public engagement methods to ask for public design ideas were used such as in-person MEETINGS, virtual meetings, or surveys, (within the county or 20-mile radius), between June 5, 2018 and the APPLICATION deadline.	Yes = 5 No = 0
The combined engagement methods included a BROAD REPRESENTATION of participants.	Yes = 5 No = 0
The response describes how participants were encouraged to provide DESIGN ideas. <b>AND</b> The response lists specific DESIGN ideas that originated from participants and will be included in the final project.	Yes = 5 No = 0

Technical assistance is available on page 56.

## PROJECT SELECTION CRITERION #5 - EMPLOYMENT OR VOLUNTEER OPPORTUNITIES

### PROJECT SELECTION CRITERION #5 - EMPLOYMENT OR VOLUNTEER OPPORTUNITIES

Respond to **A** below to describe how the PROJECT will provide volunteer opportunities or workforce education and training (employment or volunteer), contractor, or job opportunities for RESIDENTS who live in a disadvantaged community (median household income of \$56,982 or less). This does not include CORPS involvement. Respond to **B** below to describe how the applicant followed the CORPS consultation process.

- A.** What recruitment strategy will be used to target RESIDENTS in disadvantaged communities? What types of meaningful employment or volunteer activities will be available for RESIDENTS from June 5, 2018, until PROJECT COMPLETION (not long term operation and maintenance)? (see examples starting on page 56)

Use the following chart format to describe each opportunity:

Describe the recruitment strategy for targeting RESIDENTS in disadvantaged communities.  Provide address (school, job training center, etc.) that will be targeted to provide volunteer or employment opportunities.	Brief description of the employment or volunteer opportunity	Number of RESIDENTS
--	--	---------------------

**POINTS** *The scale below shows that 5 points will be given to a PROJECT that includes a recruitment strategy for targeting residents from disadvantaged communities and employment or volunteer opportunities for at least twenty RESIDENTS.*

	Points
At least twenty RESIDENTS combined will receive employment or volunteer opportunities. The recruitment strategy clearly targets RESIDENTS in a disadvantaged community with a median household income below \$56,982.	5
Between 10 to 19 RESIDENTS combined will receive employment or volunteer opportunities. The recruitment strategy clearly targets RESIDENTS in a disadvantaged community with a median household income below \$56,982.	3
Between 5 to 9 RESIDENTS combined will receive employment or volunteer opportunities. The recruitment strategy clearly targets RESIDENTS in a disadvantaged community with a median household income below \$56,982.	1
The PROJECT will not provide employment or volunteer opportunities for at least five RESIDENTS or the APPLICANT did not describe a recruitment strategy for residents in a disadvantaged community with a median household income below \$56,982, or the APPLICANT did not respond to the criterion.	0

In addition to employment or volunteer opportunities for RESIDENTS, **to receive 3 points in part B (page 21)**, APPLICANTS must contact the CONSERVATION CORPS to discuss the feasibility of using their services.

## PROJECT SELECTION CRITERION #5 - EMPLOYMENT OR VOLUNTEER OPPORTUNITIES

**B. Citing the Corps Consultation Review Document, what was the outcome of the Corps Consultation Process? (see Checklist Item #15, page 48)**

- If it is feasible for a CONSERVATION CORPS to work on a PROJECT component, list the agreed services and costs for work (calculated by crew members multiplied by estimated hours). Confirm an understanding between the APPLICANT and CONSERVATION CORPS about the agreed scope of work 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.

Use the following chart format to cite the outcome of the Corps Consultation Review Process (Checklist Item #15).

Is it feasible for the Corps to work on a project component?	If yes, list the agreed upon services to be performed by the Corps.	If yes, list the cost for the agreed scope of work	If the Corps offered services, but applicant declined, provide the reason.
No <input type="checkbox"/> Yes <input type="checkbox"/>			

**POINTS FOR B** *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; <u>however</u> , the APPLICANT declines all aspects of services offered by the CONSERVATION CORPS.	0

Technical assistance is available on page 57.

## PROJECT SELECTION CRITERION #6 – PARTNERSHIPS OR COMMITTED FUNDING

### PROJECT SELECTION CRITERION #6 – PARTNERSHIPS OR COMMITTED FUNDING

For the purpose of this criterion, PARTNERSHIPS will occur during the ACQUISITION, DESIGN, PRE-CONSTRUCTION, and construction phases only **beginning with the passage of the Bond Act (June 5, 2018) until PROJECT COMPLETION.** Do not include PARTNERSHIPS for long-term maintenance, operation, and programming after PROJECT COMPLETION.

