

**URBAN GREENING PROJECT 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  
The Strategic Growth Council**



**October 2012**

## TECHNICAL WORKSHOP DATES, TIMES AND LOCATIONS

<p><b>Tuesday, October 30</b> 9 am to noon</p> <p><b>SACRAMENTO</b></p> <p>Natural Resources Building 1<sup>st</sup> Floor auditorium 1416 Ninth Street Sacramento, CA 95814</p>	<p><b>Thursday, November 1</b> 10 am to 1 pm</p> <p><b>PASADENA</b></p> <p>Pasadena City College Creveling Lounge 1570 E. Colorado Blvd. Pasadena, CA 91106</p>	<p><b>Thursday, November 8</b> 9 am to Noon</p> <p><b>SAN DIEGO</b></p> <p>City Hall Concourse Plaza, Copper Room, Second Level (Room 228) 202 C Street, MS57C San Diego CA 92101</p>
<p><b>Tuesday, November 13</b> 10 am to 1 pm</p> <p><b>RICHMOND</b></p> <p>Richmond City Council Chambers 450 Civic Center Plaza, 1<sup>st</sup> Floor Richmond, CA 94804</p>	<p><b>Thursday, November 15</b> 10 am to 1 pm</p> <p><b>ANAHEIM</b></p> <p>Anaheim City Hall – West Tower Gordon Hoyt Room, 2<sup>nd</sup> Floor 201 S. Anaheim Blvd. Anaheim, CA 92805</p>	

**RSVP TODAY!!**

**CALL (916) 653-2812 TO OR VIA EMAIL AT:  
[urbangreening@resources.ca.gov](mailto:urbangreening@resources.ca.gov)**

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 \$70 million for urban greening projects that reduce energy consumption, conserve water, improve air and water quality, and provide other community benefits. The purpose of the chapter includes reducing urban communities' contribution to global warming and increasing their adaptability to climate change while improving the quality of life in those communities.

Chapter 13, Statutes of 2008 (SB 732 Steinberg) added 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, the 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 SGC's many objectives is managing and awarding financial assistance to cities, counties, and nonprofit organizations for the preparation, planning, and implementation of urban greening projects.

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 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 all resources, including other sources of funds.

## PURPOSE

Because of the built-out nature of California's urban areas, the Urban Greening for Sustainable Communities Program (Program) provides funds to preserve, enhance, increase or establish community green areas such as urban forests, open spaces, wetlands and community spaces (e.g., community gardens). The goal is for these greening projects to incrementally create more viable and sustainable communities throughout the State.

The SGC anticipates a total of three funding cycles.

Statute allows for up to 25 percent of the funds allocated in the bond to be available for awards for the preparation of comprehensive Urban Greening Plans. For details on the planning aspect of the program, refer to the guidelines titled Urban Greening for Sustainable Communities Planning Guidelines, available on-line at <http://sgc.ca.gov>.

## STATUTORY REQUIREMENTS

**Applicants** - Grant Funds will be awarded to a city, county, special district, or nonprofit organization, or joint powers authorities where at least one entity qualifies as an eligible applicant. (See Definitions in Appendix Q) Use the legal title of your eligible non-profit entity, as listed with the Secretary of State.

**Projects** - Urban Greening Projects must be accomplished using the following criteria -

1. a) Use natural systems, or systems that mimic natural systems, **or**  
b) Create, enhance, or expand community green spaces.
2. Provide multiple benefits including, but not limited to
  - a decrease in air and water pollution, or
  - a reduction in the consumption of natural resources and energy, or
  - an increase in the reliability of local water supplies, or
  - an increased adaptability to climate change.
3. Be consistent with the State's planning policies pursuant to Section 65041.1 of the Government Code specific to the following statewide priorities –
  - promote infill development and invest in existing communities,
  - protect, preserve and enhance environmental, agricultural and recreational resources,
  - encourage location and resource efficient new development.
4. 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.

**Projects must also,**

5. Comply with the California Environmental Quality Act (CEQA), Division 13 (commencing with Section 21000),
6. Be acquired from a willing seller (acquisitions only), and
7. Comply with Labor Code Section 1771.5 regarding the labor compliance program and prevailing wages.

## OTHER PROGRAM REQUIREMENTS

**Location** – Some portion of the project must be located in an urban area. 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.

**Public Access** – Urban Greening projects must provide public access and/or educational features where feasible.

**Targeted Funds for Small Project Proposed by Disadvantaged Communities** - Up to \$2,000,000 of the available funds are available for smaller projects (such as community gardens) proposed by disadvantaged communities. At the sole discretion of the State, this amount may be increased. Requests for targeted funding are limited to a maximum of \$75,000.

**Native Lands** - Before the adoption of a negative declaration or environmental impact report required under Section 75070, the lead agency shall notify the proposed action to a California Native American tribe, which is on the contact list maintained by the Native American Heritage Commission, if that tribe has traditional lands located within the area of the proposed project.

## **PRIORITY CONSIDERATION - SGC URBAN GREENING PRIORITIES**

Improving the sustainability and livability of California's communities is a goal of the SGC. The following areas have been identified as statutory priorities and additional priorities in awarding grants. In evaluating projects, the State may also consider factors including, but not limited to, geographic distribution of bond funds, environmental justice, and partial funding.

**Urban Greening Statutory Priorities** - Points will be given to projects that meet one or more of the following -

- Uses interagency cooperation and integration (i.e., collaboration), or
- Uses existing public lands and facilitates use of public resources and investments including schools, or
- Is proposed by an economically or severely economically disadvantaged community

**Urban Greening Additional Priorities** - Points will be given for each of the following additional SGC urban greening priorities -

- Improves Public/Community Health (See Healthy Communities, Appendix P)
- Demonstrates Innovation and/or Creativity
- Proposed by Communities More Vulnerable to Climate Change or Addresses an Environmental Justice Issue

Website addresses and links to Legislation and other available resource materials may be found in Appendix A.

## EVALUATION/SCORING CRITERIA

All information in the application package is requested to facilitate the review team’s project evaluation and should demonstrate how effectively a project meets minimum requirements, program goals/objectives and required due diligence. Projects will be scored in the following areas. A total of 100 points are possible.

1.	<b>Statutory Requirements</b>	0 – 30
	➤ Project uses Natural Systems, Mimics Natural Systems or Expands Green Spaces	
	➤ Project provides Multiple Benefits	
	➤ Project consistent with State’s Planning Priorities	
	➤ Project reduces Greenhouse Gas Emissions	
	Total Possible for Statutory Requirements – 30	
2.	<b>Urban Greening Statutory Priorities (<i>Must meet one or more</i>)</b>	0 – 25
	➤ Interagency Cooperation and Integration/Collaboration (up to 13)	
	➤ Uses Existing Public Lands and Facilitates Use of Public Resources and Investments including Schools (up to 5 )	
	➤ Disadvantaged Community OR ( <i>automatic 4 points</i> )	
	➤ Severely Disadvantaged Community ( <i>automatic 7 points</i> )	
	Total Possible for SGC Urban Greening Priorities – 25	
3.	<b>Urban Greening Additional Priorities and Public Access</b>	0 – 25
	➤ Project Improves Public Health	
	➤ Project is Innovative and/or Creative	
	➤ Project is Proposed by a Community More Vulnerable to Climate Change or Addresses an Environmental Justice Issue	
	➤ Extent of Public Access (as feasible)	
	Total Possible for SGC Program Objectives – 25	
4.	<b>Project Readiness</b>	0 – 10
5.	<b>Organizational Capacity</b>	0 – 10

## EXAMPLES OF ELIGIBLE PROJECTS

<b>EXAMPLES OF PROJECT TYPES THAT CONTRIBUTE TO THE REDUCTION OF GREENHOUSE GAS EMISSIONS AND PROVIDE MULTIPLE BENEFITS</b>	<b>BENEFITS ASSOCIATED WITH PROJECT TYPE</b>					
	<b>Establish or enhance:</b>	<b>Decrease in air and/or water pollution</b>	<b>Reduction in the consumption of natural resources and energy</b>	<b>Increase in the reliability of local water supplies</b>	<b>Increased adaptability to climate change</b>	<b>Public Health</b>
Tree Canopy/Shade Trees	X	X	X	X	X	X
Urban forestry/forest	X	X	X	X	X	X
Local parks and open space	X	X	X	X	X	X
Greening of existing public lands and structures, including schools	X	X	X	X	X	
Multi-objective storm water projects, including construction of permeable surfaces and collection basins and barriers	X	X	X	X	X	X
Urban streams, including restoration	X		X	X		X
Community, demonstration, or outdoor education gardens or orchards		X		X	X	X
Urban heat island mitigation and energy conservation efforts through landscaping and green roof projects	X	X	X	X	X	X
Non-motorized urban trails that provide safe routes for both recreation and travel between residences, workplaces, commercial centers, and schools		X			X	X
Bioswales and rain gardens to mitigate stormwater runoff	X		X	X		
Conservation easements or fee title acquisitions to preserve in perpetuity land for agricultural uses, open space, wetlands, etc.	X	X	X		X	X
Capture, store and infiltrate stormwater for ground water recharge and use	X	X	X	X	X	
Wetlands	X		X	X		



## EXAMPLES OF INELIGIBLE URBAN GREENING PROJECTS OR APPLICATIONS

The items below provide examples of projects and elements that will not be funded under this program. (This is not a comprehensive list.)

