

LOS ANGELES RIVER PARKWAY

GRANT PROGRAM GUIDE



**Safe Neighborhood Parks, Clean Water, Clean Air, and Coastal
Protection Bond Act of 2000**

State of California

The Resources Agency

July 2007

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Applications

All applications must be received by 4:00 p.m. on Friday, August 31, 2007

Send applications to:

Los Angeles River Parkways Grant Program
The Resources Agency
Attn: Bonds and Grants Unit
1416 Ninth Street, Suite 1311
Sacramento, CA 95814

If you have any questions, contact us at:

Phone: (916) 653-2812

Email: rp50@resources.ca.gov

Website: <http://www.resources.ca.gov/bonds/>

APPLICATIONS SUBMITTED BY MAIL MUST BE RECEIVED ON OR BEFORE THE DEADLINE. HAND DELIVERED APPLICATIONS WILL BE ACCEPTED NO LATER THAN 4:00 P.M. OF THE DEADLINE WORKDAY.

DEFINITIONS

Unless otherwise stated, the terms used in this Grant Guide shall have the following meanings:

“Acquisition” means to obtain from a willing seller fee interest or any other interest, including easements and Development rights, in real property.

“Agency” means the Resources Agency of the State of California.

“Agreement” means a contractual arrangement between the Agency and Grantee specifying the payment of funds by the Agency for the performance of specific Project objectives within a specific Project Performance Period by the Grantee.

“Applicant” means an organization requesting funding from a Program administered by the Agency.

“Application” means the individual Application form and supporting documentation required by a particular Program as a prerequisite to execution of an Agreement for that Program.

“Appropriation” means a budget authorization from a specific fund to a specific Agency or Program to make expenditures or incur obligations for a specific purpose and period of time.

“Bioengineering” means the use of horticultural and landscape planting techniques with living materials, in conjunction with grading, earth moving and conventional soil stabilization structures, to produce a self-repairing, low-cost composite bank or channel.

“Bond Act” means the Safe Neighborhood Parks, Clean Water, Clean Air, and Coastal Protection Bond Act of 2000 (a.k.a. Parks Bond 2000 or Proposition 12).

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

“Competitive” means vying against another or others for position or status based upon relative Project merits or benefits.

“Contractor” means any entity that has been selected by the Grantee to perform Project work.

“Development” means improvements to real property by construction of new facilities, renovation or additions to existing facilities.

“District” means:

- Any regional park District, regional park and open-space District or regional open-space District formed under Article 3 (commencing with Section 5500) of Chapter 3 of the Public Resources Code
- Any recreation and park District formed under Chapter 4 (commencing with Section 5780) of the Public Resources Code or an authority formed under Public Resources Code, Division 26 (commencing with Section 35100)
- Any community or unincorporated region that is not included within a District and in which no city or county provides parks or recreational areas or facilities. In such cases, “District” means any District authorized by statute to provide park, recreational, or open-space services, employs a full-time park and recreation director, offers year-round park and recreation services and allocates a substantial portion of its operating budget to park and recreation areas
- “Other Districts”: See definition on page 6.

“Enhancement” means to modify current conditions, and may be used to describe a Project that would result in a natural resource, cultural or historic site, recreational area, or existing facility realizing desired improvements while considering the protection of the natural environment. It is distinguishable from “Restoration” in that it does not imply merely a return to natural conditions, but may include the provision of recreation or other aspects that were not originally part of the features.

“Grants Administrator” means an employee of the Resources Agency, who acts as liaison with the Grantees and administers Bond Act grants.

“Grantee” means an Applicant that has an Agreement for grant funding with the Agency.

“Indirect 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, contract, 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, accounting, and salaries of supervisors and managers; and overhead such as rent, utilities, supplies, etc.

“In-Kind” means those funds and/or donations, which may be from a non-state source and which may include local or private funds, as well as materials and services, whether from volunteers or paid consideration.

“Joint Powers Agency (JPA)” means, for purposes of this grant Program, local agencies formed under state law that allow at least two or more such local agencies to combine efforts and exercise authority specifically for park purposes. Joint Powers

Agencies function as legally separate government entities with their own governing boards.

“Local Agency” means a local governmental jurisdiction with a range of authority or control.

“Low Impact Recreational Use” means any Development, Rehabilitation, or Enhancement of resource-based facilities or any visitor activity that is designed to minimize impacts on a natural area. Low impact activities are generally human-powered and may include walking, hiking, cycling, non-motorized boating or equestrian use; bird watching, fishing, star-gazing or photography; and organized events such as interpretive tours, nature walks, or educational Programs.

“Nonstructural” refers to measures that solve flooding or erosion problems without physically changing the dimensions of a waterway. This may include flood plain zoning, land Acquisition, flood insurance, watershed management, debris removal, and flood proofing of existing structures by elevating or building a berm around them, but does not include constructing storage reservoirs or lining channels.

“Other District” means any district authorized to provide park, recreational, or open-space services, or a combination of those services, except a school district.

“Planning” means, for purposes of this grant Program, specific preparations necessary to execute eligible 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.

“Program” means the Los Angeles River Parkway Grant Program.

“Project” means the Acquisition, Development, Restoration, Enhancement or other activity to be accomplished with grant funds.

“Project Performance Period” means the timeframe during which the grant funds are available and the Project must be completed and billed.

“Project Scope” means an inclusive description of objectives and activities or work to be accomplished during the course of the Project.

“Rehabilitation” means the act of putting something back or reinstating its original condition or “near” original condition or position.

“Relocation Procedures” means that the Applicant must comply with the requirements of the State Relocation Act, Government Code Section 7260 et.seq., when displacing a person or business by the Project. Note that relocation costs are allowable for Projects that displace persons or businesses.

“Restoration” means the process of reproducing, re-establishing or rehabilitating a natural area or a cultural or historic site that has deteriorated due to either natural or human causes.

“Riparian” means related to or on the banks of rivers, streams, wetlands, marshes or other water bodies.

“Secretary” means the Secretary of the Resources Agency.

“Stable” and “Stabilize” refer to the state or process of bringing a channel to a condition of equilibrium in which the dimensions and gradient are appropriately matched to the watershed and the runoff of water and sediment, with the objective to have a self-maintaining system.

“State Agency” means a governmental jurisdiction, department, or board of the State of California with a range of authority or control.

“Tenure” means the Applicant owns the Project land or has other long-term interest with the landowner that is satisfactory to the Agency, as defined in Appendix C.

“Trailhead and Trailside Facilities” include, but are not limited to parking, utilities, restrooms, bridges, draining structures, fencing and interpretive and informational signs, exhibit and brochure shelters and related developments.

I. LOS ANGELES RIVER PARKWAY GRANT PROGRAM

Introduction

This guide contains Application and administration information for the Los Angeles River Parkway Grant Program funded under the Safe Neighborhood Parks, Clean Water, Clean Air, and Coastal Protection Bond Act of 2000. A variety of Projects may be supported by this funding.

Program Intent

The Los Angeles River Parkway Grant Program is intended to provide funding for “a river parkway and restoration program to assist local agencies and other districts to plan, create, and conserve river parkways” that will provide “open space, non-motorized trails, bike paths, and other low impact recreational uses and wildlife habitat restoration and protection”.

