

SIERRA NEVADA CASCADE GRANT PROGRAM GUIDE



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

State of California

The Resources Agency
November 2001

TABLE OF CONTENTS

	Section/Page
I. DEFINITIONS _____	1
II. SIERRA NEVADA CASCADE GRANT PROGRAM _____	4
Introduction _____	4
Program Intent _____	4
Amount of Funds Available _____	4
State Administrative Costs _____	4
Geographic Area Covered by the Program _____	5
Eligible Applicants _____	5
Project Eligibility _____	6
III. IMPORTANT POINTS _____	9
IV. PROJECT APPLICATION AND SELECTION PROCESS _____	10
How to Apply _____	10
What to Submit _____	11
V. PROJECT CRITERIA _____	13
Need _____	13
Access and Location _____	15
Organizational Capability _____	15
Project Readiness _____	16
Youth Employment Benefit _____	16
VI. GRANT ADMINISTRATION PROCESS _____	16
Grant Process _____	16
Timeframes _____	17
Changes to Approved Project _____	17
Eligible Costs _____	18
Payment of Grant Funds _____	19
Advance Payments _____	19
Final Payment Request _____	20
Site Visits and Final Inspection _____	20
Project Withdrawal _____	20
Loss of Funding _____	20
VII. STATE AUDIT AND ACCOUNTING REQUIREMENTS _____	21
Accounting Requirements _____	21
Record Retention _____	21

VIII. **APPENDICES**

Appendix A – Application Form _____ 22
Appendix B – Sample Resolution _____ 24
Appendix C – Land Tenure Requirements _____ 27
Appendix D – Sign Guidelines _____ 29
Appendix E – Cost Estimate for Development Projects _____ 34
Appendix F – Land Acquisition Information and Schedule of Estimated Costs _____ 36
Appendix G – Payment Request Form _____ 39
Appendix H – Project Completion Packet _____ 42
Appendix I – Map of Geographic Area of Program _____ 51
Appendix J – Payee Data Record _____ 52

INQUIRIES

Direct all inquiries, correspondence, and grant applications to:

Grants Administrator
The Resources Agency
Sierra Nevada Cascade Grants Program
1416 Ninth Street, Room 1311
Sacramento, CA 95814
Phone: (916) 653-5656
FAX : (916) 653-8102

The deadline for applications and proposals is February 1, 2002.

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

I. 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 grant 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.

“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 or 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 District that is authorized to provide park, recreational, or open-space services, or a combination of those services, except a school District

“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.

“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)”, for purposes of this grant program, means local agencies formed under state law that allow two or more such 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.

“Nonprofit organization” means any private, nonprofit organization which qualifies for exempt status under Section 501 (c) (3) of the United States Internal Revenue Code of 1986, and has among its principal charitable purposes the preservation or enhancement of land for scientific, historic, educational, recreational, scenic or open-space values, the protection of the natural environment, or the preservation and enhancement of fisheries and wildlife or their habitat.

“Nonstructural” refers to measures that solve flooding or erosion problems without physically changing the dimensions of a waterway. This may include floodplain 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.

“Program” means the Sierra Nevada Cascade 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, billed, and paid.

“Project Scope” means a complete 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 D.

“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 improvements.

II. SIERRA NEVADA CASCADE GRANT PROGRAM

Introduction

This procedural guide contains application and administration information for the **Sierra Nevada Cascade Grant Program**. A total of **\$3,302,225 million** is available for grants for this Program with the passage of the Safe Neighborhood Parks, Clean Water, Clean Air, and Coastal Protection Bond Act of 2000 (Proposition 12). A variety of projects may be supported by this funding.

Program Intent

The Sierra Nevada Cascade Grant Program is intended to “assist local governments, agencies, districts, and non-profit organizations, working in collaboration with those local governments, agencies, districts,” and federally recognized California Indian tribes, “to plan, create and conserve the Sierra - Cascade natural ecosystem”.