- Projects that are not consistent with the State's planning priorities.
- Projects that do not provide multiple benefits.
- Projects that plant trees that will eventually conflict with overhead or underground utilities or ground-located infrastructure.
- Projects to plant invasive species as referenced in the California Invasive Plant Council website (<http://www.cal-ipc.org/>) or similar reference.
- Projects to acquire property that cannot be purchased at fair market value.
- Projects that fulfill a mitigation action required under existing law.
- Acquisitions that are not from a willing seller.
- Projects not compatible with the specific environment or location in which they are situated.
- Projects that create or improve roads for motorized use.
- Projects that will not be completed in the allotted timelines.
- Projects contingent on future acquisition for implementation.
- Projects that are intended to correct problems caused by inadequate maintenance.
- Applications that include more than one project. (More than one application can be submitted by an applicant.)
- Planning projects (see Urban Greening Planning Guidelines for Sustainable Communities)
- Projects not located in an area meeting density requirements.
- Projects where applicant cannot demonstrate satisfactory permission to develop and maintain site.
- Infrastructure projects that do not include greening components.
- Educational or training programs

## TWO STEP PROCESS – CONCEPT AND FULL APPLICATION

### STEP 1: CONCEPT PROPOSAL

- a) Applicant submits **required** concept proposal. The Concept Proposal Form and select required documentation will be available **mid-to-late February, 2013** for online submittal at the following websites:

[www.sgc.ca.gov](http://www.sgc.ca.gov) and [www.resources.ca.gov/bonds\\_prop84\\_urbangreening.html](http://www.resources.ca.gov/bonds_prop84_urbangreening.html)

**The hardcopy sample in the following pages is provided to illustrate the type of information that will be required and is not intended as a fill-in-the-blank form.**

- b) Concept Proposal and required supporting documents are reviewed to assess eligibility and readiness to determine whether an applicant will be invited to submit a full application. The Concept Proposal is part of the competitive process and as such, projects should be well thought-out and all information and math should be edited for accuracy.
- c) Applicants are notified whether or not they are invited to participate in next step (full application). An invitation to apply does not guarantee project will compete successfully for funding.

### STEP 2: FULL APPLICATION / GRANT SELECTION PROCESS (By Invitation Only)

If you have been invited to submit a full application package, here are the steps to follow -

- a) Potential applicants are invited to submit a complete grant application to the State by the deadline (one application per project – no limit on number of applications submitted per entity).
- b) Application is reviewed for completeness and eligibility.
- c) Incomplete or ineligible applications may not be evaluated or considered for funding at the sole discretion of the State.
- d) Applications are evaluated by the Urban Greening Grant Committee (Committee), using the Evaluation Selection Criteria.
- e) Site visits may be scheduled prior to funding decisions resulting in ranking adjustments.
- f) Partial funding may be considered to fully leverage grant awards.
- g) Committee recommends projects for funding to the SGC.
- h) SGC determines final project awards.

**SAMPLE CONCEPT PROPOSAL FORM**  
**URBAN GREENING FOR SUSTAINABLE COMMUNITIES**  
**PROJECT INFORMATION SHEET**  
**STOP!! DO NOT COMPLETE THIS FORM**  
**VISIT [WWW.SGC.CA.GOV](http://WWW.SGC.CA.GOV) or [WWW.RESOURCES.CA.GOV](http://WWW.RESOURCES.CA.GOV) FOR ONLINE SUBMITTAL FORM**

<b>APPLICANT (Agency and address - including zip)</b>	Total Proposed Grant Request \$ _____ Other Sources of Funds \$ _____ <b>TOTAL ESTIMATED COST OF PROJECT</b> \$ _____ <b>0</b> County: _____ City: _____
---	--

**URBAN GREENING PROJECT TITLE:** \_\_\_\_\_

<b>CHECK APPROPRIATE BOX</b>	
City..... <input type="checkbox"/>	Is the project proposed in a disadvantaged community? Yes <input type="checkbox"/> No <input type="checkbox"/>
County..... <input type="checkbox"/>	Are you applying for target funds for small projects (\$75,000 or under) Yes <input type="checkbox"/> No <input type="checkbox"/>
Non-Profit organization..... <input type="checkbox"/>	
Special District..... <input type="checkbox"/>	
Joint Powers Authority..... <input type="checkbox"/>	

**Project Scope/Proposed Activities using Requested Grant Funds (including specific acres)**

What is the number of dwelling units within the qualifying urban area (existing or planned for)?  
*(minimum threshold = 3,500 dwelling units within approximate 500 acre area)*

\_\_\_\_\_

**\*\*Attach location map that includes density HERE.**

If density is planned for (e.g., zoned, included in general plan, etc.) - please explain here:

**SAMPLE CONCEPT PROPOSAL FORM**  
**URBAN GREENING FOR SUSTAINABLE COMMUNITIES**  
**PROJECT INFORMATION SHEET**

**STOP!! DO NOT COMPLETE THIS FORM**  
**VISIT [WWW.SGC.CA.GOV](http://WWW.SGC.CA.GOV) or [WWW.RESOURCES.CA.GOV](http://WWW.RESOURCES.CA.GOV) FOR ONLINE SUBMITTAL FORM**

Does this project? (X the boxes that apply to your project)

- use natural systems, or systems that mimic natural systems, OR  
 create, enhance, or expand community green spaces

**What benefits will your project provide?**

- decrease air and water pollution, or  
 reduce the consumption of natural resources and energy, or  
 increase the reliability of local water supplies, or  
 increase adaptability to climate change, **AND/OR**  
 other (Please Explain)

**Proposed Funds Requested for Grant**

Direct Project Management (capped at 25% of grant) (e.g., planning, design, permitting, CEQA Compliance)	\$	
Project Implementation Category and Cost (briefly describe)		
(1) <div style="border: 1px solid black; width: 100%; height: 15px;"></div>	\$	
(2) <div style="border: 1px solid black; width: 100%; height: 15px;"></div>	\$	
(3) <div style="border: 1px solid black; width: 100%; height: 15px;"></div>	\$	
(4) <div style="border: 1px solid black; width: 100%; height: 15px;"></div>	\$	
(5) <div style="border: 1px solid black; width: 100%; height: 15px;"></div>	\$	
<b>TOTAL GRANT REQUEST</b>	<b>\$</b>	<b>0</b>

If proposed grant request does not cover entire cost of project, please provide amount of other funding **sources** and indicate whether requested and/or secured -

(1) <u>e.g., Proposition C (secured)</u>	\$	
(2) <u>e.g., State Parks (requested)</u>	\$	
(3) <u>e.g., City match (secured)</u>	\$	
<b>TOTAL OTHER SOURCES OF FUNDS</b>	<b>\$</b>	<b>0</b>
<b>TOTAL OF ALL SOURCES OF FUNDS</b>	<b>\$</b>	<b>0</b>

*(Total must tie to the Total Cost Estimate, Page 1)*

**SAMPLE CONCEPT PROPOSAL FORM  
URBAN GREENING FOR SUSTAINABLE COMMUNITIES  
PROJECT INFORMATION SHEET**

**STOP!! DO NOT COMPLETE THIS FORM**

**VISIT [WWW.SGC.CA.GOV](http://WWW.SGC.CA.GOV) or [WWW.RESOURCES.CA.GOV](http://WWW.RESOURCES.CA.GOV) FOR ONLINE SUBMITTAL FORM**

**What plants/trees (including size) are proposed for site? If planting palette available, ATTACH HERE  
If planting palette includes non-natives or exotics, please briefly explain -**

**What steps will you take or have you taken to ensure community support and, as applicable, collaboration with the local governmental entity with jurisdiction over the project?**

