

**URBAN GREENING PLANNING GUIDELINES**

**FOR**

**SUSTAINABLE COMMUNITIES**

**FUNDED BY**

**THE SAFE DRINKING WATER, WATER QUALITY AND SUPPLY, FLOOD CONTROL, RIVER  
AND COASTAL PROTECTION BOND ACT OF 2006**

**PROPOSITION 84**

**State of California  
Strategic Growth Council**



**April 2011**

## Technical Workshops

<b>Monday, February 28</b> 1 pm to 4 pm Pasadena Convention Center Ballroom C 300 E. Green Street <b>Pasadena, CA</b>	<b>Wednesday, March 2</b> 1 pm to 4 pm Downtown Community Center 250 E. Center Street <b>Anaheim, CA</b>	<b>Thursday, March 3</b> 9 am to noon Joe & Vi Jacobs Center 404 Euclid Avenue <b>San Diego, CA</b>
<b>Monday, March 7</b> 10 am to 1 pm SFRWQCB Building 1515 Clay Street, Room 1 <b>Oakland, CA</b>	<b>Wednesday, March 9</b> 1 pm to 4 pm Visalia Convention Center 303 E. Acequia <b>Visalia, CA</b>	<b>Monday, March 14</b> 10 am to 1 pm Redding Library 1100 Parkview Avenue <b>Redding, CA</b>
<b>Thursday, March 17</b> 9:30 am to 12:30 pm <b>**NEW LOCATION**</b> Stockton Arena 248 W. Fremont Street <b>Stockton, CA</b>	<b>Tuesday, March 22</b> 9 am to noon Watsonville Civic Plaza, Community Rooms A&B 275 Main Street, <b>Watsonville, CA</b>	

**Please feel free to contact our office for any questions and/or additional help in completing the application.**

Please direct questions to:

Urban Greening for Sustainable Communities Program  
 c/o The California Natural Resources Agency  
 Attn: Bonds and Grants Unit  
 1416 Ninth Street, Suite 1311  
 Sacramento, CA 95814  
 Phone: (916) 653-2812, OR  
 Email: [UrbanGreening@resources.ca.gov](mailto:UrbanGreening@resources.ca.gov).  
 Fax: (916) 653-8102

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## INTRODUCTION

California voters passed the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006 (Proposition 84) on November 7, 2006. Proposition 84 added Division 43, Chapter 9, Section 75065(a) to the Public Resources Code, authorizing the Legislature to appropriate up to \$17.5 million for the purpose of creating urban greening plans that will serve as the master document guiding and coordinating greening projects in the applicant's jurisdiction.

Chapter 13, Statutes of 2008 (SB 732 Steinberg) added to Division 43 to the Public Resources Code and established the Strategic Growth Council (SGC). The SGC is composed of agency secretaries from the Business Transportation and Housing Agency, the California Health and Human Services Agency, California Environmental Protection Agency, the California Natural Resources Agency, the director of the Governor's Office of Planning and Research, and a public member, appointed by the Governor. One of the many goals of the SGC is to improve California's urban areas by advocating for and supporting development of greener, public spaces.

The Strategic Growth Council and SB 732 objectives are to improve air and water quality, protect natural resources and agricultural lands, increase the availability of affordable housing, improve infrastructure systems, promote public health, and assist state and local entities in the planning of sustainable communities and meet AB 32 goals. Through collaborative efforts at various levels of government and with community stakeholders, urban greening plays an important role in creating sustainable communities. Therefore, in order to demonstrate a project's capacity for meeting these statewide goals, the SGC will be seeking written support, to be included as part of the application, from entities with jurisdiction over the project and any other relevant organizations that are critical to the success of the project.

While no matching funds are required in this program, the Strategic Growth Council encourages leveraging of all resources, including other sources of funds.

## PURPOSE

Because of the built-out nature of California's urban areas, the Urban Greening Planning Program (Program) will provide funds to assist entities in developing a master urban greening plan that will ultimately result in projects to help the State meet its environmental goals and the creation of healthy communities. The plan must be consistent with the State's planning policies and any applicable general or regional plan. The plan must outline or layout projects that reduce greenhouse gas emissions and provide multiple benefits including, but not limited to, decreasing air and water pollution, reducing the consumption of natural resources and energy, increasing the reliability of local water supplies, or increasing adaptability to climate change.

## ELIGIBILITY - Minimum Requirements

**Applicants** - Grant funds can be awarded to a council of governments, countywide authority, a metropolitan planning organization, local government, nonprofit organization, special district, or joint powers authorities where at least one entity qualifies as an eligible applicant (See definitions in Appendix J).

**Plans** – Urban Greening plans must –

1. Serve as the master document guiding and coordinating greening projects in the applicant's jurisdiction. For the purpose of this program an urban area is a geographic area where the

existing or planned-for average density within a half mile radius of the project or an adjacent geographically-equivalent area (minus existing or planned for open space including the proposed project and non-residential uses) is approximately ten (10) dwelling units per acre.