Describe PARTNERSHIP assistance given to the APPLICANT 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:

<p><b>A.</b> Name and General Purpose of Organization (specify if it is a HEALTH ORGANIZATION)</p>	<p><b>B.</b> Describe PARTNERSHIP role specific to this PROJECT such as assisting with community-based planning, contributing volunteer hours or materials, or funding support.</p>
--	---

**POINTS** *The scale below shows that a maximum of 5 points will be given to projects that involve at least three PARTNERSHIPS, including a HEALTH ORGANIZATION.*

	Points
The PROJECT will involve three or more PARTNERS, including a HEALTH ORGANIZATION, providing volunteer hours, or materials, or funding for DESIGN, PRE-CONSTRUCTION, land ACQUISITION, or construction.	5
The PROJECT will involve two PARTNERS providing volunteer hours, or materials, or funding for DESIGN, PRE-CONSTRUCTION, land ACQUISITION, or construction.	3
The PROJECT will involve one PARTNER. Or The APPLICANT has no PARTNERS but will contribute its own funding to the PROJECT.	1
The PROJECT will involve 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 58.



**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?**

1. Stormwater

Incorporate pervious surfaces or other technique(s) such as bio-swales or grading to capture stormwater for infiltration or irrigation, or cleanse stormwater relating to parking areas.

2. Water Efficiency

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. Recycled Materials

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

a. Landscaping that excludes the use of (or removes) invasive plants and instead features drought tolerant or climate appropriate non-invasive native turf, trees, shrubs, plants, and ground cover.

b. Discuss how the landscaping minimizes the use of toxic pesticides and inorganic fertilizers.

Or, describe how the PROJECT will not require additional landscaping.

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.*

	Points
The PROJECT will include all four of the listed techniques.	4
The PROJECT will include three of the listed techniques.	3
The PROJECT will include two of the listed techniques.	2
The PROJECT will include one of the listed techniques.	1
The PROJECT will include none of the listed techniques.	0

Technical Assistance is available on page 59.

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 60. 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 at the park, include how additional drinking fountains will be installed in order to receive a point for this technique.
3. One other energy, water, and/or natural resource conservation technique (see page 59-60).

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 59-60.

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 stormwater for infiltration or irrigation or cleanse stormwater before release?

<b>POINTS</b> <i>PROJECTS that achieve any level of SITES or LEED Certification, and that capture or clean stormwater, will be awarded the maximum of 7 points as an alternative to A and B above.</i>	
	<b>Points</b>
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 stormwater for infiltration or irrigation or cleanse stormwater 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.

Technical Assistance is available on page 60.

**PROJECT SELECTION CRITERION #8 – PUBLIC USE HOURS OF OPERATION**

Describe the hours of operation 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?

Use the following chart format to show the overall hours of operation.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

- 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.

Use the following chart format to show specific hours of operation of grant-funded facilities.

Recreation Feature	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.

**POINTS** *The scales below show 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.*

	Points
The PROJECT will be open 7 days a week during the appropriate season of use, for at least eight hours per day, such as dawn to dusk, to accommodate the needs of youth, seniors, and families.	5
The PROJECT will be open 7 days a week during the appropriate season of use from three to less than eight hours per day.	3
The PROJECT will not be open 7 days a week during the appropriate season of use for at least three hours per day or the APPLICANT did not respond to criterion.	0

Technical Assistance is available on page 61.

**PROJECT SELECTION CRITERION #9 – PROJECT BENEFITS AND READINESS**

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

- A.** How will thePROJECT benefit the HEALTH and quality of life for youth, seniors, and families, by improving physical activity, cultural enrichment, environmental education, and advancing solutions to prevent displacement (if applicable)?

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.
Physical Activity	
Cultural Enrichment	
Environmental Education	
Advancing solutions to prevent displacement, (see page 63 and respond to either bullet point)	

- B.** OGALS will use the 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 62.