**List all partnerships established to ensure successful completion of this project -**

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_

**Who owns the property to be developed? List ALL owners (e.g., private owner, CalTrans, PUC, county, city, etc.). You will be required to submit legal documentation of ownership with full application. In addition, if you do not own all parcels, you will be required to demonstrate legal authority to build and maintain project on all non-owned parcels.**

**Who will be the Lead Agency for CEQA?**

**What is the status of agreements to develop, operate and maintain the property with EACH landowner?**

**Briefly describe your experience implementing similar projects and other expertise/resources available to the organization to successfully complete the proposed project.**

**Note: All statements made in this Concept Proposal Form will require verification and documentation in a subsequent Application Package, if invited to submit. An invitation to apply for funding does not guarantee that a project will compete successfully for a grant.**

Name/Title of person submitting project concept: \_\_\_\_\_  
Phone number of contact person: \_\_\_\_\_  
Email address of contact person: \_\_\_\_\_

**PREPARING YOUR GRANT APPLICATION  
(STEPS ONLY IF YOU HAVE BEEN INVITED TO SUBMIT A FULL APPLICATION PACKAGE)**

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. Project Summary Statement and Project Cost Summary**
- 2. Project Questions** (limit answers to 15 pages; see pages 15-20)
- 3. What to Submit: Supporting Documents** (see pages 21-23; see Application Checklist, page 36)

It is important that titles used by applicants to represent project elements be consistent throughout the application, including scope, timeline and cost estimate/budget.

**PROJECT SUMMARY STATEMENT**

Summarize the purpose and objectives of the proposed project, including the extent of public access. The statement should not exceed 200 words and should be suitable for use in a database or brochure.

Purpose/objectives -

Public Access -

**PROJECT COST SUMMARY**

Summarize the major components of the project.

<b>Sample Project Categories</b>	<b>Requested Grant Funds</b>	<b>Other Funding Source(s)</b>	<b>Total Cost</b>
Project Management/Non-Construction			
Planning, Design, & Permitting			
Implementation/Construction			
Plant Establishment			
Land Acquisition			
Contingency			
<b>Total</b> (cannot exceed total project cost)			

## PROJECT QUESTIONS

The questions below are designed to solicit specific facts regarding the project and should be answered in the order listed. Each question and answer should be clearly labeled. Points are not attributed to specific questions. If a question does not apply to your project, indicate that it is not applicable (“NA”).

- Limit this section to **15** numbered pages.
- Use 8 ½” x 11” paper with **12-point easy-to-read font**.
- The supporting documents do not count as part of the 15 pages.

**Statutory Requirements** – All projects must meet certain requirements as specified in statute. Each applicant must answer/address all questions/issues below:

1. Please describe your proposed project in detail and explain how it meets the criteria of 1) using natural systems, or systems that mimic natural systems, **OR** 2) creating, enhancing, or expanding community green spaces.
2. How was the project site selected and/or prioritized?

### Multiple Benefits

3. Using the list below, identify **one or more** of the benefits the project meets and answer the **corresponding** questions below –

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Decrease in air and water pollution                          |
| <input type="checkbox"/> | Reduction in the consumption of natural resources and energy |
| <input type="checkbox"/> | Increase in the reliability of local water supplies          |
| <input type="checkbox"/> | Increased adaptability to climate change                     |
| <input type="checkbox"/> | Other (in addition to at least one of the above)             |

#### a) Decrease in air and water pollution

1. How will the project decrease air pollution? What approach was used to determine said reductions? Air pollutants include, but are not limited to, volatile organic compounds emissions, i.e. methane, formaldehyde, allergens, NO<sub>2</sub>, particulates, other hydrocarbons, CO<sub>2</sub>, etc.
2. How will the project decrease water pollution? What approach was used to determine said reductions? Project elements may include, but are not limited to, management and filtration of storm water and ground water replenishment.

#### b) Reduction in the consumption of natural resources and energy

1. How will the project reduce the consumption of natural resources? What approach was used to determine said reductions? Methods to reduce natural resource consumption may include, but are not limited to, use of recycled-content or reusable products, soil conservation, preservation of agricultural lands, etc.

2. How will the project reduce energy consumption? Describe what elements will be incorporated. What approach was used to determine the amount of energy that will be reduced? Energy-saving measures may include, but are not limited to shade tree programs, constructing green roofs and converting asphalt to native plants and/or turf.
3. If the project will reduce water consumption, describe what project elements will be incorporated. What approach was used to determine the amount of water use that will be reduced? Project elements to reduce water consumption may include, but are not limited to, planting drought-tolerant species, using recycled or reclaimed water, developing hydro zones and mulch areas, installing drip irrigation systems, installing water meters, etc.

c) Increase in the reliability of local water supplies

1. How will the project specifically increase the reliability of local water supplies and what approach was used to determine said benefits? Water preservation measures include, but are not limited to, use of recycled or reclaimed water, collection and use of rainwater and/or grey water, and implementation of water management best management strategies.

d) Increased adaptability to climate change

1. How will the project specifically increase adaptability to climate change and what approach was used to determine said benefits? Project elements that increase adaptability to climate change include, but are not limited to, installation of green/living roofs, using light-colored or reflective materials on traveled surfaces, and installing or maintaining large masses of street tree plantings and trees that shade buildings, parking lots, sidewalks and trails (heat island mitigation) etc.

e) Other Benefits

1. If the project provides other benefits that contribute to sustainable communities, please describe said benefits. Examples might include safe route to schools, alternate mode of transportation, historical value of trees, serves an area of high density population, designation as HCD Catalyst Project, etc.

4. Describe how the project is consistent with the State's planning policies (Section 65041.1 of the Government Code) specific to the following statewide priorities -

- promote infill development and invest in existing communities
- protect, preserve and enhance environmental, agricultural and recreation resources, and
- encourage location and resource efficient new development

5. Describe how the project is consistent with any applicable regional plan.



6. Describe how your project will help meet California's greenhouse gas (GHG) emission reduction targets to -
  - reduce GHG emissions to 1990 levels by 2020, and
  - reduce GHG emissions to 80% below 1990 levels by 2050
7. How did you determine the impacts of your project on GHG emissions?
8. Are there available green space or vegetation (tree) assessments available in your community? If yes, please describe.

**Priority Consideration: SGC Urban Greening Priorities and Objectives**

**Urban Greening Priorities** – Additional points will be given to projects that meet one or more of the following -

Interagency Cooperation and Integration/Collaboration

1. Describe partnerships with other entities, including state entities, local land use and public health authorities, and their corresponding roles in the project.
2. What steps have been taken to foster interagency relationships and blend jurisdictional responsibilities?
3. Describe community involvement and support for the project such as watershed groups, local businesses, urban forestry organizations, landowners, general public, local governments, environmental groups, technical experts, neighborhood associations, etc.
4. How will the project increase community interaction and cooperation?

Use of Existing Public Lands and Facilitating Use of Public Resources and Investments

1. Is this project an acquisition? If yes, was consideration first given to the use of existing public lands? Describe the rationale for the acquisition.
2. What other private and/or non-profit financial resources have been obtained for this project?

Project is Proposed by an Economically Disadvantaged Community

1. Identify where the project will be located in relationship to the economically disadvantaged community. If it is not located within the community, specify where it will be located, how far away it is, and the availability of public transportation to the project site (see Appendix C for guidance in determining the geographic boundary of a disadvantaged community).
2. Identify whether and how the project will expand acreage and/or access to green space in the economically disadvantaged community.
3. Discuss how the economically disadvantaged community has been and will continue to be engaged and participatory in the development and implementation of the project.

**Program Objectives** – Points will also be given to projects that meet one or more of the following additional SGC goals and objectives.

**Improves Public/Community Health** – Green spaces are increasingly recognized for providing a broad range of environmental services that impact the health of a community. Closeness to nature, of which trees form an important part, is a significant influence on human health. There are several health benefits, supported by research, of accessible green spaces. Additionally, there are numerous co-benefits that can either directly or indirectly improve health.

1. Using the list below, indicate which of the following apply to the project and explain how the selected benefits will be achieved -
  - Improved mental health (e.g., social networking, overall well being)
  - Increased physical activity (effects on obesity, diabetes, heart disease, etc.)
  - Decreased pollen and other allergens (i.e., allergy or asthma contributors)
  - Reduced risk of skin cancers
  - Increased access to locally grown/sustainable food sources
  - Increased access to nature
  - Other co-benefits to public health (examples include reducing urban heat island effects, increasing safe active transportation - e.g., pedestrian walking/bicycling -, hiring/training local disadvantaged youth, and project serves an area of high density population).
2. Identify specific efforts or strategies to ensure that low income, economically disadvantaged communities and/or neighborhoods will realize these health benefits.

