URBAN GREENING PROGRAM

FINAL GUIDELINES

FUNDED BY CALIFORNIA CLIMATE INVESTMENTS

STATE OF CALIFORNIA
CALIFORNIA NATURAL RESOURCES AGENCY

JANUARY 2019
ROUND 3

TECHNICAL ASSISTANCE WORKSHOPS

January 18, 2019
1:30 pm – 4:30 pm
SACRAMENTO
CAL/EPA
Sierra Hearing Room
1001 I Street
Sacramento, CA 95812
Parking Information:
http://www.cityofsacramento.org/Public-Works/Parking-Services

January 18, 2019
1:30 pm – 4:30 pm
WEBCAST
To access the webcast go to https://video.calepa.ca.gov/. The audio and visual links to the webcast will become active approximately 15 minutes before the start of the meeting.

January 24, 2019
1 pm – 4 pm
HUNTINGTON PARK
Salt Lake Park
3401 E. Florence Avenue
Huntington Park, CA 90255
Free On-Site Parking Available

January 31, 2019
1 pm – 4 pm
SANGER
City of Sanger
City Council Chambers
1700 17th Street
Sanger, CA 93657
Free On-Site Parking Available

February 4, 2019
10 am – 1 pm
OAKLAND
Oakland City Hall
Hearing Room 4
1 Frank Ogawa Plaza
Oakland, CA 94612
Paid Street Parking and Garages Available.
Accessible via Public Transportation.

February 11, 2019
1 pm – 4 pm
POMONA
City of Pomona
City Council Chambers
505 S. Garey Avenue
Pomona, CA 91767
Free On-Site Parking and Paid Parking Available

PLEASE RSVP AT THE FOLLOWING LINK:
https://goo.gl/forms/9XlViUbXu2RgMZ6o1
OR BY CALLING (916)653-2812

Due to the interactive format of the workshops, participants are encouraged to attend the workshop in person to benefit from the networking opportunities and access to technical assistance.

The Guidelines include information to assist applicants in applying for funding. Please read them in their entirety for important information on project eligibility, evaluation criteria and submission requirements.

For general project evaluation process questions, contact the California Natural Resources Agency at:

Phone: (916) 653-2812
Email: urbangreening@resources.ca.gov
Website: http://resources.ca.gov/grants/urban-greening/

HOW TO SUBMIT

This grant program includes a progressive, three-step evaluation process:

1. Concept Proposal
2. On-Site Field Visit
3. Supporting Documentation

All documents are submitted through the California Natural Resources Agency's System for Online Application Review (SOAR) found at: https://soar.resources.ca.gov

To access SOAR, applicants will need to sign up for a SOAR user account. A detailed guide on how to use SOAR and submit applications is located on our website at: http://resources.ca.gov/grants/.

SOAR is **not** compatible with Mac computers or the Mozilla Firefox web browser. SOAR works best on a PC using Internet Explorer.

SOAR SYSTEM QUESTIONS

For technical assistance with the SOAR website, please contact the SOAR help desk:

Hours: 8:00 AM - 4:00 PM Monday thru Friday.
Phone: (916) 653-6138
Email: soar.admin@resources.ca.gov

When contacting the SOAR help desk, please provide the following

- Proposal Identification Number (PIN) assigned to the Concept Proposal
- Name of the Grant Program (Urban Greening)
- Short description of the problem, including where in the Concept Proposal the problem is occurring
- A screen shot of the error received, if applicable

TABLE OF CONTENTS

Introduction 1
Background 2
Funding Availability and Maximum Awards 2
Quantification 2
Statutory Requirements 3
Funding Priorities 3
Other Funding Considerations 5
Selection Process 6
Evaluation/Scoring Criteria 7
Step 1: Concept Proposal 10
Step 2: On-Site Field Visits (Qualifying Projects Only) 16
Step 3: Supporting Documentation (Qualifying Projects Only) 17

Project Administration (Post Grant Award) 20
State Audit and Accounting Requirements 22

Appendices for Step 1: Concept Proposal 24

- Appendix A: Submittal Checklists for Concept Proposal 25
- Appendix B: Sample Cost Estimate 26
- Appendix C: Eligible Costs 28
- Appendix D: Disadvantaged and low-income Community Criteria and Tool 31

Appendices for Step 3: Supporting Documentation (Qualifying Projects Only) 33

- Appendix E: Resolution Template 34
- Appendix F: Environmental Compliance 37
- Appendix G: Property Data Sheet 38
- Appendix H: Site Control/Land Tenure Requirements 39
- Appendix I: Property Permit/Approval Status 40
- Appendix J: Willing Seller Letter 41
- Appendix K: Sign Guidelines 42
- Appendix L: Sample Memorandum of Grant Agreement 44
- Appendix M: Sample Deed Restriction 45
- Appendix N: Available Resources 46
- Appendix O: Senate Bill 859 48
- Appendix P: Definitions 50

INTRODUCTION

Signed into law in 2006, Assembly Bill (AB) 32, also known as the California Global Warming Solutions Act of 2006 required a sharp reduction of greenhouse gas (GHG) emissions to 1990 levels by 2020. AB 32 was the first program to take a comprehensive, long-term approach to addressing climate change to improve the environment and natural resources while maintaining a robust economy. Senate Bill (SB) 32 confirms the State's continued commitment to reducing GHG emissions by directing emissions reductions to meet a target of 40% below 1990 levels by 2030.

Signed into law on September 14, 2016, SB 859 (Chapter 368, Statutes of 2016) created the California Natural Resources Agency's (Agency) Urban Greening Program, funded by the Greenhouse Gas Reduction Fund (GGRF) to support the development of green infrastructure projects that reduce GHG emissions and provide multiple benefits. In 2018, SB 856 (Chapter 30, Statutes of 2018) allocated $20 million from the GGRF to the Agency for its Urban Greening Program, specifically for green infrastructure projects that reduce GHG emissions and provide multiple benefits.

Greenhouse Gas Reduction Funds have separate governing statutes: AB 1532 (Pérez, Chapter 807, Statutes of 2012), SB 535 (De León, Chapter 830, Statutes of 2012), and SB 1018 (Budget and Fiscal Review Committee, Chapter 39, Statutes of 2012) provide the framework for how the GGRF must be appropriated and expended. AB 1550 (Gomez, Chapter 369, Statutes of 2016), increased the percent of funds for projects located in disadvantaged communities from 10 to 25 percent and added a focus on investments in low-income communities and households. All GGRF expenditures must achieve reductions of greenhouse gas emissions. In addition to greenhouse gas emissions reduction, goals derived from AB 1532, established for the investment of auction proceeds, SB 535 and AB 1550 requirements for allocating funds to benefit disadvantaged communities, are presented below:

- Maximize economic, environmental, and public health benefits to the State
- Foster job creation by promoting in-State greenhouse gas emission reduction projects carried out by California workers and businesses
- Complement efforts to improve air quality
- Direct investment toward the most disadvantaged communities and households in the State;
- Provide opportunities for businesses, public agencies, nonprofits, and other community institutions to participate in and benefit from statewide efforts to reduce greenhouse gas emissions
- Lessen the impacts and effects of climate change on the State's communities, economy, and environment
- Allocate at least 25% of the available proceeds to projects that are located within and benefiting individuals living in disadvantaged communities
- Allocate at least 5% of the available proceeds to projects located within and benefiting individual living in low-income communities or benefiting low-income households statewide
- Allocate at least 5% of the available proceeds to projects located within and benefitting individuals living in low-income communities, or benefiting low-income households, that are within a ½ mile of a disadvantaged community.

BACKGROUND

Over the years, Agency has administered a suite of programs including the California River Parkways Program, Environmental Enhancement and Mitigation Program, and the Strategic Growth Council's Urban Greening Program under Proposition 84. These programs funded projects that provided a wide variety of benefits such as environmental, health, and community revitalization throughout the State. The Urban Greening Program, funded by the GGRF, continues the legacy of these programs but with a specific focus of achieving greenhouse gas reductions. Consistent with AB 32, the Urban Greening Program will fund projects that reduce greenhouse gases by sequestering carbon, decreasing energy consumption and reducing vehicle miles traveled, while also transforming the built environment into places that are more sustainable, enjoyable, and effective in creating healthy and vibrant communities. These projects will establish and enhance parks and open space, using natural solutions to improving air and water quality and reducing energy consumption, and creating more walkable and bike-able trails.

These Guidelines establish the administrative and evaluation criteria for this competitive program. Grants will be awarded on a competitive basis using evaluation criteria described on page 7. This program emphasizes, and gives priority to, projects that are located within and benefit the State's disadvantaged communities.

FUNDING AVAILABILITY AND MAXIMUM AWARDS

Approximately $19 million is available for urban greening projects. The State anticipates one funding cycle; however, funding cycles are contingent upon the number of competitive applications.

There are no maximum or minimum grant amounts.

QUANTIFICATION

The Urban Greening Program is responsible for reporting to the California Air Resources Board (CARB) GHG emission reductions resulting from funded projects in accordance with the CARB approved quantification methodology and the Funding Guidelines for Agencies that administer California Climate Investments (2018). All projects are required to show a net GHG benefit and provide multiple other benefits. In order to quantify GHG emission reductions, projects must include **at least one** of the following project activities:

- Sequester and store carbon by planting trees
- Reduce building energy use by strategically planting trees to shade buildings
- Reduce commute vehicle miles traveled by constructing bicycle paths, bicycle lanes or pedestrian facilities that provide safe routes for travel between residences, workplaces, commercial centers, and schools.

The 2018-2019 quantification methodology for the Urban Greening Program can be found at: www.arb.ca.gov/cci-quantification.

STATUTORY REQUIREMENTS (SB 859)

Eligible Applicants

Grant Funds will be awarded to a city, county, special district, nonprofit organization, or an agency or entity formed pursuant to the Joint Exercise of Powers Act [Chapter 5 (commencing with Section 6500) of Division 7 of Title 1] if at least one of the parties to the joint powers agreement qualifies as an eligible applicant, notwithstanding the Joint Exercise of Powers Act.

Eligible Urban Greening Projects

Eligible urban greening projects will reduce GHG emissions and provide multiple additional benefits, including, but not limited to, a decrease in air and water pollution or a reduction in the consumption of natural resources and energy. Eligible projects will result in the conversion of an existing built environment into green space that uses natural and green infrastructure approaches to create sustainable and vibrant communities. A competitive project will maximize opportunities to reduce GHG emissions through project design and implementation as well as incorporate green infrastructure solutions that improve the sustainability and function of existing urban hardscapes and landscapes.

In addition to reducing greenhouse gas emissions, SB 859 requires all projects to achieve measurable benefits. Per statute, all projects must do **at least one** of the following-

- Acquire, create, enhance, or expand community parks and green spaces, **and/or**
- Use natural systems or systems that mimic natural systems to achieve multiple benefits.

See Appendix O for the complete SB 859 text.

FUNDING PRIORITIES

Projects containing the following elements will be given priority consideration in funding decisions:

Statutory Priorities (SB 859)

Additional points will be given to projects that meet **two** of the following:

1. Provides park or recreational benefits to a critically underserved community or disadvantaged community
2. Proposed by a critically underserved community or disadvantaged community
3. Develops partnerships with local community organizations and businesses in order to strengthen outreach to disadvantaged communities, provides access to quality jobs for residents of disadvantaged communities, or provides access to workforce education and training
4. Uses interagency cooperation and integration
5. Uses existing public lands and facilitates the use of public resources and investments, including schools

Disadvantaged and Low-Income Communities

Per SB 859, disadvantaged community means a community identified pursuant to Section 39711 of the Health and Safety Code (SB 535 disadvantaged community or CalEnviroScreen 3.0) or

pursuant to Section 75005 of the Public Resources Code (a community with a median household income less than 80% of the statewide average). SB 859 directs Agency to allocate at least 75 percent of the funding available to projects located in, and that provides benefits to, disadvantaged communities. **Hereinafter, the term "disadvantaged" refers to CalEnviroScreen 3.0 and "low-income" refers to 80 percent below median statewide income.**

SB 535 directs the California Environmental Protection Agency (CalEPA) to identify disadvantaged communities based on geographic, socioeconomic, public health, and environmental hazard criteria. To inform its decision, CalEPA used CalEnviroScreen 3.0 to identify census tracts disproportionately burdened by and vulnerable to multiple sources of pollution. CalEPA defines disadvantaged communities as the top 25% highest scoring census tracts from CalEnviroScreen 3.0.