Grant funds are awarded Competitively for the Acquisition and Restoration of public lands for Projects undertaken for one or more of the following purposes in accordance with Sections 7048 and 78682.2 of the Water Code. These include:

- “The acquisition and restoration of riparian habitat, riverine aquatic habitat, and other lands in close proximity to rivers and streams and for river and stream trail projects.” [Water Code Section 78682.2]
- “River parkway projects undertaken by a state agency, city, county, city and county, or pursuant to a joint powers agreement between two or more of these entities.” [Water Code Section 78682.2(e)]
- Urban stream restoration projects to maintain or enhance the environmental characteristics of a stream or restore a stream to a more naturally functioning state as part of a flood management or erosion control effort. [Water Code Section 7048]

State Administrative Costs

The State costs of administering the Bond Act shall be paid out of the Bond proceeds. These costs shall be shared proportionately by each Program funded through this Bond Act. This amount has already been deducted from the total funds available for grants.

II. ELIGIBILITY

A. Geographic Area Covered by the Program

The Los Angeles River Parkway Grant Program includes areas located within the Los Angeles River Watershed. This area is bounded by the San Gabriel Mountains to the east, the Santa Susana Mountains to the north, the Santa Monica Mountains to the west, and the Pacific Ocean to the south. Major tributaries to the Los Angeles River within the watershed as defined include Pacoima Wash, Tujunga Wash, Burbank-

Western Channel, Verdugo Wash, Sycamore Channel, Arroyo Seco Wash, Rio Hondo Channel and Compton Creek. Refer to the map of the Los Angeles River Watershed Management Area (<http://www.resources.ca.gov/bond/la-map-1.pdf>) for a visual orientation, or reference Appendix I in this Grant Guide.

Cities within the Los Angeles River Watershed include:

Alhambra	Cudahy	Lynwood	San Fernando
Arcadia	El Monte	Maywood	San Gabriel
Bell	Glendale	Monrovia	Sierra Madre
Bell Gardens	Hidden Hills	Montebello	South El Monte
Burbank	Huntington Park	Monterey Park	South Gate
Calabasas (portions)	La Canada-Flintridge	Paramount	South Pasadena
Commerce	Long Beach (portions)	Pasadena	Temple City
Compton	Los Angeles (portions)	Rosemead	Vernon

B. Eligible Applicants

- Cities
- Counties
- Districts (see definitions)
- Other Districts authorized to provide park, recreational, or open-space services, or a combination of those services, except a school district
- Local agencies formed for park purposes pursuant to a Joint Powers Agreement between two or more local entities, except a school District
- Federally-recognized California Indian tribes

C. Project Eligibility

All Projects must meet one of the following objectives:

- Acquisition, Enhancement, or Restoration of Riparian or riverine aquatic habitats and other lands in close proximity to rivers and streams
- River Parkway Acquisition and Restoration Projects
- Rivers and Streams Trail Projects
- Projects to maintain or enhance the environmental characteristics of a stream or restore a stream to a more naturally functioning state as part of flood management or erosion control efforts

D. Examples of Eligible and Ineligible Projects

<p align="center">EXAMPLES OF ELIGIBLE PROJECTS</p>	<p align="center">EXAMPLES OF INELIGIBLE PROJECTS</p>
<p>1. Acquire and develop river parkways</p> <p>2. Acquire or enhance significant Riparian or riverine fish and wildlife habitat or restore degraded habitat. Sites have greater significance than others if they contain or could support more of the following factors:</p> <ul style="list-style-type: none"> • Wintering, breeding, or migratory habitat • Rare species or habitats • Outstanding examples of species or habitats • Essential habitat linkages • Buffer zones • Species or habitat that are experiencing significant declines or threats throughout their distribution • Species with highly restricted distributions within the region or state • Lands that are critical for successfully implementing local, regional, and/or state conservation plans <p>3. Acquire land to provide public access to rivers, streams, or river parkways</p> <p>4. Acquire land to increase the size and quality of existing Riparian habitat, river parkways or other open space areas along rivers or streams</p> <p>5. Develop, improve or enhance trails, Trailhead or Trailside Facilities along rivers, streams and/or river parkways for walking, cycling and equestrian purposes</p> <p>6. Develop new trails that link existing river or stream trails</p> <p>7. Provide visitor-serving amenities such as informational, recreational, educational or interpretive kiosks; shade ramadas; restrooms, etc.</p> <p>8. Improve sites on land adjacent to rivers and streams such as:</p> <ul style="list-style-type: none"> • Locations for picnics • Bike, pedestrian or equestrian trails • Areas to access water sports, including swimming, boating and fishing • Botanical gardens with plants native to the area <p>9. Relieve the magnitude or severity of flooding and/or protect property and resources from bank failure while enhancing or protecting the natural and environmental characteristics of a stream by using Nonstructural, Bioengineering technologies</p> <p>10. Restore culverts or channelized segments to a condition which optimizes fish passage conditions in fish bearing streams and the natural, recreational, and aesthetic values of the stream consistent with flood control objectives</p> <p>11. Provide Nonstructural flood control actions that contribute to the goal to protect, restore and enhance natural stream environments, including the Acquisition of land</p>	<p>1. Exclusively educational Programs</p> <p>2. Exclusively Planning Projects without a defined and certain implementation component as part of the grant work plan</p> <p>3. Operations and maintenance Projects</p> <p>4. Projects with no linkage to a river or stream</p> <p>5. Projects located on school properties not open to the general public and designed solely for school students</p> <p>6. Projects that are exclusively flood or erosion control with no stream habitat Restoration elements</p> <p>7. Projects that exclusively fulfill mitigation requirements</p> <p>8. Skateboard parks</p> <p>9. Playgrounds</p>

III. IMPORTANT POINTS

The Applicant should consider the following important points when applying for and administering the Los Angeles River Parkway Grant Program funds:

- Grant funds are not available for expenditure until they are appropriated in the State budget and there is a fully executed Agreement between the Agency and the Grantee.
- Projects awarded funding are afforded 60 days from receipt of the grant agreement in which to fully execute an agreement with the Resources Agency.
- Applicants shall submit an individual Application form for each eligible Project within their jurisdiction.
- Proposals are more competitive if they demonstrate partnerships, co-sponsorships, and/or additional funding sources. This broadens the impact of the Grant by providing greater leverage of the funds.
- The Grantee may spend up to 25% of Grant funds for Project Planning, CEQA compliance and other costs such as plans, specifications and Acquisition documents and direct Project management costs.
- Direct charges, which include costs related to construction management, are eligible. Grantee's Indirect Costs are not eligible.
- The Grantee is expected to complete the Project and submit all documentation by May 1, 2012.
- The Grantee shall provide for public access. Public access may vary depending on the nature of the Project.
- All real property shall be acquired from a willing seller and in compliance with current laws governing Relocation and Acquisitions of real property by public agencies. Disbursement of Grant funds for Acquisitions will be subject to prior approval of fair market value appraisal by the State Department of General Services.
- Every proposed Acquisition or Development Project to be funded shall be in compliance with the California Environmental Quality Act, Division 13 (commencing with Section 21000).

Evidence of completed CEQA must be submitted with the grant Application, or, if included in the Grant work plan, the CEQA process shall be completed within one year from the date of the Grant award as shown in the grant Agreement.

