





Polly Escovedo Grants Manager

CCHE – Museum Grant Program 2015

\$3.9 Million Available (Estimate)

Funded by:

- Proposition 40
- Snoopy License Plates





California River Parkways Grant Program



Improving the Health of California

One Project at a Time





EAST BAY REGIONAL PARK DISTRICT

Los Angeles Area



Peck Park Canyon, Los Angeles County



San Gabriel River, Los Angeles County



Northern Central Valley



American River, Sacramento County



Putah Creek, Yolo County



Central Valley



Fahrens Creek, Merced County



Kern River, Kern County



Homer Ranch, Tulare County



Northern California



Smith River, Del Norte County



Sacramento River, Siskiyou County



Mad River, Humboldt County



Southern California



Hanson Acquisition, San Diego County



Santa Ana River, Orange County



Santa Ana River, Riverside County



Bay Area



Pinole Creek, Contra Costa County



Uvas Creek, Santa Clara County



Codornices Creek, Alameda County



River Parkways Grant Program 2015

\$7.6 Million Available (Estimated)

Public Agencies and California Nonprofit Organizations

One time funding cycle

One application per entity

\$500,000 award limit



Statutory Requirements

Project Must Meet <u>Two</u> of the Following Conditions

- Recreation Provide compatible recreation opportunities, including trails for strollers, hikers, bicyclists, and equestrians along rivers and streams
- 2. Habitat Protect, improve, or restore riverine or riparian habitat, including benefits to wildlife habitat and water quality
- 3. Flood Management Maintain or restore the open space character of lands along rivers and streams so that they are compatible with periodic flooding as part of a flood management plan or project

Statutory Requirements

Project Must Meet <u>Two</u> of the Following Conditions

4. Conversion to River Parkways – Convert existing <u>developed</u> riverfront land to uses consistent with river parkways

 Conservation and Interpretive Enhancement – Provide facilities to support or interpret river or stream restoration or other conservation activities



Interpretive Signs



Mad River Parkway, Humboldt County Project

Sustainability & Collaboration

Does the Project...

- Produce multiple benefits that reduce greenhouse gas emissions
- Reduce risks associated with climate change impacts, address sea-level rise
- Demonstrate collaboration with local, state, and community entities
- Meet ALL requirements pertaining to the drought including Executive Order and local restrictions



Brown is the new Green



Executive Order B-29-15

Statewide Mandatory water reduction

KEEP SAVING CA saveourwater.com

Save Our Water





Linda Smith Grants Administrator

Preparing for the Application

Ensure Project Readiness

- Organizational capacity
- Project partners, Funders and Match
- Grantee designation
- Site control / permits / property restrictions



The Application

Complete, Concise, and Compelling

- Share the vision
- Demonstrate eligibility
- Check only TWO Statutory Conditions on the application form
- Answer ALL the questions thoroughly
- Provide all required documentation for a complete application

Avoiding Administrative Pitfalls

Your best bet in not having an application rejected......

- Eligibility of Applicant
- Eligibility of Project/Project Components
- Public Access
- Two Statutory Conditions

- Site Control (Minimum Requirements)
- Willing Seller (Acquisitions)
- ✓ CEQA (Minimum Requirements)
- Resolution



Accepting Grant Funds

Minimal Changes to Project Scope

Changes resulting from CEQA

Competitive program

Meet Intent of Application

Changes to Budget between categories limited



Accepting Grant Funds

Project Costs

- Non-construction costs limited to 25% of grant
- Contingency limited to 10% of grant
- No advances / 10% retention until project closeout
- Stringent backup documentation required for payments



Next Steps

- Through September 1– Applications Accepted
- Fall 2015 Administrative Review
- Winter 2015/2016 Technical Review
- Spring 2016 Site Visits for Select Applications
- June 30, 2016 Awards Announced





Application Package

Critical Elements

- Application Checklist
- Application Package
- "The Project"
- Grant Project vs. Master Parkway