To facilitate statutory mandates, this program intends to award funding to disadvantaged or low-income communities, also known as priority populations, as follows:

1. 60 percent to projects located within and benefitting disadvantaged communities (top 25% in CalEnviroScreen 3.0)
2. 10 percent to projects located within and benefitting AB 1550 low-income communities (at or below 80 percent of the statewide median income)
3. 5 percent to projects located within and benefitting AB 1550 low-income communities that are within a half mile of a disadvantaged community.

For this program, projects located within and benefiting a disadvantaged community will be the most competitive.

See Appendix D for instructions on how to access maps which identify priority populations and the criteria for determining if the project is located within and providing benefits to these populations.

Examples of Eligible Projects

The list below provides examples of project elements that meet statutory conditions. It is not a comprehensive list.

- Establishment, enhancement, and expansion of neighborhood parks and community spaces
- Greening of public lands and structures, including schoolyards, and which may include incorporation of riparian habitat for water capture and provide for other public and wildlife benefits
- Green streets and alleyways
- Non-motorized urban trails that provide safe routes for travel between residences, workplaces, commercial centers, and schools
- Urban heat island mitigation and energy conservation efforts.

All eligible projects must result in GHG reductions by including **at least one** of the following activities:

- Sequester and store carbon by planting trees
- Reduce building energy use by strategically planting trees to shade buildings

- Reduce commute vehicle miles traveled by constructing bicycle paths, bicycle lanes or pedestrian facilities that provide safe routes for travel between residences, workplaces, commercial centers, and schools.

Examples of Ineligible Projects or Elements

The items below provide examples of projects and elements that are not eligible under this program. It is not a comprehensive list.

- Projects that do not quantify a reduction in GHG emissions using CARB's approved methodology.
- Projects that do not include the planting of trees and/or a trail that provides active transportation opportunities (commuter paths for pedestrians and bicycles).
- Projects that plant invasive plants or trees, or plant for aesthetic purposes only.
- Projects to acquire property that cannot be purchased at or below fair market value.
- Acquisition-only projects that do not include development into an urban greening project.
- Projects that include non-permeable surfaces, including concrete or asphalt, except when they are utilized as part of the project to reduce greenhouse gas emissions related to vehicular miles travelled or other sources.
- Projects contingent on future acquisition for implementation.
- Projects that are intended to correct problems caused by inadequate maintenance.
- Multiple projects that are included in one application. However, more than one application can be submitted by an applicant.
- Projects where applicant cannot demonstrate satisfactory permission to develop and maintain site at the time of application.
- Educational or training programs.
- Project that acquire property through eminent domain.
- Projects that include planting trees larger than 15-gallon.

Statewide Park Development and Community Revitalization Act of 2008

This program will maximize the expenditure of funds made available from this Act (Chapter 3.3 commencing with Section 5640) of Division 5 of the Public Resources Code.

OTHER FUNDING CONSIDERATIONS

In evaluating projects, the State may consider factors including, but not limited to, economic benefits, statewide significance, geographic distribution of funds, disadvantaged community status, and other potential project benefits, as well as partial funding.

In addition, projects must:

1. Comply with the California Environmental Quality Act (CEQA), Division 13 (commencing with Section 21000).
2. Be acquired from a willing seller (acquisitions).
3. Comply with all labor codes.
4. Provide public access, where feasible.
5. Be located in an urban area. For the purposes of this program, if a project does not qualify as a disadvantaged community under CalEnviroScreen 3.0 or a low-income community, an urban

area is defined as a geographic area designated or defined as urban by an applicable plan covering the project area, including, but not limited to general plans, specific plans, or community plans.

6. Provide direct benefits to the urban area such as **walkability** and/or **functionality** (i.e., no impediments such as a freeway with no under/over passing, river with no pedestrian crossing, storm water capture that does not directly benefit the urban area, etc.)
7. Track and report performance metric data about GHG reductions and other co-benefits. (See Project Reporting and Performance on page 22).
8. Engage with the local community to develop the project.
9. Comply with the Model Water Efficient Landscape Ordinance (MWELO) or local agency landscape water ordinance (if as strict or stricter) and use low water, drought tolerant plantings
10. Provide multiple benefits (economic, environmental, social, etc…) to the community.

Website addresses and links to legislation and other available resource and reference materials may be found in Appendix N.

SELECTION PROCESS

1. Applicants submit Concept Proposals through the System for Online Application Review (SOAR). **No hardcopy concept proposals are required.**
2. Concept Proposals are reviewed and evaluated. Incomplete or ineligible Concept Proposals may be removed from the competitive process.
3. Site visits are conducted for the most competitive projects.
4. Supporting Documentation is submitted for the most competitive projects post field visit.
5. Recommendations submitted to the California Secretary for Natural Resources.
6. Final funding decisions are determined and announced.

All information contained in the Concept Proposal and Supporting Documentation is confidential until grant awards are announced.

The State reserves the right to reject an applicant during the grant review period that is in violation of law or policy at any other public agency. Potential violations include, but not limited to, being in default of their performance requirements in other contracts or grant agreements issued by the State, being engaged in or suspected of criminal conduct that could poorly reflect on or bring discredit to the State or failing to have all required licenses to carry out the project.

The State further reserves the right to reject any applicant who has a history of performance issues with past grants or other agreements with any public entity, including the grantor.

Tribal Consultation

Applicants should consult and involve Native American Tribes and stakeholder groups regarding projects that affect California tribal communities.

Conflict of Interest

All applicants and individuals who participate in the review of submitted applications are subject to state and federal conflict of interest laws. Any individual who has participated in planning or setting priorities for a specific solicitation over and above the public comment process or who will participate in any part of the grant development and negotiation process on behalf of the public is ineligible to receive funds or personally benefit from funds through that solicitation. Failure to

comply with conflict of interest laws, including business and financial disclosure provisions, will result in the application being rejected and any subsequent grant agreement being declared void. Other legal actions may also be taken. Applicable statutes include, but are not limited to, California Government Code section 1090 and Public Contract Code sections 10365.5, 10410, and 10411.

EVALUATION/SCORING CRITERIA

All information provided during the evaluation process should demonstrate how effectively the proposed project meets statutory requirements, funding priorities, and program objectives. Project will be evaluated in the following categories. A total of 150 points are possible. **Points will be attributed to each section and not to individual questions. Sections left blank will receive zero for that section.**

1. Statutory and Program Requirements (Per SB 859)	0 – 40
➢ Project reduces Greenhouse Gas Emissions	
➢ Project acquires, creates, enhances, or expands community parks and green spaces, AND/OR uses natural systems or systems that mimic natural systems to achieve multiple benefits	
➢ Project achieves multiple benefits	
2. Statutory and Program Priorities (Per SB 859)	0 – 30
➢ Provide park or recreational benefits to a critically underserved community or disadvantaged community	
➢ Proposed by disadvantaged or critically underserved community (Project must be located within the disadvantaged community)	
➢ Develop partnerships with local community organizations and businesses in order to strengthen outreach to disadvantaged communities, provides access to quality jobs for residents of disadvantaged communities, or provides access to workforce education and training	
➢ Uses interagency cooperation and integration	
➢ Uses existing public lands and facilitates the use of public resources and investments, including schools	
3. Disadvantaged and Low-Income Communities	
➢ Project is located within and benefits a disadvantaged community	20
➢ Project is located within and benefits an AB 1550 low-income community	10
➢ Project is located within and benefits an AB 1550 low-income community within a half-mile of a disadvantaged community	5
➢ Project addresses a meaningful and important community need	0 – 10
4. Statewide Park Development and Community Revitalization Act	5
5. Additional Project Characteristics	0 – 10
6. Project Readiness	0 – 10
7. Organizational Capacity	0 – 10

Eligibility Checklist

To help determine eligibility, prior to completing a Concept Proposal, answer the following questions.

	Criteria	Yes/No
1.	Is the applicant one of the entities listed below? (Mark applicable)	
	City	
	County	
	Non-profit organization 501 (c) (3)	
	Joint Powers Authority	
	Special District	
2.	Does the project meet **at least one** of the three GHG reduction project activities listed on page 2?	
	Sequester and store carbon by planting trees	
	Reduce building energy use by strategically planting trees to shade buildings	
	Reduce commute vehicle miles traveled by constructing bicycle paths, bicycle lanes or pedestrian facilities that provide safe routes for travel between residences, workplaces, commercial centers, and schools.	
3.	Does the project meet **at least one** of the statutory requirements listed on page 2?	
	Acquire, create, enhance or expand community parks and green spaces	
	Use natural systems or systems that mimic natural systems to achieve multiple benefits	
4.	Is 50% or more of the project located within a publicly accessible area in a disadvantaged or low-income community? (Select all that apply)	
	a. Disadvantaged Community (CalEnviroScreen 3.0)	
	b. Low-Income Community (at or below 80% of statewide median income)	
	c. Low-Income Community within a Half Mile of a Disadvantaged Community	
	d. If not, is the project located in an urban area as defined? If yes, list the applicable plan covering the project area that designates or defines the area as urban (May include, but not limited to, general plans, specific plans, or community plans.) Plan Name:	

Disadvantaged Community Eligibility Checklist

A minimum of 75% of the available funds will be awarded to projects located within and benefitting disadvantaged and low-income communities. To help determine disadvantaged or low-income community eligibility, prior to completing the concept proposal, answer the following questions. See Appendix D for more information on identifying a disadvantaged or low-income community and the criteria for evaluating projects in these communities.

	Criteria	Yes/No
1.	Does the project serve a disadvantaged or low-income community? (Select all that apply)	
	a. Disadvantaged Community (CalEnviroScreen 3.0)	
	b. Low-Income Community (at or below 80% of statewide median income)	
	c. Low-Income Community within a Half Mile of a Disadvantaged Community	
	d. Critically Underserved Community	
2.	Is 50% or more of the project in a publicly accessible area within the disadvantaged or low-income community?	

If you selected "Yes" to at least one of the Questions 1 a-c, answer Questions 3-7. Projects must meet at least one of the following to be eligible as a disadvantaged or low-income community. Select all that apply.

3.	Will a majority of the trees planted be accessible by walking within ½ mile of the disadvantaged or low-income community?	
4.	Does the project reduce the flood risk to one or more adjacent disadvantaged or low-income communities?	
5.	Does the project expand or improve the usability of existing active transportation routes?	
6.	Does the project improve open spaces, parks, greenbelts, and passive recreational areas publicly accessible by walking within ½ mile of a disadvantaged or low-income community?	
7.	Does the project reduce energy demand for households?	

STEP 1: CONCEPT PROPOSAL

Applicants are required to submit an online Concept Proposal in SOAR (System for Online Application Review) no later than **February 28, 2019 by 5:00 PM**. No hard copies are required. Applicants proposing the most competitive eligible projects will be invited to compete in the next phases of the evaluation process, which include an on-site field visit. The most competitive projects that receive a field visit will be invited to submit additional supporingt documentation. All Concept Proposal submittals will include the following:

Project Summary

Describe the discrete project, including expected project deliverables. Include a brief description of current site conditions and extent of public access for the proposed project, if applicable. Summaries are limited to 4,000 characters.

Project Questions

Applicants must answer the following questions, as applicable. If a question does not apply to the project, indicate "Not Applicable" with a brief explanation. Do not leave blank fields. Answers are limited to 4,000 characters.