If the Grantee makes a full-faith effort to complete CEQA, but is unable to complete the CEQA process or otherwise proceed with the Project due to issues related to the CEQA process, costs incurred by the Grantee directly related to the CEQA process plus any other preliminary costs as defined in this guide are eligible costs to a maximum of 25% of the total Grant amount.

- Infrastructure elements of a Project such as walking paths or parking lots are deemed more competitive if permeable surfaces are used, unless such uses are in conflict with local ordinances and/or ADA standards.

- Grantee shall comply with all applicable current laws and regulations affecting Development Projects, including, but not limited to legal requirements for construction contracts, building codes, health and safety codes, and disabled access laws.
- For Development Projects, Applicants must own the land, or hold a lease or other long-term interest in the land that is satisfactory to the Agency. (Reference Appendix C).
- Grantee agrees to use the property developed with Grant funds under this Program only for the purposes for which the State Grant funds were requested.
- Grantees shall post signs acknowledging the source of funds pursuant to guidelines established for this Grant Program (Reference Appendix D).
- Grantee agrees to maintain and operate the Property acquired or developed for a period commensurate with the Land Tenure Requirements (Reference Appendix C). Grantee may be excused from its obligations for operation and maintenance of the Project site only upon the written approval of the Agency 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.
- Confidentiality: All information contained in grant applications is confidential until the grant awards are announced.
- Projects must comply with Labor Code Section 1771.8 regarding the labor compliance program and prevailing wages.

IV. PROJECT APPLICATION PROCESS

How To Apply

1. Read the Application materials carefully and decide if your Project appears likely to qualify for a grant.
2. Obtain the required resolution from your governing body and the land tenure documents for the Project site.
3. Assemble all Application documents.
4. Have designated representatives sign the original Application.
5. Submit 6 copies of the completed Application including all required documents. One copy must be unbound and single-sided. Be sure all pages are numbered.

Only complete Applications received by the deadline will be evaluated and considered for funding.

Separate Applications must be submitted for each Project. A "master" Application containing several Projects at more than one location is not acceptable.

Applications

All applications must be received by 4:00 p.m. on Friday, August 31, 2007

Send applications to:

California River Parkway Grant Program
The Resources Agency
Attn: Bonds and Grants Unit
1416 Ninth Street, Suite 1311
Sacramento, CA 95814

If you have any questions, contact us at:

Phone: (916) 653-2812

Email: rp50@resources.ca.gov

Website: <http://www.resources.ca.gov/bonds/>

Applications submitted by mail must be received on or before the deadline. Hand delivered Applications will be accepted no later than 4:00 p.m. of the deadline workday.

What To Submit

A complete Application consists of one original and 5 copies of each of the items listed below:

1. **Application Form** (Appendix A)
2. **Project Proposal Narrative:** The information provided in the Project Proposal Narrative will be used by the State to evaluate competing grants. The narrative should include a complete description of the Project, the full Project Scope, location, purpose, the amount of Grant funds being requested, and how Grant funds will be used, and address all of the applicable areas of the grant criteria (Section V). The narrative should be in a legible font (no script, please); we suggest no more than 5 pages.
3. **Signed Authorizing Resolution** from governing body (Appendix B)
4. **Environmental Compliance** (either a, b, c, or d)
 - a. Notice of Exemption stamped by the county clerk if the Project is categorically exempt
 - b. Negative Declaration and initial study including the checklist and Notice of Determination stamped by the county clerk with the State Clearinghouse response
 - c. Final Environmental Impact Report with initial study including the checklist and Notice of Determination with State Clearinghouse response

For a, b, and c, include documentation that the State of California Department of Fish and Game CEQA fee was paid or is not applicable.

- d. A current and complete initial study with a description of how the Grantee will complete CEQA compliance. CEQA requirements may be met after submission of the grant Application if included as part of the proposed work plan. However, grant funds for development or Acquisition will be available for disbursement only after the Project is in compliance with CEQA and other environmental laws. Funds for Planning and document preparation may be available sooner if included in the grant agreement work plan.
5. **Project Location Maps**
 - a. Map should have enough detail to allow a person unfamiliar with the area to locate the Project. The map should show the Project's location in relation to other parks, rivers and open space.

Note: The cities of Los Angeles, Calabasas and Long Beach must also provide Project maps that clearly show that the Project location is within the geographic boundaries of the grant Program.
 - b. Include a Thomas Bros. Guide map and an Assessor's Parcel map with the parcel number(s) with property clearly outlined.
 - c. Include other maps or aerial photographs that demonstrate the need for the Project.
 - d. Maps or images must fit an 8 ½ X 11 binder.

6. **Evidence of Adequate Land Tenure** (Development Projects): Provide documents that demonstrate ownership or copies of a lease, joint powers agreement, or anything else that shows long-term interest in the property. Refer to Appendix C for property held in less than fee title.
7. **Parcel Map** (Acquisition Projects): Include two copies of Acquisition plan map delineating and labeling the individual parcels to be acquired.
8. **Site Plan** (Development Projects): Include a site plan with specifics and details of the facilities to be developed and exterior boundaries of the Project site. Plan should be specific enough to allow someone unfamiliar with the Project to visualize it in detail.
9. **Signage Compliance:** Provide documentation that sign requirements for the Project will be met. Indicate on site plans the locations where signs will be posted. Ensure that all cost estimates reflect signage costs.
10. **Cost Estimate** (Development Projects): Provide a detailed Project budget estimate reflecting all costs associated with the Project. Designate specific costs to be covered by the grant request and costs to be covered by other sources. The budget should quantify and detail the costs for planning and design, ground area of work, Acquisitions costs (if applicable), labor, materials and equipment requirements, and display the total Project budget in relation to the total amount of the grant request. (Use format in Appendix E).
Note: A revised budget will be required after working drawings and after CEQA are completed.
11. **Land Acquisition Information and Schedule of Estimated Costs** (Acquisition Projects): Complete the Land Acquisition form (Appendix F).
12. **Project Timeline:** Include a timeline for all tasks in the Project work plan.
13. **Expenditure Plan:** Include a quarterly expenditure plan.
14. **Permits Required.** List all permits that may be required for the Project. Grantee will need to certify that all required permits have been received before construction funds will be released.
15. **All Agreements** associated with Project operation and maintenance; other written evidence of such Agreements may be acceptable.
16. **Labeled Photographs** of the Project site. Color photocopies are acceptable. Submit a variety of photos (maximum of 5) no larger than 8 ½" X 11".
17. **Evidence** that the Project is consistent with the Los Angeles and San Gabriel Rivers Watershed and Open Space Plan. (See www.rmc.ca.gov/plans/intro.html for a copy of the plan.)
18. **Payee Data Record:** Complete if Applicant is a Federally-recognized California Indian Tribe (Appendix J).
19. **Other Grant Applications:** List all other grants for the same Project for which you have applied. Include the following information: grant program name, administering Agency, amount of request, and date of the expected award/action. List all previously awarded grants for the property/Project.

V. PROJECT CRITERIA AND SELECTION PROCESS

Respond to each of the following major headings. Projects will be scored using the criteria values shown below.

