

*February 15, 2017*

**APPLICATION GUIDE**  
for the  
**Outdoor Environmental  
Education Facilities**  
**Grant Program**



State of California  
Natural Resources Agency  
Department of Parks and Recreation  
Office of Grants and Local Services

*"Creating Community through People, Parks, and Programs"*

**Send Applications and Correspondence to:**

**Street Address for Overnight Mail:**

Calif. Dept. of Parks and Recreation  
Office of Grants and Local Services  
1416 Ninth Street, Room 918  
Sacramento, CA 95814

**Mailing Address:**

Calif. Dept. of Parks and Recreation  
Office of Grants and Local Services  
P.O. Box 942896  
Sacramento, CA 94296-0001

**(916) 653-7423 or [LocalServices@parks.ca.gov](mailto:LocalServices@parks.ca.gov)**

[www.parks.ca.gov/grants](http://www.parks.ca.gov/grants)



CAParkGrants

*"These things which can best be taught outdoors should there be taught."*

*~ L.B. Sharp*



## **Department Mission**

The mission of the California Department of Parks and Recreation is to provide for the health, inspiration, and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high-quality outdoor recreation.

## **The Office of Grants and Local Services (OGALS) Mission Statement**

The mission of the Office of Grants and Local Services is to address California's diverse recreational, cultural and historical resource needs by developing grant programs, administering funds, offering technical assistance, building partnerships and providing leadership through quality customer service.

## **OGALS Vision Goals**

- ❖ Proactive in meeting California's park and recreation needs through innovative grant programs and customer service.
- ❖ Committed to providing quality customer service in every interaction and transaction as honest, knowledgeable, and experienced grant administrators.
- ❖ Sensitive to local concerns while mindful of prevailing laws, rules and regulations.
- ❖ Responsive to the needs of applicants, grantees, nonprofit organizations, local governments, and legislative members, who are our partners working to improve the quality of life for all Californians by creating new parks and recreation opportunities.

**Table of Contents**  
**For the**  
**Outdoor Environmental Education Facilities Program**  
**Grant Application Guide**

<b>I. PROGRAM INFORMATION .....</b>	<b>1</b>
Competitive Program Intent .....	1
Eligible Projects .....	1
Eligible Applicants.....	1
<b>II. APPLICATION PROCESS .....</b>	<b>2</b>
<b>III. GRANT ADMINISTRATION PROCESS AND PERFORMANCE PERIOD .....</b>	<b>3</b>
<b>IV. APPLICATION PACKET .....</b>	<b>4</b>
Application Packet Checklist.....	4
Additional Checklist for Non-Profit Applicants.....	5
Project Application .....	6
Grant Scope/Cost Estimate .....	7
Authorizing Resolution .....	8
CEQA Compliance.....	10
Land Tenure Requirement.....	12
Sub-Leases or Other Agreements .....	14
Concept Level Site Plan.....	14
Photos of the Project Site .....	14
Project Summary .....	14
Project Selection Criteria .....	15
<b>V. PROJECT SELECTION CRITERIA OVERVIEW .....</b>	<b>15</b>
Criterion 1 – The Problem: Need for Outdoor Education .....	16
Criterion 2 – The Solution: Educational Opportunities .....	17
Criterion 3 – Who: Population Groups and Applicant Experience.....	18
Criterion 4 – Getting There: Project Availability .....	19
Criterion 5 – Organizational Capacity .....	20
Criterion 6 – Long Term Operation and Maintenance.....	21
Criterion 7 – Matching Funds.....	22
<b>VI. ELIGIBLE COSTS CHART .....</b>	<b>23</b>
<b>VII. INELIGIBLE COSTS CHART .....</b>	<b>25</b>
<b>VIII. DEFINITIONS .....</b>	<b>26</b>

## **OGALS welcomes you to the Outdoor Environmental Education Facilities Program**

Use this guide for the competitive application process.

- Review the GRANT ADMINISTRATION GUIDE before sending your APPLICATION PACKET to OGALS. It contains important information about OGALS' administrative requirements that is helpful for applicants to know before submitting an APPLICATION PACKET.
- Please call, write, or email OGALS with any questions or comments. Contact information for OGALS is located on the front cover of this guide.
- Our web page is [www.parks.ca.gov/grants](http://www.parks.ca.gov/grants). It features Outdoor Environmental Education Facilities Program technical assistance materials and updates, staff contacts, and the GRANT ADMINISTRATION GUIDE.
- See page 26 to 27 for the definitions of words and terms shown in SMALL CAPS.

### **The California Clean Water, Clean Air, Safe Neighborhood Parks, and Coastal Protection Act of 2002 (Proposition 40)**

On March 5, 2002, voters passed Proposition 40 by 56.8%, the \$2.6 billion "California Clean Water, Clean Air, Safe Neighborhood Parks, and Coastal Protection Act of 2002" (2002 Resources Bond). The passage of Proposition 40 provided funds for local assistance grants as set forth in Public Resources Code (PRC) §5096.600 through §5096.683.

### **Bond Act Intent**

The California Clean Water, Clean Air, Safe Neighborhood Parks, and Coastal Protection Act of 2002 is intended to acquire and develop properties of the state park system, to acquire and develop neighborhood, community, and regional parks and recreational areas, for land, air, and water conservation programs, including acquisition for those purposes, and to acquire, restore, preserve and interpret California's historical and cultural resources.

### **Outdoor Environmental Education Facilities Competitive Program Intent**

To provide assistance to local agencies and community-based organizations with regard to the DEVELOPMENT of outdoor environmental education facilities.