Grant funds are awarded competitively for all of the following projects:

- “The acquisition and restoration of riparian habitat in accordance with Sections 7048 and 78682.2 of the Water Code to improve water quality, and to protect, restore, or rehabilitate watersheds, streams wetlands, or other aquatic habitat.
- Capital improvement projects that provide park and recreational opportunities.
- Access to trails and public lands in accordance with Article 6 (commencing with Section 5070) of Chapter 1 of Division 5.
- Acquisition of park lands or recreational facilities.”

Source: Public Resources Code, Section 5096.347

Total Funds Available for Grants

\$3,302,225.00.

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.

Geographic Area Covered by the Program

The Sierra Nevada Cascade Program includes those portions of the following counties “that are located in the mountains, the foothills, and the area adjacent to the geologic formations of the Sierra Nevada and the Cascade mountain ranges”:

Alpine	Fresno	Mariposa	Placer	Stanislaus
Amador	Inyo	Merced	Plumas	Tehama
Butte	Kern	Modoc	Shasta	Tuolumne
Calaveras	Lassen	Mono	Sierra	Tulare
El Dorado	Madera	Nevada	Siskiyou	Yuba

- The region is defined as the areas bounded on the east by the California Nevada border south from the Oregon border to its intersection with the crest of the White/Inyo Ranges.
- It continues south along that mountain crest to its intersection with State Highway 190, then southwest along Highway 190 to its intersection with Highway 395 at Olancho.
- The boundary continues south on Highway 395 to the intersection of Highway 14, then south along Highway 14 to the intersection with the Sierra Nevada Ecological Unit (EU) [as defined by the US Forest Service map California Vegetation by WHR Classification, August 1994] continuing to its junction with Highway 58.
- The boundary continues along Highway 58 west to its intersection with Sierra Nevada EU.
- It follows north along the western boundary of that EU to its intersection with the western boundary of the Cascade EU.
- It continues north along the western boundary of the Cascade EU to the Pit River arm of Shasta Lake, west to the junction of Interstate 5.
- The boundary continues north along Interstate 5 to the Oregon border and east along the California Oregon border line. (Reference map Appendix I.)

Note: Communities that are bisected by the boundaries are fully included in the geographic area.

Eligible Applicants

The following entities are eligible to apply for these program funds:

- Cities
- Counties
- Districts (see definitions)
- Local Agencies formed for park purposes pursuant to a joint powers agreement between two or more local entities, except a school district
- Other Districts that are authorized to provide park, recreational, or open-space services, or a combination of those services, except a school district
- Federally recognized California Indian Tribes
- Nonprofit organizations (see definitions). Nonprofit applicants must have a government agency as a cosponsor

PROJECT ELIGIBILITY

	Rivers & Stream Projects	Trail Projects	Capital Improvement Projects	Acquisition Projects
<p>Funds may be used for any of the following:</p>	<ol style="list-style-type: none"> 1. Enhancement, acquisition, or restoration of riparian or riverine habitats or other lands in close proximity to rivers, streams, wetlands, or other aquatic habitat 2. Protection or restoration of watersheds, streams, wetlands, or other aquatic habitat 3. 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 4. Rivers and streams trail projects 5. River parkway projects 	<ol style="list-style-type: none"> 1. Enhancement or restoration of existing recreational trails, trailhead and trailside facilities 2. Construction, development, or restoration of trailside and trailhead facilities and trail linkages or corridors that support small connections within existing trail systems 3. Acquisition of easements or fee simple title to property for recreational trail linkages or corridors that support small connections within existing trail systems 4. Educational or interpretive nature trails not to exceed one mile in length 	<ol style="list-style-type: none"> 1. Enhancement of public access to or use of natural areas, open space, or natural resource-based recreational sites via the construction, alteration, renovation, or extension of physical improvements 2. Modification of existing structures including changes to the function, layout, capacity or quality of a facility that enhances the structure's functionality for natural resources-based recreational opportunities 3. Expansion of the designed level of services of a facility or improved area 4. Expansion of the diversity of available natural resources-based recreation 	<ol style="list-style-type: none"> 1. Acquisitions which enhance ecological diversity, threatened and endangered species habitat, or areas of geological or scenic value 2. Acquisitions that support recreational or interpretive uses or land that provides for educational and/or interpretive uses <p>NOTE: Sites have greater significance than others if they contribute to a broader plan or program that helps promote the resolution of a larger resource conflict or have a significant cost to benefit ratio</p>