- | | | |
|----|--------------------------------|-------------|
| A. | Need for Project | (55 points) |
| B. | Access and Location | (15 points) |
| C. | Organizational Capability | (10 points) |
| D. | Project Readiness | (10 points) |
| E. | Community and Regional Impacts | (10 points) |

A. Need for Project

For Projects providing a biological environmental benefit, the Applicant is requested to have a qualified biologist address the overall environmental impacts and benefits of the Project. Provide a brief review of your proposal from the biologist, including the biologist's name and contact information.

TYPE of PROJECT	ANSWER QUESTIONS #
Acquisition or Restoration of Riparian or aquatic habitat, riverine aquatic habitats, and stream processes per Water Code Section 78682.2	2, 3 and 4 (if Acquisition also answer 6 - 10)
River Parkway Acquisition and Restoration Projects	1, 2, and 3 (if Acquisition also answer 6 - 10)
River and Streams Trail Projects	1, 2, and 3 (if Acquisition also answer 6 - 10)
Urban Stream Restoration Projects per Water Code Section 7048	1, 2, 3, and 5 (if Acquisition also answer 6 - 10)

1. What is the specific need or opportunity addressed by this Project?
 - a) What is the current situation relative to the need?
 - b) What will the situation be after the Project is completed?
 - c) What will happen if the Project is not completed?
 - d) What is unique or special about this resource or the recreational experience it will provide?
2. Describe any other public benefits that will result from this Project such as aesthetic benefits; increased public access to rivers, streams, or other bodies of water, recreational or open space areas or trails; flood or erosion control, or benefits to water quality, non-point source water pollution reduction, watersheds or streams, wetlands or other aquatic habitats; recreational opportunities, economic Enhancements and/or ecological Enhancements.
3. Describe any future actions needed beyond the scope of this Project to fully address your goals. What are your plans for funding sources?

4. Respond to the following five sections as they apply to the Project.

- a) What are the specific biological or physical elements targeted by the conservation action? [If species are among the targeted elements, identify the species by scientific name. If plant communities are among the targeted elements, identify the community using the California Natural Diversity Database (available at www.dfg.ca.gov/bdb/html/cnddb.html) or some other recognized plant community classification. If habitats are among the targeted elements, identify the habitats using the Wildlife Habitat Relationship, National Wetlands Inventory, or some other recognized and appropriate classification.]
- b) How much Riparian/aquatic habitat will the Project acquire, conserve, protect, or restore? (Describe as acres of Riparian habitat, linear feet of Riparian habitat, stream course, stream bank, or similar units.)
- c) Describe how the proposed target action will benefit the specific biological or physical elements targeted by the conservation action. (In developing this description, consider if the benefit is highly contingent on external events, i.e. weather, floods, fire or other disturbance or highly robust in the face of such events.)
- d) What will be the fate of the existing habitat if this Project does not occur? Will the habitat improve, decline, or be entirely lost? Over what time period?
- e) Are there species, communities, habitats or other important biological or physical elements that the Project is anticipated to negatively impact? If yes, how?

QUESTION #5 IS SPECIFIC FOR URBAN STREAMS RESTORATION PROJECTS

5. Please address the following three items:

- a) How will this Project reduce flooding, erosion, or Stabilize the watershed?
- b) Describe the cost effective, low maintenance Bioengineering or other innovative low-impact methods you intend to use, such as sensitively integrating man-made features into the surrounding natural environment.
- c) Describe how this Project relates to the larger flood protection picture including the following elements:
 - i. Is this Project a supplement to or being planned in lieu of a local or local-federal flood control Project? If so, please describe the agencies and organizations involved, the stage of the Planning process, and the currently proposed plans.
 - ii. Will this Project result in implementation of more environmentally sensitive flood management approaches than would otherwise be implemented?
 - iii. Will the Project fully treat the problems at the Project site? If not, please briefly describe the scope and funding needs of other similar Projects or phases that would be appropriate to fully address the problems.

QUESTIONS #6 THROUGH #10 ARE FOR ALL ACQUISITIONS

6. If the proposal involves Acquisition of land that will not be developed until a later date, provide the following additional information:
 - a) Why is immediate Acquisition necessary?
 - b) What type of Development will take place?
 - c) When will improvement be initiated?
 - d) What interim use of the land will be made?
7. Include information about toxins on the property, including timing of clean up, type of toxins, and delays to Project construction that might result from toxins on the site. Has a Phase I investigation for contaminants been completed? Was a Phase II investigation recommended? If yes, has a Phase II investigation been completed? If there are toxins on the site, what remediation will occur? How will remediation improve the site for recreation and habitat?
8. Explain the location and nature of any overhead electrical or telephone lines in the Project area, and indicate what measures will be taken to mitigate the effect of the lines. If Project does not propose to remove, reroute or bury lines, please explain reasons.
9. Is the Project located in a flood hazard area?
10. Does this Acquisition resolve a larger resource conflict? If yes, explain.

B. Access and Location

1. Describe the Project location and the anticipated annual visitor use of the Project. Separately address local uses in contrast to regional or statewide uses.
2. Describe how the public will access the Project.
3. Describe the various transportation methods that are available to the public to access the Project.
4. Describe how the Project will remove barriers, if any, to public access.
5. Explain whether the Project will improve access to river parkways, rivers or streams and if the Project would support a trail or walkway.
6. Describe any limits to public access such as hours of operation, available staffing, user fees, seasonal restrictions, or related factors.
7. Describe how this Project enhances or builds upon prior or existing public lands, amenities, etc., if any.

C. Organizational Capability

1. Describe your experience in completing and operating or maintaining this type of Project or other similar Project.
2. List the expertise needed for your Project and specify. Who will provide this expertise (staff, consultants, or others)?
3. a) If applicable, list other sources of funds to be used for this Project including cash, In-Kind services, volunteer effort, donated materials, etc. Indicate specific

dollar amounts and the percentages of the total Project funding provided from all sources, and include letters of commitment.

- b) Describe any partnerships with non-profit groups, public agencies or private sector entities. Attach operational Agreements, Memoranda of Understanding or Memoranda of Agreement signed by all parties.
4. How will you monitor and maintain the Project site over the time period indicated in the Land Tenure scale? How will you ensure the long-term success of this Project? Include responsible entities, funding sources, resources available, period of commitment and letters of commitment.

D. Project Readiness

Discuss your readiness to begin the Project for each of the following items after grant funds become available.

1. For Acquisitions, address availability of the following:
 - Details on sale including comparable sales data
 - Availability of appraisal and preliminary title report or other vesting document
 - Property restrictions and/or encumbrances
2. For Development, Restoration or Enhancement Projects, address the status of the following:
 - Preliminary plans
 - Construction or landscape plans
 - Land access/Tenure Agreements
 - Land access/Tenure issues resolved
 - Permits obtained to date
 - Required reviews by other agencies
 - Project renderings or other graphic depictions
 - Architectural/engineering designs completed

E. Community and Regional Impacts

Describe how this Project is consistent with relevant local land use zoning, watershed, resource management, recreation, flood control and general and open space plans.

Describe the use of public participation in Planning, designing, and/or implementing the Project. List names of involved groups and organizations (**Do not include support letters**).

How does this Project connect with or complement other recreation, wildlife, scenic, flood control, resource management areas, trails or Projects?