2. Be consistent with the state's planning policies pursuant to Section 65041.1 of the Government Code, as they pertain to the following priorities:
  - promote infill development and equity
  - protect environmental and agricultural resources, and
  - encourage efficient development patterns
3. Be consistent with the jurisdiction's general plan or regional plan, where one exists.
4. Include projects that will reduce, on as permanent a basis that is feasible, greenhouse gas emissions consistent with the California Global Warming Solutions Act of 2006 (Division 25.5 (commencing with Section 38500) of the Health and Safety Code), and any applicable regional plan.
5. Comply with the California Environmental Quality Act (CEQA), Division 13 (commencing with Section 21000 of the Public Resources Code), if the plan will be incorporated into the jurisdiction's general plan or applicable regional plan.

#### **ELIGIBILITY - Other Requirements**

**Maximum Grant Awards** - Requests for funding are limited to a maximum of \$250,000. Larger grant awards may be considered for organizations that work together to develop joint planning documents that cover all jurisdictions involved.

**Public Access** – Plans must outline projects that provide public access, where feasible.

#### **ELIGIBILITY – SGC Urban Greening Plan Objectives**

Improving the sustainability and livability of California's communities is a goal of the SGC. The following areas have been identified as additional program objectives for urban greening plans that work toward meeting this goal -

1. Demonstrate the need for the development of an urban greening plan and specify objectives to meet the need.
2. Demonstrate how the community will be involved and participate in the development and coordination of urban greening plans.
3. Demonstrate how entities with jurisdiction over the plan service area and existing resources will be integrated in the development of the urban greening plan.
4. Demonstrate how the greening plan will promote public health and the development of a healthy community (e.g., increase access to safe areas for physical activity, improve access to healthy, local food sources, reduce effects of climate change, etc.)

#### **PRIORITY CONSIDERATION – Communities More Vulnerable to Climate Change**

The State recognizes that climate change will have varying impacts on communities across the state. The impacts will depend upon the degree of climate change to that locale, the sensitivity

of existing plants and animals, the elevation of the community relative to sea level, the potential for flooding or drought, the existing water supply, the potential for extreme weather events, the economic base (such as agriculture, timber, or tourism) and the socio-economic and institutional capacity of that local to respond. Taken together, these factors contribute to community vulnerability. Priority consideration will be given to plans proposed by or serving a community that can demonstrate that it is more vulnerable to climate change.

### **PRIORITY CONSIDERATION – Disadvantaged Communities**

Priority consideration will be given to plans proposed by or serving a Disadvantaged Community or Severely Disadvantaged Community. For purposes of this program, the plan must layout urban greening projects that will be primarily or substantially within, adjacent to, or one mile from the geographic boundary of the Disadvantaged or Severely Disadvantaged Community to be considered “serving” that community.

For purposes of this program, a Disadvantaged Community is defined as a community with a median household income (MHI) less than 80% of the statewide average. A Severely disadvantaged community is defined as a community with a MHI less than 60% of the statewide average.

### **EVALUATION/SCORING CRITERIA**

All Information provided in the application package provides the committee tools for evaluation and should demonstrate how effectively the plan will meet the minimum requirements, program priorities and objectives and due diligence. Applications will be scored in the following areas. A total of 100 points is possible.

<b>URBAN GREENING PLAN OBJECTIVES</b>	
<b>Need for Plan/Development of Work Plan</b>	
➤ Applicant demonstrates need for the development of the Urban Greening Plan	0 – 30
➤ Applicant provides a Work Plan to guide development of the Urban Greening Plan	
➤ Work Plan identifies process and steps necessary to develop a Plan	
➤ Work Plan identifies how the need will be formally assessed and documented.	
➤ Work Plan establishes a specific timeline and budget.	
<b>Community Involvement and Participation</b>	0 – 20
➤ Applicant demonstrates active involvement and participation of the community in the development of the Urban Greening Plan.	
<b>Integration of Entities with Jurisdiction over Project &amp; Existing Resources</b>	0 – 15
➤ Applicant demonstrates involvement of entities with jurisdiction over project	
➤ Applicant demonstrates assessment and use of existing resources as feasible	
<b>Promotes Healthy Community Development and Public Health Benefits</b>	0 – 15
➤ Applicant demonstrates involvement of public health officials	
➤ Applicant demonstrates steps taken to achieve a healthy community	
<b>PRIORITY CONSIDERATION</b>	
➤ Community More Vulnerable to Climate Change	4
➤ Disadvantaged Community <b>OR</b>	4
➤ Severely Disadvantaged Community	6
<b>ORGANIZATIONAL CAPACITY</b>	0 – 10

## EXAMPLES OF INELIGIBLE URBAN GREENING PLANS OR APPLICATIONS

The list below includes examples of applications and plans that will not be funded under this program. This is not a comprehensive list.

- Applications that include more than one proposed plan.
- Plans that revise rather than create urban greening plans.
- Plans for specific projects (of limited scopes) that will not serve as a master document guiding urban greening for the area or jurisdiction.
- Plans that do not incorporate an existing plant palette consistent with this program, or do not create one, where none exists.
- Plans that do not comply with all applicable general plans, local and county ordinances, and all applicable state and federal laws and regulations, including the California Environmental Quality Act (CEQA), if applicable.
- Plans not consistent with State and regional planning policies.
- Plans that will not be completed in the allotted time.