**Innovative and/or Creative** – California is often the front-runner in greening ideas shared worldwide. From time to time, a project may achieve desired goals through unusual partnerships or creative approaches. If the proposed project is innovative or unique, answer the questions below.

1. Describe how the project is innovative and creative.
2. Discuss how this project required an approach that is “out of the box” (paradigm shift).
3. Describe how this project might be used as a model or easily transfer to other communities and/or organizations or explain the unique conditions in the community that make this project a good fit (e.g., LEED certification, Catalyst Project designation).
4. Identify any unique design parameters, performance measures, or potential outcomes planned for your project.

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 or timber) and the socio-economic and institutional capacity of that locale to respond. All of these factors taken together contribute to community vulnerability.

1. Is the project proposed in an area that is especially vulnerable to climate change, including the impacts from sea level rise (see [http://www.pacinst.org/reports/sea\\_level\\_rise/maps](http://www.pacinst.org/reports/sea_level_rise/maps))? Please explain.
2. What effects of climate change are likely to impact the community (e.g., physical, ecological, economic)? Are plants and animals in the area considered more sensitive to climate change impacts than other areas of the state?
3. Does the project include elements that respond directly to the negative impacts of climate change? How do the project elements mitigate the climate change effect through the project design?
4. Does the project include elements that can themselves be impacted by climate change? Are the project elements specifically chosen to be adaptable to climate change including sea level rise (such as appropriate tree/plant selection)? Please explain.

Projects that Address Environmental Justice Issues - The State recognizes the importance of reaching out to communities with existing environmental deficits or limited access to green spaces. If the proposed project addresses environmental justice issues, answer the questions below.

1. Describe how the project addresses or reaches out to communities with less canopy coverage than surrounding communities.
2. Does the project address or reach out to communities with more air and/or water pollution than surrounding communities?
3. Will the project offer a community greater access to parks, green spaces, and/or trails that has had lesser access to these amenities in the past?
4. How does the project contribute to fairness and equity in the community?

**PROJECT READINESS** – Applicants should demonstrate an ability to complete the project within the timelines imposed by the appropriation.

1. Identify and describe the steps to be taken immediately following the grant award.
2. Have performance measure standards been established to quantify the success of the project? If yes, what measures are in place? If not, what steps are being taken to develop standards prior to the completion of the project?

3. Provide the **status** of the following, -
  - Preliminary design plans including plant palettes
  - CEQA compliance
  - Permits
  - Commitments from project partners including land access, easements, encumbrances, and operations & maintenance agreements.
  - For Acquisition projects: detailed appraisal and/or comparable sales data; preliminary title report; negotiations with a willing seller
4. What other factors may affect the project's timeline and completion (e.g., other sources of funds, toxic substances, utilities, opposition to the project, etc.)? How will these factors be addressed?
5. List all other sources of funding and amounts already committed to the project and expected timing of funds.

**ORGANIZATIONAL CAPACITY** – Applicants should demonstrate the ability to carry out the project and ensure a minimum useful life as required for bond funded projects. For projects requiring long-term maintenance, this can be demonstrated using in-house expertise and resources or with formal partnerships, commitments, collaboration, etc.

1. What is your organization's experience in completing this type or similar project? Is the expertise needed for this project readily available within your organization? If not, how do you plan to acquire it?
2. Explain how you plan to keep the community informed and involved in the project.
3. Who will perform long-term maintenance? Describe their experience in maintaining this type of project. How will ongoing maintenance be funded beyond the grant timeline (as applicable)?
4. Please describe how your proposed project will be sustained. Who or what institutions will take responsibility for plantings?
5. How will the project be protected from vandalism and deterioration?
6. If the project goes over budget, explain your contingency plans to cover the excess costs.

## WHAT TO SUBMIT – SUPPORTING DOCUMENTATION

The Grant Application is composed of three (3) sections: Project Summary Statement and Project Cost Summary, Project Questions 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. A Checklist to help ensure your application package is complete and organized is included as Appendix I. Do not submit additional materials that have not been specifically requested.

**Submit one (1) unbound original and five (5) unbound copies of items 1 - 20.**

1. Application Form - Provide all information requested. For projects requesting the targeted funds for Disadvantaged Communities, check the appropriate boxes in the “Applicant” part of the form (Appendix J).
2. Project Summary Statement & Project Cost Summary
3. Project Questions
4. Site Plan – All plans should be for the project for which you are requesting funding and contain specific property details of the property as described in the grant application including exterior boundaries and public access points. Include details regarding the location of the improvements described in the grant application. The plan should be specific enough to allow someone unfamiliar with the project to visualize it in detail.
5. Plant Palette – Provide Genus, species, common name, stock size (to the extent known). For a list of local and regional California native plants in your project area, please refer to the California Native Plant Society website at [www.cnps.org/cnps/grownative/lists.php](http://www.cnps.org/cnps/grownative/lists.php).
6. Cost Estimate/Budget for development projects – Provide a detailed cost estimate/budget reflecting all costs associated with the project. Identify costs included in the grant request and costs covered by other funding sources. (See Appendix K for sample format.) Cost estimates should include Proposition 84 acknowledgement signage costs as an individual line item (See Appendix F for Sign Requirements).
7. Other Sources of Funds - Identify and secure all funding sources necessary to complete the Project. Indicate if funds have been committed or requested and provide evidence. Include cash contributions, In-Kind services, volunteer efforts, donated labor and materials, technical expertise, etc. Cite specific dollar amounts and the percentages of the total project funding provided from all sources.
8. Land Acquisitions Form (Acquisition projects only) (Appendix L)
9. Assessor’s Parcel Map – Provide a photocopy from Assessor’s Office, with project parcels highlighted.
10. Photographs – Provide up to five (5) labeled photographs of different views of the project site reflecting current conditions at the site (color photocopies are acceptable). Pictures should be no larger than 8 ½ by 11 inches.
11. Project Timeline – Provide an estimated timeline for all major tasks detailed in the project
12. Property Data Sheet – For development projects, complete the property data sheet for all parcels included in the project (Appendix N).

13. Adequate Site Control/Land Tenure – Provide copies of documents verifying current ownership for each and every parcel listed on the Property Data Sheet including rights of way the project will include. Examples include, but are not limited to, tax records, owner data sheets from county records, deeds, title reports, etc. If the property is owned by a party other than the applicant, provide evidence demonstrating long-term access that authorizes the applicant to develop the project on the property (e.g., leases, easements, encroachment permits, etc.) (Appendix D).
- If an agreement has not yet been executed giving permission to develop the property, a signed letter by the landowner (e.g., City, County, Caltrans, PUC, etc.) indicating their intent to enter into such an agreement is acceptable (application purposes only).
  - **Site Control adequate to the State must be submitted before ANY grant funds will be disbursed.**
14. Operations & Maintenance – If operations and maintenance will be performed by another entity, explain and provide evidence of concurrence from that entity, which includes operational agreements, letters of intent, memoranda of understanding/agreement signed by all parties.
- If an agreement has not yet been executed, a signed letter by the landowner indicating their intent to enter into such an agreement is acceptable (application purposes only).
15. Permit/Approval Status – Indicate the types of permits necessary to complete the project, permitting submittal and permit status, and potential project delays due to permitting (Appendix O).
16. Willing Seller Letter – For Acquisitions, provide letter from each landowner indicating they are a willing participant in the proposed real property transaction. The letter should clearly indicate that should grant funds be awarded, the seller is willing to enter into an agreement for the sale of the real property and for a purchase price not to exceed Fair Market Value (Appendix M).
17. Signed Authorizing Resolution from Governing Body.
- See Appendix G for **required** Resolution format and content.
    - A draft resolution may be submitted with the application if the governing body meeting schedule prohibits submission by the application deadline. Prior to any recommendation of funding, however, the adopted copy is required.
    - **Resolution must include all assurances indicated in the template**
18. Eligibility for Nonprofit Applicants – Provide evidence 1) that the corporation is qualified under Section 501(c) (3) of the Internal Revenue Service Code (e.g., IRS Determination Letter) and 2) that the corporation is in good standing with the Secretary of State (e.g., Active Status printout).
19. Disadvantaged Community – Provide documentation to support the Disadvantaged Community determination as defined in these guidelines (Appendix C).

20. Collaboration – Provide copies of letters from entities with jurisdiction over the project and from the local community demonstrating 1) support for the proposed project, 2) a willingness to participate in the planning, design and/or implementation, 3) a commitment to the broad objectives of the SGC goals and the State’s planning priorities.