# I. Program Information

## Application Deadline

The APPLICATION PACKET deadline for this one-cycle grant program will be announced by OGALS. APPLICATION PACKETS must be postmarked by the deadline posted on OGALS website at [www.parks.ca.gov/grants](http://www.parks.ca.gov/grants). OGALS mailing address is located on the cover of this guide.

- APPLICANTS may submit multiple APPLICATION PACKETS.
- Each PROJECT SITE requires its own APPLICATION PACKET.
- Multiple APPLICATION PACKETS *may not* be submitted for the same PROJECT SITE.

**Amount of Funds Available:** To be determined

**Minimum Grant Request:** There is no minimum

**Maximum Grant Request:** \$500,000

**Match Funds:** Optional; counts for 5 out of 100 points and consists of the APPLICANT agreeing to pay for all NON-CONSTRUCTION COSTS. See pages 22-24.

## Eligible Projects

DEVELOPMENT of public outdoor structures and exhibits that facilitate focused learning. The focused learning must take place in a natural outdoor setting, with native vegetation. The learning must encompass the natural environment, and inspire environmental stewardship and an appreciation of the natural world. The learning must include an understanding of how humans interact with, and are dependent on, natural ecosystems. These structures and exhibits may provide OUTDOOR EDUCATION on their own (such as signs, kiosks, nature trails), or facilitate providing OUTDOOR EDUCATION (such as campfire centers, amphitheaters, group campgrounds).

## Ineligible Projects

- Acquisition projects
- Education programs, activities, and programmatic development
- Purchase of specimens
- Indoor facilities, including nature centers, restrooms and traditional classrooms
- Community and botanical gardens
- Trail construction and improvements that do not provide for OUTDOOR EDUCATION

## Eligible Applicants

- Cities and counties, including a city and county
- NONPROFIT ORGANIZATIONS (see page 27)
- DISTRICTS (see page 26)

## II. Application Process

1. Review this guide to understand the APPLICATION PACKET requirements and plan your PROJECT.
2. Send one unbound copy of each APPLICATION PACKET to OGALS, postmarked by the application deadline. The APPLICATION PACKET section, beginning on page 4, provides directions and forms.
3. The APPLICATION PACKET may be sent by US Postal Service, or through an overnight delivery service.
4. Electronic submissions are not accepted.
5. OGALS will send a letter to APPLICANTS indicating receipt of the APPLICATION PACKET.
6. OGALS may request revisions of incorrect APPLICATION PACKET items.
7. Applications will be ranked by OGALS based on the Project Selection Criteria responses. Grant award decisions will be announced approximately six months after the application deadline. APPLICANTS will receive either a grant award or grant denial letter.

### **III. Grant Administration Process and Performance Period**

1. OGALS will send an award letter to applicants whose projects have been selected for funding.
2. These applicants must attend a grant administration workshop.
3. After the workshop, OGALS sends a CONTRACT to grantees.
4. After the CONTRACT is signed by the grantee and OGALS, the grantee will receive a deed restriction to record on the title to the property if the grantee owns the land.
5. Once the deed restriction has been recorded (if applicable), the grantee may submit payment requests.
6. The project must be complete seven years and nine months from the APPROPRIATION DATE; the APPROPRIATION DATE is July 1 of the fiscal year in which the funds are appropriated in the state budget.
7. For a project to be considered complete, all scope items are built, the project is open to the public, and all final paperwork has been submitted to OGALS.
8. Grantees may incur ELIGIBLE COSTS after the APPROPRIATION DATE; however, costs incurred before the CONTRACT is signed by OGALS are at the grantee's own risk.

## IV. Application Packet Checklist

Applicants must complete the checklist below and submit it with the APPLICATION PACKET. An APPLICATION PACKET will not be considered complete unless all items on the checklist are submitted. While all checklist items are required; some items may be submitted up to 60 days after the application deadline (see below). Send only the items shown in the Checklist. **Do not send letters of support or other supplementary materials.**

Applicant/Project Name:					
Application Item <input checked="" type="checkbox"/>	Application Guide Page #	Signed by AUTHORIZED REPRESENTATIVE <input checked="" type="checkbox"/>	Item Enclosed? Circle Y (Yes) or N (No)	If not enclosed, will submit by? <b>(must be within 60 days of deadline)</b>	Application Packet Page #
<input type="checkbox"/> Application Packet Checklist	Pg. 4		Required		Pg. _____
<input type="checkbox"/> Application Form	Pg. 6	<input type="checkbox"/>	Required		Pg. _____
<input type="checkbox"/> Grant Scope/ Cost Estimate	Pg. 7	<input type="checkbox"/>	Required		Pg. _____
<input type="checkbox"/> Authorizing Resolution	Pg. 8	<input type="checkbox"/>	Y / N	_____ date	Pg. _____
<input type="checkbox"/> CEQA Compliance Certification Form	Pg. 11	<input type="checkbox"/>	Y / N	_____ date	Pg. _____
<input type="checkbox"/> Land Tenure Requirement	Pg. 12		Y / N	_____ date	Pg. _____
<input type="checkbox"/> Sub-Leases or Agreements	Pg. 14		Y / N	_____ date	Pg. _____
<input type="checkbox"/> Site Plan	Pg. 14		Y / N	_____ date	Pg. _____
<input type="checkbox"/> Photos of the Project Site	Pg. 14		Y / N	_____ date	Pg. _____
<input type="checkbox"/> Project Summary	Pg. 14		Required		Pg. _____
<input type="checkbox"/> Project Selection Criteria	Pg. 15		Required		Pg. _____
<input type="checkbox"/> Match Certification Form	Pg. 22	<input type="checkbox"/>	Required		Pg. _____

## Additional Checklist for Nonprofit Applicants

Nonprofits must complete the checklist below and submit with the APPLICATION PACKET. These documents will be used in evaluating Criterion #5, Organizational Capacity.