Describe any local or state youth employment programs your Project utilizes (i.e. state or local conservation corps, youth-at-risk programs, etc.).

VI. GRANT ADMINISTRATIVE PROCESS

Grant Process

1. Applicant prepares a complete grant Application and supporting documents and submits them to the Resources Agency by the deadline specified.
2. Resources Agency's Los Angeles River Parkway Grant Committee evaluates proposals, may perform site visits on semi-finalists, and recommends Projects for funding.
3. Secretary for Resources awards grants.
4. Resources Agency sends a grant Agreement to the Grantee. Grantee returns the signed Agreement to the Resources Agency. Resources Agency sends a fully executed Agreement to the Grantee.
5. Grantee commences work on the Project.
6. Grantee posts signs during construction if required by Sign Guidelines.
7. Grantee requests progress payments.
8. Upon completion of the Project, Grantee posts signs acknowledging source of funds.
9. Grantee submits Project Completion Packet.
10. Grants Administrator makes final on-site Project inspection.
11. Grants Administrator processes the final payment.
12. The State may perform an audit of the completed Project.

Timeframes

- Grant Applications must be received by the Resources Agency by **Friday, August 31, 2007.**
- Projects awarded funding are afforded 60 days from receipt of the grant agreement in which to fully execute an agreement with the Resources Agency.
- Projects must be completed and all documentation for reimbursement submitted by May 1, 2012.

Changes to Approved Project

A Grantee wishing to make changes or amendments to an approved Project must submit the proposed change in writing to the Agency for prior approval. Changes in Project Scope must continue to meet the need cited in the original Application or they will not be approved.

Eligible Costs

Eligible costs are costs incurred on or after the effective date of the Grant Agreement. Indirect Costs are ineligible.

COST	EXPLANATION	EXAMPLES
Preliminary Costs (up to 25% of total grant)	<ul style="list-style-type: none"> Costs, incurred after a Grant Agreement has been fully executed including Planning, designs, appraisals and negotiations, permit costs 	<ul style="list-style-type: none"> CEQA and Permits Construction plans Appraisals Acquisition documents, etc.
Personnel or Employee Services	<ul style="list-style-type: none"> Must be computed according to Grantee's prevailing wage or salary scales Must be computed on actual time spent on Project Must not exceed Grantee's established rates for similar positions 	<ul style="list-style-type: none"> Wages & benefits Work performed by another section/department in agency
Consultant Services	<ul style="list-style-type: none"> Costs paid to consultants necessary for the Project Consultants must be paid in compliance with the Grantee's customary method and rate 	<ul style="list-style-type: none"> Costs paid for Project consultation
Construction	<ul style="list-style-type: none"> All necessary construction activities Construction management 	<ul style="list-style-type: none"> Site preparation/grading Demolition/excavation
Construction Equipment	<ul style="list-style-type: none"> The Grantee may only charge the cost of the actual use of the equipment during the time it is being used for Project purposes Equipment use charges to be made in accordance with Grantee's normal accounting practices Grantees may use the California Department of Transportation's equipment rental rates as a guide The Grantee must describe the work performed, the hours used and related use to the Project Grantee shall prorate the value of the purchased equipment toward the Project based on hours of usage 	<ul style="list-style-type: none"> Rental equipment Leased equipment Purchased equipment
Fixed Structures	<ul style="list-style-type: none"> Equipment affixed permanently to Project facility 	<ul style="list-style-type: none"> Fixed benches/seating Kiosks Hitching posts
Construction Tools/Supplies/Materials	<ul style="list-style-type: none"> May be purchased for specific Project, or may be drawn from central stock, if claimed costs are no higher than those Grantee would pay Costs may be capitalized according to Grantee's standard policy If capitalized, Grantee may only claim those costs reasonably attributable to the Project 	<ul style="list-style-type: none"> Materials: concrete, wood, etc. Tools: hammers, nails, etc.
Relocation Costs	<ul style="list-style-type: none"> Costs resulting in displacement of person/business Must comply with State Relocation Act requirements 	<ul style="list-style-type: none"> See Government Code, Chapter 16, Section 7260
Acquisition Costs	<ul style="list-style-type: none"> DGS approved appraisal cost All other appropriate costs 	<ul style="list-style-type: none"> Purchase price/ appraisals Title/escrow fees State review of appraisals and other documents
Miscellaneous	<ul style="list-style-type: none"> Other Project related costs 	<ul style="list-style-type: none"> Construction Insurance Transportation costs Signs/interpretive aids

Payment of Grant Funds

- Disbursements of grant funds will be made incrementally, as separate components of the Project are satisfactorily completed.
- Payments shall be on the basis of costs incurred, less 10% to be withheld from all invoiced amounts.
- Since funds are not withheld from advances, the amounts withheld from an invoice that follows an advance could exceed 10%.
- Requests for reimbursement are preferred on a quarterly basis. They must include documentation that demonstrates that costs have been incurred and an itemized description of all work done for which reimbursement is requested. Payment requests should clearly identify elements of the work plan to which they relate. [Reference Appendix G, Payment Request Form (RA 212)].
- When Grantees submit a payment request form, all figures should be rounded to the nearest dollar.
- Grantees should allow four to six weeks to receive payment after submitting a complete payment request package.
- Any request that is submitted without supporting documents will not be approved for payment.

Acquisition Projects

Up to 100% of the approved Acquisition costs, less any items that would not be paid through escrow, may be advanced after the property is in escrow. Such an advance shall be placed immediately into the escrow account. Any remaining grant funds will be reimbursed after the Project is complete.

Development Projects

Payments will be made on a reimbursement basis, i.e., after the Grantee has paid for services, products or supplies. Invoices, purchase orders, canceled checks, or other records must support all charges and be available for auditing purposes. Ten percent of the amount billed will be withheld and issued as a final payment upon completion of the Project.

Advance Payment Requests

- As a general rule, advance payments for Development Project costs are not allowed. The Agency, at its sole discretion, may honor advance payment requests, if warranted by compelling need.
- If an advance payment is requested, the Grantee will complete a Payment Request Form, RA 212 (Appendix G), accompanied by the written request for advance payment and all cost estimates for services, equipment and supplies to support the advanced amount requested.
- If any advance payments are received from the Agency, they must be deposited in a separate interest-bearing account. Interest earned on advances may be spent on eligible Project costs subject to prior approval by the State Agency. Unless spent

on approved costs, the grant Agreement shall be reduced by the amount of the interest earned.

- For Acquisition Projects, advances are made after the property is in escrow. Immediately upon receipt, such advances shall be placed into escrow.

Final Payment Request

The funds withheld from either Acquisition or Development Project payments is referred to as the Final Payment Request. The Project Completion procedures that must be followed can be found in Appendix H.

Site Visits

The Grantee shall permit periodic site visits including a final inspection by the Agency to determine if the work performed is in accordance with the approved Project Scope.

Project Withdrawal

If a Grantee wishes to withdraw a Project, Grantee shall notify the Agency in writing. In the event an approved Project cannot be completed, and if grant funds were advanced, those funds plus any accrued interest must be returned to the State.

Loss of Funding

The following actions may result in a loss of part or all of the funding allocation to the Grantee:

- A Grantee fails to return a signed agreement with the Resources Agency within 60 days of receipt of the grant agreement.
- A Grantee withdraws from the Program.
- A Grantee fails to complete all funded Projects and/or fails to submit all documentation before May 1, 2012.