EXAMPLES OF ELIGIBLE PROJECTS

Rivers & Stream Projects	Trail Projects	Capital Improvement Projects	Acquisition Projects
<ul style="list-style-type: none"> • Acquire and develop river parkways • 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: <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 • Acquire land to provide public access to rivers, streams, or river parkways • Acquire land to increase the size and quality of existing riparian habitat, river parkways or other open space areas along rivers or streams • Develop, improve or enhance trails, trailhead or trailside facilities along rivers, streams and/or river parkways for walking, cycling and equestrian purposes • Clear debris from stream channels and perform erosion control and bank stabilization work • Provide riverfront parks to serve population centers lacking park areas • Develop new trails that link existing river or stream trails 	<ul style="list-style-type: none"> • Development of trail linkages, trailhead or trailside facilities that meet an identifiable recreational need or that provide recreation opportunities not currently available • Restoration or enhancement of trails, trailhead or trailside facilities that are no longer fully serviceable or that will provide expanded or additional recreation opportunities • Improvements to trails, trailhead or trailside facilities that will provide expanded use by persons with disabilities or other groups 	<ul style="list-style-type: none"> • Parks • Picnic areas • River or lake access • Fishing and rafting access areas • Scenic and interpretative vistas • Open space access • Visitor centers • Parking lots for any of these facilities 	<ul style="list-style-type: none"> • Property that provides linkages or expands wildlife corridors between other public lands • Land that expands or complements existing park lands or existing trail systems • Areas that contain unique natural features and/or one or more threatened or endangered plants or animals • Acquisition of natural resource-based recreation facilities, such as camp sites

EXAMPLES OF INELIGIBLE PROJECTS

Rivers & Stream Projects	Trail Projects	Capital Improvement Projects	Acquisition Projects
<ul style="list-style-type: none"> • Exclusively educational projects • Exclusively planning projects without a defined and certain implementation commitment • Operations and maintenance projects • Projects with no relation to a river or stream or other water bodies • Projects located on school properties not open to the general public and designed solely for school students 	<ul style="list-style-type: none"> • Master planning for trail development • Highway beautification and parking for other than recreation purposes • Operations and maintenance projects • Proposals exclusively for purchase and lease of recreational trail construction and maintenance equipment • Construction of new recreational trails or acquisition of easements and fee simple title to property for recreational trails or trail corridors that are not small connections within existing trail systems • Projects with no public access • Educational programs to promote safety and environmental protection • Upgrading, expanding or otherwise facilitating motorized use or access to trails predominantly used by non-motorized trail users • Construction of recreational trail links on Bureau of Land Management or National Forest System lands for motorized use unless such lands: <ol style="list-style-type: none"> 1. have been allocated for uses other than wilderness by an approved agency resource management plan or have been released to uses other than wilderness by an Act of Congress, and 2. such construction is otherwise consistent with the management direction in such approved land and resource management plan 	<ul style="list-style-type: none"> • Indoor recreational facilities • Ball fields • Swimming pools • Non-natural resource-based activities • Operations and maintenance projects 	<ul style="list-style-type: none"> • Properties where there is no willing seller • Acquisitions that would raise environmental justice concerns • Properties that cannot be acquired at fair market value • Non-natural resource-based recreational facilities, including swimming pools, basketball courts, ball fields, etc.

III. IMPORTANT POINTS

The applicant should consider the following important points when applying for and administering the Sierra Nevada Cascade 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 must have a signed agreement by September 3, 2002.
- Applicants shall submit an individual Application form for each eligible project.
- All projects shall be in compliance with the California Environmental Quality Act, Division 13 (commencing with Section 21000). Evidence of completed CEQA must be submitted by July 1, 2002.
- The Grantee is expected to complete the project and submit all documentation by May 3, 2004. Extensions may be requested in advance and will be considered in the event of circumstances beyond the control of the Grantee.
- The Grantee shall provide for public access in accordance with the intent and provisions of the enabling legislation and/or program. 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 acquisition of real property by public agencies. Disbursement of grant funds for property acquisition will be subject to prior approval of fair market value by the State Department of General Services.
- Applicants 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 for land tenure requirements).
- Grantee agrees to use the property developed with grant monies under this Program only for the purposes for which the State grant monies were requested, and no other use of the areas shall be permitted except by specific act of the Legislature.