Application checklist



Submit six (6) unbound copies (one original and five copies) of items 1 – 12 and one copy of #13:				
Completed Application Form(s) - page 7				
One application form filed electronically Original application form with original signature				
One-page summary - page 8				
Project evaluation - page 9				
Project location map - page 19				
USGS quad map (1:24,000 scale) page 19				
Site plan - page 19 For stream/habitat projects, also submit: Plan View, Longitudinal Profile, and Cross Sections for proposed project Plan View, Longitudinal Profile, and Cross Sections of current stream/habitat conditions California Native Plant List Applicable for the Site				
Photographs				
Flood project information, submit all the following: Flood Agency Concurrence Signed authorizing resolution(s) or certification letters from CEO				
Resolution Template –page 19, 28 Certification Letter Template –page 19, 29				
Other sources of funds - page 20				
Eligibility for nonprofit applicants				
Local support letters				
Environmental Compliance (CEQA) – <u>ONLY ONE COPY EACH</u> Environmental Compliance Summary - page 37 Copy of CEQA documents listed on Summary –page 37				
For Development Projects: Submit six (6) unbound copies (one original and five copies) of items				
Property Data Sheet -page 32				
Assessor's Parcel Map(s) of all parcels				
Adequate site control/land tenure Proof of ownership (tax rolls, grant deed, etc)				
Cost estimate (development projects) - page 23				
Project permit / approval status -page 31				
Operations & maintenance documents				
For Acquisition Projects, Submit six (6) unbound copies (one original and five copies)				
Land acquisition form - page 26				
Assessor's Parcel Map(s) of all parcels				
Evidence of willing seller (acquisition projects -page 30				
Stewardship plan (conservation easements)				

Application Package

Cohesion of package

- Project Description
- Summary Page
- Evaluation Questions
- CEQA
- Site Plan
- Site Control/Land Tenure Documents
- Cost Estimate
- Timeline

Please be consistent and use the same terminology for the same items throughout the application.

Critical Elements of the Application

"The Project"

- May be part of a larger River Parkway Master Plan, but
- Must have stand-alone benefit
- Must meet program requirements on its own (i.e. two statutory conditions)
- Questions should be answered in regards to "The Project" to be funded
- Be consistent with what you call "The Project" throughout the application



Jonathan Sampson Grants Administrator

Section A. River Parkways Grant Program

Application Form

Online application form and instructions available at http://resources.ca.gov/bonds/apply/GrantsApplication.html

The application form should be completed online and submitted electronically. Print, sign and mail the application form with the required supporting materials to the Resources Agency (see page iv for mailing address).

Ap	plication Form

River Parkways

Project Name		Estimated D	ate of Completio	on:		
		Grant Amou	nt Requested: \$			
		Estimated To	otal Project Cos	t: \$		
		(State Grant a	and other funds a	s)		
APPLICANT/SPONSOR (with mailing address)		County	County		Nearest City/Town	
	Check one:					
	Non-Profit	Project Add	ess (or nearest	cross street)		
	Local Public Agency					
	State Agency					
		Senate Dist.		Assembly Dist.	US Congressional Dist.	
Applicant's Representative	Authorized in Resolution	(Signature	required at botto	om of this page)		
Name:		Title:				
Phone:		Email Addres	s:			
Project Manager - Person	with day to day responsibility for proje	ect (if different fr	om authorized r	epresentative)		
Name:		Title:				
Dharan		En all Adda				
Phone: Bri	ef Description of Project	Email Addres	-	Latitude	Longitude	
	tivities to be funded by this RP Grant)				. .	
(,,,,,,						
			Coordinates	Represent:		
				Determined Using:		
			e containateo i	otoniniou oonig		
Name of River, Stream or Cr	eek:					
-	Recreation		Public Acces	ss		
Two (2) statutory conditions	Habitat		Project Type	»:		
conditions	Flood Management		Created:		-	
	Conversion	[Restored:			
	Conservation & Interpretive Enhancen	nent	Acquired			
I certify that the informa	tion contained in this project application, i	ncluding required	attachments, is	complete and accura	ate.	
Signed:						
Арр	licant's Authorized Representative as sho	own in Resolution			Date Designee? Y N If	
					Designee? Y N If yes, attach letter of	
Drint Nama.	Deleter T	141 a.			designation from	
Print Name:	Print T	itte:			authorized representative.	

One-Page Project Summary



SECTION B: ONE-PAGE PROJECT SUMMARY

A. Summarize how the project meets the program goals. Include a brief description of current site conditions, project activities, community and government agency partnerships, and benefits of the proposed project.