Statutory and Program Requirements - All applicants must meet certain requirements as specified in statute. Each applicant must answer the questions below, as applicable.

1. Explain how the project meets the statutory criteria of 1) acquiring, creating, enhancing, or expanding community parks and green spaces, **and/or** 2) using natural systems, or systems that mimic natural systems.

2. Which of the three project activities (carbon sequestration through tree-planting, energy use reduction from tree shade, or reduced vehicle miles traveled) is being proposed?

3. Explain how the proposed strategy will result in a net GHG benefit. CARB's 2018-2019 quantification methodology for the Urban Greening Program can be found at: www.arb.ca.gov/cci-quantification

4. Explain how the project provides multiple benefits. These could include, but are not limited to, reduced air pollution, water pollution, consumption of natural resources, or consumption of energy.

5. Select **two** of the project examples (a-j) from the list below and answer the corresponding questions. Provide a qualitative description of the project as well as any quantitative information on this topic.

    a. Greening of existing public land and structures, including schools

        6. Describe the current environmental condition and use of the project site.

        7. How will the proposed project contribute to the economic, social, and/or recreational life of the community?

b. *Green streets and alleys that integrate green infrastructure elements into the street or alley design, including permeable surfaces, bioswales, and trees*

8. How will the project convert the property into a green street or alley?

9. How will the project reduce vehicle miles traveled?

c. *Non-motorized urban trails that provide safe routes for both recreation and travel between residences, workplaces, commercial centers, and schools*

10. Describe how the trail increases connectivity of the active transportation network such as filing gaps or otherwise completing routes in a bike or trail plan or a low-street bikeway network.

11. Identify the intended users of the trail.

12. Describe how the trail connects to or between parks, open space, or green infrastructure.

d. *Tree Canopy*

13. What species of trees and plants will be used? If proposing non-native species, explain the rationale for the selection.

14. What are the environmental benefits of the species selected?

15. What consideration, if any, was given to pollen production in the project plant palette?

16. How was the initial size selected for the planting area considered to ensure the best chance for survival and growth? **Trees must not be larger than 15-gallon**.

e. *Neighborhood, city, regional, or county parks and open space*

17. How many acres of green space/park will be created or enhanced?

18. Describe any limits such as parking, hours of operation, available staffing, user fees, seasonal restrictions, or other ecological considerations.

f. *Riparian Habitat*

19. Describe how the project will protect, restore, enhance, or preserve riparian habitat using either common or scientific names to identify elements.

20. If the project includes restoration or re-establishment of riparian habitat, explain plans to employ habitat management strategies designed to reduce mosquito production (e.g., Central Valley Joint Ventures Technical Guide to Best Practices at http://www.centralvalleyjointventure.org/assets/pdf/CVJV-Mosquito_BMP.pdf).

g. *Urban heat island mitigation and energy conservancy efforts through greening, including green roofs*

21. Describe what energy saving measures will be incorporated into the project. Energy saving measures may include, but are not limited to, constructing green roofs, planting trees to shade buildings, walkways and spaces, and converting asphalt to native plants and/or turf, or other permeable surfaces.

22. Explain how the project will reduce GHG emissions by reducing energy demand and promoting resource efficiencies.

h. *Multi-objective stormwater projects, including the construction of permeable surfaces and collection basins and barriers*

23. Describe generally the type of stormwater facilities in the proposal (e.g., rain gardens, planters, bioswales, green roof, etc…)

24. How will the project be designed to reduce mosquito and methane production? (See: Central Valley Joint Ventures Technical Guide to Best Practices at http://www.centralvalleyjointventure.org/assets/pdf/CVJV-Mosquito_BMP.pdf.)

25. What is the estimated volume of stormwater captured and treated? Explain your methodology.

i. *Climate resilience and adaptation of urban areas that reduce vulnerability to climate impacts and improve the ability of natural systems to buffer the impacts of climate change*

26. How will the project specifically increase resilience to climate change?

27. What approach was used to determine said benefits?

28. Identify the climate action plan applicable to the project.

j. *Economic, social, and health benefits including, but not limited to, recreational opportunities, workforce education and training, contracting, and job opportunities for disadvantaged communities*

29. How will the project maximize access to workforce education, training, and quality jobs to residents of disadvantaged communities and individuals with barriers to employment?

30. How will the project ensure supplier diversity and procure goods from local businesses, businesses located in disadvantaged communities, or minority or women-owned businesses?

31. How will the project use state or local youth employment programs (e.g., California Conservation Corps, local conservation corps or similar youth employment programs) and how will youth employment elements be integrated into the program?

32. Using the list below, indicate which of the following apply to the project and explain how the selected benefits will be achieved –

- Improved mental health (e.g., social networking, overall well-being)
- Increased physical activity (e.g., effects on obesity, diabetes, heart disease, etc.)
- Reduced risk of skin cancers
- Increased access to locally grown/sustainable food sources
- Increased access to natural environments, parks, opens space, etc.
- Other co-benefits to public health (examples include reducing urban heat island effects, increasing safe active transportation - e.g., pedestrian walking and bicycling, and serving an area of high density population)

Statutory and Program Priorities - Each applicant must answer the questions below, as applicable. For the purposes of this section, points will be awarded to the project in which either the disadvantaged community or low-income approach is applicable.

33. Describe how the project will accomplish **two** of the following:
    a. Provides park or recreational benefits to a critically underserved community or disadvantaged community
    b. Proposed by critically underserved community or disadvantaged community
    c. Develop partnerships with local community organizations and businesses in order to strengthen outreach to disadvantaged communities, provides access to workforce education and training
    d. Uses interagency cooperation and integration
    e. Uses existing public lands and facilitates the use of public resources and investments, including schools

34. Discuss any demographic, social, and/or cultural issues that are important to the local community and that will influence design, implementation, and maintenance of the project.

35. Identify the plans in which the project has been identified as a statewide priority.

36. How does the project incorporate participation of local agencies, businesses, nonprofits, non-governmental organizations and citizens' groups in project planning, design, or implementation?

37. Identify how the project will expand acreage and/or access to open space in the critically underserved, disadvantaged, or low-income community?

Disadvantaged and Low-Income Communities - For the purposes of this section, points will be awarded to projects in which the disadvantaged and/or low-income community approaches are applicable.

38. Identify where the project will be located in relationship to the disadvantaged and/or low-income census tract by providing geographical location information. (See Appendix D for the disadvantaged and low-income community criteria)

39. Describe how the applicant or partnering community-based organizations made efforts to meet with and involve disadvantaged or low-income community residents about the project prior to the proposal deadline.

40. Discuss how the project addresses an important and meaningful community need. (See Appendix D for more information on identifying a meaningful community need.)

Statewide Park Development and Community Revitalization Act - Each applicant must answer the questions below, as applicable.

41. Was this project eligible to receive funding from the Statewide Park Development and Community Revitalization Act of 2008?

Additional Project Characteristics - Each applicant must answer the questions below, as applicable.

42. Explain how the project addresses environmental, social, economic, or public health issues or provide benefits not previously discussed?

43. Describe how the project uses anti-displacement strategies.

44. Describe the type of irrigation system included in the project.

Project Readiness - Each applicant must answer the questions below, as applicable.

45. Describe the status of the following items, including anticipated timing for completion of each:
    - Preliminary designs
    - Environmental documentation
    - Necessary permits and long-term operation and maintenance commitments and agreements
    - For projects including an acquisition: detailed appraisal and/or comparable sales data; preliminary title report; negotiations with a willing seller

46. List all other sources of funding and amounts already committed to the project and expected timing of funds.

47. If funding is not received from other sources, is the requested grant amount sufficient to complete the project?

48. List all entities with jurisdiction over the project and the status of notifications, agreements, meetings, etc.

Organizational Capacity - Each applicant must answer the questions below, as applicable.

49. Describe your organization's experience in completing this type of project?

50. Identify the project's fiscal sponsor and explain their role, if applicable.

51. Describe all past state grants from other agencies including the project name and year.

END OF QUESTIONS

REQUIRED DOCUMENTATION FOR CONCEPT PROPOSAL

The following documents must be uploaded into SOAR as part of the Concept Proposal:

1. **Concept Proposal Form Signature Page** – The signature page on the completed Concept Proposal Form should be printed and signed by the same Authorized Representative who will be identified in the Applicant's Resolution. The completed, signed form should be scanned and uploaded to SOAR as an attachment.

   To print the Concept Proposal Form from SOAR:

   a. Log into SOAR and go into the active Urban Greening Program Concept Proposal Form.
   b. Ensure all Concept Proposal page information is complete and accurate.
   c. On the General Information tab, scroll to the bottom of the page and select the Preview/Submit button. (NOTE: Clicking this button will not submit your Concept Proposal)
   d. On the Concept Proposal Preview page, select the "Print Concept Proposal" button on the top.
   e. Select Ctrl+P, to print the Concept Proposal. Choose the correct page range for just the signature page. Click Print.

2. **Site Plan** – Plans should be for the project which funding is requested. If the project is part of a larger project, clearly indicate the portions to be grant-funded. Plans should contain specific property details, exterior boundaries, public access points, and location of the proposed improvements described in the Concept Proposal. The plan should be specific enough to allow someone unfamiliar with the project to visualize it in detail.

3. **Photographs** – Provide up to five (5) labeled color photographs of different views of the project site reflecting current conditions.

4. **Cost Estimate** – Provide a detailed cost estimate reflecting all costs associated with the project. Identify costs included in the grant request and costs covered by other funding sources in separate columns. (See Appendix B for sample format.) The cost of project elements funded by the Urban Greening grant should not be split between the grant and other funding sources. Cost estimates should include an individual line item for funding acknowledgement signage costs. (See Appendix K for Signage Guidelines).

END OF REQUIRED DOCUMENTATION FOR CONCEPT PROPOSAL

STEP 2: ON-SITE FIELD VISIT (QUALIFYING PROJECTS ONLY)

Applicants submitting the most competitive Concept Proposals will be further evaluated during an on-site field visit**.** At the site visit, applicants should be prepared to respond to project-specific questions including, but not limited to, the cost estimate, funding, site plan, site control, operations and maintenance, partnerships, community involvement, and any possible barriers to successful completion.

Announcements for field visits are expected in Spring 2019. A field visit invitation does not guarantee a project will compete successfully for funding.

END OF STEP TWO INFORMATION

STEP 3: SUPPORTING DOCUMENTATION (QUALIFYING PROJECTS ONLY)

Applicants with the most competitive projects after field visits will be required to submit supporting documentation further demonstrating their ability to carry out the project.

The following required supporting documentation must be uploaded as attachments in SOAR. If an item is not applicable to the project, but is required in SOAR, upload a brief explanation of why the item is not applicable. Templates for some materials can be found at http://resources.ca.gov/grants/urban-greening.

For All Projects -

1. **Location Map –** Directional map with enough detail to allow a person unfamiliar with the area to locate the project site.

2. **Signed Authorizing Resolution –** Provide a signed authorizing resolution from the applicant's governing board (See Appendix E for required Resolution format and content. Resolutions must include all assurances indicated in the template. If using a fiscal sponsor, provide the standard resolution template **and** both fiscal sponsor resolutions

3. **Eligibility for Nonprofit Applicants –** Provide evidence 1) that the corporation is qualified under Section 501(c)(3) of the Internal Revenue Service Code (e.g., IRS Determination Letter) and 2) that the corporation is in good standing with the Secretary of State (e.g., Active Status printout).

4. **Environmental Compliance –** At a minimum, provide a copy of the Categorical Exemption or an Environmental Checklist Form for the entire proposed project. Drafts are acceptable for this step. If the project is awarded funding, CEQA (and NEPA, if applicable) must be completed to the State's satisfaction before any construction funds will be disbursed. (see Appendix F)

5. **Project Timeline –** Provide an estimated timeline for all major project milestones.