- Grantee agrees to maintain and operate the property developed for a period commensurate with the Land Tenure requirements (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.
- Grantees shall post signs acknowledging the source of funds pursuant to guidelines established for this Grant Program (Reference Appendix D).
- Direct charges, which include costs related to construction management, are eligible. Indirect costs are not eligible.

IV. PROJECT APPLICATION AND SELECTION PROCESS

How to Apply

1. Read the application materials carefully and decide if your project appears likely to qualify for a grant.
2. Determine the interest of any partners or cosponsors that would broaden the impact of the grant.
3. Determine if there are other sources of funding.
4. Obtain the required signed resolution from your governing body and the land tenure documents for the project site.
5. Assemble all application documents.
6. Have designated representatives sign the original application.
7. Submit **8** copies of the completed application including all required documents. One copy must be unbound and single-sided.

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 site is not acceptable.

The deadline for applications and proposals is **February 1, 2002.**

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

Submit to the:

Grants Administrator
Sierra Nevada Cascade Program
The Resources Agency
1416 Ninth Street, Room 1311
Sacramento, CA 95814

What to Submit

A complete application consists of one original and 7 copies of each of the items listed below:

1. **Application Form** (Reference 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 12-point font (Arial or Times New Roman); we suggest no more than 5 pages.
3. **Authorizing Signed Resolution** from governing body (Reference Appendix B).
4. **Environmental Compliance** – Applicants are encouraged to certify CEQA compliance at the time the grant application is submitted. Include an Environmental Impact Report or Negative Declaration along with a response from the State Clearinghouse and a copy of the Notice of Determination filed with, and stamped by, the County Clerk; or if applicable, a copy of the Notice of Exemption stamped by the County Clerk if the project is categorically exempt. If the Project is on Federal land, also provide evidence of NEPA compliance.

Projects that have not received CEQA certification are eligible for consideration. However, documentation of environmental compliance must be submitted by July 1, 2002. Indicate in the grant application the current status of the CEQA review.

5. **Project location map** (city or county) with enough detail to allow a person unfamiliar with the area to locate the project. Also include other maps or aerial photographs that demonstrate the need for the Project. Maps or images must fit an 8 ½ X 11 binder.

6. **Evidence of adequate land tenure for development projects** (lease, joint powers agreement, etc.). See Appendix C for property held in less than fee title.
7. **Site plan** (Development Projects). Include a site plan showing 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.
8. **Cost Estimate** (Development Projects). Provide a detailed project budget estimate reflecting all costs associated with the project and specifically designate costs to be covered by the grant request and costs to be covered by other sources. The budget should quantify costs for planning and design, ground area of work, acquisitions costs (if applicable), labor, materials and equipment requirements, signage, and display the total project budget in relation to the total amount of the grant request. (Reference format in Appendix E.)
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. **Land Acquisition Information and Schedule of Estimated Costs** (Acquisition Projects). Complete the acquisition form shown in Appendix F.
11. **A project time line**, including a quarterly expenditure plan.
12. **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.
13. **All agreements** associated with project operation and maintenance. Draft agreements or other written evidence will be accepted.
14. **Labeled photographs** of the project site. Color photocopies are acceptable. Submit a maximum of 5 photos no larger than 8 1/2" X 11".
15. **Articles of Incorporation**, if nonprofit applicant.
16. **Payee Data Record**, if nonprofit applicant (Appendix J).
17. **Additional Grants:** List all other grants applied for including the grant program name, the administering agency, the amount of the request and the date, or expected date, of the award/action. Also list all grants that have been awarded for the property/project.