VII. STATE AUDIT AND ACCOUNTING REQUIREMENTS

Project Audits

Projects are subject to audit by the State for three years following the final payment of grant funds. The audit shall include all books, papers, accounts, documents, or other records of the Grantee as they relate to the Project for which funds were granted.

The Grantee shall have the Project records, including the source documents and cancelled checks, readily available to the State. The Grantee shall also provide an employee having knowledge of the Project to assist the State's auditor. The Grantee shall provide a copy of any document, paper, record, or the like requested by the State.

Accounting Requirements

Grantees shall maintain an accounting system that does the following:

- Accurately reflects fiscal transactions, with the necessary controls and safeguards,

- Provides good audit trails, especially the source of original documents (purchase orders, receipts, progress payments, invoices, time cards, cancelled checks, etc.), and
- Provides accounting data so the total cost of each individual Project can be readily determined

Record Retention

All Project records must be retained for three years following Project completion and one year following an audit.

APPENDIX A – APPLICATION FORM
State of California
The Resources Agency

APPLICATION FOR LOS ANGELES RIVER PARKWAY GRANT PROGRAM
Safe Neighborhood Parks, Clean Water, Clean Air, and Coastal Protection Bond Act of 2000

PROJECT NAME:	GRANT AMOUNT REQUESTED \$ _____	
	Estimated Total Project Cost \$ _____	
GRANTEE (Organization Name and Address)	COUNTY:	
	NEAREST CITY:	
PROJECT ADDRESS:	SENATE DISTRICT NUMBER(S):	ASSEMBLY DISTRICT NUMBER(S):

Grantee’s Representative Authorized in Resolution

NAME AND TITLE (Print or Type)	PHONE	FAX	EMAIL
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Person with Day-to-Day Responsibility for Project (if different from Authorized Representative)

NAME AND TITLE (Print or Type)	PHONE	FAX	EMAIL
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BRIEF DESCRIPTION OF PROJECT:	Latitude	Longitude
	Coordinates Represent: _____ Coordinates Determined Using: _____ (See next page for instructions and choices)	

<u>FOR DEVELOPMENT PROJECTS</u>	<u>FOR ACQUISITION PROJECTS</u>
Land Tenure: Project is _____ acres.	Project will be _____ acres.
_____ Acres owned in fee simple by grant Applicant	_____ Acquired in fee simple by grant Applicant
_____ Acres available under a _____ lease.	_____ Acquired in other than fee simple (explain):
_____ Acres other interest (Explain and attach additional pages):	

I certify that the information contained in this Project Application form, including required attachments, is accurate.

Signature _____ Date _____
Grantee’s Authorized Representative as shown in Resolution

Latitude/Longitude (Degrees/Minutes/Seconds)

The application must include the coordinates of the general center point of your River Parkways Project. This information can be obtained using the Internet at www.topozone.com as follows:

- Enter the location (city/county/township, etc.) of your Project and “California” under “Place Name Search” ---- *a map of the general area will be displayed.*
- Click on location (city/county/township, etc.) ---- if more than one location appears, click appropriate one.
- Put cursor on your specific project site location and click ---- *the map will zoom in on the new location moving the red target symbol to the correct location.* You can enlarge the MAP by clicking on the upper frame of the map on either 1:25,000 or 1:50,000 (1:100,000 will take you back to the initial resolution and 1:200,000 will allow you to zoom out further).
- Once you have found the location of your project, scroll down and under “*Coordinates*”, click on “*D/M/S*” (degrees, minutes, and seconds) ---- the information will then be displayed at the TOP of the map.

If you have any difficulty with Topozone, or need help locating your project, you can contact the Resources Agency, CERES Program at (916) 653-7142., or by e-mail at ray@ceres.ca.gov.

PLEASE INDICATE THE ORIGIN OF THE LATITUDE AND LONGITUDE BY USING THE CHOICES BELOW.

COORDINATES REPRESENT:

- ACTUAL LOCATION
- ROUGH CENTER OF AREA
- GENERAL VICINITY
- ONE OF MULTIPLE LOCATIONS
- ENTRANCE/STARTING POINT
- ALL OF SELECTED COUNTY
- ALL OF SELECTED CITY
- ALL OF THE SELECTED ZIP CODE
- UNKNOWN
- OTHER

COORDINATES DETERMINED USING:

- GPS DEVICE
- THIS GIS WEBSITE MAP
- TOPOZONE.COM OR SIMILAR
- PAPER MAP
- UNKNOWN
- OTHER

APPENDIX B – SAMPLE RESOLUTION

Resolution No: _____

**RESOLUTION OF (GOVERNING BODY OF THE GRANTEE)
APPROVING THE APPLICATION FOR GRANT FUNDS FOR THE LOS ANGELES
RIVER PARKWAY GRANT PROGRAM UNDER THE SAFE NEIGHBORHOOD PARKS,
CLEAN
WATER, CLEAN AIR, AND COASTAL PROTECTION BOND ACT OF 2000**

WHEREAS, the Legislature and Governor of the State of California have provided funds for the Program shown above; and

WHEREAS, the **Secretary of the Resources Agency** has been delegated the responsibility for the administration of this grant Program, establishing necessary procedures; and

WHEREAS, said procedures established by the **Secretary of the Resources Agency** require the Applicant to certify the approval of Application(s) by the Applicant’s 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(s);

NOW, THEREFORE, BE IT RESOLVED that the _____ (Governing Body)

1. Approves the filing of an Application for the (name of Project);
2. Certifies that Applicant understands the assurances and certification in the Application form; and
3. Certifies that the Project is consistent with local or regional land use plans or Programs; and
4. Certifies that Applicant has or will have sufficient funds to operate and maintain the Project(s); and
5. Certifies that Applicant has reviewed and understands the provisions contained in the Grant Guide; and
6. Appoints the (designated position, not person occupying position) _____ 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

APPENDIX C – LAND TENURE REQUIREMENTS

LOS ANGELES RIVER PARKWAY GRANT PROGRAM

Minimum Land Tenure Requirements

Applicants must certify to the Resources Agency that they have adequate control of, and Tenure to, properties to be improved under the Parks Bond 2000. Adequate control includes, but is not limited to ownership, lease, easement, joint powers agreement, or other long-term interest in the property, or has a satisfactory Agreement with the legal owner/administering agency.

The Agency recognizes that specific activities may change over time; however, the property must remain available for compatible public use.

The Grantee and/or landowner shall:

1. Maintain and operate the property funded pursuant to this chapter for a period of:
 - At least 10 years for grants up to \$100,000
 - At least 20 years for grants greater than \$100,000 and up to \$1 million
 - At least 25 years for grants over \$1 million
 - For Urban Stream Restoration Projects, alternate maintenance and operation periods may be negotiated, as appropriate, for individual Projects.
2. Use the property only for the purpose for which the Grant was made and to make no other use or sale or other disposition of the property.

With the approval of the Agency, the Grantee or the Grantee's successor in interest in the property may transfer the responsibility to maintain and operate the property in accordance with this section. A lease or other short-term Agreement cannot be revocable at will by the lessor.
3. 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) without the written permission of the State.