## GRANT SELECTION PROCESS

- Applicants submit a complete grant application to the State by the deadline (one application per plan).
- Application reviewed for completeness and eligibility.
- Incomplete or ineligible applications may not be evaluated or considered for funding at the sole discretion of the State.
- Applications evaluated by the Urban Greening Grant Committee (Committee), using the Evaluation Criteria.
- Committee recommends planning projects for funding to the SGC.
- SGC determines the final awards.

## PREPARING YOUR GRANT APPLICATION

For technical assistance in preparing the application, the applicant should contact a Grants Administrator at (916) 653-2812.

The Grant Application has three sections -

- 1. Questions**
- 2. Work Plan**
- 3. What to Submit – Supporting Documents**

Titles used by applicants to represent elements of the planning document should be consistent throughout the application, including the Work Plan.

The information provided in the following sections will form the basis for the committee's evaluation, providing details on development of the plan and should demonstrate how effectively the proposed plan will meet the goals of the program.

## QUESTIONS

Please respond to all questions in the order listed and clearly label each question and answer. Points will be attributed to each section and not to individual questions. If a question does not apply to your proposed plan, indicate that it is not applicable (“NA”).

- Limit this section to **10** numbered pages.
- Use 8 ½” x 11” paper with **12-point easy-to-read font.**
- The work plan summary and supporting documents **DO NOT** count as part of the 10 pages.

### SGC Program Objectives

#### Need for Plan

1. How has the need for an urban greening plan been established?
2. Describe the assessments that have been conducted to date. If an assessment has not occurred, describe what is planned to develop a baseline of conditions.
3. How have community members and other stakeholders been involved in identifying the need to plan for future green spaces thus far?

#### Community Involvement and Participation

1. Describe how the affected community have been involved or will become involved in the development of the plan.
2. Identify the specific community, citizen, and/or business organizations that will be consulted regarding the development of the plan.
3. What steps are planned to ensure continued involvement of these organizations in the development and implementation of the plan.
4. Describe what is planned to foster interagency relationships and reach out to organizations that are currently not involved in the development of the plan.

#### Integration of Entities with Project Jurisdiction and Existing Resources

1. Describe how entities with jurisdiction over the plan service area, including governmental and regional entities, land use authorities, etc., will become involved in the development of the plan.
2. Describe what is planned to foster interagency relationships and reach out to organizations that are currently not involved in the development of the plan.
3. Describe how the plan will identify and utilize existing resources.
4. Specify how existing resource management frameworks (e.g. tree crews) will be incorporated into the development of the plan.

## Promotion of Public Health and the Development of a Healthy Community

1. Describe the extent and nature of the coordination and collaboration with the local health officer and/or health department for the cities and counties included in the scope of the proposed plan.
2. Describe how the proposed plan will promote the development of a healthy community (see Glossary for definition).
3. Describe how, through the development of the proposed plan, public health benefits will be identified and potential adverse health consequences will be mitigated.
4. As you implement the projects in your plan, how will they address greenhouse gas reduction and adaptation?

## **Priority Consideration**

### Communities More Vulnerable to Climate Change

1. Is the plan proposed by or will it serve an area that is especially vulnerable to climate change? Please explain.
2. What effects of climate change, including sea level rise, are likely to impact the community (e.g. physical, ecological, or economic forces)? (see [http://www.pacinst.org/reports/sea\\_level\\_rise/maps](http://www.pacinst.org/reports/sea_level_rise/maps))
3. Will the plan include elements that will respond directly to the negative impacts of climate change? How will the plan elements mitigate negative climate change effects?

### Disadvantaged Community or Severely Disadvantaged Community

1. Indicate whether your project is eligible as a disadvantaged or severely disadvantaged community (see Appendix B for eligibility requirements).

## **Organizational Capacity**

In addition to meeting SGC program objectives, Applicants must also demonstrate the ability to develop an urban greening plan and provide a specific framework to achieve sustainable projects in the future.

1. Describe the applicant's experience in developing similar plans or working on similar projects.
2. Does the Applicant have professional staff qualified to develop the plan? If not, how will this expertise be acquired?
3. Does the applicant have active, strong partnerships in place to assist with the development of goals and objectives, policies or draft ordinances (e.g., active participant in the development of Sustainable Community Strategy pursuant to SB 375, Catalyst Project designation)?

## Work Plan

Applicants must provide a detailed work plan that specifies what steps will be taken to develop the Urban Greening Plan, including establishing benchmarks with target completion dates and a cost estimate. Pursuant to Public Resources Code Section 75126 (a), the project cost estimate and schedule should be of sufficient detail to allow assessment of the progress of the work plan at regular intervals.