6. **Assessor's Parcel Map –** Provide a photocopy of relevant assessor's parcel maps, with project parcels highlighted and full parcel numbers clearly labeled.

7. **Plant Palette –** For projects with any plantings, provide genus, species, common name, and stock size (if known). **Trees must not be larger than 15-gallon**. (See Appendix N for resources to aid in plant selection and planting standards.)

8. **Property Data Sheet –** Provide the completed Property Data Sheet for all parcels included in the project (see Appendix G).

9. **Proof of Ownership –** Provide copies of documents verifying current ownership for each parcel listed on the Property Data Sheet. Examples of such documents include, but are not limited to, tax records, owner data sheets from county records, recorded deeds, title reports, etc. All documents verifying ownership must have the parcel numbers clearly indicated on the document (handwritten acceptable).

10. **Adequate Site Control/Land Tenure –** For parcels not owned by the applicant, provide a copy of an agreement giving the applicant legal access to and permission to construct and

maintain the project on the property. If applicable, the agreement should also permit public access to the project for the required number of years (see Appendix H).

If an agreement has not yet been executed at the time submitting supporting documentation, the applicant may submit a signed letter from each landowner identifying the affected parcel(s) and indicating that, if awarded funding, the owner is willing to enter into an agreement with the applicant to allow long-term access for construction, maintenance, and public use of the project.

11. **Operations & Maintenance –** If operation and maintenance will be performed by an entity other than the applicant, explain and provide evidence of concurrence from that entity (e.g., operational agreements, letters of intent, memoranda of understanding signed by all parties, etc.). If an agreement has not yet been executed at the time of application, the applicant may submit a signed letter by the entity indicating its intent to enter into such an agreement.

12. **Permit/Approval Status –** Indicate the types of permits necessary to complete the project, permitting submittal, and potential project delays due to permitting (Appendix I).

13. **Evidence of Disadvantaged and Low-Income Community Engagement** – Attach memorandum of understanding, meeting agendas, or support letters from engaged community organizations and businesses demonstrating support and understanding of the project and that the project addresses an important and meaningful community need. See Appendix D for guidance on identifying a community need and providing benefits.

14. **GHG Emission Reduction Calculator** – Attach the populated 2018-2019 Urban Greening GHG Emission Reduction Calculator required by the CARB approved quantification methodology. See Appendix N for a link to the quantification methodology and calculator.

15. **i-Tree Planting or i-Tree Streets Supporting Documentation –** For tree planting projects, provide the i-Tree inputs used to determine the project's net GHG benefit. See Appendix N for links to i-Tree Planting or i-Tree Streets.
    - i-Tree Streets
        - Carbon Stored Report
        - Energy Report (if applicable)
        - Air Quality Report
    - i-Tree Planting Project Report

16. **Water Budget Workbook –** For projects with additional irrigation, provide the completed Water Budget Workbook for New and Rehabilitated Non-Residential Landscapes. A link to the workbook can be found in Appendix N and in the GHG Emission Reduction Calculator.

17. **Average Daily Traffic Supporting Documentation –** For commuter path projects, provide documentation of the average daily county data used in your calculation. Documentation should be sourced from the relevant transportation agency, such as the California Department of Transportation or local transit agency.

18. **Community Engagement Co-Benefit Questionnaire –** Provide the completed Community Engagement Co-Benefit Questionnaire. (See Appendix N for a link to the co-benefit questionnaire.)

19. **Climate Adaptation Co-Benefit Questionnaire –** Provide the completed Climate Adaptation Co-Benefit Questionnaire. (See Appendix N for a link to the co-benefit questionnaire.)

20. **Job Co-Benefit Modeling Tool –** Provide the completed Job Co-Benefit Modeling Tool. (See Appendix N for a link to the co-benefit tool.)

For Acquisition Projects

21. **Evidence of Willing Seller –** Provide a letter from each landowner indicating they are a willing participant in the proposed real property transaction. The letter should clearly identify the parcels owned by each seller and state if grant funds are awarded, the seller is willing to enter into an agreement or negotiation for an agreement for the sale of the real property at a purchase price not to exceed fair market value. (See Appendix J for a sample letter.) If available include a copy of the fully executed purchase option agreement as well.

22. **Appraisal –** If available

23. **Preliminary Title Report –** If available

END OF STEP THREE INFORMATION

PROJECT ADMINISTRATION (POST GRANT AWARD)

All projects awarded funding will follow the general administrative procedure outlined below:

1. Grantee attends grant management workshop which addresses project administration, including proper submission of payment requests.
2. Grants Administrator works with Grantee to develop and execute grant agreement.
3. For acquisitions, Grantee submits an appraisal for Department of General Services' (DGS) review.
4. Grantee commences preliminary work (planning, design, permitting, CEQA, etc.) and submits reimbursement requests for eligible expenses.
5. Prior to commencing construction, Grantee submits final design plans for the State's review and approval, as well as evidence of environmental compliance and funding acknowledgement installation.
6. Grantee notifies the State of any public events related to the initiation of project construction.
7. Grantee commences project construction work.
8. The State conducts, as needed, periodic project site visits and request periodic progress reports from the Grantee.
9. Grantee submits periodic progress reports and periodic reimbursement requests for eligible expenses (payment requests are subject to retention).
10. For acquisition projects, Grantee may request an advance of funds into escrow (subject to retention).
11. As applicable, Grantee records Deed Restriction/Memorandum of Unrecorded Grant Agreement (MOUGA).
12. Grantee completes project and submits project completion packet.
13. The State conducts final project inspection and approves final payment request(s).

Changes to Approved Project

Grantee seeking changes or amendments to an approved project must obtain the State's approval. Changes in the project scope must continue to meet the need and net GHG benefit cited in the original application. Grantees jeopardize funding should changes be made without prior notice and approval by the State.

Eligible Costs

Direct project-related costs incurred during the project performance period specified in the grant agreement will be eligible for reimbursement. All eligible costs must be supported by appropriate documentation. Costs incurred outside of the project performance period are not eligible for reimbursement. **Indirect and overhead costs are not eligible for reimbursement.** (See Appendix C for further information on Eligible Costs).

Site Visits

The State may make periodic visits to the project site, including a final inspection. The State will determine if the work is consistent with the approved project scope and ensure compliance with signage requirements.

Payment of Grant Funds

Funds will not be disbursed until there is a fully executed grant agreement between the State and the Grantee. Funds for construction/implementation cannot be disbursed until environmental review is completed and the funding acknowledgement sign is installed at the project site.

Development Projects

- Payments will be made on a **reimbursement** basis. This means the Grantee pays for services, products, or supplies; submits invoices and proof of payment; and is then reimbursed by the State. It generally takes six to eight weeks to receive payment after Grantee submits a completed payment request.
- Ten percent (10%) of the amount requested for reimbursement may be retained and issued as a final payment upon project completion.

Acquisition Projects

- Acquisitions must include development into an urban greening project as part of the project being funded.
- The property appraisal must be reviewed and approved by the Department of General Services (DGS).
- Properties must be acquired at a price that does not exceed fair market value.
- The State-approved purchase price, together with eligible acquisition costs, may be advanced into an escrow account within 60 days of close of escrow. All disbursements are subject to a ten percent (10%) retention.
- Any remaining grant funds shall be available on a reimbursable basis for other eligible costs.
- Acquisitions are subject to the State's interest expressly stated in the deed.

Fiscal Sponsor

If an applicant is unable to carry the financial responsibility of a reimbursement program, it may partner with a fiscal sponsor. The fiscal sponsor may be either a local public agency or 501 (c)(3) non-profit organization.

Loss of Funding

The following are examples of actions that may result in a Grantee's loss of funding. This is not a comprehensive list.

- Grantee fails to execute a Grant Agreement.
- Grantee changes the project scope without prior notice to and approval by the State.
- Grantee fails to submit evidence of environmental compliance as specified in the grant agreement.
- Grantee loses willing seller(s).
- Grantee fails to complete the project.
- Grantee fails to timely submit all documentation within the period specified in the grant agreement.
- Property cannot be acquired at or below approved fair market value.
- Grantee fails to provide project updates as requested.

Use of Project Property

Grantee must maintain and operate the project property acquired or developed in a manner consistent with the grant agreement and grant guidelines for a period commensurate with land tenure/site control requirements (see Appendix H).

Grantee must own the land or hold a lease or other legal, long-term interest in the land that is satisfactory to the State.

Grantee is responsible for ensuring the project complies with all applicable state and federal laws and regulations, including, but not limited to: CEQA/NEPA, legal requirements for construction, building codes, health and safety codes, state contractor's and other licenses, and disabled access laws. Grantee must certify that all applicable permits have been obtained.

Project Reporting and Performance

Grantee is required to keep the State informed of the project's progress throughout the project performance period. Grant must submit periodic status reports as requested by the grants administrator. Grantee will be responsible for providing quantitative, as well as qualitative, project results. Reported project information will be publicly available on CARB's website. Reports shall, at a minimum, include the following items:

- Project name
- Project location
- Total grant award
- Quantified GHG emission reductions
- Quantified co-benefits
- Disadvantaged and low-income community benefits
- Anticipated outcomes in the next quarter
- Project timing

Furthermore, 30 percent of awarded projects will be required to provide an annual project outcome report for up to three years after project completion. The timeline for project outcome reporting will begin once all the project components are complete. Projects selected for project outcome reporting may be based on geography, project type, co-benefits, and disadvantaged or low-income community status.

STATE AUDIT AND ACCOUNTING REQUIREMENTS

Audit Requirements

Urban Greening projects are subject to audit by the State of California annually following the final payment of grant funds and for the project life. If the project is selected for audit, advance notice will be given. The audit shall include all books, papers, accounts, documents, or other records of the grantee, as they relate to the project for which the funds were granted. All project expenditure documentation should be available for an audit whether paid with grant funds or other funds.

The grantee must have the project records, including the source documents and evidence of payment, readily available, and provide an employee with knowledge of the project to assist the auditor. The grantee must provide a copy of any document, paper, record, etc., requested by the auditor.

Accounting Requirements

The Grantee must maintain an accounting system that:

- Accurately reflects fiscal transactions, with the necessary controls and safeguards.
- Provides a good audit trail, including original source documents such as purchase orders, receipts, progress payments, invoices, employee paystubs and time cards, evidence of payment, etc.
- Provides accounting data so the total cost of each individual project can be readily determined.

Records Retention

Project records must be retained for the project life (See the Urban Greening Attestation Memo and Expenditure Record for the project life for each project activity.) A link to the expenditure record is located in Appendix N. Grantees are required to keep source documents for all expenditures related to each grant for the project life. A project is considered complete upon receipt of final grant payment from the State.

APPENDICES FOR
STEP 1 – CONCEPT PROPOSAL
(PAGES 25 TO 32)

APPENDIX A – CONCEPT PROPOSAL CHECKLIST

The following is entered directly into SOAR:	
Concept Proposal Form	
Eligibility Checklist	
Disadvantaged Community Checklist	
Project Summary	
Project Questions	
The following will be uploaded into SOAR as an attachment:	
Concept Proposal Signature Form (print signature page and upload)	
Site Plan	
Photographs	
Cost Estimate (Appendix B)	

APPENDIX B – SAMPLE COST ESTIMATE/BUDGET FORM FOR URBAN GREENING PROJECTS

PROJECT ELEMENT (SAMPLES ONLY)	Unit of Measure	Unit Price	Quantity	Total Amount	UG GRANT	Named Funding Source 1	Named Funding Source 2	Named Funding Source 3
1. PROJECT MANAGEMENT								
Planting Palette/Design								
Direct Project Administration								
Permits/CEQA								
Technical Consulting								
Subtotal Task 1 (not to exceed 25% of grant)								
2. Site Preparation								
Clearing/Grubbing								
Grading								
Mobilization								
Subtotal Task 2								
3. Green Elements								
Trees-15 Gallon (include type)								
Biosw ales								
Irrigation								
Mulch								
Plants (include type)								
Subtotal Task 3								
3. Bicycle Lanes								
Class II Bicycle Lane								
Road Signs								
4. Other								
Hazard Insurance								
Signs and Interpretative Aids								
Funding Acknow ledgement Sign								
Subtotal Task 4								
5. Acquisition (Acquisition Projects Only)								
Estimated Fair Market Value of the Property								
Preliminary Title Reports/Appraisal								
Surverying (limited to boundary line adjustment)								
Direct Costs (staff and consultants- not to exceed $10,000 per grant)								
State approval costs of appraisal transaction review								
Subtotal Task 5 (Acquisition)								
Contingency (not to exceed 10% of grant)								
TOTAL								

*All project expenditure documentation should be available for audit whether paid with grant funds or other funds.