APPENDIX D - SIGN GUIDELINES

Authority

All Projects funded by Proposition 12, the “The Safe Neighborhood Parks, Clean Water, Clean Air, and Coastal Protection Bond Act of 2000” (Parks Bond 2000) must include a posted sign acknowledging the source of the funds following guidelines developed by the State of California Resources Agency.

Purpose

Installation of signs at all Project sites is required to acknowledge the public’s support of the Parks Bond 2000 and promote the benefits provided by Bond fund assistance.

Types of Signs

1) **Signs Posted Upon Completion (required for all Projects)**

All Grantees are required to post a sign at the Project site. The sign must be available for final inspection of the Project. All signs must include the universal logo. (See information on the logo below.)

There is no minimum or maximum size for the sign (other than the minimum size for the logo) as long as the sign contains the required wording. (See below.)

2) **Sign posted during construction (required for specific situations)**

For Projects funded with Parks Bond 2000 funds in excess of \$750,000 and/or those Projects in areas of high visibility (such as near a major thoroughfare), a sign is required during construction.

Recommended minimum size of sign: 4.5 feet x 7.5 feet

Language For Signs

All signs will contain the minimum language below:

(Description of Project)

Another Project to Improve California Parks (**coast, trails, urban parks, watersheds, etc.**) funded by the 2000 Parks Bond (**In large font**)

Optional: The Safe Neighborhood Parks, Clean Water, Clean Air and Coastal Protection Bond Act of 2000 (the Villaraigosa-Keeley Act).

Mike Chrisman, Secretary for Resources

Arnold Schwarzenegger, Governor

The name of the director of the Local Agency or other governing body may be added. The sign may also include the names (and/or logos) of other partners, organizations, individuals and elected representatives as deemed appropriate by those involved in the Project.

Universal Logo

All signs will contain a universal logo (a copy is included) that is equated statewide with the Parks and Water Bond 2000. The logo is on a template, available through the Internet at www.resources.ca.gov/bond/. Your Grants Administrator can also provide the logo on disk.

- The universal logo must be mounted in an area to maximize visibility and durability.
- The logo must be a minimum of 2'x2'. Exceptions are permitted in the case of trails and other areas where these dimensions may not be appropriate.

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 guides for gauge of metal, quality of paints used, mounting specifications, etc.

Sign Duration

Project signs must be in place for a lengthy period of time, preferably for a minimum of two years, for all Projects and four years for Projects over \$750,000.

Sign Cost

The cost of the sign(s) is an eligible Project cost. More permanent signage is also encouraged, e.g. bronze memorials mounted in stone at Trailheads, on structures etc.

Appropriateness of Signs

For Projects where the required sign may be out of place or where affected by local sign ordinances, the Grants Administrator in consultation with the Grantee may authorize a sign that is appropriate to the Project in question. Alternate signage must be clearly recognizable as a Parks/Water Bond 2000 Project.

Exclusions

Archaeological sites are excluded from the sign requirement.

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 phases for more information.

Further Questions

The Grantee should consult with the Grants Administrator to resolve any sign issues.



SPECIFICATIONS

Minimum finished size: no smaller than 24" x 24"

Sign substrate: 0.050 aluminum with rounded corners

Background color: white

Print colors: dark blue — to match Pantone 301 CVC

light blue — 20% screen of dark blue

dark green — to match Pantone 341

light green — 50% screen of dark green

Line screen: no coarser than 45 lpi

Traps: 0,10" at 100% size (already built into artwork)

APPENDIX E - COST ESTIMATE FOR DEVELOPMENT RIVER PARKWAY PROJECTS

TASK	Unit Price	Quantity	Total Amount \$	Agency Grant \$	In-Kind \$	Other Funding Sources	
						\$	Source
1. Preliminary Costs							
Examples: • Construction Plans							
• Permits							
• Technical Consulting							
Subtotal—Task 1							
2. Site Preparation							
Examples: • Equipment Rental							
• Demolition & Removal							
• Grading							
Subtotal—Task 2							
3. Materials							
Examples: • Irrigation Supplies							
• Hand Tools							
• Native Plants							
Subtotal—Task 3							
4. Construction							
Examples: • Install Irrigation Systems							
• Install Walkways							
• Install Native Plants							
Subtotal—Task 4							
5. Other							
Examples: • Hazard Insurance							
• Interpretive Aids							
Subtotal—Task 5							
6. Contingency (maximum of 10% of grant amount)							
Subtotal—Task 6							
GRAND TOTAL							

SAMPLE

Task listing should be detailed and customized to fit your Project proposal. Please keep the budget as straightforward as possible. The unit price times the quantity equals the Total Amount column. The Agency grant, In-Kind and other Funding Sources should also sum to the Total Amount column.

APPENDIX F – LAND ACQUISITION INFORMATION

LOS ANGELES RIVER PARKWAY GRANT PROGRAM

Project Title:				
Assessor's Parcel Number(s)	Acreage	Indicate fee or Easement	Willing Seller Name and Address	
ACQUISITION COST ESTIMATE				
	Total Costs	Prop. 50 River Parkways Grant	Other Sources of Funds (specify by name)	
1. Estimated Fair Market Value of property:				
2. Relocation Costs				
3. Preliminary Costs:				
a) Preliminary Title Reports, Appraisal				
b) Escrow Fees, Title Insurance, Closing Costs				
c) Surveying (limited to boundary line adjustment)				
d) Direct costs (staff and consultants) – limited to \$10,000 per grant				
4. State approval costs of appraisal, transaction review etc.				
5. Contingency (Not to exceed 10% of total grant)				
6. Required signage				
7. Other (Specify)				
Grand Total				

Land Acquisitions Form - Instructions

Please complete a separate form for each escrow.

1. **Estimated Fair Market Value of Land and Improvements** – Provide estimate for each parcel. On a separate sheet, describe existing improvements and explain proposed use of disposition.

Note: The State must approve Fair Market Value of the Acquisition.

2. **Relocation Costs** – Attach additional pages as needed. Provide a parcel-by-parcel analysis of the extent of the relocation assistance required by the State Relocation Act (Chapter 16, Section 7260, and Government Code). Include at a minimum:
 - a. The number of persons/businesses displaced.
 - b. The types of displaced entities (families, small retail businesses, large wholesale or manufacturing enterprise, farms, churches, hospitals, etc.).
 - c. The tenure (month-to-month rent, long-term lease or fee title) of the displaced entities.
 - d. Any special problems inherent in relocating the displaced entities (lack of adequate replacement housing, large inventory of merchandise to be moved, or unique quality of the enterprise difficult to duplicate at any other location).
3. **Preliminary Costs** – Provide estimate of preliminary Acquisition costs. Note: Direct staff and consultant costs are limited to \$10,000 per grant.
4. **Cost of State approval of appraisal, transaction review, etc.** – For cost estimation purposes, use \$10,000 per escrow.
5. **Contingency** – Grantees are allowed to calculate ten percent (10%) for contingency on Acquisition Projects to cover unexpected eligible costs.
6. **Required Signage** – Provide estimated cost of required signage (see Appendix D).