Elements of a work plan should include, but are not limited to –

- Needs Assessment
- Development of the Plan’s Goals, Objectives, and Action Steps
- Public Outreach and Stakeholder Meetings
- Coordination with entities having jurisdiction over the plan service area and the community
- Developing first draft of the Plan and Plant Palette
- Public review of the Draft Plan
- State review of the Draft Plan
- Completion of the Plan

The work plan should clearly address –

- What are the goals and objectives of the proposed plan including implementation (e.g., strategy, timeline, committed resources, municipal and partner support)?
- What are the plan deliverables and when can the State expect them?
- Does the work plan demonstrate that the plan can be developed within allotted timeframes?
- Does the work plan demonstrate that the plan can be developed for the grant amount requested or in combination with other committed funds?
- Are the target completion dates reasonable and attainable?
- Are the cost estimates reasonable, logical and supported with other documentation, assumptions or estimates?
- Has an assessment of green spaces been conducted or will one be completed as part of the work plan?
- Does a plant palette exist for the plan that meets standards for this program or will one be created as part of the work plan?
- Provisions for periodic review by the applicant. If the Applicant is a non-profit, the Plan shall incorporate a provision for periodic review by the jurisdiction(s) identified.
- How will your plan be consistent with the State’s planning priorities?

### Work Plan Summary

Indicate the specific benchmarks of the work plan that will be funded by this grant. Specify the estimated cost for each benchmark and when these benchmarks will be completed. (Total estimated costs should equal grant amount requested plus other funders’ contributions).

<b>Plan Element / Deliverable / Benchmark</b>	<b>Estimated Cost</b>	<b>Target Completion Date</b>
<b>Total</b>		

\*This summary will be used to create a reimbursable payment schedule upon grant award.

## WHAT TO SUBMIT: SUPPORTING DOCUMENTATION

The Grant Application is composed of three (3) sections: Questions, Work Plan and Supporting Documents. Materials should be presented **unbound** in the order indicated below. Clearly number and label each item and number all pages in sequential order. Do not submit additional materials that have not been specifically requested (i.e., press clippings or brochures) as they will not be considered during the evaluation.

### Submit 1 (one) unbound original and 5 (five) unbound copies of items 1-9 -

1. Application Form - Appendix G
2. Questions - No more than ten, numbered pages, on 8½ " X 11" paper, using twelve-point, easy-to-read font
3. Work Plan
4. Work Plan Summary (timeline with benchmarks)
5. Area Map - A map of the area covered by the proposed plan (the geographical purview of the plan). Streets and other notable landmarks should be clearly marked to allow easy identification. Maps or images must fit into an 8½" X 11" folder.
6. Signed Authorizing Resolution from Governing Body (Appendix C)
  - See Appendix C for required Resolution format and content.
  - For agencies without a governing board, see Appendix D for Certification Letter from Chief Executive Officer.
  - Resolution may be submitted subsequent to the application, if the board meeting schedule prohibits Applicant from obtaining a signed resolution before the filing deadline. Submit the draft resolution with the application package and indicate the board meeting date when the resolution will be adopted.
7. Eligibility for Nonprofit Applicants - Provide the following information:
  - Evidence that the corporation is qualified under Section 501(c) (3) of the Internal Revenue Service Code.
8. Disadvantaged Communities – Provide documentation to support the Disadvantaged or Severely Disadvantaged Community determination as defined in these guidelines (Appendix B).
9. Support/Collaboration Letters – Provide copies of letters from entities with jurisdiction over the plan service area and from the local community demonstrating support and/or a willingness to participate in development of the urban greening plan. For plans that will involve more than one jurisdiction, provide letters from each jurisdiction covered by the plan.

# URBAN GREENING PLAN GRANT ADMINISTRATION

## General Overview of Grant Process

1. Applicant submits a grant application with supporting documents by specified deadline.
2. Committee evaluates proposals, and makes funding recommendations to the Strategic Growth Council.
3. Strategic Growth Council awards grants.
4. State sends grant agreement and grant administration materials to grantee.
5. Grantee signs and returns all required copies of the Grant Agreement to the State (a fully executed original will be returned to the grantee).
6. Grantee completes plan according to the reimbursable payment schedule and submits required deliverables and/or certifications to the State for review and approval.
7. Grantee submits documents necessary to close project (list of documents to be provided under separate cover).
8. State approves final plan and approves final payment and/or release of any retention.
9. The grant may be audited as frequently as annually for three years after the plan is completed.

## Changes to Approved Work Plans

A grantee wishing to make changes or amendments to an approved Work Plan must first obtain approval from the State. Changes to the work plan must continue to meet the need cited in the original application to be approved. The grantee jeopardizes funding should changes be made without approval.

## Eligible Costs

Direct costs necessary for the development of the Urban Greening plan and incurred during the project performance period specified in the Grant Agreement will be eligible for reimbursement. All eligible costs must be supported by appropriate documentation. Costs incurred outside of the performance period and indirect costs are not eligible.

## Payment of Grant Funds

Funds cannot be disbursed until there is a fully executed grant agreement between the State and the grantee.

- Payments will be made on a reimbursement basis (i.e., the grantee pays for services, products or supplies and is then reimbursed by the State).
- Periodic progress payments may be contingent upon satisfactory documentation of stated objectives in the application and administrative benchmarks (e.g., collaboration efforts, outreach, funding acknowledgement signs, etc.)
- Final payment may be contingent upon receipt of a letter from the appropriate Council of Governments or Metropolitan Planning Organization confirming the final plan is consistent with any applicable regional plan.
- Ten percent (10%) of the amounts submitted for reimbursement may be withheld and issued as a final payment upon project completion, at the sole discretion of the state.
- As a general rule, advance payments for plan development costs are not allowed.