**Only direct project management costs are eligible; no overhead/indirect costs are reimbursable. In-service payroll may not include a "billable rate" or administrative cost allocation.

Cost Estimate/Budget Form Instructions

1. All project elements should be detailed and customized to fit the project. Each element should be clearly described in the project narrative and identified in the site plan.

2. Non-construction/project management costs shall not exceed 25% of the grant.

3. Each funding source, whether in-kind or cash, should have its own column. Specify in-kind or cash in each column heading.

4. The Urban Greening Program funding and other funding sources should sum to the Total Amount.

5. The unit price multiplied by the quantity equals the Total Amount column.

6. The cost of the project elements funded by the Urban Greening Program should be not split between the grant and other funding sources.

7. Funding Acknowledgement Sign- Provide estimated cost of required signage (See Appendix K).

If the project includes an acquisition:

1. Cost of State approval of appraisal review: Use $10,000 per escrow.

2. For acquisitions, direct staff and consultation costs are not to exceed $10,000 per grant.

APPENDIX C - ELIGIBLE COSTS

Direct project-related costs incurred during the project performance period specified in the grant agreement may be eligible for funding and must be supported by appropriate documentation. **Indirect costs and costs incurred outside of the project performance period are not eligible.**

Projects must comply with Labor Code Section 1771.5. Therefore, cost estimates should include prevailing wages, as applicable. See the Department of Industrial Relations' Division of Labor Statistics and Research website at http://www.dir.ca.gov/DLSR/PWD/index.htm for general prevailing wage determinations. For questions about prevailing wage, contact Department of Industrial Relations.

All Projects

1. **Direct Costs –** Only direct costs are eligible. General administrative costs and overhead (e.g., costs calculated as a percentage of other direct costs, such as telephone, utilities, and space rental, etc.) and endowments for ongoing project maintenance are not eligible and will not be reimbursed.

2. **Contingency –** Up to ten percent (10%) of the grant may be budgeted for contingency costs. All such costs must be eligible per these guidelines. Contingency funds may not be used to increase the amount of funds applied towards management/non-construction (pre-implementation) work.

3. **Signs and Interpretive Aids –** Costs include construction of exhibits, kiosks, display boards or signs located at and communicating information about the Urban Greening Project and the required funding acknowledgement signs (see Appendix K).

4. **Project Management/Non-Construction –** Up to twenty-five percent (25%) of the grant funds for a development project may be spent on project management/non-construction (pre-implementation) costs including but not limited to CEQA compliance, environmental assessments, planning and design, outreach, architecture and engineering, construction plans, permitting, direct project administration and management.

   The State will award pre-implementation funds for eligible proposed projects provided the applicant agrees that if the proposed project is not ultimately approved for implementation or awarded funding by the State, but is instead funded and implemented by entities independent of the State, and which rely in whole or in part on the environmental documentation paid for by the pre-implementation award, that upon approval by those other entities, all funds expended by the State for the environmental review will be repaid.

5. **Personnel or Employee Services –** Costs for services of the grantee's employees directly engaged in project execution must be computed according to the Grantee's prevailing wage or salary scales, and may include benefits such as vacation, sick leave, Social Security contributions, etc., that are customarily charged to the recipient's various projects, **excluding** overhead allocations.

   Costs charged to the project must be computed on actual time spent on the project and evidenced by time and attendance records describing the work and payroll records. Overtime costs may be allowed under the recipient's established policy provided that the regular work time was devoted to the same project.

Salaries and wages claimed for employees working on State grant funded projects must not exceed the Grantee's established rates for similar positions.

6. **Contracted Services –** The costs for contracted services may be reimbursed if invoices are presented with payment requests that identify the specific project activities and are supported by evidence of payment.

7. **Construction –** All necessary labor and construction activities to complete the project are eligible, including site preparation (demolition, clearing and grubbing, excavation, grading), monitoring (including soil and water testing during construction), onsite/field implementation and construction supervision, etc. The grant can pay for up to three years of plant establishment, as deemed appropriate.

8. **Equipment –** Equipment owned by the grantee may be charged to the project for each use. Equipment use charges must be made in accordance with the Grantee's normal accounting practices. The equipment rental rates published by the California Department of Transportation or local prevailing rental rates may be used as a guide (refer to http://www.dot.ca.gov/hq/construc/equipment.html

   If the Grantee's equipment is used, a report or source document must describe the work performed, indicate the hours used, relate the use to the project, and be signed by the operator and supervisor.

   Equipment may be leased, rented, or purchased, whichever is most economical. If equipment is purchased, its residual market value must be credited to the project costs upon completion of the project.

9. **Supplies and Materials –** Supplies and materials may be purchased for a specific project or may be drawn from a central stock, providing they are claimed at a cost no higher than paid by the grantee. When supplies and/or materials are purchased with the intention of constructing a piece of equipment, a structure or a part of a structure, the costs that are charged as supplies and materials may be capitalized according to the Grantee's normal practice or policy. If capitalized, only that cost reasonably attributable to the project may be claimed under the project.

   Grantees in the business of growing plants may not charge retail rates for plants reared for a project; however, charges for materials and staff time are allowable. **Trees larger than 15-gallon are not eligible for reimbursement**

10. **Outreach -** Costs of engaging community members through community meetings and events directly related to the project are eligible.

11. **Other Expenditures** - In addition to the major categories of expenditures, grant funding may be used for miscellaneous costs necessary for execution of the project at the discretion of the State. Some of these costs may include:

    - Premiums on hazard and liability insurance to cover personnel and/or property.
    - Work performed by another section or department of the grantee's agency that can be documented as direct costs to the project (see requirements above under Personnel or Employee Services).
    - Transportation costs for moving equipment and/or personnel.

Projects with an acquisition

1. **Acquisition –** Costs of acquiring real property are eligible and include the purchase price of the property at or below approved fair market value, appraisals, surveys for boundary adjustments, preliminary title reports, escrow fees, and title insurance fees.

2. **DGS Appraisal Review –** Costs of obtaining State approvals of purchase price and transaction reviews from the State Department of General Services (DGS) are also allowable.

3. **Relocation Costs –** Relocation costs are eligible for acquisition projects that result in displacement of any person or business (See State Relocation Act requirements, Chapter16, Section 7260 et seq., Government Code).

4. **Direct Staff and Consultant Services** – The costs of direct staff and consultant services necessary for the project are eligible and may be reimbursed up to $10,000. Invoices must be presented with payment requests that identify the specific project activities and include evidence of payment. Consultants must be paid by the customary or established method and rate of applicant. No consultant fee may be paid to applicant's own employees without prior approval or unless specifically agreed to by the State.

APPENDIX D – DISADVANTAGED and LOW-INCOME COMMUNITY CRITERIA AND TOOL

To facilitate the statutory mandates in AB 1550 and SB 859, this program will intend to award a minimum of 75 percent of all grant funding for those purposes. The breakdown is as follows:

- 60 percent to projects located within and benefitting disadvantaged communities
- 10 percent to projects located within and benefitting low-income communities
- 5 percent to projects located within and benefitting low-income communities within a half mile of a disadvantaged community.

CalEPA defines disadvantaged communities as the top 25 percent of communities identified using the CalEnviroScreen 3.0.

In order to qualify towards the targets for investments located within and benefitting disadvantaged and low-income communities, a project must meet the CARB criteria to evaluate projects for "Located Within" and "Provides Benefits To" disadvantaged OR low-income communities. See the chart below and the Disadvantaged Community Eligibility Checklist (page 9) for more information.

CRITERIA TO EVALUATE PROJECTS FOR AB 1550 BENEFITS When selecting projects for a given investment, give priority to those that maximize benefits to disadvantaged communities
Step 1 – Identify Priority Populations. *Evaluate the project against each of the following criteria for a disadvantaged community, low-income community, or low-income household.*
A. Is a majority of the project located within the boundaries of a **disadvantaged community census tract**? B. Is a majority of the project located within the boundaries of a **low-income community census tract**? C. Is a majority of the project located outside of a disadvantaged community but **within a ½-mile of a disadvantaged community *and* within a low-income community census tract**? D. Is the project located within the boundaries of a low-income household?
Step 2 – Addresses an Important Need for a Community or Household. *If a project meets the qualifying criteria in Step 1, applicants must identify an important community or household need that the project will address and evaluate the project to confirm that it will address that need.*
To identify a need that the project will address applicants can use a variety of approaches such as: A. Host community meetings, workshops, outreach efforts, or public meetings as part of planning process to engage residents and community groups for input on community or household needs, and provide documentation showing how the received input was considered in the selection of projects that address those needs; B. Receive documentation of support from local community-based organizations and/or residents (e.g., letters, emails) identifying a need that the project addresses and demonstrating that the project has broad community support; C. Where direct engagement is infeasible, look at the individual factors in CalEnviroScreen 3.0 that are most impacting an identified disadvantaged or low-income community (i.e., factors that score above the 75th percentile), and confirm that the project will reduce the impacts of at least one of those factors; or D. Where direct engagement is infeasible, refer to the list of common needs for priority

populations in CARB's Funding Guidelines Table 5 and confirm that the project addresses at least one listed need.

Step 3 – Project Benefits. *If a project meets criteria in Step 1 and addresses an important need for a community or household in Step 2, evaluate the project against each of the following criteria to determine if it provides direct, meaningful, and assured benefits to priority populations.*

Project must meet at least one of the following benefit criteria:

A. The majority (>50%) of trees planted by the project are located within one or more disadvantaged or low-income communities, and the project terms provide for the maintenance of the trees and related vegetation;
B. Project significantly reduced flood risk to households within one or more disadvantaged or low-income communities;
C. Project expands or improves the usability of existing active transportation routes (e.g., walking or bicycle paths) or creates new active transportation routes that are publicly accessible by walking within or more AB 1550 communities, or improves open spaces, parks, greenbelts, and recreational areas publicly accessible by walking within one or more disadvantaged or low-income communities;
D. Project significantly reduces energy demand for households within one or more disadvantaged or low-income communities, or for low-income households.

Priority Populations Mapping Tool

To determine if the Urban Greening project is located within and benefits a disadvantaged or low-income community, applicants will use CARB's Priority Populations Mapping Tool to pinpoint the project area and determine the type of community proposing and benefitting from the project.

The Tool uses census tracts combined with data from state and federal sources to identify disadvantaged communities using environmental hazards, geographic, public health, and socioeconomic criteria.

1. Go to https://www.arb.ca.gov/cc/capandtrade/auctionproceeds/lowincomemapfull.htm to access CARB's mapping tool on designation of disadvantaged and low-income communities.

   Input project address or location into the box at the top of the tool. Use the color-coded key provided to determine your location's designation.