V. PROJECT CRITERIA

Each grant application will be reviewed by the Resources Agency’s Sierra Nevada Cascade Grant Committee to determine whether it is complete and meets the eligibility requirements. Eligible applications will then be read, compared and ranked on a relative scale based on the information provided.

Project Proposal Narrative

A Project Proposal Narrative must be submitted as part of the Project Application Package. The information in the narrative will be used by the Committee to evaluate competing grant proposals.

Project Proposal Criteria

Please respond to each of the following five major headings. Projects will be scored using the criteria values shown below:

- | | | |
|----|---------------------------|-------------|
| A. | Need for Project | (50 points) |
| B. | Access and Location | (20 points) |
| C. | Organizational Capability | (15 points) |
| D. | Project Readiness | (15 points) |
| E. | Youth Employment Benefit | (5 points) |

A. Need For Project

Discuss the need for your project based on the following questions. Use the chart below to determine which questions are specific to your project.

TYPE of PROJECT	ANSWER QUESTIONS #
Riparian or Aquatic Habitat Restoration or Acquisition per Water Code 78682.2	4, 2, 3, and if Acquisition, also answer 6 through 10
Flood and Erosion Control per Water Code 7048 (Urban Streams Program)	1, 2, 3,5 and if Acquisition, also answer 6 through 10
Access to Trails & Public Lands	1, 2, 3 if Acquisition, also answer 6 through 10
Capital Improvement that provide Park and Recreational Opportunities	1, 2, 3
Acquisition of Park Lands & Recreational Facilities	1, 2, 3 and 6 through 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, 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.
 - 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 Jepson, Holland 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?
5.
 - 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.
- 6. If the proposal involves acquisition of land that will not be improved until a later date, provide the following additional information
 - a) Why is immediate acquisition necessary?
 - b) What type of improvement 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.
- 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 populations that would be served by the project. Address local versus regional or statewide uses separately.
- 2. Describe the various transportation methods that are available to the public to access the project.
- 3. Describe any limits to public access such as hours of operation, available staffing, user fees, seasonal restrictions, or related factors.
- 4. How does this project enhance or build upon prior or existing public lands, amenities, etc.?

C. Organizational Capability

- 1. Describe your experience in completing and operating or maintaining this type of project or other similar project.
- 2. List the technical expertise needed for your project. Who will provide this expertise?
- 3. a) List other sources of funds to be used for this project (if applicable) 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 letters of commitment.

- b) Describe any partnerships with non-profit groups, public or governmental agencies, and attach any letters of support, operational agreements, Memoranda of Understanding or Memoranda of Agreement signed by both parties.
 - c) Nonprofit applicants must also include a letter of support from their government agency cosponsor.
4. How will you monitor and maintain the project site over the time period indicated by the Land Tenure scale and ensure the long-term success of this project? Include entities responsible, funding sources, resources available, and period of commitment.

D Project Readiness

1. Describe your readiness to begin the project for each of the following items after grant funds become available.
 - a) 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 restriction and/or encumbrances
 - b) For development, restoration or enhancement projects explain the status of the following:
 - Preliminary plans
 - Construction or landscape plans
 - Land access/tenure agreements
 - Permits obtained, to date
 - Required reviews by other agencies
 - Land access/tenure issues resolved
 - Project renderings
 - Architectural/engineering designs completed
2. What factors would affect the project’s timeline and completion? How will these factors be addressed?

E. Employment Benefit

Does your project utilize any local or state employment programs (i.e. youth employment, CalWorks, or other similar employment program)? If yes, please describe fully.

VI. GRANT ADMINISTRATIVE PROCESS

Grant Process

1. Applicant prepares a complete grant application and supporting documents and submits it to the Resources Agency by the deadline specified.
2. Resources Agency evaluates proposals, may perform site visits on semi-finalists and selects projects for funding.

3. 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.
4. Grantee commences work on the project.
5. Grantee posts signs during construction if required by Sign Guidelines.
6. Upon completion of the project, Grantee posts signs acknowledging source of funds.
7. Grantee submits Project Completion Packet.
8. Grants Administrator makes final on-site project inspection.
9. Grants Administrator processes the final payment.
10. The State may perform an audit of the completed project.