## **Loss of Funding** (Not a complete list)

The following are examples of actions that may result in a grantee's loss of funding:

- Grantee fails to obtain a grant agreement.
- Grantee withdraws from the grant program.
- Grantee fails to complete the funded urban greening plan.
- Grantee fails to submit all documentation within the time periods specified in the grant agreement.
- Grantee changes scope of plan without prior approval from the State.

## **STATE AUDIT AND ACCOUNTING REQUIREMENTS**

### **Audit Requirements**

Urban greening plans are subject to audit by the State of California annually and for three (3) years following the final payment of grant funds. If a plan is selected for audit, advance notice will be given. The audit shall include all books, papers, accounts, documents, or other records of the grantee, as they relate to the development of the plan for which the funds were granted.

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

### **Accounting Requirements**

The Grantee must maintain an accounting system that:

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

### **Records Retention**

Plan development records must be retained for a period of three (3) years after final payment is made by the State. All project records must be retained by the grantee at least one (1) year following an audit. Grantees are required to keep source documents for all expenditures related to each grant for at least three (3) years following project completion and one year following an audit. A plan is considered complete upon receipt of final grant payment from the State.

## APPENDIX A –RESOURCE LISTING

**Strategic Growth Council website** <http://sgc.ca.gov>

**Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006 (Proposition 84)**

[http://www.parks.ca.gov/pages/1008/files/prop\\_84\\_text.pdf](http://www.parks.ca.gov/pages/1008/files/prop_84_text.pdf)

**Strategic Growth Council/Urban Greening Program Statutes (SB 732)**

[http://www.leginfo.ca.gov/pub/07-08/bill/sen/sb\\_0701-0750/sb\\_732\\_bill\\_20080930\\_chaptered.pdf](http://www.leginfo.ca.gov/pub/07-08/bill/sen/sb_0701-0750/sb_732_bill_20080930_chaptered.pdf)

**State's Planning Policies Statute**

<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=gov&group=65001-66000&file=65041-65049>

**California Global Warming Solutions Act of 2006**

[http://www.leginfo.ca.gov/pub/05-06/bill/asm/ab\\_0001-0050/ab\\_32\\_bill\\_20060927\\_chaptered.pdf](http://www.leginfo.ca.gov/pub/05-06/bill/asm/ab_0001-0050/ab_32_bill_20060927_chaptered.pdf)

**California Environmental Quality Act (CEQA)**

<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=prc&group=20001-21000&file=21000-21006>

**U.S. Census Bureau – California Quick Facts (Median Household Income for California)**

<http://quickfacts.census.gov/qfd/states/06000.html>

**Model Watering Ordinance**

<http://www.water.ca.gov/wateruseefficiency/landscapeordinance/>

**Health in All Policies Task Force Report**

[http://sgc.ca.gov/docs/workgroups/HiAP\\_Final\\_Report\\_12.3.10.pdf](http://sgc.ca.gov/docs/workgroups/HiAP_Final_Report_12.3.10.pdf)

**California Regional Progress Report**

[http://dot.ca.gov/hq/tpp/offices/orip/Collaborative%20Planning/California\\_Regional\\_Progress\\_Report.html](http://dot.ca.gov/hq/tpp/offices/orip/Collaborative%20Planning/California_Regional_Progress_Report.html)

**Climate Adaptation Strategy**

<http://www.climatechange.ca.gov/adaptation/index.html>  
<http://gov.ca.gov/index.php?/executive-order/1861/>

**Selec Tree**

<http://selectree.calpoly.edu/>

**CALFIRE tree stock and care requirements**

<http://www.ufe.org/Standards&Specs.html>

**California Water Plan**

<http://www.waterplan.water.ca.gov/cwpu2009/index.cfm>

**Governor's Water Conservation Targets from a letter dated February 28, 2008**

[http://www.swrcb.ca.gov/water\\_issues/hot\\_topics/20x2020/docs/govltr\\_to\\_legislature022808.pdf](http://www.swrcb.ca.gov/water_issues/hot_topics/20x2020/docs/govltr_to_legislature022808.pdf)

**Catalyst Project**

[http://www.hcd.ca.gov/hpd/catalyst\\_summaries082510.pdf](http://www.hcd.ca.gov/hpd/catalyst_summaries082510.pdf)

## APPENDIX B – DISADVANTAGED COMMUNITIES

For the purposes of this program, the plan must layout Urban Greening projects that are primarily or substantially within, adjacent to, or one mile from the geographic boundary of the Disadvantaged Community to be considered “serving” the Disadvantaged Community.