APPENDICES FOR
STEP 3 – SUPPORTING DOCUMENTATION
(QUALIFYING PROJECTS ONLY)
(PAGES 34 TO 53)

APPENDIX E - RESOLUTION TEMPLATES

Applicant Resolution Template (all applicants)

Resolution No: _____

RESOLUTION (GOVERNING BODY OF GRANTEE)
APPROVING THE APPLICATION FOR GRANT FUNDS FOR
CALIFORNIA CLIMATE INVESTMENTS URBAN GREENING PROGRAM

WHEREAS, the Legislature and Governor of the State of California have provided funds for the program shown above; and
WHEREAS, the California Natural Resources Agency has been delegated the responsibility for the administration of this grant program, establishing necessary procedures; and
WHEREAS, said procedures established by the California Natural Resources Agency require a resolution certifying the approval of application(s) by the Applicants governing board before submission of said application(s) to the State; and
WHEREAS, the applicant, if selected, will enter into an agreement with the State of California to carry out the Project

NOW, THEREFORE, BE IT RESOLVED that the_____ (Governing Body)

1. Approves the filing of an application for the (name of the project);

2. Certifies that applicant understands the assurances and certification in the application, and

3. Certifies that applicant or title holder will have sufficient funds to operate and maintain the project consistent with the land tenure requirements; or will secure the resources to do so, and

4. Certifies that it will comply with the provisions of Section 1771.5 of the State Labor Code, and

5. If applicable, certifies that the project will comply with any laws and regulations including, but not limited to, legal requirements for building codes, health and safety codes, disabled access laws, environmental laws and, that prior to commencement of construction, all applicable permits will have been obtained, and

6. Certifies that applicant will work towards the Governor's State Planning Priorities intended to promote equity, strengthen the economy, protect the environment, and promote public health and safety as included in Government Code Section 65041.1, and

7. Appoints the (<u>designate position</u>, not person occupying position) _____ , or designee, as agent to conduct all negotiations, execute and submit all documents including, but not limited to applications, agreements, payment requests and so on, which may be necessary for the completion of the aforementioned project(s).

Approved and adopted the _____day of _____ 20____. I, the undersigned, hereby certify that the foregoing Resolution Number _____ was duly adopted by the _____. (Governing Body)

Following Roll Call Vote: Ayes: _____
Nos: _____
Absent: _____

_____
Clerk/Secretary for the Governing Board

Fiscal Sponsor Resolution (for use with a fiscal sponsor)

Resolution endorsing application for an Urban Greening Grant and determining appropriate environmental impact document, conditionally accepting grant if offered, and designating contract manager and fiscal agent.

WHEREAS, the California Natural Resources Agency, Urban Greening Grant Program has announced the availability of funds for grants; and

WHEREAS, said grants are intended to help create healthy and vibrant communities by establishing and enhancing parks and open space, using natural solutions to improving air and water quality and reducing energy consumption, and creating more walkable and bike-able trails.

WHEREAS, the _____ (Governing Body) has proposed to co-sponsor a grant application with _____; and

WHEREAS, we have concluded the project proposed for funding with the grant funds would be beneficial and (pick one of the following):

a. Categorically exempt from requirements of the California Environmental Quality Act (CEQA) under one or more of the following exemptions per sections 15300 – 15329 of the CEQA Guidelines: (select appropriate classes)
b. We have adopted a(n) (identify the name and year of the environmental document, e.g. Negative or Mitigated Negative Declaration, Environmental Impact Report, date)
c. We will comply with all requirements of CEQA prior to implementation of the project.

WHEREAS, we consider the prospects of receiving a grant to be reasonably likely.

NOW, THEREFORE, BE IT RESOLVED
We the (Local Public Agency/Non-Profit Governing Board) approve the joint application with (Applicant's Organization) for an Urban Greening Program grant.

If offered such a grant, we authorize (Title of Signatory for Fiscal Sponsor) to accept and sign any contract for administration of the grant funds, and (Title of Project Manager) to act as Project Manager for the project. We hereby delegate authority to the Project Manager to serve as agent to conduct all negotiations, execute and submit all documents including, but not limited to applications, agreements, payment requests and so on, which may be necessary for the completion of the aforementioned project(s). The delegation of authority to submit invoices required written consent by both grantees which will be provided to the California Natural Resources Agency.

FISCAL SPONSOR

_____
(Signature)

_____
(Title)
Date: _____

Applicant Resolution Template (for use with a fiscal sponsor)

Resolution endorsing application for an Urban Greening Grant and determining appropriate environmental impact document, conditionally accepting grant if offered, and designating contract manager and fiscal agent.

WHEREAS, the California Natural Resources Agency, Urban Greening Grant Program has announced the availability of funds for grants; and

WHEREAS, said grants are intended to help create healthy and vibrant communities by establishing and enhancing parks and open space, using natural solutions to improving air and water quality and reducing energy consumption, and creating more walkable and bike-able trails.

WHEREAS, the _____ (Governing Body) has proposed to co-sponsor a grant application with _____; and

WHEREAS, we have concluded the project proposed for funding with the grant funds would be beneficial and (pick one of the following):

a. Categorically exempt from requirements of the California Environmental Quality Act (CEQA) under one or more of the following exemptions per sections 15300 – 15329 of the CEQA Guidelines: (select appropriate classes)
b. We have adopted a(n) (identify the name and year of the environmental document, e.g. Negative or Mitigated Negative Declaration, Environmental Impact Report, date)
c. We will comply with all requirements of CEGA prior to implementation of the project.

WHEREAS, we consider the prospects of receiving a grant to be reasonably likely.

NOW, THEREFORE, BE IT RESOLVED
We the (Applicants Governing Board) approve the joint application with (Fiscal Sponsor) for an Urban Greening Program grant. If offered such a grant, we authorize (Title of Signatory for Applicant) to accept the grant and sign any contract for administration of the grant funds, and (Title of Project Manager) to act as Project Manager for the project. We hereby delegate authority to the Project Manager to serve as agent to conduct all negotiations, execute and submit all documents including, but not limited to applications, agreements, payment requests and so on, which may be necessary for the completion of the aforementioned project(s). The delegation of authority to submit invoices required written consent by both grantees which will be provided to the California Natural Resources Agency.

ORGANIZATION NAME

_____
(Signature)

_____
(Title)
Date: _____

APPENDIX F - ENVIRONMENTAL COMPLIANCE

Prior to approval and distribution of grant funds for construction/implementation, every proposed project shall comply with the California Environmental Quality Act, Division 13 (commencing with Section 21000; 14 California Code of Regulations section 15000 *et seq*. [“CEQA”]).

The State of California, acting through its administering agencies and departments, will typically act as a responsible agency for the purposes of CEQA. Therefore, prior to the State approving funding for a proposed project, **one** of the following must be submitted:

a. The Notice of Exemption filed with the County Clerk and State Clearinghouse (as applicable) if the proposed project is categorically or statutorily exempt, with the appropriate Public Resources Code section citation to the exemption(s) being relied upon by the lead agency.

b. The Negative Declaration or Mitigated Negative Declaration adopted by the lead agency and Initial Study, including a copy of the Environmental Checklist Form located in Appendix G of the CEQA Guidelines and the Notice of Determination filed with the County and with the State Clearinghouse. If the lead agency has adopted a Mitigated Negative Declaration, the applicant must also provide the adopted mitigation monitoring and reporting program*.

c. The Final Environmental Impact Report certified and adopted by the lead agency with Initial Study, including a copy of the Environmental Checklist Form located in Appendix G of the CEQA Guidelines, the adopted mitigation monitoring and reporting program, and the Notice of Determination filed with the County and State Clearinghouse. Please include any State Clearinghouse Responses received by the applicant.

   * For b and c, include documentation the State of California Department of Fish and Wildlife CEQA feed was paid or is not applicable.

d. Projects that tied from a Programmatic, Master, or other Environmental Impact Report shall include a copy of any subsequent Initial Study for the proposed project together with a copy of any supplementary environmental documentation adopted by the lead agency, including, if applicable, any required findings pursuant to Public Resources Code section 21157.1, subdivision (c), and the Notice of Determination, filed with the County Clerk and with the State Clearinghouse, as applicable.

Pursuant to Section 75102 of the Public Resources Code 75102, before the adoption of a Negative Declaration or Environmental Impact Report, the lead Agency shall notify the proposed action to a California Native American tribe, which is on the contact list maintained by the Native Heritage Commission, if that tribe has traditional lands located within the area of the proposed project.

APPENDIX G - PROPERTY DATA SHEET

Complete the Property Data Sheet, listing all parcels included in the proposed project, as well as the owner(s) of each parcel. Indicate and attach all required documents* including any clarifying comments below. Attach additional sheets if necessary.

No.	Owner Name	Assessor Parcel Number(s)	Acreage	Indicate type of ownership. For acquisitions, indicate type of purchase			For all parcels, indicate *document used to demonstrate ownership and attach a copy of each document-clearly labeled with the APN-to this document	If parcel(s) not owned by applicant(s) indicate *document verifying long-term Permission to Develop and maintain **and attach here**					Entity to perform O&M	# of years O&M to be performed
				Fee Simple	Easement	Other (describe)	Proof of Ownership (tax bill, grant deed, etc.)	O&M Agreement	Lease	JPA	Letter from Owner	Other (describe)		
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														

Comments:

Total Number of Parcels: _____ **Total Number of Acres:** _____

APPENDIX H – SITE CONTROL/LAND TENURE REQUIREMENTS

The State recognizes that specific activities may change over time; however, the property must remain available for compatible Urban Greening Program use in accordance with the following requirements:

Acquisition Projects

The Grantee or the Grantee's successor in interest shall hold, in perpetuity, the real property only for the purpose for which the grant was made and make no other use or sale or other disposition of the property without the written permission of the State.

Development Projects

Grantee shall maintain and operate the project developed pursuant to this grant for a period of:

- 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

For All Projects

1. All projects may be required to record a document against the real property defining the State's interest in the property (See Appendix M), whether Grantee owns the property or not. Exceptions may be granted as appropriate and at the sole discretion of the State.

2. The Grantee shall not use or allow the use of any portion of the real property for mitigation (i.e., to compensate for adverse changes to the environment elsewhere).

3. The Grantee shall not use or allow the use of any portion of the real property as security for any debt.

4. With the approval of the State, the Grantee or the Grantee's successor in interest in the property may enter into an agreement with another party to maintain and operate the property in accordance with this grant program. At a minimum, the agreement must do the following

    - Clearly spell out the roles of each party in detail
    - Be signed by all parties signifying their acceptance
    - Not terminate prior to the length of site control/land tenure required by the Grant Agreement (only agreements that allow early termination for cause or by mutual consent will be acceptable)
    - Include language that the Grantee would resume responsibility for ongoing operations and maintenance in the event of cancellation

5. Grantee may be excused from its obligations for operation and maintenance of the project site only upon the written approval of the State for good cause. "Good cause" includes, but is not limited to, natural disasters that destroy the project improvements and render the Project obsolete or impracticable to rebuild.

APPENDIX I - PROJECT PERMIT/APPROVAL STATUS

Indicate the status of all federal, state and local permits required for the project. Describe any potential delays due to permitting (indicate specific permits). **If acquiring a long-term encroachment permit, submit evidence the entity with jurisdiction is aware of the project and is willing to work with Applicant to issue the permit.**

This list is not all-inclusive. It is Grantee's responsibility to identify and obtain all applicable permits.