**Do not send letters of support or other supplementary materials.**

Application Item <input checked="" type="checkbox"/>	Item Enclosed? Circle Y (Yes) or N (No)	If not enclosed, will submit by? (must be within 60 days of deadline)	Application Packet Page #
<input type="checkbox"/> Letter of Determination from the Internal Revenue Service indicating 501(C)(3) status	Y / N	_____ date	Pg. _____
<input type="checkbox"/> Articles of Incorporation	Y / N	_____ date	Pg. _____
<input type="checkbox"/> Mission statement	Y / N	_____ date	Pg. _____
<input type="checkbox"/> First two pages of the NONPROFIT'S most recently filed federal 990 Form	Y / N	_____ date	Pg. _____
<input type="checkbox"/> Balance sheet showing assets and liabilities for most recent FY	Y / N	_____ date	Pg. _____
<input type="checkbox"/> Income statement showing revenue and expenditure projections for the next calendar or fiscal year	Y / N	_____ date	Pg. _____



## Outdoor Environmental Education Facilities Project Application Form

PROJECT NAME	REQUESTED GRANT AMOUNT \$	
PROJECT SITE NAME and PHYSICAL ADDRESS where PROJECT is located (including zip code)	LAND TENURE ( <input checked="" type="checkbox"/> all that apply)  <input type="checkbox"/> Owned in fee simple by APPLICANT <input type="checkbox"/> Available (or will be available) under a _____ year lease or easement	
NEAREST CROSS STREET		
COUNTY OF PROJECT LOCATION		
APPLICANT NAME AND MAILING ADDRESS		
<b>AUTHORIZED REPRESENTATIVE AS SHOWN IN RESOLUTION</b>		
_____		
Name ( <i>typed or printed</i> ) and Title	Email address	Phone
<b>APPLICATION CONTACT</b>		
_____		
Name ( <i>typed or printed</i> ) and Title	Email address	Phone
<b>GRANT CONTACT - For administration of grant if awarded (<i>if different from AUTHORIZED REPRESENTATIVE</i>)</b>		
_____		
Name ( <i>typed or printed</i> ) and Title	Email address	Phone
GRANT SCOPE: I represent and warrant that this APPLICATION PACKET describes the intended use of the requested GRANT to complete the items listed in the attached Grant Scope/Cost Estimate Form. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this APPLICATION PACKET, including required attachments, is accurate.		
Signature of AUTHORIZED REPRESENTATIVE as shown in Resolution	_____ Date	
Print Name	_____	
Title	_____	



## Outdoor Environmental Education Facilities Grant Scope/Cost Estimate Form

**GRANT SCOPE** (Describe the PROJECT in 50 words or less):

**Grant Scope Items** (fold all construction and contingency costs into the associated element to be installed or renovated - a line item for contingency is not allowed) -  all that apply:

<u>Install</u> <u>New</u>	<u>Renovate</u> <u>Existing</u>		<b>Estimated Cost</b>
<input type="checkbox"/>	<input type="checkbox"/>	Freestanding structures with interpretive signage	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	Outdoor exhibit(s) other than interpretive signage	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	Native habitat plantings in an OUTDOOR EDUCATION facility	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	Amphitheater, outdoor classroom, deck, plaza, dock or other gathering place used for OUTDOOR EDUCATION	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	Interpretive displays on existing trail(s)	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	Group camping facility	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	Nature trail	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	Other: _____	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	Other: _____	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	Other: _____	\$ _____

**MATCH:** For applications proposing to use grant funds for NON-CONSTRUCTION COSTS, indicate estimated costs (cannot exceed 25% of Grant Amount). If claiming the points for match, leave this blank. See page 22 for more information. **Estimated Cost:**  
\$ \_\_\_\_\_

**Total Grant Amount Requested:** \$ \_\_\_\_\_

The APPLICANT understands that all of the items listed on this form must be completed and open to the public before the final grant payment will be made.

\_\_\_\_\_  
AUTHORIZED REPRESENTATIVE Signature

\_\_\_\_\_  
Date

## Authorizing Resolution

The Authorizing Resolution serves two purposes:

1. It is the means by which the APPLICANT'S Governing Body agrees to all the terms of the CONTRACT; it provides a descriptive PROJECT title and confirmation that the APPLICANT has the funding to complete the proposed PROJECT if awarded.
2. Designates a position title to represent the Governing Body on all matters regarding the application and PROJECT. The incumbent in this position is referred to as the AUTHORIZED REPRESENTATIVE.

The AUTHORIZED REPRESENTATIVE can delegate signatory authority to other individuals (by position title) either in entirety or for particular documents. The delegation process requires the AUTHORIZED REPRESENTATIVE to submit a letter (on letterhead) or email to OGALS delegating authority.

The Authorizing Resolution on the following page may be reformatted; however, the *language provided in the resolution must remain unchanged*. Any changes to the language may require OGALS Legal Office review. The time involved with the legal review process may delay application approval and could affect OGALS ability to fund the PROJECT.

All signatures required in this application guide are the signature of the AUTHORIZED REPRESENTATIVE. Submitted documents need not contain "wet" signatures; but the applicant must keep all original signed documents.

