

RESOURCES AGENCY
URBAN GREENING GRANT PROGRAM

HIGHLIGHTS, EXAMPLES AND HELPFUL HINTS

MARCH 2017

Preparing the Application

- Follow the Grant Guidelines to make sure your project is consistent with the requirements of the program
- Use the checklist on Page 12 of the Guidelines to determine if your project is eligible
- Be consistent and use the same terminology for the same items throughout the application
- Must have stand-alone benefit
- Must meet program requirements on its own
- There should only be one project per application
- Online applications must be submitted through SOAR by 5pm on May 1, 2017
- A printed original (with wet signature) and one copy must be postmarked no later than May 3, 2017

What Makes a Complete Application?

- Checklist provided on page 30 of the guidelines

Completed Application Form

- Printed from SOAR with original signature, signed by the person authorized in the resolution

Project Summary

- Summarize the specific project that is being proposed for funding, if applicable describe how they project is located within and/or how the proposed project benefits a disadvantaged or critically undeserved community.
- Indicate the specific components of the project that will be funded by the grant. Include dollar amounts for each component.

Eligibility Checklist

- This will be answered and printed out from SOAR

Disadvantaged Community Checklist

- This will be answered and printed out from SOAR

Project Data Questions

- This will be answered and printed out from SOAR

Project Evaluation Questions

- Questions will be answered in the Project Evaluation Questions attachment and uploaded in SOAR.
- If some of the items under a particular condition do not apply to the project, please let us know by indicating NA.

Required Supporting Documentation

Location Map

- Directional map with enough detail to allow a person unfamiliar with the area to locate the project site

Site Plan

- Provide sufficient detail and clarity to allow reviewers to visualize the project
- Clearly display and identify proposed project components

Photographs

- Provide different views of the project site and clearly label
- No larger than 8 ½ x 11 inches

Plant Palette

- Plant selection based on appropriate/approved planting palette for your specific climate zone

Letter from Landscape Architect, Registered Professional Foresters, or Certified Arborist

- Verifying the plant/tree selection is appropriate for the site conditions and local climate
- States weather native plants are or are not feasible
- The project complies with MWELO (<http://www.water.ca.gov/wateruseefficiency/landscapeordinance/>) or a stricter local water ordinance
- The selections are low water and drought tolerant

Project Timeline

- Estimated timeline for all major tasks detailed in the project

Signed Authorizing Resolution from Governing Body

- A draft resolution may be submitted with the application, prior to any site visits (if selected), an adopted copy is required
- If using a fiscal sponsor, both the standard resolution **and** fiscal sponsor resolutions are required

Cost Estimate

- Details the project elements
- Demonstrates project readiness by showing that each task has been identified and accounted for in determining the appropriate amount of grant funds requested.
- It is not a “shot in the dark,” or a “ballpark estimate.”
- Show “at a glance” all Project Categories and Tasks, all Project Costs, and all project funding sources
- The Urban Greening funds should not be split with tasks funded by other sources
- Non-Construction costs (i.e., project management, design, etc.) are limited to 25% of the overall grant fund request
- Contingency funds are limited to a maximum of 10% of the overall grant fund request
- Make sure to budget for an acknowledgment funding sign

Eligibility for Nonprofit Applicants

- Provide evidence that the corporation is qualified under Section 501(c) (3) of the Internal Revenue Service
- Corporation is in good standing with the Secretary of State, (<http://kepler.sos.ca.gov/>)

Local Support Letter

- Required from all entities with jurisdiction over the project

CEQA

Make sure:

- All project components are adequately addressed
 - Appropriate exemption is used
 - All documents filed with all applicable counties and State Clearinghouse, as applicable
- CEQA Guidelines and Statutes can be found at
- <http://resources.ca.gov/ceqa/>

Disadvantaged Community

- Refer to Appendix D

Disadvantaged Community Engagement

- Refer to Appendix D

Property Data Sheet

- Complete form in its entirety, including parcel numbers, landowner names acreage, and the type of ownership
- Documentation demonstrating that ownership must be provided

Site Control/Land Tenure for Development Projects

- Does the applicant own the property to be developed? If not, demonstrate approval to develop the project by providing –
 - Evidence of an agreement between applicant and the landowner that authorizes access to the property and development of the proposed project such as long term leases, Joint Powers Authority, joint use agreements, right of entry permits, easements, etc.
 - Also provide a copy of the vesting deed or other documentation demonstrating ownership for each parcel associated with the proposed project.
 - Must have Site Control **before** any grant funds are released

A signed letter from the owner, stating his or her intent to enter into an agreement, is acceptable as an interim document for the application.

Project Permit/Approval Status

- Refer to Appendix M, list is not all inclusive.

Operations & Maintenance

- The application must address plans for operating and maintaining the proposed project and how funding for operations and maintenance will be accomplished.
- If someone else will operate and maintain the proposed project, provide an agreement outlining who will perform the operations and maintenance responsibilities.
- Projects are required to be operated and maintained for a requisite number of years, based upon the amount of the grant award:

- At least 10 years for grants up to \$100,000
- At least 20 years for grants up to \$1 million
- At least 25 years for grants over \$1 million

A signed letter from the third party, stating his or her intent to perform the operations and maintenance, is acceptable as an interim document for the application.

GHG Emission Reduction Calculator

- <https://www.arb.ca.gov/cc/capandtrade/auctionproceeds/quantification.htm>

Center for Urban Forest Research tree Carbon Calculator (CTCC) or i-Tree

- (CTCC) - <https://www.fs.usda.gov/ccrc/tools/tree-carbon-calculator-ctcc>
- i-Trees - <http://www.itreetools.org/>

Acquisitions - Willing Seller Letter

- If your project is an Acquisition it **must** also include an eligible Urban Greening Development project on the parcel you are acquiring

All Acquisition projects must include a letter from the landowner indicating:

- A willingness to participate in the proposed real property transaction.
- A willingness to enter into an agreement should funds become available.
- An agreement to sell the property for a purchase price not to exceed Fair Market Value.
- An executed purchase agreement can also be supplied
- The Agency will not participate in purchasing land for more than Fair Market Value even if other non-state funds are used to cover the difference.

Application Submittal

- Submit all required attachments, refer to page 10 of the guidelines on items entered directly in SOAR versus uploaded to SOAR
- **Remember** to make sure that all the documents within the application are consistent and correspond with each other. Be consistent with terminology, particularly with the summary and cost estimate.

Reimbursement Process –

- Reimbursement Program
 - Only Exception: Advances to escrow will be made after the appraised fair market value is approved by the Department of General Services
- Only Direct project related costs incurred during the performance period are eligible for reimbursement
- Personnel and Employee Services
 - Services directly engaged in project execution are eligible costs
 - Costs must be computed according to Applicant's prevailing wage or salary scales, may include fringe benefit costs such as vacation, sick leave, Social Security contributions, etc.
 - Costs charged must be tracked and computed by actual time spent on project
 - Support all costs by time and attendance records
- Consultant Services
- Acquisition Costs
- Ineligible Costs
 - Grantee Indirect/Overhead (cost calculated as a percentage of other direct costs, such as telephone, fax space rental, etc.)
 - Project maintenance