PERMITTING AGENCY	TYPE OF REQUIREMENT	REQUIRED	APPLIED	ACQUIRED	DATE EXPECTED
State Agencies					
Department of Fish & Wildlife	Lake or Streambed Alteration Agreement (Section 1600)	☐	☐	☐	
Department of Fish & Wildlife	Incidental Take Permit or Consistency Determination (CESA) (California Endangered Species Act)	☐	☐	☐	
Department of Transportation	Encroachment Permit	☐	☐	☐	
Coastal Commission	Coastal Development Permit	☐	☐	☐	
Coastal Commission	Letter of Consistency	☐	☐	☐	
Regional Water Quality Control Board	401 Water Quality Certification or Waste Discharge Requirement	☐	☐	☐	
State Water Resources Control Board	Water Rights Permit	☐	☐	☐	
State Water Resources Control Board	General Industrial Stormwater Permit	☐	☐	☐	
State Lands Commission	Permit (if using State-owned property)	☐	☐	☐	
State Office of Historic Preservation	Section 106 Consultation with State Historic Preservation Officer (National Historic Preservation Act of 1986)	☐	☐	☐	
Federal Agencies					
U.S. Fish and Wildlife Service	Section 7 Consultation, Biological Opinion or Section 10 Permit (Endangered Species Act)	☐	☐	☐	
U.S. Army Corps of Engineers	Section 404 Permit (Clean Water Act)	☐	☐	☐	
U.S. Army Corps of Engineers	Section 10 Permit (Rivers & Harbors Act of 1899)	☐	☐	☐	
U.S. Coast Guard / U.S. Army Corps of Engineers	Section 9 Permit (Rivers & Harbors Act of 1899)	☐	☐	☐	
U.S. National Resources Conservation Service	Section 106 Consultation (National Historic Preservation Act of 1986)	☐	☐	☐	
National Marine Fisheries Service	Section 7 Consultation, Biological Opinion, or Section 10 Permit (Endangered Species Act)	☐	☐	☐	
Local and Regional Planning Agencies					
City/County	Grading Permit	☐	☐	☐	
City/County	Environmental Health Department	☐	☐	☐	
City/County	Model Water Efficient Landscape Ordinance (MWELO) Landscape Documentation Package	☐	☐	☐	
Central Valley Flood Protection Board	Permission to Encroach on Waterways within Designated Floodways	☐	☐	☐	
S.F. Bay Conservation and Development Commission	Any relevant permit	☐	☐	☐	
Tahoe Regional Planning Agency	Any relevant permit	☐	☐	☐	
Local Resource Conservation District	Consultation	☐	☐	☐	
Flood Control Districts	Floodway & Hydrological Analysis	☐	☐	☐	
Others (e.g., CalRecycle, State Contractors Board, etc.):		☐	☐	☐	

APPENDIX J - WILLING SELLER LETTER (ACQUISITIONS ONLY)

If a purchase option agreement has not been executed, acquisition projects must provide a willing seller letter from **each person on the title**. The letter must include the following information and be signed and dated by the legal owner(s) of each parcel to be acquired.

(Sample -- Willing Seller Letter)

Date:

To: Urban Greening Grant Program
c/o California Natural Resources Agency

From: Name(s) of Legal Owner (*Trust, etc.)*
Address of Legal Owner(s)

Re: Parcel number(s):
County:
Property Address:

To Whom It May Concern:

This letter is provided to confirm that (*name of owner(s), trust, etc.*), owner of the above referenced property, is a willing participant in the proposed real property transaction. Should grant funds be awarded to the grant applicant (*name of grant applicant*), then (*name of owner(s), trust, etc.*), as Seller, is willing to enter into negotiations for the sale of the real property for a purchase price not to exceed fair market value.

Acknowledged:

_____ _____
Signature of land owner (trustee, etc.) *Date signed*

_____ _____
Signature of land owner (trustee, etc.) *Date signed*

_____ _____
Signature of land owner (trustee, etc.) *Date signed*

APPENDIX K – SIGN GUIDELINES

Types of Signs

1. **Construction -** A sign acknowledging the funding source is required during construction.
2. **Post Completion –** A funding acknowledgement sign must be installed before the final project inspection and remain in place for at least four (4) years from the date of project completion. The size of the sign is not prescribed; however, the funding source logo must comply with minimum size requirements and all required funding language.

If appropriate, the same sign can be used during construction and completion.

Sign Language

All signs must contain the language shown to the right. The name of the director of the local agency or other governing body may be added, as well as the names (and/or logos) of othe partners, organizations, individuals, and elected representatives.

Project Title/Description

Another project funded by California Climate Investments through the California Natural Resources Agency's Urban Greening Program

GAVIN NEWSOM, GOVERNOR
TBA, Secretary for Natural Resources

Logo

All signs must contain a universal logo for California Climate Investments and the Urban Greening Program logo (see the box to the right). The logos are available at http://resources.ca.gov/grants/logo-art/.The logos must be mounted in an area maximizing visibility and durability. The logo must measure a minimum of 1'X1'. When appropriate, exceptions may be approved at the State's discretion.

Sign Construction

All materials used shall be durable and resistant to the elements and graffiti. The California Department of Parks and Recreation and California Department of Transportation standards can be used as a guide for gauge of metal, quality of paints, mounting specifications, etc.

Sign Cost

The cost of the sign(s) is an eligible project cost. Permanent signage is encouraged.

Appropriateness of Signs

For projects where the required sign may be out of place or affected by local sign ordinance, the State may authorize a sign that is more appropriate to the project.

Signs on State Highways

Signs placed within the state highway right-of-way may require a Caltrans encroachment permit. Contact your local Caltrans District Office early in the planning process for more information. For District Office locations, see http://www.dot.ca.gov/contactus.html.

State Approval

Grantee shall submit the proposed number, location(s), size, and language of sign for review prior to ordering signs. Final funds for projects will not be reimbursed until signage has been approved and installed.

Program Recognition

The Grantee shall use the text below, in conjunction with the California Climate Investments logo and the Urban Greening logo on any project announcements, flyers, and new releases.

"The Urban Greening Program is part of California Climate Investments, a statewide program that puts billions of Cap-and-Trade dollars to work reducing GHG emissions, strengthening the economy, and improving public health and the environment– particularly in disadvantaged communities. The Cap-and-Trade program also creates a financial incentive for industries to invest in clean technologies and develop innovative ways to reduce pollution. California Climate Investments projects include affordable housing, renewable energy, public transportation, zero-emission vehicles, environmental restoration, more sustainable agriculture, recycling, and much more. At least 35 percent of these investments are located within and benefiting residents of disadvantaged communities, low-income communities, and low-income households across California. For more information, visit the California Climate Investments website at: www.caclimateinvestments.ca.gov."

APPENDIX L – SAMPLE MEMORANDUM OF UNRECORDED GRANT AGREEMENT

Recording requested by, and)
when recorded, return to:)
State of California)
Natural Resources Agency)
Bonds & Grants)
1416 Ninth Street, Suite 1311)
Sacramento, CA 95814)

Space above this line for Recorder's use

MEMORANDUM OF UNRECORDED GRANT AGREEMENT

This Memorandum of Unrecorded Grant Agreement (Memorandum), dated as of _____, 20____, is recorded to provide notice of an agreement between the State of California, by and through the California Natural Resources Agency (Agency) and

_____
("Grantee").

RECITALS

- On or about _____, _____, Agency and Grantee entered into a certain Grant Agreement, Grant No. _____ ("Grant"), pursuant to which Council granted to Grantee certain funds for the acquisition of certain real property, more particularly described in attached Exhibit A and incorporated by reference (the "Real Property"). (**Must attach the legal description as Exhibit A**.)

- Under the terms of the Grant, Agency reserved certain rights with respect to the real property.

- Grantee desires to execute this Memorandum to provide constructive notice to all third parties of certain Council reserved rights under the Grant.

NOTICE

- The real property (including any portion of it or any interest in it) may not be sold or transferred without the written approval of the State of California, acting through the Council or its successor, provided that such approval shall not be unreasonably withheld as long as the purposes for which the Grant was awarded are maintained.

- The Grantee shall not use or allow the use of any portion of the real property for mitigation without the written permission of the State.

- The Grantee shall not use or allow the use of any portion of the real property as security for any debt.

- For additional terms and conditions of the Grant, reference should be made to the Grant Agreement, which is on file with The California Natural Resources Agency, 1416 Ninth Street, Suite 1311, Sacramento, California 95814.

GRANTEE:

By: _____

APPENDIX M – SAMPLE GRANT DEED LANGUAGE (ACQUISITION ONLY)

This property was purchased in part or in whole with grant funds provided by the State of California under the Greenhouse Gas Reduction Fund. The burdened property currently consists of: (*description of the property*). Landowner desires and intends that in order to provide public benefit and meet the terms of the funding, the burdened property shall be used for purposes consistent with funding.

The restrictions imposed on the burdened property shall run with the land and pass with each and every portion of the Property and shall apply to and bind the respective successors in interest.

Use of Burdened Property shall exclusively be *for (description of property use).*

The real property (including any portion of it or any interest in it) may not be sold or transferred without the written approval of the State of California Natural Resources Agency, or its successor, provided that such approval shall not be unreasonably withheld as the purposes for which the funding was awarded are expressly assumed by the purchaser as part of the purchase agreement and prior to the close of escrow.

Responsibilities to maintain and operate the property in accordance with these restrictions may be assigned only upon the written approval of the State, acting by and through the Natural Resources Agency or their successors in interest.

Obligations for operation and maintenance of the burdened property may be excused only upon the written approval of the State acting by and through the Natural Resources Agency or their successors in interest, and only for good cause. Good cause includes, but is not limited to, natural disasters that destroy the property improvements and render the project obsolete or impracticable to rebuild. Good cause shall not include more expedient or economically beneficial development.

The landowner shall not use or allow the use of any portion of the real property for mitigation without the written permission of the State acting by and through the Natural Resources Agency or their successors in interest.

The landowner shall not use or allow the use of any portion of the real property as security for any debt.

APPENDIX N – AVAILABLE RESOURCES

Disadvantaged and Low-Income Communities

Priority Populations Mapping Tool
https://www.arb.ca.gov/cc/capandtrade/auctionproceeds/lowincomemapfull.htm

Executive Orders and Legislation

Assembly Bill 398
http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201720180AB398

Assembly Bill 1550
https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201520160AB1550

California Global Warming Solutions Act of 2006 (Assembly Bill 32)
http://www.leginfo.ca.gov/pub/05-06/bill/asm/ab_0001-0050/ab_32_bill_20060927_chaptered.pdf

Governor's Executive Order B-29-15
https://www.gov.ca.gov/docs/4.1.15_Executive_Order.pdf

Governor's Executive Order B-37-16
https://www.gov.ca.gov/docs/5.9.16_Executive_Order.pdf

Senate Bill 32
https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201520160SB32

Senate Bill 859
http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201720180SB856

Senate Bill 859
https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201520160SB859

Statewide Park Development and Community Revitalization Act of 2008 (Assembly Bill 31)
http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=200720080AB31

Plant Palette and Water Use

CAL FIRE's Tree Planting Standards and Specifications
http://www.fire.ca.gov/resource_mgt/downloads/CALFIRE_Nursery_Standards_and_Specs11_12.pdf

California Native Plant Society
https://www.cnps.org/

CalPoly Urban Forest Ecosystems Institute
https://ufei.calpoly.edu/

Model Water Efficient Landscape Ordinance
https://water.ca.gov/Programs/Water-Use-And-Efficiency/Urban-Water-Use-Efficiency/Model-Water-Efficient-Landscape-Ordinance

OPALS- Plant Allergy Scale
http://www.allergyfree-gardening.com/

Urban Forest Ecosystems Institute- SelecTree
https://selectree.calpoly.edu/

Water Use Classification by Landscape Species (WUCOLS)
http://ucanr.edu/sites/WUCOLS/

Program Administration

California Air Resources Board Funding Guidelines for Administering Agencies 2018
https://ww2.arb.ca.gov/resources/documents/cci-funding-guidelines-administering-agencies

California Climate Investments
http://www.caclimateinvestments.ca.gov/

California Climate Investments Attestations Memos and Expenditure Records
https://ww2.arb.ca.gov/resources/documents/cci-attestation-memorandums-and-expenditure-records

Methods to Find the Cost-Effectiveness of Funding Air Quality Projects
https://www.arb.ca.gov/planning/tsaq/eval/eval.htm

Vibrant Communities and Landscapes Vision for California in 2050
https://www.arb.ca.gov/cc/scopingplan/meetings/091316/vibrant%20communities.pdf

Project Planning

California Regional Progress Report
http://www.dot.ca.gov/hq/tpp/offices/orip/Collaborative%20Planning/California_Regional_Progress_Report.html

Reduced Vehicle Miles Traveled

Caltrans Traffic Census Program
http://www.dot.ca.gov/trafficops/census/

Quantification Methodology and Co-Benefit Assessment Methodologies

California Air Resources Board's Co-Benefit Assessment Methodologies
https://ww2.arb.ca.gov/resources/documents/cci-methodologies

California Air Resources Board's Quantification Methodologies
https://ww2.arb.ca.gov/resources/documents/cci-quantification-benefits-and-reporting-materials

i-Tree Planting
https://planting.itreetools.org/

i-Tree Streets
https://www.itreetools.org/

Water Budget Workbook
http://water.ca.gov/wateruseefficiency/landscapeordinance/docs/BetaWaterBudgetNonResidentialV130.xlsm

APPENDIX O – SENATE BILL 859

SEC. 5. Section 12802.10 is added to the *Government Code*, to read:

A. 12802.10. For purposes of this section, the following terms have the following meanings:

(1) "Critically underserved community" has the same meaning as defined in Section 5642 of the Public Resources Code.
(2) "Disadvantaged community" means a community identified pursuant to Section 39711 of the Health and Safety Code or pursuant to Section 75005 of the Public Resources Code.
(3) "Multiple benefits" includes, but is not limited to, a decrease in air and water pollution or a reduction in the consumption of natural resources and energy, including, but not limited to, the establishment and enhancement of projects listed in subdivision (e).
(4) "Secretary" means the Secretary of the Natural Resources Agency.