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

RESOLUTION OF THE (Title of Governing Body/City Council, Board of Supervisors/Directors) OF (City, County, District, or Non-Profit Organization)

Approving the Application for  
**OUTDOOR ENVIRONMENTAL EDUCATION FACILITIES GRANT FUNDS**

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of the Outdoor Environmental Education Facilities Grant Program, setting up necessary procedures governing the application; and

WHEREAS, said procedures established by the State Department of Parks and Recreation require the Applicant to certify by resolution the approval of the application before submission of said application to the State; and

WHEREAS, successful Applicants will enter into a contract with the State of California to complete the Grant Scope project;

NOW, THEREFORE, BE IT RESOLVED that the (Applicant's Governing Body) hereby:  
Approves the filing of an application for the (name of project); and

1. Certifies that said Applicant has or will have available, prior to commencement of any work on the project included in this application, the sufficient funds to complete the project; and
2. Certifies that if the project is awarded, the Applicant has or will have sufficient funds to operate and maintain the project, and
3. Certifies that the Applicant has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Grant Administration Guide; and
4. Delegates the authority to (designated position) to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the Grant Scope; and
5. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.

Approved and adopted the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

I, the undersigned, hereby certify that the foregoing Resolution Number \_\_\_\_\_ was duly adopted by the (Applicant's Governing Body) following a roll call vote:

Ayes:

Noes:

Absent:

\_\_\_\_\_  
(Clerk)

## **CEQA Compliance**

“CEQA” is the California Environmental Quality Act as stated in the Public Resources Code §21000 et seq., Title 14 California Code of Regulations §15000 et seq. CEQA law establishes policies and procedures that require entities to identify, disclose to decision makers and the public, and attempt to lessen significant impacts to environmental and historical resources that may occur as a result of an entity’s proposed PROJECT. For more information, see <http://ceres.ca.gov/ceqa/>.

The APPLICANT should check with its local city or county planning agency for CEQA compliance information.

### **CEQA compliance must be complete within 60 days of the application deadline.**

- Provide the CEQA Compliance Certification Form on page 11
- Provide a Notice of Exemption *or* the Notice of Determination that has been filed and stamped by the County Clerk.
- If this documentation is not received within 60 days of the application deadline, the application will be disqualified.



## Outdoor Environmental Education Facilities CEQA Compliance Certification Form

**Applicant:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

**When was CEQA analysis completed for this Grant Scope? Date:** \_\_\_\_\_

**What documents were filed for this project's CEQA analysis: (check all that apply)**

Initial Study     Notice of Exemption     Negative Declaration

Mitigated Negative Declaration     Environmental Impact Report

Other \_\_\_\_\_

Attach the Notice of Exemption or the Notice of Determination that has been filed and stamped by the County Clerk.

If these documents were not filed, provide a letter from the Lead Agency explaining why, certifying the project has complied with CEQA and noting the date the project was approved by the Lead Agency.

**Lead Agency Contact Information (Public agency responsible for environmental review and approval):**

Agency Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**Certification:**

I hereby certify that the Lead Agency listed above has determined that it has complied with the California Environmental Quality Act (CEQA) for the PROJECT identified above and that the PROJECT is described in adequate and sufficient detail to allow the PROJECT'S construction.

I certify that the CEQA analysis for this PROJECT encompasses all aspects of the work to be completed with GRANT funds.

\_\_\_\_\_  
AUTHORIZED REPRESENTATIVE                      Date  
(Signature)

\_\_\_\_\_  
AUTHORIZED REPRESENTATIVE  
(Printed Name and Title)

## **Land Tenure Requirement**

The purpose of the land tenure requirement is to verify that the APPLICANT has sufficient legal rights to the property to fulfill the terms of the CONTRACT.

- Grant amounts up to \$100,000 require at least 20 years of land tenure.
- Grant amounts greater than \$100,000 require at least 30 years of land tenure.
- The 20 or 30 year land tenure requirement begins on the APPROPRIATION DATE.

*If the APPLICANT owns PROJECT SITE in fee simple, provide one of the following:*

- Deed or deed recordation number
- Title report
- Track map (if owner's name provided)

*If the APPLICANT does not own the PROJECT SITE in fee simple, provide Land Tenure Agreement Form on page 13, and:*

- Signed land tenure agreement, with the sections of the agreement highlighted that meet the requirements in the Land Tenure Agreement Form
- Or
- Unsigned land tenure agreement, with the sections of the agreement highlighted that meet the requirements in the Land Tenure Agreement Form, and
  - Letters from the AUTHORIZED REPRESENTATIVE and the landowner, committing to sign the agreement should the grant be awarded.

## **Contract: Land Tenure Provisions**

If awarded a grant, the land tenure requirements in the CONTRACT are shown below. The entire grant CONTRACT including all provisions can be found in the GRANT ADMINISTRATION GUIDE.

*Contract Provisions - Use of Facilities:*

- The GRANTEE agrees that it shall operate and maintain the property developed with the grant monies in accordance with the land tenure requirements set forth in the Outdoor Environmental Education Facilities GRANT ADMINISTRATION GUIDE.
- The GRANTEE agrees that it shall use the property developed with grant monies under this CONTRACT only for the purposes of the GRANT. No other use, sale or other disposition or change of use of the property to one not consistent with the GRANT SCOPE shall be permitted except as authorized by a specific act of the Legislature. The property shall be replaced with property of equivalent value and usefulness as determined by the State.
- The property developed may be transferred to another eligible entity if the successor entity assumes the obligations imposed under this CONTRACT and with the approval of the State.