B. Summarize major components of the project.

Sample Project Categories	Requested Grant Funds	Other Funding Source(s)	Total Cost
Project management/administration			
Planning, design, & permitting			
Implementation/construction			
Land acquisition			
Plant establishment & project assessment			
Contingency			
Total			

C. Summarize any public access components of the project. If the project is part of a larger parkway plan, summarize how the project is incorporated into this parkway plan. If the project can be accessed by biking, walking, or public transportation, please explain.

One-Page Summary

This should probably be the last page you create before submitting your application

- This is your opportunity to describe your project to us
- History of your area or larger plan is nice, to get perspective, but please keep it short
- Focus on those areas of the project that meet the two statutory conditions for which you are applying
- Tell us about the items for which you are seeking funding



Project Evaluation Questions

- Your project must meet <u>two</u> of the five statutory conditions
- Answer all questions included in the sections for the two statutory conditions for which you are seeking eligibility for your project
- Information regarding additional conditions met, can be found in Section C.6. Additional Project Characteristics and Multiple Benefits
- If some of the items under a particular condition do not apply to your project, please let us know indicating "not applicable"
- Don't ignore any questions


Cost Estimate

One of two base documents showing what your project will specifically accomplish and how much money it will cost

- Becomes a part of the Grant Agreement as Exhibit A or A1
- Used by Auditors (if your organization is selected for audit) to determine if grant funds were utilized in accordance with the Grant Agreement and bond statute
- Used by Grants Administrators as a checklist to determine project completion and compliance
- Needs to correlate directly with all Payment Requests
- Cannot include indirect costs or overhead costs



Cost Estimate

Shows "at a glance"

All Project Funding Sources

- All Project Categories and Tasks
 - Category = "Project Management Costs" and "Construction", etc.
 - Task = "Design", "Surveying", "Clearing and Grubbing", etc.
- All Project Costs



All Project Costs

 Show Costs by Type, Unit, Quantity, and Total Dollar Amount (Line Item Detail)

Subtotal per Project Category

Total Costs per Funding Source

Grand Total of Project

Do not share line items



Cost Estimate

A properly constructed cost estimate demonstrates project readiness

Clarity

Acronyms / industry jargon are not used

- Tasks have been identified
- Tasks have been "priced"
- Appropriate for a grant fund request

A Cost Estimate is <u>not</u> a "shot in the dark"



Cost Estimate – Example

Designet Flowsonte	Unit	Unite	Quart	Tatal Project Cont	PD Creat	Other Cruck March	Annlinent Marsat
Project Elements	Unit	Units	Quant.	Total Project Costs	KP Grant	Other Grant Match	Applicant Match
PRE-CONSTRUCTION (not to exceed 25% of grant)			\vdash				
Direct Project Management & Administration					-	L	
Staff Time (Project Manager)	\$35	hour	300	\$10,500	\$10,500	\$0	\$0
Planning, Design & Permitting		Ļ				L	
ARC Staff Time (Project Manager)	\$35	hour	200	\$7,000			\$7,000
Subtotal				\$7,000			\$0
Subtotal of Pre-Construction Costs (not to exxceed 25% of grant)				\$24,500	\$17,500	\$0	\$7,000
CONSTRUCTION							
Labor							
CCC Trail Crew Labor	\$2,900	days	55	\$159,500	\$159,500	\$0	\$0
CCC tools and equipment use - trail toter, plate compactor, small]			I	
tractor-loader, cobra rock-breaker	\$10,000		1	\$10,000		-	\$0
Grading Contractor for native plant nursery area	\$4,000		1	\$4,000		-	\$0
Portable Restroom Facility		months	5	\$500		+	\$0
Planting and Volunteer Management		hour	1200	\$42,000		-	\$0
Fence, Gate and Signage Installation		hour	110	\$2,200			\$0
Planting and Volunteer Management	-	hour	1200	\$24,000	\$24,000		\$0
Volunteer Labor	\$18	hour	300	\$5,400	\$0	\$0	\$5,400
Materials							
Native Trees and shrubs	\$8	plant	1000	\$8,000	\$8,000	\$0	
Native Grasses	\$1	plant	1500	\$1,500	\$1,500	\$0	\$0
Tools - shovels, hoes	\$25	each	10	\$250	\$250	\$0	\$0
Main valve and backflow prevention	\$5,400	each	1	\$5,400	\$0	\$0	\$5,400
irrigation tubing and connectors	\$1	ft	1000	\$1,000	\$1,000	\$0	\$0
1" PVC tube	\$0.36	ft	500	\$180		\$0	\$0
heavy duty hoses, hose bib	\$75	each	3	\$225	\$225	\$0	\$0
4-station valve/timer	\$70	each	1	\$70	\$70	\$0	\$0
10'x40' shade structure	\$2,500	each	1	\$2,500	\$0	\$2,500	\$0
Small greenhouse kit	\$5,250		1	\$5,250	\$5,250	\$0	\$0
steel planting benches	\$150	each	5	\$750			
Vegetable seed packets (donated)	\$2	each	100	\$200	\$0	\$0	\$200
Fencing materials	\$1		3500	\$3,500		\$0	\$0
Crushed rock, aggregate surfacing, boulders for ADA trail	\$45,000		1	\$45,000	- /	\$0	\$0
organic compost and topsoil	\$35		25	\$875			
Pea gravel, decomposed granite	\$65		25	\$1,625	+	\$0	
ADA Accessible Picnic tables, concrete blocks		ya each	25	\$1,625		\$0	
ADA ACCESSIBLE PICHIC TABLES, CONCrETE DIOCKS	\$400		2	\$2,000		-	
	\$1,000	Cacil		\$2,000	\$2,000	\$0	
Funding acknowledgement sign Mileage	\$600	mile	759	\$600		\$0 \$0	
Subtotal Construction Costs		mie	759	•	•	+-	
		\vdash	\vdash	\$327,750			
Subtotal All Project Costs				\$352,250			
Contigency (not to exceed 10%)	$ \longrightarrow $	$ \longrightarrow $	$ \longrightarrow $	\$5,000		-	
GRAND TOTAL				\$357,250	\$336,750	\$2,500	