Attach:

1. Annotated Assessor's Plat showing proposed Acquisition and approximate location of Project improvements that will affect the Project. If a creek or other drainageway crosses the property, sketch its approximate location.
2. Written description of parcel from the recorded deed on file in Assessor's office
3. Copies of any easements, mineral rights, or other conditions that may affect the proposed parcel on file in Assessor's Office
4. USGS 1:24,000 scale Quad map with the parcel clearly marked on it

APPENDIX G – PAYMENT REQUEST FORM

**State of California – The Resources Agency
LOS ANGELES RIVER PARKWAY GRANT PROGRAM**

See Instructions on Reverse

1. GRANT NUMBER

3. GRANTEE

4. PROJECT TITLE

5. TYPE OF PAYMENT

Advance

Reimbursement

Final

**6. PAYMENT INFORMATION
(ROUND ALL FIGURES TO THE NEAREST DOLLAR)**

a. Grant Award Total \$ _____

b. Funds Received To Date \$ _____

c. Available (a. minus b.) \$ _____

d. Amount Of This Request \$

e. Remaining Funds After This Payment (c. minus d.) \$ _____

7. SEND PAYMENT TO

GRANTEE NAME

STREET ADDRESS

CITY/STATE/ZIP CODE

ATTENTION

8. SIGNATURE OF PERSON AUTHORIZED IN RESOLUTION TITLE DATE

FOR THE RESOURCES AGENCY ONLY

PAYMENT APPROVAL SIGNATURE DATE

FORM RA212 (Front)

LOS ANGELES RIVER PARKWAY GRANT PROGRAM

PAYMENT INSTRUCTIONS Form RA 212

The following instructions are keyed to corresponding items on the Payment Request Form:

1. GRANT NUMBER -- The number assigned by the State to this Project
2. GRANTEE -- GRANTEE name as shown on the Project Agreement
3. PROJECT TITLE -- Title of Project for which payment is requested
4. TYPE OF PAYMENT -- Check appropriate box.
 - a. Advance Payment (See detailed instructions in the Grant Guide for requesting advance payments.)
 - b. Reimbursement (See below for documentation required.)
 - c. Final (Include Project Certification Form, Project Cost Summary Form and, if applicable, the Labor Costs Summary, Equipment Cost Summary and Report of Expenditures Charged to Other Funding Sources Forms.)
5. PAYMENT INFORMATION
 - a. Grant Award Total — The amount of State grant funds awarded to this Project
 - b. Funds Received to Date --- Total amount already received for this Project
 - c. Available — (a minus b)
 - d. Amount of this Payment Request — Amount that is being requested
 - e. Remaining Funds After this Payment — (c minus d)
6. SEND PAYMENT TO – Grantee name, address and contact person.
7. SIGNATURE OF AUTHORIZED REPRESENTATIVE IN RESOLUTION – Must be an original signature by the person authorized in the Application Resolution

Reimbursement Requests - Documentation Required – Avoid Delays in Payments

Payment request forms must be accompanied by a progress report detailing activities completed and an itemized list of all charges documenting the check numbers, amounts, dates, recipients and purpose of the charges. Use the Project Summary Form in the Project Completion Packet. Payment requests should clearly identify elements of the work plan to which they relate.

Payment requests without complete and accurate documentation will not be approved for payment until required information is received.

APPENDIX H - PROJECT COMPLETION INSTRUCTIONS

LOS ANGELES RIVER PARKWAY GRANT PROGRAM

This packet will assist in the preparation of documents necessary to complete Los Angeles River Parkway Grant Program Projects. Any questions should be directed to your Grants Administrator.

1. READ ALL MATERIALS IN THIS PACKET. Share it with individuals who will be preparing the financial documents.
2. Make copies of the forms as needed.
3. FORMS: The forms in this packet have been designed for your convenience. You may elect to use another format provided that all requested information is presented in a clear and concise manner.
4. REMEMBER, YOU ARE REQUIRED TO KEEP SOURCE DOCUMENTS FOR ALL EXPENDITURES RELATED TO EACH GRANT FOR AT LEAST THREE YEARS FOLLOWING PROJECT COMPLETION AND ONE YEAR FOLLOWING AN AUDIT. A Project is considered complete upon receipt of final grant payment from the State.
5. The Grant Guide provides further information on Project administration and allowable costs.

LOS ANGELES RIVER PARKWAY GRANT PROGRAM

PROJECT COMPLETION CHECKLIST

Please submit the following documentation to receive final payment for the grant Project. Incomplete documentation may result in a delayed payment.

REQUIRED:

1. Payment Request Form – One copy of the payment request form, RA 212, signed by the person authorized in the Application resolution.
2. Project Certification Form – Ensure that the form is completely filled out and signed by the Grantee representative responsible for fiscal accountability.
3. Project Cost Summary Form – Use this form or equivalent for final payment requests and reimbursement requests to summarize all Project costs. Include check number, date, recipient, purpose (i.e. construction contract, fencing materials) and amount.

IF APPLICABLE:

4. Labor Costs Summary Form – Summarize any in-house labor costs charged to the Project; the summary should note the location of source documentation to verify the summary (i.e., journal voucher number, work authorization, etc.). You may claim standard hourly wages plus benefits; no overhead is allowed.
5. Equipment Cost Summary Form – Include type of equipment, dates, amount, work performed. Indicate how the rate was obtained (i.e., Department of Transportation standards).
6. Report of Expenditures Charged to Other Funding Sources Form -- Include check number, date of check, name of recipient, purpose and amount.

LOS ANGELES RIVER PARKWAY GRANT PROGRAM

PROJECT CERTIFICATION FORM INSTRUCTIONS

- Project Description: List facilities and/or property acquired; describe Enhancements made.
- For Development Projects: Include a cost summary using the format shown in the Grant Guide (Page 32). Provide a certification statement that “As Built” plans are available and maintained by the responsible agency.
- For Acquisition Projects: Include a cost summary using the format shown in the Grant Guide (Page33) and provide copies of buyer’s closing statement, grant deeds and policy of title insurance, if not previously provided.

LOS ANGELES RIVER PARKWAY GRANT PROGRAM

EQUIPMENT COST FORM

Grantee Name _____

Grant Number _____

Section A: Grantee owns equipment and is charging for its use against the grant

Equipment Number	Date Used	Description of Equipment	Purpose	Number of Hours Used	Rate Per Hour	Amount
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
					Total Equipment Usage Costs	\$ _____

Section B: Equipment Rentals charged against the grant

Check Number	Date Used	Description of Equipment	Purpose	Payee	Amount	
_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	
					Total Equipment Rental Costs	\$ _____
					TOTAL EQUIPMENT COSTS A+B	\$ _____

(Carry Total forward to Project Cost Summary Form)

APPENDIX I - MAP OF GEOGRAPHIC AREA OF PROGRAM

A map of the area covered by the Los Angeles River Parkway Grant Program is available in Acrobat format.

Click on <http://resources.ca.gov/bond/la-map-1.pdf>.

APPENDIX J - PAYEE DATA RECORD

This form is an interactive PDF form and may be completed without using a typewriter from the following Web address: <http://www.documents.dgs.ca.gov/osp/pdf/std204.pdf>

If you have difficulty finding the form at the address above please check the state form index at: http://www.osp.dgs.ca.gov/default.asp?mp=../fmc/std_index.asp. Request form [std204.pdf](http://www.documents.dgs.ca.gov/osp/pdf/std204.pdf).