## Outdoor Environmental Education Facilities Land Tenure Agreement Form

*If the APPLICANT does not own the land in fee simple, the APPLICANT must complete this form*

**Applicant:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

*Attach a copy of the signed land tenure agreement.* Identify the page numbers where the following information can be found in the land tenure agreement and highlight the provisions in the agreement where the information is located. All items are required.

**Type of Agreement** \_\_\_\_\_

Identify the type of agreement, for example: lease, joint powers agreement, easement, memorandum of understanding, etc.

**Parties to the Signed Agreement** .....Page \_\_\_\_\_

- Highlight the sections which identify the parties to the agreement.
- The agreement must be signed and dated by all parties.

**Term of the Agreement** .....Page \_\_\_\_\_

- All grant amounts up to \$100,000 require at least 20 years of land tenure.
- All grant amounts greater than \$100,000 require at least 30 years of land tenure.
- The 20 or 30 year land tenure requirement begins on the APPROPRIATION DATE.

**Renewal Clause** .....Page \_\_\_\_\_

The renewal clause must include an option, which can be non-binding, for the APPLICANT/GRANTEE to renew the agreement beyond the original 20 or 30 year term.

**Termination (Revocability)** .....Page \_\_\_\_\_

Either of the following is acceptable:

- No termination clause - the agreement is irrevocable.
- Termination clause specifies that the agreement is only revocable due to breach by the APPLICANT.

The agreement cannot allow the land owner to revoke the agreement for any other reason than breach, i.e., at will.

**Site Control, Roles and Responsibilities** .....Page(s) \_\_\_\_\_

- The agreement must authorize the APPLICANT to proceed with the construction PROJECT should the GRANT be awarded. The APPLICANT may delegate construction to other entities.
- The agreement establishes when the general public can use the PROJECT and gives the APPLICANT permission to operate the PROJECT SITE (such as scheduling recreational programs). The APPLICANT may delegate operational roles to other entities but is bound through the CONTRACT provisions to ensure full public access for the duration of the land tenure should the GRANT be awarded.
- The agreement identifies which entity will maintain the PROJECT SITE. The APPLICANT may delegate maintenance to other entities but is bound through the CONTRACT provisions to ensure maintenance of the PROJECT SITE for the duration of the land tenure should the GRANT be awarded.

**Sub-Leases or Other Agreements**

Provide a list of any *other* leases or agreements, not related to land tenure, affecting PROJECT property such as maintenance agreements, concessionaire contracts, etc. If necessary, note if the status of the lease or agreement is proposed or draft.

**Or**

If this item does not apply, provide a statement saying “there are no subleases or other agreements.”

**Concept Level Site Plan**

Provide a drawing no larger than 11"x17" clearly showing the boundary of the PROJECT SITE and location of each scope item listed in the GRANT SCOPE/Cost Estimate form.

**Photos of the Project Site**

Provide up to four pages of photographs with labels, showing the PROJECT SITE and its surrounding area. Provide a caption for each photo describing what is depicted. Indicate direction (north, south, east, or west). There are no requirements on the number of photos per page.

**Project Briefing**

To facilitate OGALS' understanding of the proposed PROJECT, provide a summary of the PROJECT and describe any additional enhancement or development plans to be made to the PROJECT SITE. The briefing is not scored. The briefing must be no more than one page, double-spaced, 12 point Arial font.

## V. Project Selection Criteria

### Project Selection Criteria Overview

OGALS will use Project Selection Criteria responses to rank all competing applications. All competing applications start with 0 points. The maximum score is 100 points.

CRITERIA TITLE	POINT VALUE
1. The Problem: Need for Outdoor Environmental Education	25
2. The Solution: Educational Opportunities	25
3. Who will be served: Population Groups and Applicant Experience	15
4. Getting There and Project Availability	15
5. Organizational Capacity	10
6. Long Term Programming, Operation and Maintenance	5
7. Match Funds	5
Maximum Score	<b>100</b>

- Respond to the Project Selection Criteria in the order outlined above. Please respond to each criterion separately. Criterion 7 requires completion of the Match Certification Form on page 22.
- Label the responses to follow the same number and/or letter order of each Criteria question.
- Do not repeat the prompt in your response.

### Criterion Response Page Limit

- There is a 10 page limit for the Project Selection Criterion responses, which must be provided on single-sided, 8 ½" x 11" pages, double-spaced, with 12-point Arial font. Criterion 7, the Match Certification Form, is not considered part of the 10 page limit.
- Attachments associated with criteria responses will not be counted as part of the 10 page limit.
- Any portion of the criterion responses that exceeds the 10 page limit will not be reviewed.

**Criterion 1 – The Problem: Need for Outdoor Environmental Education (25 Points)**

Substantiate the need for this PROJECT, explaining the general OUTDOOR EDUCATION needs and specifically why these needs exist at the PROJECT SITE.

- A.** What are the OUTDOOR EDUCATION needs that this PROJECT will address?
- B.** Why is this PROJECT needed at this PROJECT SITE?