**PROJECT SELECTION CRITERION #9 –PROJECT BENEFITS AND READINESS**

<p><b>POINTS</b> <i>The scale below shows that up to 15 points will be given to a PROJECT that will have significant benefits, and the APPLICANT has sufficient capacity to deliver the PROJECT.</i></p>	
	<b>Points</b>
<p>The PROJECT will provide significant physical activity, cultural enrichment, and environmental education resources.</p> <p>If applicable to the region’s need, the PROJECT will advance solutions to prevent displacement.</p> <p>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.</p>	15 - 10
<p>The PROJECT will provide average physical activity, cultural enrichment, and environmental education resources.</p> <p>If applicable to the region’s need, the PROJECT will advance solutions to prevent displacement.</p> <p>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.</p>	9 - 4
<p>The PROJECT will provide minimal physical activity, cultural enrichment, and environmental education resources.</p> <p>Or, if applicable to the region, the response identifies a need to advance solutions to prevent displacement. However, a plan is not provided.</p> <p>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.</p>	3 - 1
<p>No information provided.</p>	0

Technical Assistance is available on page [61-62](#).

**PROJECT SELECTION CRITERION #10 –SEVERELY DISADVANTAGED COMMUNITIES MEDIAN HOUSEHOLD INCOME**

**PROJECT SELECTION CRITERION #10 –SEVERELY DISADVANTAGED COMMUNITIES MEDIAN HOUSEHOLD INCOME**

Proposition 68 (2018 Bond Act) Section 80008(a)(1) requires that at least 20% (\$4,625,000) of the \$23,125,000 is awarded to severely disadvantaged communities with a median household income of \$42,737 (60% of the statewide average) and below. Therefore, 3 preference points will be awarded to projects in severely disadvantaged communities. \*

Use the California State Parks Community FactFinder at [ParksforCalifornia.org/communities](https://ParksforCalifornia.org/communities) to provide the Median Household Income of *any* point within the REGIONAL PARK boundary. When creating the Community FactFinder report, locate the push pin on, or within, the park boundary.

What Is the Median Household Income on, or within, the boundary of the REGIONAL PARK according to the Community FactFinder Report?

Use this chart format to structure the response:

<b>Median Household Income according to the FactFinder report</b>	<b>FactFinder Report ID Number</b> (found on the top right corner of the report)
---	--

<b>POINTS</b> <i>The scale below shows that 3 points will be awarded to PROJECTS located in SEVERELY DISADVANTAGED COMMUNITIES.</i>	
	<b>Points</b>
The Median Household Income is \$42,737 or below.	3
The Median Household Income is \$42,738 or higher, or no information was provided.	0

\* This criterion captures the data of a project site that is located in a severely disadvantaged community for Bond Act reporting purposes. It is not intended to define the service area. It is understood REGIONAL PARKS serve residents beyond a half-mile radius, which APPLICANTS explain in Criteria 2.

Technical assistance is available on page 62.

### COMMUNITY FACTFINDER REPORT AND HANDBOOK FORM (CHECKLIST #3)

Provide the following two items:

1. **Community FactFinder Report.** To create a report, use the current FactFinder version at [ParksforCalifornia.org/communities](https://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 REGIONAL PARK. The FactFinder Report will be used for Project Selection Criteria 10, page 29.

2. **Community FactFinder Handbook Form.** This Form will be signed by the AUTHORIZED REPRESENTATIVE. Its purpose is to certify that the report was created with the starting point (pin) located in the boundary of the REGIONAL PARK.

Frequently asked questions with policy responses are included within each step. The FactFinder Handbook is available at [parks.ca.gov/rpp](https://parks.ca.gov/rpp).

If the pinpoint is outside the boundary of the REGIONAL PARK, OGALS reserves the right to generate a new FactFinder report in the middle of the REGIONAL PARK for the purpose of Criteria 10.





**State of California – The Natural Resources Agency**  
**DEPARTMENT OF PARKS AND RECREATION**  
**COMMUNITY FACTFINDER HANDBOOK FORM**

APPLICANTS will sign this Form after following the FactFinder Handbook available at [parks.ca.gov/rpp](https://parks.ca.gov/rpp).

I certify that the Community Fact Finder Report that was submitted at the time of APPLICATION met the following requirement:

- ✓ The FactFinder Report was generated with the pin located on or within the boundary of the REGIONAL PARK.

I understand if this requirement is not met, OGALS will generate a new report with the pin located in the middle of the REGIONAL PARK and will use the data for purposes of Project Selection Criteria 10.

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AUTHORIZED REPRESENTATIVE Signature

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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/Council, Board of Supervisors/Directors) OF (County, District, or Non-Profit Organization) Approving the Application for REGIONAL PARK 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 Regional Park 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 [redacted] day of [redacted], 20 [redacted]

I, the undersigned, hereby certify that the foregoing Resolution Number [redacted] 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 RPP 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 the definition of ACQUISITION on page 63.
- “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 67. 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 49 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 21, 48), 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.