**Submit one (1) copy only of items 21-23**

21. Environmental Compliance – (One copy only) - At a minimum, provide a copy of the Categorical Exemption (draft okay) if project is exempt OR draft Initial Study or draft Checklist for entire proposed project (Appendix B).

- Acceptance of state grant funds requires the Lead Agency to file a Notice of Exemption with the County.
- CEQA (and NEPA if applicable) must be completed to the State’s satisfaction before any construction funds will be disbursed.

22. Density – Provide evidence that the project area is located in or adjacent to an area with existing or planned-for density of at least 3,500 dwelling units (7 per acre,) within a ½ mile radius (equivalent 500 acres). Evidence may include, but is not limited to:

- a. General Plan proposed density
- b. Density map produced by the local government jurisdiction (city, county, etc.)
- c. Satellite or photographic evidence of existing dwelling unit density
- d. Affidavit of local planning authority regarding density of dwelling units proximate to proposed project.

Clearly show the project location and the 500-acre area that contains the qualifying density. Provide the number of dwelling units in that 500-acre area. If planned for density, provide explanation.

23. Sea Level Rise – If applicable, provide a letter acknowledging the project could be located in an area at risk of rising sea level. If the project is awarded funds, the applicant may be required to provide an assessment of the potential impacts and vulnerabilities.

## **PROJECT ADMINISTRATION**

### **General Overview of Grant Process after Grants are Awarded**

1. State sends grant agreement and materials for project grant administration to grantee.
2. Grantee signs and returns all required copies to the State (one fully executed original will be returned to the Grantee).
3. For acquisitions, grantee submits appraisal, purchase documents, etc., for Department of General Services' review. Applicable State appraisal review fees are an eligible cost (for estimating purposes, applicants should use \$10,000 per escrow as an estimate in their grant proposal to cover these fees).
4. For development projects, grantee must submit final site control documents adequate to the State before ANY reimbursement will be made.
5. Grantee commences preliminary work (planning, design, permitting, CEQA, etc.) on the project and submits requests for reimbursements, as applicable.
6. Grantee submits final site plan, timeline and cost/budget estimate (as applicable) for State review prior to commencing with construction.
7. Grantee submits CEQA compliance documentation together with evidence that the lead agency notified the appropriate California Native American tribe of the proposed action, if applicable. No implementation costs will be reimbursed until CEQA is completed to the satisfaction of the State.
8. Grantee posts signs acknowledging source of funds.
9. Grantee commences construction work on the project and may submit payment requests for reimbursement of eligible project expenditures.
10. The State may schedule periodic on-site visits and request periodic progress reports from the Grantee.
11. Grantee completes project and submits project completion packet (to be provided under separate cover) to the State.
12. State makes final project inspection and approves final payment.
13. The grant may be audited as frequently as annually during the course of the project and for three years after the project is completed.

### **Changes to Approved Project**

A grantee seeking changes or amendments to an approved project must first obtain approval from the State. Changes in the project scope 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 project-related costs incurred during the project performance period specified in the grant agreement will be eligible for reimbursement. All eligible costs must be supported by appropriate documentation. Costs incurred outside of the project performance period and indirect costs are not eligible. (See Appendix H for further information on Eligible Costs)

### **Site Visits**

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



## Payment of Grant Funds

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

### Development Projects -

- Payments will be made on a **reimbursement** basis (i.e., the grantee pays for services, products or supplies and is reimbursed by the State).
- Funding for proposed project implementation/construction is contingent upon CEQA completion.
- 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, final design, etc.)
- At the sole discretion of the State, ten percent (10%) of the amounts submitted for reimbursement may be retained and released as a final payment upon satisfactory project completion.

### Acquisition Projects: -

- State-approved purchase price (not to exceed Fair Market Value), together with eligible acquisition costs may be advanced into an escrow account within 60 days of close of escrow. At the sole discretion of the State, all disbursements are subject to a ten percent (10%) retention.
- The remainder of the Grant, if any, shall be available on a reimbursable basis for other eligible costs.

## 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 loses willing seller(s).
- Grantee fails to complete the funded project.
- Grantee fails to submit all documentation within the time period specified in the grant agreement.
- Grantee fails to submit evidence of CEQA compliance within allowed time as specified by the grant agreement.
- Property cannot be acquired at or below approved **fair market value** (pursuant to appraisal review by the Department of General Services).
- Grantee fails to demonstrate project sustainability to meet minimum required useful life. (see Appendix D)
- Grantee is unable to secure adequate land tenure/site control. (see Appendix D)
- Grantee changes project scope without approval of the State or the modified project doesn't meet intent of award

## **STATE AUDIT AND ACCOUNTING REQUIREMENTS**

### **Audit Requirements**

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

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

### **Records Retention**

Project 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 project is considered complete upon receipt of final grant payment from the State.

## APPENDIX A – AVAILABLE RESOURCES

(alphabetical order)

### **CALFIRE tree stock and care requirements**

<http://www.ufe.org/>

### **California Environmental Quality Act (CEQA)**

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

### **California Global Warming Solutions Act of 2006**

[http://www.leginfo.ca.gov/pub/05-06/bill/asm/ab\\_0001-0050/ab\\_001\\_0050\\_ab\\_32\\_bill\\_20060927\\_chaptered.pdf](http://www.leginfo.ca.gov/pub/05-06/bill/asm/ab_0001-0050/ab_001_0050_ab_32_bill_20060927_chaptered.pdf)

### **California Invasive Plant Council's Invasive Plant Inventory Database**

<http://www.cal-ipc.org/ip/inventory/weedlist.php>

### **California Native Plant Society**

<http://www.cnps.org/cnps/grownative/lists.php>

### **California Regional Progress Report**

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

### **California State Parks' Community Fact Finder (Beta Version)**

<http://www.parkinfo.org/caparks/grantee>

### **California Water Plan**

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

### **Catalyst Project**

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

### **Climate Adaptation Strategy**

<http://www.climatechange.ca.gov/adaptation/index.html>

<http://gov.ca.gov/index.php?/executive-order/1861/>

### **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)

### **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)

### **Labor Compliance Program Statutes**

[1770-1781](#)

### **Selec Tree**

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

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

[http://www.waterboards.ca.gov/water\\_issues/programs/grants\\_loans/prop84/docs/prop84nov2006.pdf](http://www.waterboards.ca.gov/water_issues/programs/grants_loans/prop84/docs/prop84nov2006.pdf)

### **State's Planning Policies Statute**

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

### **Strategic Growth Council website**

<http://sgc.ca.gov>

### **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)

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

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

## APPENDIX B - ENVIRONMENTAL COMPLIANCE

### CEQA guidelines

([http://www.ceres.ca.gov/topic/env\\_law/ceqa/guidelines/](http://www.ceres.ca.gov/topic/env_law/ceqa/guidelines/))  
State Clearinghouse and Planning Unit

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

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

- a) The Notice of Exemption filed with the county clerk and State Clearinghouse if the proposed project is categorically or statutorily exempt with the appropriate Public Resources Code section citation to the exemption(s) being relied upon by the lead agency, **OR**
- b) The Negative Declaration or Mitigated Negative Declaration adopted by the lead agency and Initial Study, including a copy of the Environmental Checklist Form located in Appendix G of the CEQA Guidelines\* and the Notice of Determination filed with the County and with the State Clearinghouse. If the lead agency has adopted a Mitigated Negative Declaration, the Applicant must also provide the adopted mitigation monitoring and reporting program. **\*\* OR**
- c) The Final Environmental Impact Report certified and adopted by the lead agency with Initial Study including a copy of the Environmental Checklist Form located in Appendix G of the CEQA Guidelines, the adopted mitigation monitoring and reporting program, and the Notice of Determination filed with the County and the State Clearinghouse. Please include any State Clearinghouse Responses received by the applicant. **\*\***

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

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

**\*\*\*** For b, c and d: if CEQA was filed before April 2009, the Lead Agency will be required to prepare an addendum that addresses Greenhouse Gases, if the project is awarded grant funds.

Pursuant to Section 75102 of the Public Resources Code, before the adoption of a negative declaration or environmental impact report, the lead agency shall notify the proposed action to a California Native American tribe, which is on the contact list maintained by the Native American Heritage Commission, if that tribe has traditional lands located within the area of the proposed project.

## APPENDIX C - DISADVANTAGED COMMUNITIES TOOL

For the purposes of this program, the project must be 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 Urban Greening project is located within or serves a Disadvantaged OR Severely Disadvantaged Community, the following questions should be addressed:

- What communities are located within the project area?
- Does the project serve any communities located adjacent to or within one mile of the project area?
- Do any of the communities located within, immediately adjacent to or within one mile of the project area have a median household income (MHI) of less than:
  - \$ 47, 942 (or 80% of the statewide annual median household income), then that community is **disadvantaged**.
  - \$ 35,956 (or 60% of the statewide annual median household income), then that community is **severely disadvantaged**.