<b>Need for Outdoor Environmental Education</b>	<b>Points</b>
There is an overwhelming need for this PROJECT; and there is a serious deficiency of similar OUTDOOR EDUCATION opportunities.	25-19
There is a compelling need for this PROJECT; and there is a deficiency of OUTDOOR EDUCATION opportunities.	18-12
There is a need for this PROJECT; and there is some deficiency of OUTDOOR EDUCATION opportunities.	11-6
There is minimal need for this PROJECT; and the deficiency of similar OUTDOOR EDUCATION opportunities is not well substantiated.	5-1
The need for the PROJECT was not substantiated.	0

## Criterion 2 – The Solution: Educational Opportunities (25 points)

Describe how the PROJECT will facilitate a wide variety of learning and discovery opportunities that accomplish the following:

- A. Communicate the significance and value of the outdoor environmental resource(s).
- B. Present the resource(s) within the context of their local, as well as larger, ecosystems.
- C. Actively engage the visitor’s senses: auditory, visual, tactile and kinesthetic.
- D. Illustrate the connection between the challenges to the resources and corresponding solutions so that visitors understand the actions that can be taken to positively respond to adverse and significant impacts on the resources.
- E. Reveal solutions and connections that educate and inspire visitors to take steps to effect positive changes on the resource(s).

Educational Opportunities	Points
Compared to other APPLICATIONS, the PROJECT will facilitate comprehensive learning and discovery opportunities to educate the public about the resources, challenges facing the resources, and solutions to the challenges.	25-17
Compared to other APPLICATIONS, the PROJECT will facilitate adequate learning and discovery opportunities to educate the public about the resources, challenges facing the resources, and solutions to the challenges.	16-8
Compared to other APPLICATIONS, the PROJECT will facilitate minimal learning and discovery opportunities to educate the public about the resources, challenges facing the resources, and solutions to the challenges.	7-1
No learning and discovery opportunities about the resources were substantiated.	0

**Criterion 3 – Who will be served: Population Groups and Applicant Experience  
(15 points)**

**A.** Describe how this PROJECT will serve the needs of multiple population groups, such as: senior citizens, ethnic groups, school children, families, economically disadvantaged and any other unique population groups who lack access to OUTDOOR EDUCATION. As relevant, describe demographic, economic, and geographic characteristics.

<b>Serves Population Groups</b>	<b>Points</b>
The PROJECT will effectively serve the needs of a wide range of population groups who lack access to OUTDOOR EDUCATION.	10
The PROJECT will serve the needs of some population groups who lack access to OUTDOOR EDUCATION.	5
The PROJECT will effectively serve the needs of limited range of population groups who lack access to OUTDOOR EDUCATION or did not respond.	0

**B.** Describe any previously executed strategy for attracting and serving identified population groups by the APPLICANT, (or any project manager working with the APPLICANT):

- Describe the previously targeted population group(s)
- Describe the project or event
- List strategic goals, methods, and outcomes

<b>Applicant Experience</b>	<b>Points</b>
The response indicates that the APPLICANT or its affiliate has successfully attracted and served identified population groups.	5
No experience by the APPLICANT with successfully attracting and serving identified population groups was described.	0

**Criterion 4 – Getting There and Project Availability (15 points total)**

**A.** Describe transportation methods that are available to access the PROJECT SITE, including but not limited to walking, biking, public transit, and private vehicle. For public transit methods, include frequency and proximity of transportation routes to the PROJECT SITE.

<b>Transportation Options</b>	<b>Points</b>
The project site will be accessible through a wide range of practical transportation options.	8
The PROJECT SITE will be accessible through limited public and private transportation options.	5
The PROJECT SITE will only be accessible only by private transportation options, or response did not clearly describe available transportation methods.	2

**B.** Using the chart below, show the hours of public operation. If access to the PROJECT SITE will vary throughout the year:

- Explain any seasonal variations, reservation requirements, or special hours for specific groups.
- Provide information on the days and hours for each season, if applicable.
- Provide total hours/weeks averaged over the entire year.

Sun	Mon	Tues	Wed	Thurs	Fri	Sat	<b>Total</b>

<b>Days and Hours</b>	<b>Points</b>
The PROJECT SITE will be open at least 40 hours a week, including both weekend days.	7
The PROJECT SITE will be open at least 32 hours a week, including both weekend days.	5
The PROJECT SITE will be open at least 24 hours a week, including one weekend day, or by appointment only.	3
The PROJECT SITE will be open less than 24 hours a week.	0

**Criterion 5: Organizational Capacity (10 points)**

**A.** In evaluating organizational capacity, OGALS will consider:

- APPLICANT’s history of completing and operating grant projects administered by OGALS (if applicable)
- APPLICANT performance during the application process
- Publically available information, as well as information provided by the additional nonprofit requirements.

Provide *one or more* examples of capital outlay projects not administered by OGALS similar in type, scope, and/or dollar amount completed by the APPLICANT, (or by any project manager working with the APPLICANT).

For each example provide the following information:

1. Scope of project
2. Total project costs
3. Project amount and funding source(s)
4. Discuss required completion date relative to actual completion date

<b>Organizational Capacity</b>	<b>Points</b>
The available information indicates that the project is very likely to be completed on time, and within budget.	<b>8</b>
The available information indicates that the project is likely to be completed on time, and within budget.	<b>4</b>
The available information indicates that the project is unlikely to be completed on time, and within budget.	<b>Will not fund</b>

**B.** Provide specific examples demonstrating experience and accomplishments with incorporating learning and discovery opportunities in a project.

<b>OUTDOOR EDUCATION Capacity</b>	<b>Points</b>
The information provided demonstrates that the applicant, and/or their design team and/or partners, have successfully designed projects incorporating a wide variety of learning and discovery opportunities.	<b>2</b>
The information provided <b>shows neither</b> the APPLICANT, nor any design team or partner to be used, has experience designing learning and discovery opportunities.	<b>0</b>

### Criterion 6: Long Term Programming, Operation and Maintenance (5 Points)

Describe the plan for long term sustainability of the PROJECT including its programming, operation and maintenance. Demonstrate ability to sustain the PROJECT for the entire 20 or 30 year term based on land tenure requirements.