Timeframes

- Grant applications must be received by the Resources Agency by **February 1, 2002**.
- Grant award date is August 1, 2002.
- Grant agreements must be in place by September 3, 2002.
- Projects must be completed and all documentation for reimbursement submitted by May 3, 2004 unless an extension has been formally approved by the Agency.

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"> 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 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. Supplies: 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%.
- Upon substantial completion of the Project, the amounts withheld may be reduced by the Agency to not less than 5% of the unadvanced grant amount.
- Reimbursement requests will not be more often than quarterly as determined by the Agency and must include itemized description of all work done for which reimbursement is requested, supporting detail as required in the Payment Request Form (RA 212) and documentation of the completion of the portion of the Project for which disbursement of grant funds is requested. (See Appendix G.)
- 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. Refer to Appendix G for cost documentation required with the Payment Request Form.

Advance Payment Requests

Interest Earned from an Advance

If any advance payments are received from the Agency, they must be deposited in a separate interest-bearing account. Additionally, unless spent, the Grant Agreement shall be reduced by the amount of the interest earned

Acquisition Projects

100% of the actual State-approved acquisition costs may be advanced after the property is in escrow. Such advances shall be placed immediately into escrow. Any remaining grant funds will be reimbursed after the project is complete.

Development Projects

If an advance payment is requested, the grant recipient will complete a Form 212, Payment Request Form, accompanied by the documentation described below:

Advance #1: Grantee may request an advance of up to 90% of the budget amount for design and preliminary plans.

Advance #2: After Grantee awards construction contract(s) for the Project, Grantee may request an advance of 50% of the amount of the Agency's share of the construction contracts(s) awarded plus 50% of additional eligible construction costs per the approved budget.

NOTE: Funds will not be advanced more than 30 days prior to start of construction.

Documentation required to obtain Advances #1 and #2

Completed Form 212 and a letter identifying amount of the advance, bid schedule of the contractor(s) who are awarded the construction contract(s), and Grantee's notice of award of construction contract(s).

Advance #3: At least 30 days after the request for the 50% construction advance, Grantee may request a second construction advance for up to 40%, based upon a demonstrated need.

Documentation required to obtain Advance #3

Completed Form 212 and satisfactory completion of a substantial portion of the work; submittal of invoices and other documentation showing expenditure of a substantial portion of the initial advances, and documentation that fully explains why an additional advance is necessary (such as a projected deficit in Grantee funds and lack of other funding to cover the deficit).

Except for a second construction advance, additional grant funds for construction advance will not be disbursed until all advanced funds have been expended.

Grantee must submit monthly reports showing expenditures from advanced funds.

Final Payment Request

The 10% withheld from either acquisition or development projects progress 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 State 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 the funding allocation to the Grantee:

- A Grantee fails to obtain an agreement by September 3, 2002 for its awarded amount.
- A Grantee withdraws from the Grant Program.
- A Grantee fails to complete all funded Projects and/or fails to submit all documentation before May 3, 2004.

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.).
- Provides accounting data so the total cost of each individual project can be readily determined.

Record Retention

All project records must be retained for at least one year following an audit.

APPENDIX A
APPLICATION FORM

APPENDIX B
SAMPLE RESOLUTION

SAMPLE RESOLUTION

Resolution No: _____

**RESOLUTION OF (GOVERNING BODY OF THE GRANTEE) APPROVING
THE APPLICATION FOR GRANT FUNDS FOR
THE SIERRA NEVADA CASCADE 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 Procedural 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

SAMPLE

APPENDIX C
LAND TENURE REQUIREMENTS

SIERRA NEVADA CASCADE GRANT PROGRAM LAND TENURE REQUIREMENTS

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

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

The Grantee/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 up to \$100,000 but not over \$1 million
 - At least 25 years for Grants over \$1 million
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, except as authorized by a specific act of the Legislature.
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.

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.