But What If...

- The initial cost estimate submitted with the grant application is preliminary and may change
- Built-in process for updating the cost estimate
- Any cumulative increase or decrease of more than ten percent (10%) from the original budget in the amount of a category must be approved
- Contingency Funds to a maximum of 10% of your overall grant fund request



IMPORTANT

- Be sure to use <u>Consistent Terminology</u> throughout your application to describe project tasks
- <u>Non-construction</u> costs are capped at 25% of your total grant fund request
- List Acknowledgement Signage as a separate line item
- Double Check your Figures



Other Sources of Funds

- <u>Every</u> organization that supplies funding for the project should be listed
- This list should also include organizations that supply in-kind and/or volunteer work to the project
- Document other sources of funding by submitting the Award Letter or Letter expressing their intent to fund



CEQA Compliance Summary Sheet



13. ENVIRONMENTAL COMPLIANCE SUMMARY

Lead Agency: _

All counties included in the project

The Notice of Exemption or Notice of Determination must be filed and stamped by the County Clerk in each of the counties in which the project is located

INDICATE BELOW THE DOCUMENTATION SUBMITTED WITH APPLICATION, INCLUDING SUPPLEMENTAL MATERIAL LISTED (DRAFTS ACCEPTABLE FOR APPLICATION PURPOSES):

Initial Study (IS) or Checklist:

Additional Information/Resources for CEQA:

 CEQA guidelines:
 http://www.ceres.ca.gov/topic/env_law/ceqa/guidelines/

 State Clearinghouse and Planning Unit:
 http://www.opr.ca.gov/

CA Environmental Quality Act (CEQA)

Things to watch for

- Minimum Requirements with Application
 - Initial Study / CEQA checklist
 - Plan/Timeline for Completion, OR
 - Notice of Exemption, if Applicable
- Clarity
- Appropriate Exemption
- Filed with <u>All</u> Applicable Counties
- EIR
- Non-Profit Organizations



Site Plan – Important Components

Provide Sufficient Detail

- Visualize the Project
- Locate the Project Components
- Identify the location and name of the river, creek, or stream

And Remember...

Be consistent with Summary and Cost Estimate

One more thing...

Not a big budget? Note a problem (Handwritten plans are fine)









Acquisitions – Willing Sellers

All Acquisition project <u>must</u> include signed purchase option OR...a letter from each landowner indicating...

- Willing participant in the proposed real property transaction
- Willing to enter into negotiations should funds become available
- Agree to sell the property for a purchase price not to exceed Fair Market Value



Site Control / Land Tenure



Do you own the property?

If not, do you have permission to develop your proposed project?