To determine if the plan area is located within or serves a Disadvantaged or Severely Disadvantaged Community, the following questions should be addressed:

- What communities are located within the plan area?
- Will the plan result in projects that will serve any communities located adjacent to or within one mile of the plan area?
- Do any of the communities located within the plan area, immediately adjacent or within one mile have a median household income (MHI) of less than \$47,942?
- Do any of the communities located within the plan area have a MHI of less than \$35,956? (designating a Severely Disadvantaged Community)

### Accessing Census Data for Plan Area:

Applicants may use California State Parks’ Community Fact Finder to pinpoint the plan area (within ½ mile radius) and determine its MHI using the following steps:

1. Open California State Parks’ website at <http://www.parks.ca.gov>
2. Under “Program Areas”, click on Funding Programs.
3. Under “Proposition 84 – Important Updates”, click on Statewide Park Program.
4. Click on “California State Parks Community Fact Finder (Beta Version).”
5. Once in the Community Fact Finder, obtain MHI data for the project area by (1) entering the plan area or (2) specifying a custom plan area by using the zoom feature on the map.
  - a. If the plan area has specific addresses, click in the box that says “Type Project Address”, type the address and click “Go”. This brings up the zoom map of the project area. The blue circle represents a ½ mile radius around the project address. To submit the MHI information for the project service area, click “Create Report (PDF)”, print report, and submit with the Grant Application as required in the What to Submit section.
  - b. If the plan does not have specific addresses or plans for a specific neighborhood, parts of the city or county, etc, a custom plan area needs to be specified. Double click on the California map on the right side of the screen in the area/city closest to the project. (Use the blue slide bar on the right to switch the map between Northern and Southern California.) Keep double clicking on the area until the map has zoomed sufficiently to show the project area. Also use the arrows on the left side of the map to move left, right, up or down, as necessary. Once the blue circle (representing ½ mile radius) “frames” the project area correctly, click “Create Report (PDF)”, print the report, and submit with the Grant Application.

For purposes of this program, MHI data must be obtained from the 2007-2008 U.S. Census Report (see Appendix A for U.S. Census website information).

**APPENDIX C - RESOLUTION TEMPLATE**

Resolution No: \_\_\_\_\_  
RESOLUTION (GOVERNING BODY OF GRANTEE)  
APPROVING THE APPLICATION FOR GRANT FUNDS FOR  
THE URBAN GREENING PLANNING GRANT PROGRAM UNDER THE SAFE DRINKING WATER,  
WATER QUALITY AND SUPPLY, FLOOD CONTROL, RIVER AND COASTAL PROTECTION  
BOND ACT OF 2006 (PROPOSITION 84)

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

WHEREAS, the Strategic Growth Council has been delegated the responsibility for the administration of this grant program, establishing necessary procedures; and

WHEREAS, said procedures established by the Strategic Growth Council require a resolution certifying the approval of application(s) by the Applicants governing board before submission of said application(s) to the State; and

WHEREAS, the Applicant, if selected, will enter into an agreement with the State of California to carry out development of the Urban Greening Plan

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

1. Approves the filing of an application for the (name of the Urban Greening Plan);
2. Certifies that Applicant understands the assurances and certification in the application, and
3. Certifies that applicant will have sufficient funds to develop the plan; or will secure the resources to do so, and
4. Certifies that applicant will work towards the Governor’s State Planning Priorities intended to promote equity, strengthen the economy, protect the environment, and promote public health and safety as included in Government Code Section 65041.1, and
5. Appoints the (designate position, not person occupying position) \_\_\_\_\_, or designee, as agent to conduct all negotiations, execute and submit all documents including, but not limited to applications, agreements, payment requests and so on, which may be necessary for development of the aforementioned plan.

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 D - CERTIFICATION LETTER TEMPLATE

If an Applicant does not have a governing board, a certification letter from the organization's director or chief executive officer must be furnished. The letter must:

1. Approve the application for grant funds from the Urban Greening Grant Program under the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006.
2. Certify that the Applicant understands the assurances and certification in the application.
3. Certify that Applicant has or will have sufficient funds to develop the plan.
4. Certify that Applicant will work towards the Governor's State Planning Priorities intended to promote equity, strengthen the economy, protect the environment, and promote public health and safety as included in Government Code Section 65041.1,
5. Appoint the (designate position, not person occupying position), or designee, \_\_\_\_\_ as agent to conduct all negotiations, execute and submit all documents including, but not limited to applications, agreements, payment requests and so on, which may be necessary for the development of the aforementioned plan, and
6. Contain the signature of the Director or Chief Executive Officer.

## APPENDIX E - ELIGIBLE COSTS

Direct costs necessary for the development of the Urban Greening plan and incurred during the Project Performance Period specified in the Grant Agreement will be eligible for reimbursement. All eligible costs must be supported by appropriate documentation. Costs incurred outside of the performance period are not eligible for funding. Indirect costs are not eligible.

1. Personnel or employee services – Costs for services of the grantee's employees directly engaged in plan development must be computed according to the Grantee's prevailing wage or salary scales, and may include fringe benefit costs such as vacations, sick leave, Social Security contributions, etc., that are customarily charged to the recipient's various projects. Costs charged to the plan development must be computed on actual time spent on the plan development and evidenced by time and attendance records describing the work performed on the plan development as well as payroll records. Overtime costs may be allowed under the recipient's established policy provided the regular work time was devoted to the same project.