### Accessing Census Data for Project Service Area:

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

1. Open <http://www.parkinfo.org/caparks/grantee> to access California State Parks’ Community Fact Finder (Beta Version).
2. Once in the Community Fact Finder, obtain MHI data for the project area by (1) entering the project site address or (2) specifying a custom service area by using the zoom feature on the map.
  - a) If the project site has a specific address, 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 project does not have a specific address but will serve a specific neighborhood, parts of the city or county, etc, a custom service 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 this program, MHI data must be obtained from the 2007-2008 U.S. Census Report (see Appendix A for U.S. Census Report website).**

## **APPENDIX D – SITE CONTROL/LAND TENURE REQUIREMENTS**

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

### **Acquisition Projects**

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

### **Development Projects**

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

- a. At least 10 years for Grants up to \$100,000
- b. At least 20 years for Grants up to \$1 million
- c. At least 25 years for Grants over \$1 million

### **For All Projects**

- 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.
- The Grantee shall not use or allow the use of any portion of the real property as security for any debt.
- With the approval of the State, the Grantee or the Grantee's successor in interest in the property may enter into an agreement with another party to maintain and operate the property in accordance with this program. At a minimum, the agreement must 1) clearly spell out the roles of each party in detail, 2) be signed by all parties signifying their acceptance, 3) not terminate prior to the length of site control/land tenure required by the Grant Agreement (only agreements that allow early termination for cause or by mutual consent will be acceptable) and 4) include language that the Grantee would resume responsibility for ongoing operations and maintenance in the event of cancellation.
- Grantee may be excused from its obligations for operation and maintenance of the project site only upon the written approval of the State for good cause. "Good cause" includes, but is not limited to, natural disasters that destroy the project improvements and render the Project obsolete or impracticable to rebuild.
- At the sole discretion of the State, a document must be recorded against the real property that defines the State's interest in the property (see Appendix E for sample MOUGA document).

**APPENDIX E – SAMPLE MEMORANDUM OF UNRECORDED GRANT AGREEMENT**

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

Space above this line for Recorder's use

**MEMORANDUM OF UNRECORDED GRANT AGREEMENT**

This Memorandum of Unrecorded Grant Agreement (Memorandum), dated as of \_\_\_\_\_, 20\_\_\_\_, is recorded to provide notice of an agreement between the State of California, by and through the Strategic Growth Council ("Council") and

\_\_\_\_\_  
("Grantee").

RECITALS

- On or about \_\_\_\_\_, \_\_\_\_\_, Council and Grantee entered into a certain Grant Agreement, Grant No. \_\_\_\_\_ ("Grant"), pursuant to which Council granted to Grantee certain funds for the acquisition of certain real property, more particularly described in attached Exhibit A and incorporated by reference (the "Real Property"). **(Must attach the legal description as Exhibit A.)**
- Under the terms of the Grant, Council reserved certain rights with respect to the real property.
- Grantee desires to execute this Memorandum to provide constructive notice to all third parties of certain Council reserved rights under the Grant.

NOTICE

- The real property (including any portion of it or any interest in it) may not be sold or transferred without the written approval of the State of California, acting through the Council or its successor, provided that such approval shall not be unreasonably withheld as long as the purposes for which the Grant was awarded are maintained.
- The Grantee shall not use or allow the use of any portion of the real property for mitigation without the written permission of the State.
- The Grantee shall not use or allow the use of any portion of the real property as security for any debt.
- For additional terms and conditions of the Grant, reference should be made to the Grant Agreement, which is on file with the Strategic Growth Council c/o The California Natural Resources Agency, 1416 Ninth Street, Suite 1311, Sacramento, California 95814.

GRANTEE:

By: \_\_\_\_\_

## APPENDIX F - SIGN GUIDELINES

### Types of Signs

- 1) A sign is required during construction.
- 2) A sign must be posted upon completion (1 & 2 could be the same if sign durable)  
All Grantees are required to post a sign at the project site. The sign must be available for the final inspection of the project. There is no minimum or maximum size other than the minimum size for the logo as long as the sign contains the required wording.

### Language for Signs

All signs will contain the following minimum language: →

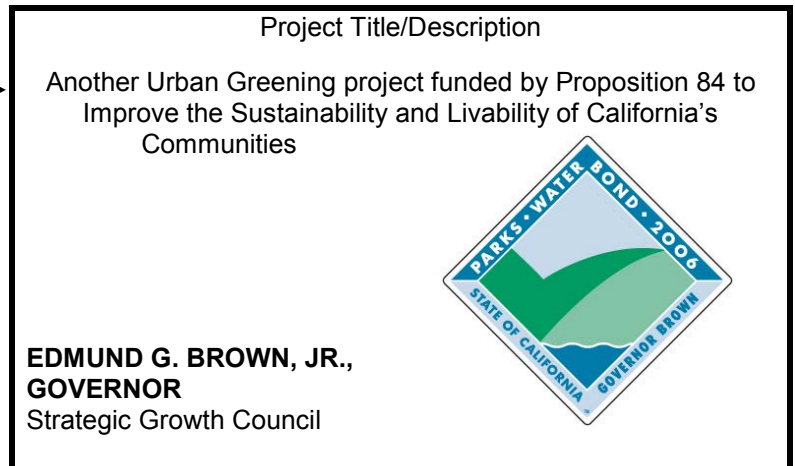
The name of the director of the local agency or other governing body may also be added. The sign may also include the names (and/or logos) of other partners, funding organizations, individuals and elected representatives.

### Logo

All signs must contain a universal logo for the Resources Bond Acts (see above).

The logo is available at

[http://www.resources.ca.gov/bonds\\_prop84\\_urbangreening.html](http://www.resources.ca.gov/bonds_prop84_urbangreening.html). The logo must be mounted in an area to maximize visibility and durability. Each side of the logo must be a minimum of 1'X1' - exceptions may be approved when 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 a guide for gauge of metal, quality of paints, mounting specifications, etc.

### Sign Duration

Project signs must be in place for a minimum of four (4) years from date of project completion.

### Sign Cost

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

### Appropriateness of Signs

For projects where the required sign may be out of place or where covered by local sign ordinances, the grants administrator in consultation with the grantee may authorize a sign that is appropriate to the project in question.

### Signs on State Highways

Signs placed within the state highway right-of-way may require a Caltrans encroachment permit. Contact your local Caltrans District Office early in the planning process for more information. You can find your local Caltrans District Office by visiting <http://www.dot.ca.gov/localoffice.htm>.

### State Approval

The Grantee shall submit proposed locations, size, number of signs and language for review prior to ordering signs. Funds for development projects will not be reimbursed until signage has been approved and installed.



**APPENDIX G - RESOLUTION TEMPLATE**

Resolution No: \_\_\_\_\_

RESOLUTION (GOVERNING BODY OF GRANTEE)  
APPROVING THE APPLICATION FOR GRANT FUNDS FOR  
THE URBAN GREENING 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 the Project

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

1. Approves the filing of an application for the (name of the project);
2. Certifies that applicant understands the assurances and certification in the application, and
3. Certifies that applicant or title holder will have sufficient funds to operate and maintain the project consistent with the land tenure requirements; or will secure the resources to do so, and
4. Certifies that it will comply with the provisions of Section 1771.5 of the State Labor Code regarding payment of prevailing wages on Projects awarded Proposition 84 Funds, and
5. If applicable, certifies that the project will comply with any laws and regulations including, but not limited to, legal requirements for building codes, health and safety codes, disabled access laws, environmental laws and, that prior to commencement of construction, all applicable permits will have been obtained, and
6. Certifies that applicant will work towards the Governor’s State Planning Priorities intended to promote equity, strengthen the economy, protect the environment, and promote public health and safety as included in Government Code Section 65041.1, and
7. Appoints the (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 completion of the aforementioned project(s).

Approved and adopted the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_. I, the undersigned, hereby certify that the foregoing Resolution Number \_\_\_\_\_ was duly adopted by the \_\_\_\_\_ (Governing Body)

Following Roll Call Vote:      Ayes: \_\_\_\_\_  
   Nos:        \_\_\_\_\_  
   Absent:    \_\_\_\_\_

\_\_\_\_\_  
Clerk/Secretary for the Governing Board

## APPENDIX H - ELIGIBLE COSTS

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

Projects financed with funds made available by the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006 (Proposition 84) must comply with Labor Code Section 1771.5. Therefore, include prevailing wages in your cost estimates, as applicable. Refer to the Department of Industrial Relations' Division of Labor Statistics and Research website at <http://www.dir.ca.gov/DLSR/PWD/index.htm> for general prevailing wage determinations.