When the Grantee/Landowner is a nonprofit organization, the following additional conditions apply:

1. If a nonprofit organization ceases to exist, all of their rights, title and interest in the real property shall vest in the State of California. The State may, at its discretion, identify an appropriate public or private entity to accept the right, title and interest in the real property in lieu of the State.
2. If the use of the property is changed to a use that is not permitted by the terms of the grant, or if the property is sold or otherwise disposed of, the grant recipient shall reimburse the state an amount equal to the amount of the grant, the fair market value of the land and any improvements constructed with the grant, or the proceeds from the sale or other disposition, whichever amount is greatest.

If the property that is sold or otherwise disposed of is less than the entire interest in the property funded with the grant, the grant recipient shall reimburse the state an amount equal to either the proceeds from the sale or other disposition of the interest or the fair market value of the interest sold or otherwise disposed of, whichever amount is greater.

APPENDIX D
SIGN GUIDELINES

SIGN GUIDELINES PROPOSITION 12 PARK BOND

Authority

All projects funded by the “The Safe Neighborhood Parks, Clean Water, Clean Air, and Coastal Protection Bond Act of 2000” (2000 Parks Bond) 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 2000 Parks Bond 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 the 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 2000 Parks Bond 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:

<p style="text-align: center;">(Description of Project)</p> <p>Another Project to Improve California Parks (<i>coast, trails, urban parks, watersheds, etc</i>) funded by the 2000 Parks Bond (<i>in large font</i>)</p> <p><i>Optional: The Safe Neighborhood Parks, Clean Water, Clean Air and Coastal Protection Bond Act of 2000 (the Villaraigosa-Keeley Act).</i></p> <p>Mary Nichols, Secretary for Resources</p> <p>Gray Davis, Governor</p>

The name of the director of the local agency or other governing body may also 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 with the 2000 Parks and Water Bond Acts statewide. The logo is on a template, available through the Internet at www.resources.ca.gov/bond/. Your grant 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. **Project budgets and cost estimates should reflect the cost of signage.** Permanent signage such as bronze plaques mounted in stone at trailheads, on structures, and such ~~More permanent signage is also is encouraged.~~ ~~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 Grant 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 2000 Parks/Water Bond 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 Grant 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 PROJECTS

**SIERRA NEVADA CASCADE GRANT PROGRAM
COST ESTIMATE FOR DEVELOPMENT PROJECTS**

<u>TASK</u>	<u>Unit Price</u>	<u>Quantity</u>	<u>Total Amount</u> \$	<u>Agency Grant</u> \$	<u>In-Kind</u> \$	<u>Other Funding Sources</u>	
						\$	Source
1. Preliminary Costs							
• Permits							
• Construction Plans							
• Technical Consulting							
Subtotal—Task 1							
2. Site Preparation							
• Equipment Rental							
• Demolition and Removal							
• Grading							
Subtotal—Task 2							
3. Materials							
• Irrigation Supplies							
• Hand Tools							
• Native Plants							
Subtotal—Task 3							
4. Construction							
• Install Walkways							
• Install Irrigation Systems							
• Install Vegetation							
Subtotal—Task 4							
5. Other							
• Hazard Insurance							
• Signs and Interpretative Aids							
Subtotal - Task 5							
6. Contingency (Maximum of 10%)							
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 AND

SCHEDULE OF ESTIMATED COSTS

SIERRA NEVADA CASCADE GRANT PROGRAM

Information Form for Land Acquisitions

PROJECT TITLE:			
Parcel Number	1	2	3
Assessor's Parcel Number			
Owner's Name & Address			
Acreage			
Indicate fee or easement			
Willing Seller (Indicate with a "X") Provide Documentation.			
ACQUISITION BUDGET (See instructions on reverse)			
Estimated Fair Market Value of Land			
Improvements			
Relocation Costs			
Subtotal			
Preliminary Title Reports, Appraisals, Negotiations, & Escrow Surveying			
Subtotal			
Contingency			
Subtotal			
State approval costs of appraisal, escrow instructions, etc. (See instructions on reverse.)			
Other (specify)			
Grand Total			
Amount Requested This Grant			
ACQUISITION SCHEDULE (Show dates)			
Request Appraisals			
Submit appraisal and title report for State approval			
Submit instruments of conveyance, escrow instructions and purchase agreements for State approval			
Close of escrow and complete acquisition			

Land Acquisition Instructions

Estimated Fair Market Value of Land and Improvements-- under the terms of the grant program, the State must approve fair market value of the acquisition. On a separate sheet, describe existing improvements and explain proposed use or disposition.