- A. Describe APPLICANT experience in operating this type of PROJECT.
- B. What funding sources will be used to continue the programming, operation and maintenance of the PROJECT for the 20 or 30 year term? Funding sources may include, but are not limited to the APPLICANTS own funds, fees, special event charges, other grants, etc.
- C. If applicable, describe any additional resources, such as partners or volunteers, who will contribute to the long term stability of the PROJECT.
- D. What position or positions will be responsible for programming, operation and maintenance? How much of their time will be dedicated to that responsibility?

Long Term Programming, Operation and Maintenance	Points
The APPLICANT provided a clearly developed plan to sustain the PROJECT for the entire 20 or 30 year term, including programming, operation and maintenance.	5
The APPLICANT'S plan appears unlikely to sustain the PROJECT and meet the PROJECT'S programming, operational and maintenance needs OR did not provide a response.	Will not fund



**Please review the length of your criterion responses. As a reminder, the responses must be no more than 10 double-spaced, single-sided pages in 12 point Arial font.**

**Criterion 7: Match Funds (5 Points)**

Complete the Match Certification Form below; OGALS will review and determine the Match contribution for this project.

This form is not part of the 10 page maximum for criteria responses.

Match Funds	Points
APPLICANT/GRANTEE will utilize GRANT funds for CONSTRUCTION COSTS <i>only</i> . NON-CONSTRUCTION COSTS will be funded from other sources and will not be eligible.	5
APPLICANT/GRANTEE may use GRANT funds for NON-CONSTRUCTION COSTS. Expenditures for CONSTRUCTION COSTS and NON-CONSTRUCTION COSTS will be eligible. (The APPLICANT has noted the estimated cost of non-construction costs on the Grant Scope/Cost Estimate form.)	0

**Match Certification Form**

**Applicant/Grantee:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

OGALS shall assign a higher priority to applications that include a commitment for match. If the GRANT is awarded, this form will be referenced during grant administration for payments.

*Check one of the following categories:*

**Applicant/Grantee Provides Match:**

The APPLICANT/GRANTEE will use Outdoor Environmental Education Facilities Grant funds for CONSTRUCTION COSTS only. The applicant will absorb any additional costs necessary to complete the PROJECT, such as NON-CONSTRUCTION COSTS, and therefore will submit expenditures for CONSTRUCTION COSTS *only*. These additional costs represent the applicant's match. **Match = 5 points**

*Or*

**Applicant/Grantee Does NOT Provide Match:**

The APPLICANT/GRANTEE may use Outdoor Environmental Education Facilities Grant funds for NON-CONSTRUCTION COSTS (up to 25% of the GRANT Amount) and therefore may submit expenditures for CONSTRUCTION COSTS and NON-CONSTRUCTION COSTS. **Match = 0 points**

I understand that the match category selected must be adhered to during the administration of the GRANT and cannot be changed.

\_\_\_\_\_  
AUTHORIZED REPRESENTATIVE  
(Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
AUTHORIZED REPRESENTATIVE  
(Printed Name and Title)

## VI. Eligible/Ineligible Costs

### ELIGIBLE CONSTRUCTION COSTS

Up to 100% of GRANT Amount

These are the only ELIGIBLE COSTS for APPLICANTS providing match (see page 22)

#### EXAMPLES

- **Site preparation, grading, demolition**
- **Purchase and installation of permanent facilities**, such as signage, kiosks and other small structures.
- **Construction supplies and materials**: may be drawn from central stock if claimed costs are no higher than supplies or materials purchased elsewhere.
- **Construction equipment owned by GRANTEE**: equipment owned by the GRANTEE may be charged to the GRANT for each use. Rental rates published by the California Department of Transportation may be used as a guide. For audit purposes, a report or source document must describe the work performed, indicate the hours used, relate the use to the GRANT SCOPE, and must be signed by the operator or supervisor.
- **Construction equipment rented or purchased by GRANTEE**: Equipment may be rented or purchased, whichever is the most economical use of grant funds.

For purchased equipment, the GRANT will pay for the rental price equivalent in proportion to the time the purchased equipment is used on the GRANT SCOPE (Rental rates published by the California Department of Transportation may be used as a guide). The GRANT will pay for the total cost of the equipment if the purchase price is less than the rental price equivalent. Any funds earned by the GRANTEE from the sale of equipment purchased with the GRANT must be spent on the PROJECT.

- **Construction management**: includes scheduling mobilization, directing equipment, materials, construction personnel, and site inspections.
- **Employee services**: for direct costs related to construction. Time and attendance records must be maintained as charges are incurred, recording the actual time spent on the PROJECT, and describing the specific work. Salary and wages must be calculated according to the GRANTEE'S wage and salary scales, and may include benefits. For more information see the accounting rules for employee services explained in the GRANT ADMINISTRATION GUIDE.

## NON-CONSTRUCTION COSTS

Maximum 25% of GRANT Amount

(Only eligible if not receiving match points, see page 22)

### EXAMPLES

- **Plans, specifications, construction documents, and cost estimates**
- **Design of permanent facilities**, such as signage, kiosks and other small structures.
- **Permits**
- **Premiums on hazard and liability insurance to cover personnel or property.**
- **Fidelity bond premium cost for NONPROFITS:** see GRANT ADMINISTRATION GUIDE
- **Bid package preparation and process**
- **Employee services:** for direct costs related to grant administration/accounting. Time and attendance records must be maintained as charges are incurred, recording the actual time spent on the PROJECT, and describing the specific work. Salary and wages must be calculated according to the GRANTEE'S wage and salary scales, and may include benefits. For more information see the accounting rules for employee services explained in the GRANT ADMINISTRATION GUIDE.
- **Grant administration/accounting:** includes completion and submission of forms and payment requests.