### Development Projects

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

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

2. Personnel or Employee Services – Costs for services of the grantee's employees directly engaged in project execution must be computed according to the Grantee's prevailing wage or salary scales, and may include benefits such as vacation, sick leave, Social Security contributions, etc., that are customarily charged to the recipient's various projects, **excluding** overhead allocations. Costs charged to the project must be computed on actual time spent on the project and evidenced by time and attendance records describing the work and payroll records. Overtime costs may be allowed under the recipient's established policy provided the regular work time was devoted to the same project.

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

3. Construction
  - All necessary labor and construction activities to complete the project are eligible, including site preparation (demolition, clearing and grubbing, excavation, grading), monitoring (including soil and water testing during construction), onsite/field implementation and construction supervision, etc.
  - Equipment - Equipment owned by the grantee may be charged to the project for each use. Equipment use charges must be made in accordance with the Grantee's normal accounting practices. The equipment rental rates published by the California Department of Transportation or local prevailing rental rates may be used as a guide.

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

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

- Supplies and Materials – Supplies and materials may be purchased for a specific project or may be drawn from a central stock, providing they are claimed at a cost no higher than paid by the grantee. When supplies and/or materials are purchased with the intention of constructing a piece of equipment, a structure or a part of a structure, the costs that are charged as supplies and materials may be capitalized according to the Grantee's normal practice or policy. If capitalized, only that cost reasonably attributable to the project may be claimed under the project.
4. Contracted Services - may be reimbursed if invoices are presented with payment requests that identify the specific project activities and are supported by evidence of payment.
  5. Other Expenditures - In addition to the major categories of expenditures, funding may be provided for miscellaneous costs necessary for execution of the Project at the discretion of the State. Some of these costs may include:
    - Premiums on hazard and liability insurance to cover personnel and/or property.
    - Work performed by another section or department of the grantee's agency that can be documented as direct costs to the project (see requirements above under Personnel or employee services).
    - Transportation costs for moving equipment and/or personnel.

### **Acquisition Projects**

1. Acquisition – Costs of acquiring real property are eligible and include the purchase price of the property at or below approved Fair Market Value, appraisals, surveys for boundary adjustments, preliminary title reports, escrow fees and title insurance fees. Direct staff and consultant costs are limited to \$10,000 per grant. Costs of obtaining State approvals of purchase price and transaction reviews from the State Department of General Services are also allowable.
2. Relocation Costs – Relocation costs are allowable for Acquisition projects that result in displacement of any person and/or business. Grantee must comply with the State Relocation Act requirements (Chapter 16, Section 7260 et seq., Government Code) even if relocation costs are not claimed for funding as part of the grant request.

### **All Projects**

1. Contingency – Up to 10% of the grant may be budgeted for contingency costs. All such costs must be eligible per these guidelines. Contingency funds may not be used to increase the amount of funds that can be used for project management/non-construction pre-implementation.
2. Signs and Interpretive Aids – Costs include construction of exhibits, kiosks, display boards or signs located at and communicating information about the Urban Greening Project and the required funding acknowledgement signs (see Appendix F).

## APPENDIX I - APPLICATION CHECKLIST

Application Packets 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 one (1) unbound original and five (5) unbound copies of items 1 - 20:**

		Corresponding Appendix
1. Completed Application Form (Face/signature page)	<input type="checkbox"/>	J
2. Project Summary Statement & Project Cost Summary	<input type="checkbox"/>	
3. Project Questions	<input type="checkbox"/>	
4. Site Plan	<input type="checkbox"/>	
5. Plant Palette	<input type="checkbox"/>	
6. Cost Estimate/Budget (Development Projects)	<input type="checkbox"/>	K, H
7. Other Sources Of Funds	<input type="checkbox"/>	
8. Land Acquisitions Form (Cost Estimate for Acquisition Projects)	<input type="checkbox"/>	L
9. Assessor's Parcel Map (project area highlighted)	<input type="checkbox"/>	
10. Project Photographs	<input type="checkbox"/>	
11. Timeline	<input type="checkbox"/>	
12. Property Data Sheet	<input type="checkbox"/>	N
13. Adequate Site Control/Land Tenure	<input type="checkbox"/>	D
14. Operations & Maintenance Documents	<input type="checkbox"/>	
15. Permit/Approval Status	<input type="checkbox"/>	O
16. Evidence of Willing Seller (Acquisition Projects)	<input type="checkbox"/>	M
17. Signed Authorizing Resolution or Certification Letter from CEO	<input type="checkbox"/>	G
18. Eligibility for Nonprofit Applicants	<input type="checkbox"/>	
19. Disadvantaged or Severely Disadvantaged Community	<input type="checkbox"/>	C
20. Collaboration Letters	<input type="checkbox"/>	
<b>Submit one (1) complete copy of items 21 and 22:</b>		
21. CEQA documentation	<input type="checkbox"/>	B
22. Evidence of Density Requirements	<input type="checkbox"/>	

**APPENDIX J - APPLICATION FORM - IF INVITED TO APPLY, complete and submit Application Form (will be posted on the SCG and Agency websites) ONLINE. Do NOT submit copies of Application Forms that were not submitted electronically – unless specifically told to do so by the Agency.**

<b>APPLICANT (Agency and address - including zip)</b>		<b>Grant Amount Requested: \$</b>	
		<b>Estimated Date of Completion</b>	
<b>Check all that apply:</b>		<b>Estimated Total Project Cost: \$</b>	
Non-Profit		(including State Grant, other funds and In-Kind donations)	
City		<b>County</b>	<b>Nearest City to Project</b>
County			
JPA			
Special District		<b>Project Address</b>	
Applying for targeted Disadvantaged communities Grant			
<b>Project Name</b>		Nearest Cross Street	
		<b>Senate District No.</b>	<b>Assembly District No.</b>
<b>Applicant's Representative Authorized in Resolution</b>			
Name:		Title:	
Phone:		Email Address:	
<b>Person with Day to Day Responsibility for Project (if different from Authorized Representative)</b>			
Name:		Title:	
Phone:		Email Address:	
<b>Brief Description of Project</b>		<b>Latitude</b>	<b>Longitude</b>
(Summarize major activities to be funded by this Grant)		Coordinates Represent: _____	
		Coordinates Determined Using: _____	
		(See next page for instructions and choices)	
<b>STATUTORY REQUIREMENTS - check all that apply to your project</b>		<b>Project Data:</b> Please enter the quantity (to nearest 0.1 unit) on all the following measures that apply to your Project	
<input type="checkbox"/> Uses Natural Systems or Uses Systems that Mimic Natural Systems		Acres of Habitat to be <u>Acquired</u>	
<input type="checkbox"/> Creates, Enhances or Expands Community Green Spaces		Acres of Green/Open Space to be <u>Acquired</u>	
Provides the Following Multiple Benefits		Acres Green Space to be Restored/Enhanced/Managed	
<input type="checkbox"/> Decreases Air and Water Pollution		Acres of Habitat to be Created/Enhanced/Restored	
<input type="checkbox"/> Reduces the Consumption of Natural Resources and Energy		Acres of Invasive Species to be Eradicated/Treated	
<input type="checkbox"/> Increases the Reliability of Local Water Supplies		Acres of Wetland to be Created/Preserved	
<input type="checkbox"/> Increases Adaptability to Climate Change		Acre Feet of Stormwater to be Captured	
<input type="checkbox"/> List Other Multiple Benefits not identified above:		Acres of Park and/or Community Garden to be Created or Enhanced	
		Miles of Recreation Trail to be Created/Enhanced	
<b>URBAN GREENING PRIORITIES</b>		Metric Watt Hours (MWH) Usage to be Reduced	
<input type="checkbox"/> Uses Interagency Cooperation and Integration		Trees to be planted	
<input type="checkbox"/> Uses Existing Public Lands and Facilitates Use of Public Resources and Investments, including Schools		Milligrams per Liter (Mg/L) of Pollutant Reduced	
<input type="checkbox"/> Is Proposed by an Economically Disadvantaged Community		Other:	
<input type="checkbox"/> Improves Public Health		Other:	
<input type="checkbox"/> Is Innovative or Unique		Other:	
<input type="checkbox"/> Is Proposed by a Community Vulnerable to Climate Change			
I certify that the information contained in this project application, including required attachments, is complete and accurate.			
Signature:		Date	
Applicant's Authorized Representative as shown in Resolution			
Print Name and Title:			

## Latitude/Longitude (Degrees/Minutes/Seconds)

The application must include the coordinates of the general center point of your Urban Greening Project. This information can be obtained using the Internet at [www.topozone.com](http://www.topozone.com) as follows:

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

If you have any difficulty with Topozone, or need help locating your project, you can contact the California Natural Resources Agency, CERES Program at (916) 653-7142., or by e-mail at [casil@gis.ca.gov](mailto:casil@gis.ca.gov).