**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.





## PROJECT TIMELINE FORM (CHECKLIST #7)

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. It is acceptable to add items, but do not delete items. If an item is not applicable, please indicate “N/A”.
- 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**

<b>TASKS</b> The below list can be adjusted/reorganized with tasks added/removed unique to each <b>PROJECT</b> .	<b>START DATE</b> (MM/YY)	<b>END DATE</b> (MM/YY)	<b>LEAD AGENCY</b> responsible for task and contact information	<b>NOTES ABOUT ANY POTENTIAL DELAYS/ISSUES</b>
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 applicable to the site, are				

**PROJECT TIMELINE FORM (CHECKLIST #7)**

<b>TASKS</b> The below list can be adjusted/reorganized with tasks added/removed unique to each <b>PROJECT</b> .	<b>START DATE</b> (MM/YY)	<b>END DATE</b> (MM/YY)	<b>LEAD AGENCY</b> responsible for task and contact information	<b>NOTES ABOUT ANY POTENTIAL DELAYS/ISSUES</b>
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 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 features involve 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 or partner. If an applicant is a nonprofit organization that only has experience fundraising, and has not completed a construction project, the nonprofit can explain its partnership with an organization that will assist with the construction project.

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/](http://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 by the time award recommendations are made, the PROJECT may not be considered for funding. OGALS often asks 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 completed 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 adequately described and with 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
<input type="checkbox"/> NOE <input type="checkbox"/> 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 (city, 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. [brea.ca.gov](http://brea.ca.gov) provides a list of AG appraisers.

The Eligible Costs Chart on page 49 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/rpp](http://parks.ca.gov/rpp).

- 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 the construction of a building(s)
  - 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, gymnasiums, and visitor/interpretive centers that are proposed for RPP grant funding, at least 75% of the building's square footage must be designed for recreation and public use. Lobby areas, hallways, meeting rooms, office space, storage, and restrooms do not count as square footage designed for recreation.
  - If more than 25% of the proposed center's square footage will be devoted to non-public recreational space, a different committed funding source must fund the added percentage.
    - Attach an explanation along with the Site Plan.
    - Note this different committed funding percentage on the Funding Sources Form.

### PHOTOS AND COPYRIGHT LICENSE AGREEMENT (CHECKLIST #12)

To give reviewers a better understanding of the PROJECT site, submit items 1 through 2 below.

#### Project Site Photos

1. Provide up to four 8 ½" x 11" sheets with photos of the PROJECT site. 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.
2. Provide one signed Copyright License Agreement (see next page) from the APPLICANT that will cover all photos.



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. 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 both** the CCC **and** CALCC emails below. Keep a record of the email and include it in the application.
3. After completing the consultation process, provide the signed "Corps Consultation Review Document" and the associated email chain that initiated the consultation.
4. The response to Project Selection Criteria 5(B) will also describe the agreed services and cost estimate, if applicable.

Consultation Contacts:

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

<b>ACQUISITION COSTS</b> (Up to 100% of GRANT Amount)	<b>EXAMPLES</b>
Purchase price of the property and other activities necessary to complete the ACQUISITION.	<ul style="list-style-type: none"> <li>● <b>Appraisals, surveys</b></li> <li>● <b>Preliminary title reports</b></li> <li>● <b>Title insurance fees</b></li> <li>● <b>Escrow fees and purchase price</b></li> <li>● <b>Relocation costs:</b> costs resulting in the displacement of tenants (not willing sellers or GRANTEES) pursuant to Government Code §§7260 – 7277.</li> <li>● 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.</li> <li>● <b>Employee services:</b> see accounting rules for employee services explained in the GRANT ADMINISTRATION GUIDE.</li> <li>● <b>PROJECT/GRANT administration and accounting</b></li> </ul>