Property Data Sheet

8. PROPERTY DATA SHEET

Use the Property Data Sheet to list the owner(s) of all parcels included in the proposed project. Indicate and attach all required documents including any clarifying comments below. Attach additional sheets if necessary.

				owne appli indic	rcel(s) ed by cant(s ate typ ership	i). pe of	For all parcels, Indicate document used to demonstrate ownership and attach a copy of each document-clearly labeled with the APN-to this document	docu	imer nissi	it ve ion to	ot own ndicat rifying o Deve			SM to be
No	Owner Name	Assessor Parcel Number(s)	Acreage	Fee Simple	Easement	Other (describe)	Proof of Ownership (tax bill, grant deed, etc.)	O&M Agreement	lease	APL	Letter from Owner	Other (describe)	Entity to perform O&M	# of years O&M to be performed
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														

Comments:

Total Number of Parcels:

_____Total Number of Acres: ____

YES – My Organization Owns the Property

 Copy of the recorded deed / vesting document <u>for</u> <u>each parcel</u> associated with your proposed project

Indicate the APN (Handwritten – okay)

- Each Deed should identify your agency as the owner
- Restrictions on the Property? Let us Know



Deed(s)

City Clerk City of San Diego Mail Station 2A	Boo. F. 7257 F. dol. Boo. Concert second File/1000 Eo. Date Date 6	-/ Date Dite Dite -/ 191	12 12 1399 1361279
AL PT	Sect. 2	Fook	
APNa: 631-013-36, 631-020-20, 629-07 629-070-28, 629-100-10, 629-21 631-011-14, 631-011-16, 631-01 629-100-08, 629-100-09, 629-07	0-02. 629-070-26. 629-100-	11, 629-100-12, 08, 629-062-01;	629-130-12, 629-130-17,
	GRANT DEED	Chula	MAR 0 9 2005
	consideration TON COMPANY, a Californ nown as H.G. Fenton Mater	ia Corporation,	PARK PLANNING & VELOPMENT DIVISION
HEREBY GRANT(S) to the CITY OF S California, an undivided seventy-five p Diego and the City of Chula Vista, Co	percent (75%) interest to all	that real prope	rty situated in the City of San
See Exhibit "A" attached	hereto and made a part he	reoř.	
	umbrances, rights condition	s, covenants an	d restrictions of record .
SUBJECT To existing easement, enco			



NO – My Org. Does Not Own the Property

That's Okay! However...

You must provide:

- Copy of the vesting deed(s)
- Evidence of an agreement between your organization and the landowner that authorizes you to <u>access</u> and <u>develop</u> the proposed project. Examples are:
 - Long term lease
 - Joint Powers Authority
 - Joint Use Agreement
 - Easement
 - Right of Entry Permit



MAPS

Help us identify and Envision Your Project

- Clearly link your maps with the site plan and all deeds and agreements, etc.
- Provide a deed and parcel map for <u>all property</u> included in the project
- Include County parcel numbers on each deed
- Provide a single map that clearly identifies ALL parcels and parcel numbers within your proposed River Parkways Project

Assessor's Parcel Map



Annotated Assessor's Plat Map



Operations & Maintenance Documents

What to provide

- Acquisition of a Conservation Easement:
 The Stewardship Plan for the project
- If you own or propose to acquire the project area:
 Plans for operating and maintaining the proposed project and how you plan to fund the operations and maintenance
- Is another entity will operate and maintain the project:
 - Provide an agreement outlining who will perform the operations and maintenance responsibilities



Information Resources and Closing Comments

CNRA Website (http://resources.ca.gov)

- Grant Guidelines
- Technical Workshop Power-Point Presentation
- Technical Workshop Handouts
- Frequently Asked Questions
- Resource Agency Bonds / Grants Unit
- Grant Administrators

Contact Information

Email (<u>riverparkways@resources.ca.gov</u>) Telephone (916) 653-2812



California River Parkways Grant Program Grant Guidelines & Application

Guidelines are available to be picked up here

 Or they can be accessed on-line at: <u>http://resources.ca.gov/docs/bonds and grants/Prop 13</u> <u>River Parkways 2015.pdf</u>

PDF format

 Other forms will be available on-line at: <u>http://resources.ca.gov/bonds_and_grants/river-parkways/</u>



Questions and Answers

Open Forum

General Questions

One-on-One

- Committee members available to answer specific projectrelated questions
- Agency staff available to answer questions regarding the Guidelines and / or any of the material presented
- Time constraints