B. To support the development of sustainable communities, the secretary shall manage and award financial assistance, for the preparation and implementation of green infrastructure projects that reduce greenhouse gas emissions and provide multiple benefits, to any of the following:

(1) A city.
(2) A county.
(3) A special district.
(4) A nonprofit organization.
(5) An agency or entity formed pursuant to the Joint Exercise of Powers Act (Chapter 5 (commencing with Section 6500) of Division 7 of Title 1) if at least one of the parties to the joint powers agreement qualifies as an eligible applicant, notwithstanding the Joint Exercise of Powers Act.

C. Moneys from the Greenhouse Gas Reduction Fund, created pursuant to Section 16428.8, shall be available, upon appropriation P13 1by the Legislature, for allocation by the secretary pursuant to this section.

D. The secretary shall develop minimum requirements for awarding moneys for eligible projects pursuant to this section. Those requirements shall require a project, in addition to reducing greenhouse gas emissions, to do at least one of the following:

(1) Acquire, create, enhance, or expand community parks and green spaces.
(2) Use natural systems or systems that mimic natural systems to achieve multiple benefits.

The multiple benefits of a project may include, but are not limited to, the establishment or enhancement of at least two of the following:

(1) The greening of existing public lands and structures, including schools.
(2) Multiobjective stormwater projects, including the construction of permeable surfaces and collection basins and barriers.
(3) Green streets and alleys that integrate green infrastructure elements into the street or alley design, including permeable surfaces, bioswales, and trees.
(4) Urban heat island mitigation and energy conservation efforts through greening, including green roof projects.

(5) Nonmotorized urban trails that provide safe routes for both recreation and travel between residences, workplaces, commercial centers, and schools.
(6) Tree canopy.
(7) Wetlands.
(8) Neighborhood, city, regional, or county parks and open space.
(9) Climate resilience and adaptation of urban areas that reduce vulnerability to climate impacts and improve the ability of natural systems to buffer the impacts of climate change.
(10) Economic, social, and health benefits, including, but not limited to, recreational opportunities, workforce education and training, contracting, and job opportunities for disadvantaged communities.

E. The secretary shall give additional consideration to awarding moneys for a project pursuant to this section that meets at least two of the following criteria:

(1) Provides park or recreational benefits to a critically underserved community or disadvantaged community.
(2) Is proposed by a critically underserved community or disadvantaged community.
(3) Develops partnerships with local community organizations and businesses in order to strengthen outreach to disadvantaged communities, provides access to quality jobs for residents of disadvantaged communities, or provides access to workforce education and training.
(4) Uses interagency cooperation and integration.
(5) Uses existing public lands and facilitates the use of public resources and investments, including schools.

F. The secretary shall allocate at least 75 percent of the moneys available for the purposes of this section to projects that are located in, and that provide benefits to, disadvantaged communities.

G. In implementing this section, the secretary shall maximize the expenditure of funds made available pursuant to the Statewide Park Development and Community Revitalization Act of 2008 (Chapter 3.3 (commencing with Section 5640) of Division 5 of the Public Resources Code).

H. The secretary shall hold at least two public hearings to gather public input on program development before establishing the program guidelines and selection criteria. The Administrative Procedure Act (Chapter 3.5 (commencing with Section 11340) of Part 1) does not apply to the development and adoption of guidelines and selection criteria adopted pursuant to this section.

APPENDIX P - DEFINITIONS

Unless otherwise stated, the terms used in these grant guidelines have the following meanings:

Acquisition means obtaining a fee interest or any other interest, including easement, leases, and development rights.

Applicant means an eligible organization requesting funding from this program to be administered by the State.

CEQA means the California Environmental Quality Act, Public Resources Code Section 21000 et seq.; Title 14, California Code of Regulations, Section 15000 et seq.

Critically Underserved Community means a community that either has less than three acres of usable parkland per 1,000 residents or is a disadvantaged community and that the community has insufficient or no park space and recreation facilities.

Disadvantaged Community means a community disproportionately affected by environmental pollution and other hazards and areas with concentrations of people that are low income, high unemployment, low levels of home ownerships, high rent burden, sensitive populations, or low levels of educational attainment (see Appendix D for guidance).

Easement means an interest in land entitling the holder thereof to a limited use or enjoyment of the land in which the interest exists.

Environmental Justice is the fair treatment of people of all races, physical and cognitive abilities, cultures and income with respect to the development, adoption, implementation, and enforcement of environmental laws, regulations and policies.

Fair Market Value means the value placed upon the property as supported by an appraisal that has been reviewed and approved by the California Department of General Services.

Fiscal Sponsor means a local public agency or a 501 (c)(3) non-profit organization that acts on behalf of the applicant on financial matters related to the Urban Greening Project.

Fund or Funds means the Greenhouse Gas Reduction Fund.

Grant Agreement means an arrangement between the State and grantee specifying the payment of funds by the State for the performance of specific Urban Greening Project objectives within a specific project performance period by the grantee.

Grantee means an applicant that has an agreement for grant funding with the State.

Grants Administrator means an employee of the State who manages the grants.

Green Roof means a vegetative layer grown on a rooftop to mitigate the urban heat island effect and improve energy efficiency by shading roof surfaces and removing heat from the air through evapotranspiration.

Greenhouse Gases means atmospheric gases that contribute to the greenhouse effect. Gases include, but are not limited to, carbon dioxide, methane, nitrous oxide, hydrofluorocarbons, perfluorocarbons, and sulfur hexafluoride.

Greenhouse Gas (GHG) Reductions means the sum of the GHG emission reductions and sequestration, minus any GHG emissions resulting from project implementation. GHG emissions reductions and net benefits are determined in accordance with CARB's quantification methodologies.

Greenhouse Gas Reduction Fund (GGRF) means the fund established via Senate Bill 1018 to receive the State's portion of proceeds from the quarterly Cap-and-Trade auctions.

In-Kind means non-cash donations from governmental or private sources, and includes volunteer labor, materials and services.

Indirect/Overhead Costs means expenses of doing business that are of a general nature and are incurred to benefit at least two or more functions within an organization. These costs are not usually identified specifically with a grant, grant agreement, project or activity, but are necessary for the general operation of the organization. Examples of indirect costs include salaries and benefits of employees not directly assigned to a project; functions such as personnel, business services, information technology, janitorial, and salaries of supervisors and managers not directly related to the project and supported with timesheets; and overhead such as rent, utilities, supplies, etc.

Joint Powers Authority means any entity formed pursuant to Chapter 5 (commencing with Section 6500) of Division 7 of the Government code, if at least one of the parties to the joint powers agreement qualifies as an eligible applicant as described on page 2 of these guidelines.

Low-Income Community means a community with a median household income less than 80% of the statewide average. (See Appendix D for guidance)

Nonprofit Organization means any nonprofit corporation qualified to do business in California and qualified under Section 501 (c) (3) of the Internal Revenue Code.

Other Sources of Funds means cash or in-kind contributions that are required or used to complete the Urban Greening project beyond the grant funds provided by this program.

Pedestrian Facilities means sidewalks, trails, crosswalks, walkways, and curb ramps that encourage pedestrian travel.

Plant Palette means a recommended list of plants (shrubs, trees, etc.) which are appropriate and sustainable for a given jurisdiction and/or urban environment, considering economic, environmental, and social factors such as rainfall, terrain, soil, maintenance requirements, appearance, desired function, and public use.

Project Planning Costs means costs associated with specific preparations necessary to execute eligible Urban Greening projects. Planning includes conceptual designs, pre-schematic work, such as initial architectural and engineering plans prepared during the preliminary project phase; schematic documents; technical consulting; construction design; preparation of construction bidding documents; permits or appraisals. Planning costs are distinct from "hard" project costs of actual construction or acquisition.

Project means the activity to be accomplished with grant funds, and other funds if necessary, that meet the intent of the statutory conditions.

Project Life means the expected timeframe when reductions will be achieved (see the Expenditure Record located at https://arb.ca.gov/cc/capandtrade/auctionproceeds/expenditurerecords.htm for specific timeframes).

Project Performance Period means the beginning and ending dates of the Grant Agreement. Eligible costs incurred during this period may be funded from the grant.

Project Scope means the description or activity of work to be accomplished by the Urban Greening project.

Restore or Restoration means to establish some of the structures, functions or dynamics of an indigenous (native) ecosystem.

Riparian Habitat means lands that contain habitat which grows close to, and which depends upon, soil moisture from a nearby fresh water source.

Site Control means applicant owns the project land or has other legal long-term interest with the landowner giving permission to develop the project and provide long-term maintenance, as applicable, satisfactory to the State.

Special District means any agency of the state for the local performance of governmental or proprietary functions within limited boundaries. "Special district" includes a county service area, a maintenance district or area, an improvement district or improvement zone, or any other zone or area formed for the purpose of designating an area within which a property tax rate will be levied to pay for a service or improvement benefitting that area. Special districts are not state government, cities, counties, school districts, Mello-Roos districts, benefit assessment districts, or redevelopment agencies.

State means the California Air Resources Board, the California Natural Resources Agency, or its representative.

Traditional Lands means lands that are synonymous with aboriginal or indigenous cultural territories or areas generally defined by natural boundaries containing static and transient habitation sites used for subsistence hunting, fishing and gathering that may have fluctuated and overlapped over time and where religious practices were culturally significant to the Native American tribe or their ancestors.

Urban Area means a city within the State of California or a geographic area designated or defined as urban by an applicable plan covering the project area, including, but no limited to general plans, specific plans, or community plans (only for projects that do not qualify as a disadvantaged community under SB 535 or a low-income community).

Urban Forest means those native or introduced trees and related vegetation in the urban and near-urban areas including, but not limited to, urban watersheds, soils and related habitats, street trees, park trees, residential trees, natural riparian habitats, and trees on other private and public properties (reference PRC 4799.09).

Urban Forestry means the cultivation and management of trees in urban areas for their present and potential contribution to the economic, physiological, sociological, and ecological well-being of an urban society (reference PRC 4799.09).

Urban Greening means a community-based effort to plan, plant, care, and manage flora, structures and spaces, which lead to increased forest canopy, reduced storm water runoff, improved air and water quality, energy conservation, open space and ultimately, more sustainable communities.

Urban Heat Island means a metropolitan area which is significantly warmer than its surrounding rural areas due to modification of the land surface by urban development.

Willing Seller means the project property owner(s) is/are willing participant(s) in the proposed real property transaction and at a purchase price not to exceed fair market value as verified by the State.

END OF GUIDELINES