#### 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.

# ELIGIBLE COSTS

## PRE-CONSTRUCTION AND CONSTRUCTION COSTS

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

<b>PRE-CONSTRUCTION COSTS</b> (Maximum 25% of GRANT amount)	<b>ELIGIBLE COSTS EXAMPLES</b>
Costs incurred during the planning, design, and permit phase of the project <u>before</u> construction begins.	<ul style="list-style-type: none"> <li>● <b>Community-based planning MEETINGS/focus groups/design workshop costs.</b> May include multi-lingual translation, materials, etc.</li> <li>● <b>Plans, specifications, construction documents, and cost estimates</b></li> <li>● <b>Permits</b></li> <li>● <b>CEQA</b></li> <li>● <b>SITES Certification or LEED Certification</b></li> <li>● <b>Premiums on hazard and liability insurance to cover personnel or property</b></li> <li>● <b>Fidelity bond premium cost</b></li> <li>● <b>Bid packages</b></li> <li>● <b>Employee services:</b> see accounting rules for employee services explained in the GRANT ADMINISTRATION GUIDE.</li> <li>● <b>PROJECT/GRANT administration (excluding grant writing) and accounting.</b></li> </ul>

<b>CONSTRUCTION COSTS</b> (Up to 100% of GRANT Amount)	<b>ELIGIBLE COSTS EXAMPLES</b>
Costs incurred during the construction phase of the PROJECT when ground-breaking construction activities such as site preparation, grading, or gutting begins.	<ul style="list-style-type: none"> <li>● <b>Site preparation, grading, gutting, demolition</b></li> <li>● <b>Foundation work</b></li> <li>● <b>Purchase and installation of permanent equipment:</b> playground equipment, benches, signs, display boards, sounds systems, video equipment, etc.</li> </ul>

	<ul style="list-style-type: none"> <li>● <b>Construction supplies and materials:</b> may be drawn from central stock if claimed costs are no higher than supplies or materials purchased elsewhere.</li> <li>● <b>Construction equipment owned by GRANTEE:</b> 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.</li> <li>● <b>Construction equipment rented or purchased by GRANTEE:</b> 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.</li> <li>● <b>Construction management:</b> including site inspections, scheduling mobilization, directing equipment, materials, and construction personnel.</li> <li>● <b>Employee services:</b> see accounting rules for employee services explained in the GRANT ADMINISTRATION GUIDE.</li> <li>● <b>PROJECT/GRANT administration and accounting</b></li> <li>● <b>Miscellaneous costs:</b> other costs incurred during the construction phase, such as transporting materials, equipment, personnel, communications and landscape establishment periods.</li> </ul>
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## INELIGIBLE COSTS

### INELIGIBLE COSTS

INELIGIBLE COSTS	EXAMPLES OF INELIGIBLE COSTS
<p>Cannot be charged to the GRANT</p>	<ul style="list-style-type: none"> <li>● <b>Outside PARK/PROJECT SITE boundaries:</b> streets, traffic lights, or other infrastructure not located within the PARK/PROJECT SITE.</li> <li>● <b>Outside the GRANT PERFORMANCE PERIOD:</b> costs incurred before or after the GRANT PERFORMANCE PERIOD.</li> <li>● <b>Projects imposed on an APPLICANT through legal mitigation.</b></li> <li>● <b>Indirect costs:</b> overhead business expenses <u>of the GRANTEE'S fixed or ordinary operating costs:</u> (rent, mortgage payments, property taxes, utilities, office supplies).</li> <li>● <b>Fundraising</b></li> <li>● <b>Food</b></li> <li>● <b>Grant Writing</b></li> <li>● <b>Operation and Maintenance, moveable equipment</b></li> <li>● <b>Record keeping discrepancies</b></li> <li>● Charging employee services without documentation of actual time spent on the project.</li> <li>● Lack of source documents (no evidence of invoices, bid process, payment receipts, etc.)</li> <li>● See GRANT ADMINISTRATION GUIDE'S "Accounting Requirements" for additional guidance.</li> </ul>

## IV. Appendices

### TECHNICAL ASSISTANCE FOR APPLICANTS

This page summarizes the assistance available to APPLICANTS.

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

All statewide APPLICANTS are encouraged to access the following:

#### Application Workshops by OGALS

Over five Application Workshops will be offered throughout California. OGALS' RPP experts will give a page-by-page review of this Application Guide. The workshops are highly interactive. Questions are encouraged to promote an exchange of ideas.

#### Access to Program Experts

OGALS' RPP 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' RPP experts will be available at [parks.ca.gov/rpp](https://parks.ca.gov/rpp).

#### 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' RPP 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. 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 10 found on pages 15 to 29.

#### PROJECT SELECTION CRITERION 1 (REGIONAL PARK SUMMARY) ON PAGE 15

The focus for this response is to first address how the site itself is considered a REGIONAL PARK. A minimum acreage threshold of 50 acres is established to ensure the projects funded are truly regional assets and to uphold the intent of this program to create, expand and improve REGIONAL PARKS.