Willing Seller—Provide evidence that landowner(s) are willing participants in any proposed real property transactions.

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 requirements, (Chapter 16, Section 7260, Government Code). Include at a minimum:

1. The number of persons/businesses displaced.
2. The types of displaced entities (families, small retail businesses, large wholesale or manufacturing enterprises, farms, churches, hospitals, etc.)
3. The tenure (month-to-month rent, long-term lease, or fee title) of the displaced entities.
4. 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).

Contingency - cannot be used to increase the fair market value appraisal.

Cost of State approval of appraisal, escrow instructions, etc. – For grant budgeting purposes, use \$6,000.00 per escrow.

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

**SIERRA NEVADA CASCADE GRANT PROGRAM
PAYMENT INSTRUCTIONS
Form RA 212**

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

1. PROJECT 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 Procedural 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 and Equipment Cost Summary 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.)

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

APPENDIX H
PROJECT COMPLETION PACKET

SIERRA NEVADA CASCADE GRANT PROGRAM PROJECT COMPLETION INSTRUCTIONS

This packet will assist in the preparation of documents necessary to complete Sierra Nevada Cascade Grant projects. Any questions should be directed to your Grant 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. A project is considered complete upon receipt of final grant payment from the State.
5. The grant procedural guide provides further information on project administration and allowable costs.

**SIERRA NEVADA CASCADE 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 – Insure 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.

**SIERRA NEVADA CASCADE GRANT PROGRAM
PROJECT CERTIFICATION FORM**

NAME OF GRANTEE: _____ GRANT NUMBER: _____

ADDRESS: _____

PHONE: (____) _____ FAX: (____) _____

EMAIL: _____

Grantee Contact For Audit Purposes:

Name: _____

PHONE: (____) _____ FAX: (____) _____ EMAIL: _____

PROJECT DESCRIPTION (see reverse for instructions):

LIST ALL FUNDS USED ON THIS PROJECT (including Sierra Nevada Cascade funds):

Sources	Amounts	Dates Received
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL PROJECT COSTS \$ _____

INTEREST EARNED ON ADVANCE GRANT FUNDS: \$ _____

HAS A NOTICE OF COMPLETION BEEN FILED? YES _____ NO _____

IF NO, PLEASE EXPLAIN (not applicable for acquisition only projects):

CERTIFICATION:

I hereby certify that all grant funds were expended on the above named project(s) and that the project(s) is complete and we have made final payment for all work done.

Signature of Grantee Fiscal Representative Title Date

Print Name and Title

**SIERRA NEVADA CASCADE GRANT PROGRAM
PROJECT CERTIFICATION FORM
INSTRUCTIONS**

- Project Description: List facilities and/or property acquired; describe enhancements made.
- For Development and Non-Capital Projects: Include a cost summary using the format shown in the Grant Guide.
- For Acquisition Projects: Include a cost summary using the format shown in the Grant Guide and provide copies of buyer's closing statement, grant deeds and policy of title insurance, if not previously provided.

SIERRA NEVADA CASCADE 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

Maps of the area covered by the Sierra Nevada Cascade Grant Program are available in Acrobat format in two levels of detail.

For [873k](#), use <http://resources.ca.gov/bond/grantmap50.pdf> .

For [6.3MB](#), use <http://resources.ca.gov/bond/MAP072401c.pdf>

APPENDIX J

PAYEE DATA RECORD

This form is an interactive PDF form may be completed without using a typewriter from the following Web address: <http://www.osp.dgs.ca.gov/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](#).

OR

Contact:

Grants Administrator
The Resources Agency
Sierra Nevada Cascade Grants Program
1416 Ninth Street, Room 1311
Sacramento, CA 95814
Phone: (916) 653-5656
FAX : (916) 653-8102