Please indicate the origin of the Latitude and Longitude by using the choices below.

### **Coordinates Represent:**

- Actual location
- Rough center of area
- General Vicinity
- One of multiple locations
- Entrance/starting point
- All of selected county
- All of selected city
- All of the selected zip code
- Unknown
- Other

### **Coordinates Determined Using:**

- GPS Device
- This GIS Website Map
- TopoZone.com or similar
- Paper Map
- Unknown
- Other

**APPENDIX K – SAMPLE COST ESTIMATE/BUDGET FORM FOR DEVELOPMENT URBAN GREENING PROJECTS**

**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 project description section.

PROJECT ELEMENT - (SAMPLES ONLY)	Unit Price	Unit of Measure	Quantity	Total Amount	SGC Prop 84 Grant	Named Funding Source 1	Named Funding Source 2	Named Funding Source 3
	\$			\$	\$	\$	\$	\$
<b>1 Project Management Costs</b>								
Planting palette/design								
Permits/CEQA								
Technical consulting								
<b>Subtotal Task 1</b> (not to exceed 25% of grant)								
<b>2 Site Preparation</b>								
Clearing/Grubbing								
Grading								
Mobilization								
<b>Subtotal Task 2</b>								
<b>3 Materials</b>								
Trees								
Irrigation								
Native plants								
<b>Subtotal Task 3</b>								
<b>4 Other</b>								
Hazard Insurance								
Signs & interpretive aids								
Bond								
<b>Subtotal Task 4</b>								
<b>5</b>								
Contingency								
(not to exceed 10% of Grant)								
<b>Subtotal Task 5</b>								
<b>6</b>								
<b>Subtotal Task 6</b>								
<b>Grand Total</b>								

Task listing should be detailed and customized to fit your project proposal. 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 L – LAND ACQUISITION FORM**

**THE SAFE DRINKING WATER, WATER QUALITY SUPPLY, FLOOD CONTROL, RIVER  
AND COASTAL PROTECTION BOND ACT OF 2006 – Proposition 84  
Urban Greening Grant Program**

(Please complete one form for each separate escrow - see instructions on reverse)

<b>Project Title:</b>				
<b>Assessor's Parcel Number(s)</b>	<b>Acreage</b>	<b>Indicate Fee or Easement</b>	<b>Willing Seller Name and Address:</b>	
<b>ACQUISITION COST ESTIMATE</b>				
	<b>Total Costs</b>	<b>Prop. 84 Urban Greening</b>	<b>Other Funding Source (Name)</b>	<b>Other Funding Source (Name)</b>
1. Estimated Fair Market Value of property:				
2. Relocation Costs				
3. Preliminary costs:				
a. Preliminary Title Reports, Appraisal				
b. Escrow Fees, Title Insurance, Closing Costs.				
c. Surveying (limited to boundary line adjustment)				
d. Direct costs (staff and consultants – limited to \$10,000 per grant)				
4. State approval costs of appraisal, transaction review, etc.				
5. Contingency (not to exceed 10% of total grant)				
6. Required signage (Appendix F)				
7. Other (specify)				
<b>Grand Total</b>				



## Land Acquisition Form - Instructions

**Please complete a separate form for each escrow.**

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

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

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

**APPENDIX M - WILLING SELLER LETTER**  
(Acquisition Projects Only)

All acquisition application packages must include willing seller letters from each legal owner. The letter must include the following information and be signed and dated from the legal owner(s) of each parcel to be acquired.

***(Sample -- Willing Seller Letter)***

Date:

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

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

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

To Whom It May Concern:

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

Acknowledged:

\_\_\_\_\_  
*Signature of land owner (trustee, etc.)*

\_\_\_\_\_  
*Date signed*

## APPENDIX N - PROPERTY DATA SHEET

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

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

**Comments:**

**Total Number of Parcels:** \_\_\_\_\_ **Total Number of Acres:** \_\_\_\_\_

## APPENDIX O - PROJECT PERMIT/APPROVAL STATUS

List is not all inclusive. It is Grantee's responsibility to comply with all applicable permits.

Permitting Agency	Type of Requirement	Required ?	Applied ?	Acquired ?	Date Anticipated
<b>State Agencies:</b>					
California Department of Fish and Game	Streambed Alteration Agreement Permit (Section 1600)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
California Department of Fish and Game	Incidental Take Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CalTrans	Encroachment Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Coastal Commission	Coastal Development Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Coastal Commission	Letter of Consistency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Regional Water Quality Control Board	401 Water Quality Certification or Waste Discharge Requirement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
State Water Resources Control Board	Water Rights Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
State Water Resources Control Board	General Industrial Storm Water Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Central Valley Flood Protection Board	Permission to Encroach on Waterways within Designated Floodways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
State Lands Commission	Permit required if using State owned property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
State Office of Historic Preservation	Cultural Resources-Submission of findings to State Historic Preservation Officer (National Historic Preservation Act, Section 106)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Federal Agencies</b>					
U.S. Fish and Wildlife Service (USFWS)	Section 7 consultation if federal nexus (see ACOE), or Section 10 Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
U.S. Army Corps of Engineers (ACOE)	Clean Water Act, Section 404 Permit, will consult w/USFWS & NMFS Section 7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
U.S. Army Corps of Engineers	Rivers and Harbors Act, Section 10 Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
U.S. Coast Guard / U.S. Army Corps of Engineers	Rivers and Harbors Act, Section 9 Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
U.S. National Resources Conservation Service	Consultation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
National Marine Fisheries Service (NMFS)	Section 7 consultation if federal nexus see ACOE, or Section 10 Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Local and Regional Planning Agencies</b>					
City/County	Grading Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
City/County	Environmental Health Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
San Francisco Bay Conservation and Development Commission	Any relevant permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tahoe Regional Planning Agency	Any relevant permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Local Resource Conservation District	Consultation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Flood Control Districts	Floodway & Hydrological	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## APPENDIX P – HEALTHY COMMUNITIES

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

The final HiAP report, adopted by the Strategic Growth Council can be accessed at:  
[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)

## APPENDIX Q - DEFINITIONS

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

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

**Adaptability** means the ability of natural or human systems to adjust in response to actual or expected climatic stimuli or their effects, which minimizes harm or takes advantage of beneficial opportunities.

**Applicant** means an eligible organization requesting funding from this program to be administered 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.

**Census Designated Place** is a census geography used by the U. S. Census Bureau that is a statistical entity, defined for each decennial census according to Census Bureau guidelines, comprising a densely settled concentration of population that is not within an incorporated place, but is locally identified by a name. CDPs are delineated cooperatively by state and local officials and the Census Bureau, following Census Bureau guidelines.

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

**Consistent With** means compatible with, not contradictory to, or in agreement with. In this program, a proposal must be "consistent with" state planning priorities as stated in Government Code 65041.1, regional plans as defined and any applicable state adopted plans.

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

**Disadvantaged Community** means a community with a median household income less than 80% of the statewide average. "Severely disadvantaged community" means a community with a median household income less than 60% of the statewide average (see Appendix C for guidance in determining if your community fits the definition).

**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.

**Evapotranspiration** is the loss of water to the atmosphere by the combined processes of evaporation (from soil and plant surfaces) and transpiration (from plant tissues).

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

**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.

**Graywater** means untreated water which has not come into contact with toilet waste. Graywater includes used water from showers, bath tubs, bathroom wash basins, clothes washing machines and laundry tubs or equivalent discharge as approved by the Administrative Authority. It does not include waste water from kitchen sinks, photo laboratory sinks, dishwashers or laundry water from soiled diapers. Graywater can be used for parks, open spaces, golf courses, landscaped medians or temporary irrigation to establish newly planted material, etc.

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

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

**Healthy Community** – See Appendix P

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

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

**Interagency Cooperation** means cooperation/collaboration between cities, counties, or other local entities, including private partnerships.

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

**Landscape** means arranging or modifying the features of a natural environment, such as planting trees, turf, flowers and/or shrubs.

**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.

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

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

**Project 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.

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

**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 United 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.

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

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

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

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

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



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

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

**Urban Greening** 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.

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