However, it is also understood some smaller parks have a regional draw due to unique recreation opportunities they will provide. When a project site is less than 50 acres, the applicant must explain why there is an opportunity that attracts (or will attract) visitors from at least a 20-mile radius or county-wide draw.

#### PROJECT SELECTION CRITERION 2 {SIGNIFICANT REGIONAL ATTRACTION} ON PAGE 16

Consider how the PROJECT will make the REGIONAL PARK a special destination that people will be willing to travel to from surrounding communities.

Design themes can establish a sense of place by celebrating the surrounding history, culture, environmental, natural/scenic, notable people, or athletic recreation destination.



## PROJECT SELECTION CRITERION 3 {TYPE OF PROJECT} ON PAGE 17

APPLICANTS are encouraged to consider creating at least one new RECREATION FEATURE.

Whether the REGIONAL PARK will be an athletic sports center, natural/scenic destination, or a cultural/historical destination, or a combination of these, projects that include a new or extended MULTI-USE TRAIL will be more competitive. A “new trail” means construction of a trail, or trail segment, that did not exist prior to the application deadline. An extension of an existing trail, such as a gap closure, is a new trail. Otherwise, existing trails in disrepair are considered RENOVATION of an existing RECREATION FEATURE.

Public Resources Code Section 80065(a) gives preference to PROJECTS that include a MULTI-USE TRAIL. A MULTI-USE TRAIL is a looped or linear pathway designed for non-motorized recreational use including physical exercise or nature viewing or historical sightseeing separate from motorized traffic. The intended recreation use must include at least two of the following:

- 1) running/walking/blading
- 2) biking
- 3) universal access (usable by all people, to the greatest extent possible, without separate or segregated access for persons with disabilities).
- 4) equestrian use

“Separate from traffic” means Class II and III bike lanes are not eligible as they are not separated from motorized traffic.

As stated on page 5, a non-motorized trail is a RECREATION FEATURE. Therefore, PROJECTS that include a new or extend a MULTI-USE TRAIL where none currently exists will also meet the qualifier for “creating at least one NEW RECREATION FEATURE.”

In summary, maximum points will be awarded to PROJECTS that meet all of the following:

- Creates at least one NEW RECREATION FEATURE
- Creates or extends a MULTI-USE TRAIL
- The total costs of RECREATION FEATURES (new and renovation combined) are more than 50% of the TOTAL PROJECT COST.

As long as more than 50% of the TOTAL PROJECT COST is identified for RECREATION FEATURES, it can be just as competitive as a PROJECT that identifies 100% of the TOTAL PROJECT COST for RECREATION FEATURES. For example, a PROJECT that includes 65% of the TOTAL PROJECT COST for RECREATION FEATURES and 35% for MAJOR SUPPORT AMENITIES, can be just as competitive as the project that includes 100% RECREATION FEATURES and no costs for MAJOR SUPPORT AMENITIES.

PROJECTS where costs for MAJOR SUPPORT AMENITIES are more than 50% of the TOTAL PROJECT COST will be less competitive.

As a reminder, confirm the costs and the list of RECREATION FEATURES and MAJOR SUPPORT AMENITIES for this criterion are consistent with those listed on the Grant Scope/Cost Estimate Form.

### **PROJECT SELECTION CRITERION 4 {DESIGN INPUT} ON PAGE 19**

See [www.parks.ca.gov/spp](http://www.parks.ca.gov/spp) for guidance about “Community Based Planning” and interim guidance about in-person MEETINGS during COVID-19.

Effective, highly used and safe PARKS are designed using significant community input. APPLICANTS are encouraged to partner with community-based organizations and local leaders that can help outreach to RESIDENTS.

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 of nearby communities need.

DESIGN input can range from the selection and location of facilities, to the detailed design of those facilities, park beautification such as landscaping and public art, creating a “sense of place” by depicting the area’s natural and cultural history, and safe public use ideas.

### **PROJECT SELECTION CRITERION 5 {EMPLOYMENT OR VOLUNTEER OPPORTUNITIES} ON PAGE 20**

#### Resident Employment or Volunteers

Prop 68 Public Resources Code §80001 encourages projects that provide workforce education and training, contractor, and job opportunities for disadvantaged communities. This criterion encourages and is designed to give RESIDENTS a sense of “ownership” to increase the use, safety, and care for the PROJECT SITE. The criterion also provides opportunities to help build resumes for career pathways.