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

2. Consultant services – Costs for the services of consultants working on developing the plan or any related documents, processes, etc. are eligible.
3. Other expenditures - In addition to the major categories of expenditures, funding may be provided for miscellaneous costs necessary for development of the plan at the discretion of the State. Some of these costs may include:
  - Work performed by another section or department of the grantee's agency that can be documented as direct costs to the plan development. (See requirements above under Personnel or employee services).
  - Public Outreach including brochures, advertisements and costs attributed to the planning and conducting of meetings (except refreshments).
4. Contingency – Up to 10% of the grant may be budgeted for contingency costs. All such costs must be eligible per these guidelines.

## APPENDIX F - APPLICATION CHECKLIST

Applications should be organized in the following order. Clearly number and label each item and number all pages in sequential order. The appropriate number of copies should be provided. Bind packages with binder clips only. Do not put in folders, binders or notebooks.

**Note: Incomplete applications may not be evaluated or considered for funding.**

### Submit 1 (one) unbound original and 5 (five) unbound copies of items 1 - 9:

- |                                                                   |                          |
|-------------------------------------------------------------------|--------------------------|
| 1. Application Form                                               | <input type="checkbox"/> |
| 2. Questions                                                      | <input type="checkbox"/> |
| 3. Work Plan                                                      | <input type="checkbox"/> |
| 4. Work Plan Summary (timeline with benchmarks)                   | <input type="checkbox"/> |
| 5. Area Map                                                       | <input type="checkbox"/> |
| 6. Signed Authorizing Resolution or Certification Letter from CEO | <input type="checkbox"/> |
| 7. Eligibility for Nonprofit Applicants                           | <input type="checkbox"/> |
| 8. Disadvantaged Community/<br>Severely Disadvantaged Community   | <input type="checkbox"/> |
| 9. Support/Collaboration Letters                                  | <input type="checkbox"/> |

### Submit 1 (one) copy of item 10

- |                                               |                          |
|-----------------------------------------------|--------------------------|
| 10. CEQA Compliance Documents (if applicable) | <input type="checkbox"/> |
|-----------------------------------------------|--------------------------|

## APPENDIX G - APPLICATION FORM

### URBAN GREENING PLANNING GRANT PROGRAM State of California – Strategic Growth Council

<b>APPLICANT (Agency and address - including zip)</b> Joint Powers Authority <input type="checkbox"/> Council of Governments <input type="checkbox"/> Countywide Authority <input type="checkbox"/> Metropolitan Planning Organization <input type="checkbox"/> Local Government/Special District <input type="checkbox"/> Non-Profit organization <input type="checkbox"/>	<b>CHECK ONE</b>	<b>Grant Amount Requested:</b> \$ _____ <b>Estimated Date of Completion:</b> _____ <b>Estimated Total Plan Cost:</b> \$ _____ _____ (including State Grant, other funds and In-Kind donations)
		<b>County</b> _____ <b>City</b> _____
<b>Describe the Geographic Area of the Plan, i.e., Service Area</b>		
<b>Title of Urban Greening Plan</b>	<b>Senate District Number(s)</b>	<b>Assembly District Number(s)</b>
<b>Applicant's Representative Authorized in Resolution</b> Name: _____ Title: _____ Phone: _____ Email Address: _____		
<b>Person with Day to Day Responsibility for Plan Development (if different from Authorized Representative)</b> Name: _____ Title: _____ Phone: _____ Email Address: _____		
<b>Brief Description of Plan</b>	<b>Latitude</b>	<b>Longitude</b>
		Coordinates Represent: _____ Coordinates Determined Using: _____ (See next page for instructions and choices)
<b>Priority Consideration</b> - Check if the Plan is proposed by or will serve a Disadvantaged or Severely Disadvantaged Community.		<b>Plan Data:</b> Please enter the quantity on all the following measures that apply to your Plan or Plan Area.
	Disadvantaged Community	
	Severely Disadvantaged Community	Square miles included in Plan Area.
		Population of Plan Area.
<b>Existing Planning Documents for Jurisdiction - Please indicate Yes or No to the following:</b>		Percent of Population below the Poverty Threshold.
	Does this jurisdiction have a General Plan?	
	Does this jurisdiction have a Regional Plan?	
	Does this jurisdiction have a Model Water Efficient Landscape Ordinance (refer to <a href="http://water.ca.gov/wateruseefficiency/landscapeordinance/">http://water.ca.gov/wateruseefficiency/landscapeordinance/</a> )	
	Does this jurisdiction have an adopted Plant Palette?	

I certify that the information contained in this plan application, including required attachments, is complete and accurate.

Signature: \_\_\_\_\_  
 Applicant's Authorized Representative as shown in Resolution

\_\_\_\_\_  
 Date

Print Name and Title: \_\_\_\_\_

## APPENDIX H - COST ESTIMATE FORM FOR URBAN GREENING PLANS

### The Safe Drinking Water, Water quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006 Proposition 84 – Urban Greening Grant Program

All cost elements included should be clearly described in the Work Plan.