## INELIGIBLE COSTS

Cannot be charged to the GRANT

### EXAMPLES

- **CEQA Costs**
- **Fundraising**
- **Food**
- **Grant Writing**
- Any part of a building or facility which does not meet the intent of the program, and is not related to the need to provide, or support OUTDOOR EDUCATION. Examples include, but are not limited to, unrelated office, storage and equipment space.
- Objects/Items for display, for example: collections, specimens, artifacts and animals.
- Materials or programs including brochures, audios, videos and films.
- Costs for developing or staffing programs, for example: interpretation and outdoor education.
- Indoor facilities or spaces.
- **Repairs, restoration and maintenance:** activities intended to keep a facility functional at its designed level of service and life expectancy.
- **Movable equipment:** includes tables, chairs, table top computers, etc.
- **Outside the GRANT PERFORMANCE PERIOD:** costs incurred before or after the GRANT PERFORMANCE PERIOD
- **Indirect costs:** overhead business expenses of the GRANTEE'S *fixed or ordinary operating costs*: (rent, mortgage payments, property taxes, utilities and office supplies)
- **Software** (not related to the GRANT SCOPE)
- **Acquisition Costs**
- **Outside PROJECT SITE boundaries:** Streets, traffic lights, electricity, water mains or other infrastructure not located within the PROJECT SITE.

## VI. Definitions

**Words and terms shown in small caps in this guide are defined below.**

**APPLICANT** – an entity which does not yet have a fully-executed CONTRACT with OGALS, and is requesting grant funding through a competitive process.

**APPLICATION PACKET** – the application form and its required attachments as listed in the application checklist.

**APPROPRIATION DATE** – July 1 of the fiscal year in which funds have been appropriated in the State Budget. The APPROPRIATION DATE is the start of the GRANT PERFORMANCE PERIOD.

**AUTHORIZED REPRESENTATIVE** – the APPLICANT’S/GRANTEE’S designated position authorized to sign all required grant documents on behalf of the APPLICANT.

**CONSTRUCTION COSTS** – Costs incurred after ground breaking (such as gutting, grading or site preparation) directly related to the building of the project. See page 23 for details.

**CONTRACT** – an agreement between OGALS and the GRANTEE specifying the performance of the GRANT SCOPE within the GRANT PERFORMANCE PERIOD, and other grant obligations between the GRANTEE and OGALS.

**DEVELOPMENT** – the physical improvement of real property including the construction of facilities or structures.

**DISTRICTS** – Any regional park district, regional park and open-space district, or regional open-space district formed pursuant to Article 3 (commencing with PRC §5500) of Chapter 3, any recreation and park district formed pursuant to Chapter 4 (commencing with PRC §5780), or an authority formed pursuant to Division 26 (commencing with PRC §35100). With respect to any community or unincorporated region that is not included within a district, and in which no city or county provides parks or recreational areas or facilities, “district” also means any other district that is authorized by statute to operate and manage parks or recreational areas or facilities, employs a full-time park and recreation director, offers year-round park and recreation services on lands and facilities owned by the district, and allocates a substantial portion of its annual operating budget to parks or recreation areas.

**ELIGIBLE COSTS** – expenses directly related to the completion of the GRANT SCOPE, and which may be charged to the grant if (1) there is a fully executed CONTRACT between the GRANTEE and OGALS; (2) they are incurred *during* the GRANT PERFORMANCE PERIOD; (3) they are consistent with the eligible cost charts on pages 23-24; and (4) are consistent with the match certification form on page 22.

**GRANT** – funds made available to a GRANTEE for completion of the GRANT SCOPE during the GRANT PERFORMANCE PERIOD.

**GRANTEE** – an entity having a CONTRACT with OGALS for a GRANT funded by the Outdoor Environmental Education Facilities Grant Program.

**GRANT ADMINISTRATION GUIDE** – the document titled the *Grant Administration Guide for Outdoor Environmental Education Facility Grants* available from OGALS. The guide provides requirements and forms for grant administration.

**GRANT PERFORMANCE PERIOD** – the period of time, starting with the APPROPRIATION DATE, during which ELIGIBLE COSTS may be incurred by the GRANTEE and charged to the grant, and ending eight years after the APPROPRIATION DATE.

**GRANT SCOPE** – the items listed in the Grant Scope/Cost Estimate Form on page 7 that must be completed.

**NON-CONSTRUCTION COSTS** – Expenses incurred prior to ground breaking, as well as costs associated with grant administration, as described on page 24.

**NONPROFIT ORGANIZATIONS** – Any nonprofit public benefit corporation formed pursuant to the Nonprofit Corporation Law (commencing with Corporations Code §5000), qualified to do business in California, and qualified under Section 501(c)(3) of the Internal Revenue Code.

**OGALS** – The California Department of Park and Recreation’s Office of Grants and Local Services.

**OUTDOOR EDUCATION** – focused learning in a natural outdoor setting about the natural environment that inspires environmental stewardship and an appreciation of the natural world, including understanding how humans interact with, and are dependent on, natural ecosystems.

**PROJECT** – items listed in the GRANT SCOPE/Cost Estimate Form.

**PROJECT SITE** – the facility in which the PROJECT is located; typically this would be a park, trail or wilderness area.