Provide a recruitment strategy for targeting RESIDENTS from the disadvantaged community(s) by contacting one or more of the following: employment offices, schools, job training programs, or partnering with a community organization, etc. Utilizing established resources/volunteer programs are acceptable.

Use the address for the recruitment center, school, community organization headquarters, etc. to determine the income of the surrounding area. The Community FactFinder at [www.parksforcalifornia.org](http://www.parksforcalifornia.org) can provide the area’s median household income. If the facility itself (i.e. unemployment center) is not in a disadvantaged community; however, the mission of the organization is to serve underserved residents, explain. The income of the individuals served by the employment center is not needed.

A combination, or just one, of these meaningful examples can be used 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/mosaics and add them to walls or walkways in the park, paint murals
- 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 people, and 10 students creating public art reaches the goal of benefiting 20 RESIDENTS.

**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 48, Checklist Item 15. **It is recommended that consultation begin more than one month prior to the APPLICATION deadline.**

The cost estimate will include the estimated number of Corps members required to complete the agreed upon scope of work x Corps hourly rate.

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 the use of CONSERVATION CORPS services.

If either Corps is unresponsive, the applicant should follow up. If there is no response by the application due date, the applicant’s email documentation submitted in the application will be sufficient for maximum points.

## PROJECT SELECTION CRITERION 6 {PARTNERSHIPS OR COMMITTED FUNDING} ON PAGE 22

PARTNERS can be an agency/organization, or an individual who is contributing professional experience as a volunteer, that assists with the successful completion of the PROJECT. **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.**

### PARTNERSHIPS involving the HEALTH sector

“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/access to healthy food, 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.

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.”

Additionally, 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](http://ParksforCalifornia.org).

### Examples of PARTNERSHIPS

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.

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

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.

## PROJECT SELECTION CRITERION 7(A) {ENVIRONMENTAL DESIGN} ON PAGE 23

### Criteria 7(A)(3)

- A potential resource guide for recycled material content is available at the CalRecycle website: [calrecycle.ca.gov](http://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](http://cal-ipc.org/plants/inventory).

## PROJECT SELECTION CRITERION 7(B) {ENVIRONMENTAL DESIGN} ON PAGE 24

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 not limited to:

1. Create iconic “place-making” with native vegetation landscapes and locally crafted RECREATION FEATURES. “Place-making” is an interactive park design technique where park beautification art celebrates the area's cultural or natural history, and landscaping involves native drought resistant trees, shrubs, flowers, and other ecologically-sensitive vegetation native to the region.
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. Use sustainable trail design techniques (i.e. following topographic contours to minimize trail erosion, minimal use of turnpikes, causeways, puncheons/boardwalks, or other structures unless needed to accommodate curvilinear design).
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/restore native wildlife habitat (biodiversity).
9. Create native gardens and other habitats for native pollinators.
10. Protect and restore riparian and wetland buffers.
11. Repair or restore damaged or lost streams, wetlands, and coastal habitat.
12. 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 GUIDANCE

### PROJECT SELECTION CRITERIA 7(B)(1) {GREENHOUSE GAS EMISSIONS REDUCTION AND CARBON SEQUESTRATION} ON PAGE 24

#### PROJECT SELECTION CRITERIA 7(B)(1) {GREENHOUSE GAS EMISSIONS REDUCTION AND CARBON SEQUESTRATION} ON PAGE 24

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 number 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](http://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 25

##### 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](http://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](http://usgbc.org).



## PROJECT SELECTION CRITERION 8 {HOURS OF OPERATION} ON PAGE 26

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

## PROJECT SELECTION CRITERION 9(A) {BENEFITS} ON PAGE 27

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 DESIGN 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:

**Physical Activity** - 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.

**Cultural Enrichment** - Facilities can support cultural recreation such as Native American gardens, as well as performing arts areas for dance, theater and music, and 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 the region. Older existing PARKS may have their own unique histories which can be told through public art.

**Environmental Education** - History of the area can be taught through panels, public art, or outdoor classrooms. Environmental design techniques can also be interpreted to show how energy and water can be conserved, or understanding ecosystems.

**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 area experiences new for-profit real estate investments, RESIDENTS affected by poverty may be priced out of their homes.