Plan Tasks (Samples Only)	Unit Price \$	Unit of Measure	Quantity	Total Amount \$	SGC Proposition 84 Grant \$	Named Funding Source #1 \$	Named Funding Source #2 \$	Named Funding Source #3 \$
<b>1 Project Administration</b>								
<b>Subtotal Task 1</b>								
<b>2 Urban Greening Plan Development</b>								
<b>Subtotal Task 2</b>								
<b>3 Public Outreach</b>								
<b>Subtotal Task 3</b>								
<b>4 Materials</b>								
<b>Subtotal Task 4</b>								
<b>5 Background Research</b>								
<b>GRAND TOTAL</b>								

Task listing should be detailed and customized to fit your Plan development process. Each funding source, whether In-Kind or cash should have its own column. Specify In-Kind or cash in each column heading. The unit price multiplied by the quantity equals the Total Amount column. The SGC Grant and Other Funding Sources should also sum to the Total Amount column.

## APPENDIX I – HEALTHY COMMUNITY

Promoting public health is one of the objectives of the Strategic Growth Council which it balances with its other objectives to promote sustainable communities. To further understand what characterizes a Healthy Community, the Department of Public Health provided the following:

A healthy community is one that meets the basic needs of all residents, ensures quality and sustainability of the environment, provides for adequate levels of economic and social development: and assures social relationships that are supportive and respectful. A healthy community strives for the following through all stages of life:

Meets basic needs of all -

- Safe, sustainable, accessible and affordable transportation options
- Accessible and nutritious healthy foods
- Affordable, high quality, socially integrated and location-efficient housing
- Complete and livable communities including affordable and high quality schools, parks and recreational facilities, child care, libraries, financial services, health care and other daily needs

Quality, sustainability of the environment –

- Clean air, soil and water, and environments free of excessive noise
- Preserved natural and open spaces, including agricultural lands
- Minimized waste, toxics, and greenhouse gas emissions
- Affordable and sustainable energy use

Adequate levels of economic, social development -

- Living wage, safe and healthy job opportunities for all
- Support for healthy development of children and adolescents
- Opportunities for high quality and accessible education
- Health and social equity

Social relationships supportive, respectful

- Robust social and civic engagement
- Socially cohesive and supportive relationships, families, homes, and neighborhoods
- Safe communities, free of crime and violence

## APPENDIX J - DEFINITIONS

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

**Applicant** means an eligible organization requesting funding from a program administered by the State.

**Benchmark** means specific tasks or project deliverables identified in the project Work Plan to be approved by the State.

**Bond or Bond Act** means Proposition 84, the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006.

**Catalyst Project** means a Gold, Silver or Bronze level project designated under the Department of Housing and Community Development's California Catalyst Projects for Sustainable Communities Pilot Program.

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

**Council** means the Strategic Growth Council established pursuant to Section 75121, Chapter 729.

**Council of Governments** are regional bodies that serve an area of multiple counties addressing several issues, including regional and municipal planning, economic and community development, water use, pollution control, transit administration, and transportation planning. Council membership is drawn from the county, city and other government bodies within its area.

**Countywide Authority** is an organization developed to work on planning and programming issues around a central focus, e.g. Sonoma County Transportation Authority.

**Disadvantaged Community** means a community with a median household income less than 80% of the statewide average.

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

**Fund or Funds** means the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Fund 2006

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

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

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

**Greenhouse gases** include, but are not limited to, carbon dioxide, methane, nitrous oxide, hydrofluorocarbons, perfluorocarbons and sulfur hexafluoride.

**Healthy community** – See Appendix I

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

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

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

**Local Government** (as it pertains to planning grants) means any political subdivision of the State of California, including but not limited to any county, city, city and county.

**Local Health Officers** are officials with broad authority to take measures as necessary to preserve and protect the public health including, if warranted, adopting ordinances, regulations, and orders not in conflict with general laws. Each county in California has an appointed county health officers. The cities of Berkeley, Pasadena, and Long Beach also have their own city-appointed health officers.

**Metropolitan Planning Organization** is a transportation policy-making organization made up of representatives from local government and transportation authorities.

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

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

**Planning** for the purposes of a planning grant means the creation of urban greening plans that will serve as the document guiding and coordinating greening projects in the applicant's jurisdiction.

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

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

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

**Proposition 84** - See "Bond"

**Regional Plan** means either of the following: 1) A long-range transportation plan developed pursuant to Section 134(g) of Title 23 of the Unity States Code and any applicable state requirements, OR 2) A regional blueprint plan, which is a regional plan that implements statutory requirements intended to foster comprehensive planning as defined in Section 65041.1 of, Chapter 2.5 (commencing with Section 65080) of Division 1 of title 7 of, and Article 10.6 (commencing with Section 65580) of Chapter 3 of Division 1 of Title 7 of, the Government Code.

**Severely Disadvantaged Community** means a community with a median household income less than 60% of the statewide average.

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

**State** means the Strategic Growth Council, the Natural Resources Agency, or its representative.

**Urban Area** is a geographic area where the existing or planned-for average density within a half mile radius of the project or an adjacent geographically-equivalent area (minus existing or planned for open space including the proposed project and non-residential uses) is approximately ten (10) dwelling units per acre.

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

**Work Plan** means a plan that specifies what steps will be taken to develop the Urban Greening Program, including benchmarks with target completion dates and a project cost estimate.