In the response to the “Advancing Solutions that Prevent Displacement” section on page 31, describe the following:

- If RESIDENTS may be vulnerable to “displacement” through the PROJECT, 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.\*
- If RESIDENTS may not be vulnerable to “displacement” through the PROJECT, 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? Or, is the PROJECT unlikely to increase property values? 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 19) can attract RESIDENTS, agencies, and organizations to work together, leading to innovative partnerships.

### **PROJECT SELECTION CRITERION 9(B) {READINESS} ON PAGE 27**

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 CRITERION 10 {MEDIAN HOUSEHOLD INCOME} ON PAGE 29**

OGALS recognizes that REGIONAL PARKS will attract RESIDENTS who live from surrounding communities. However, for bond accountability purposes, the Median Household Income (MHI) of each PROJECT SITE will be reported.

Proposition 68 (2018 Bond Act) §80008(a)(1) requires that at least 20% (\$4,600,000) of the \$23,000,000 is allocated to projects serving severely disadvantaged communities with a Median Household Income of \$42,737 or below (60% of the statewide average).

The FactFinder Handbook at [parks.ca.gov/rpp](https://parks.ca.gov/rpp) includes visual examples and tips to select a competitive origin.

The APPLICANT may choose any point in or on the boundary of the proposed REGIONAL PARK to create the FactFinder Report.

### **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 GRANTEEES every six months until PROJECT COMPLETION. This serves as a reminder of what the APPLICANT committed to during the competitive process.

- Criterion 4 (ideas that will be included)
- Criterion 5 (employment or learning opportunities)
- Criterion 7 (environmental design)
- Criterion 8 (hours of operation)
- Criterion 9 (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 1<sup>st</sup> 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** – the 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. The 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](http://opr.ca.gov/ceqa)

**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](http://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. [callocalcorps.org](http://callocalcorps.org)

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

## DEFINITIONS FOR ALL WORDS AND TERMS IN SMALL CAPS

**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 the weather would otherwise diminish seasonal outdoor recreation.

**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 as defined in RPP legislation:

1. A regional park district and regional open-space districts formed pursuant to Division 5, Chapter 3, Article 3 (commencing with Section 5500) of the Public Resources Code.
2. Open-Space Authorities formed pursuant to Public Resources Code Division 26 (commencing with Section 35100)

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

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

**GRANT** – the 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 Regional 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. The period will be posted at [parks.ca.gov/rpp](https://parks.ca.gov/rpp).

**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.

## DEFINITIONS FOR ALL WORDS AND TERMS IN SMALL CAPS

**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 that includes a 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 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 or other engagement techniques with the APPLICANT or with the APPLICANT’S partnering regional or 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.

**MULTI-USE TRAIL** – a looped or linear pathway designed for non-motorized recreational use including physical exercise or nature viewing or historical sightseeing separate from motorized traffic. The intended recreation use must include at least two of the following: 1) running/walking/blading and 2) biking and 3) universal access and 4) equestrian use. “Separate from traffic” means Class II and III bike lanes are not eligible as they are not separated from motorized traffic.

**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.

**NEW RECREATION FEATURE** – construction of a new RECREATION FEATURE that did not exist prior to the application deadline.

## DEFINITIONS FOR ALL WORDS AND TERMS IN SMALL CAPS

**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.

**PARTNER/PARTNERSHIP** – other than the APPLICANT itself; an agency/organization, or an individual who is contributing professional experience as a volunteer, that assists with the successful completion of the PROJECT. PARTNERS can perform tasks such as providing volunteer services, contributing materials, or funding contributions from the DESIGN phase until PROJECT COMPLETION. Examples include assisting with outreach for MEETINGS with RESIDENTS, leading PARK beautification efforts such as landscaping or public art, providing partial or full donation of land, or other funding contributions.

**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 Community FactFinder, the origin of the 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.

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

**REGIONAL PARK** – an open space area, or trail system that attracts visitors from at least a 20-mile radius or a county-wide population, offering unique or significant open space with 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 RPP projects must create, expand, or improve regional parks.

## DEFINITIONS FOR ALL WORDS AND TERMS IN SMALL CAPS

**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 beyond its original condition.

**RESIDENTS** – the population living within surrounding communities such as a 20-mile radius or county-wide of the REGIONAL PARK.

**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.

Thank you for your interest in the Regional Park Program!

**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/rpp](http://parks.ca.gov/rpp) | [parksforcalifornia.org/communities](http://parksforcalifornia.org/communities)