AGENDA
ITEM

11

AGENDA STAFF REPORT

DATE: October 12, 2016

TO: Mayor and City Council

APPROVED BY: Armando G. Villa, City Manager

PREPARED BY: Rosalind Guerrero, Grants Manager

SUBJECT: Approve Resolution Authorizing the Submittal of a Grant Application to the State Department of Parks and Recreation for Youth Soccer and Recreation Development Program Funds

==========

Recommendation:

Approve Resolution Authorizing the Submittal of a Grant Application to the State Department of Parks and Recreation for Youth Soccer and Recreation Development Program Funds.

Background:

Proposition 40 provides funds for local assistance grants to develop and acquire neighborhood, community, and regional parks and recreational areas. The grant application requires development of new recreational opportunities in heavily populated, low income urban areas with a high youth crime and unemployment rate. The grant program is a highly competitive program.

City staff is preparing a grant application that will allow the expansion of Heber Park to the South at the former Armory site. The expansion will allow the development of additional recreational areas such as multi-purpose uses, for example, soccer, baseball, softball, and basketball.

AGENDA ITEM 11

Discussion & Analysis:

Calexico meets the requirements to submit an application and a public meeting to receive comments from the public on the type of recreational facility the city should consider for development is scheduled for October 18, 2016. Public input is a requirement of the grant.

The application will request funding for construction costs to gain additional points. Non construction costs will be the responsibility of the City and will be considered as the City's matching funds towards the grant.

City staff will develop costs estimates to determine the amount of grant to be requested. The maximum amount the City may request is $1 million dollars.

Fiscal Impact:

Maximum grant award: $1,000,000

Matching funds: to be determined

Coordinated With:

Community Services Department, Public Works, Building & Planning Department, and Police Department

Attachments:

Resolution
Application Guide

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALEXICO APPROVING THE APPLICATION FOR YOUTH SOCCER AND RECREATION DEVELOPMENT PROGRAM 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 Youth Soccer and Recreation Development Program, setting up necessary procedures governing the application; and

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

1. Approves the filing of an application for the Calexico Heber Park Expansion project, and
2. 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
3. Certifies that if the project is awarded the Applicant has or will have sufficient funds to operate and maintain the project, and
4. Certifies that the Applicant has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Grant Administration Guide; and
5. Delegates the authority to the City Manager 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
6. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.

THE FOREGOING RESOLUTION was passed and adopted at a special meeting of the City Council of the City of Calexico held on October 12, 2016.

March 1, 2016

APPLICATION GUIDE
for the
California Youth Soccer and Recreation Development Program
(includes soccer, baseball, softball and basketball)

State of California
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

Phone: (916) 653-7423

www.parks.ca.gov/grants

And "like" us on Facebook

www.facebook.com/CAPARKGRANTS

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, GRANTEE'S, 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.

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OGALS welcomes you to the California Youth Soccer and Recreation Development Program (Youth Soccer 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.
- The OGALS web page is www.parks.ca.gov/grants. It features Youth Soccer Program technical assistance materials and updates, staff contacts, and the GRANT ADMINISTRATION GUIDE.
- See page 30 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 §5096.600 through §5096.683 of the Public Resources Code.

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.

Governor's Water Conservation Executive Order B-29-15
Due to severe drought conditions, this Executive Order requires California to save water, increase enforcement against water waste, invest in new water management technologies, and streamline government response.

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. OGALS mailing address is located on the front 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.
- There can be only one APPLICANT for each APPLICATION PACKET.

Amount of Funds Available: To be determined

Minimum Grant Request: There is no minimum

Maximum Grant Request: $1,000,000

Youth Soccer Competitive Program Intent

The intent of the Youth Soccer Program is to award grants on a competitive basis for "fostering the development of new youth soccer, baseball, softball, and basketball recreation opportunities...(in) heavily populated, low-income urban areas with a high youth crime and unemployment rate" to Local Agencies and Community-Based Organizations as set forth in §5004.5 of the Public Resources Code.

Water Conservation Measures

As approved by the Legislature, this program will have an emphasis on creating NEW OPPORTUNITIES along with WATER CONSERVATION measures.

Eligible Projects

Development PROJECTS that create NEW OPPORTUNITIES for youth soccer, baseball, softball, and basketball.

Ineligible Projects

- Acquisition projects.
- Development projects that *do not* include a WATER CONSERVATION measure.

Project Considerations

- While support amenities are eligible, the primary intent of the PROJECT must be the creation of a NEW OPPORTUNITY.
- PROJECTS must include a WATER CONSERVATION measure.

Eligible Applicants[1]

- "Community-based organization" is defined as one of the following:
    - an organization that enters into a cooperative agreement with the department pursuant to Section 513
    - a nonprofit group or organization
    - a friends of parks group
    - an organization of a city, county, city and county and regional park.

  All community-based organizations shall have a current tax-exempt status as a nonprofit organization under Section 501(c)(3) of the federal Internal Revenue Code.
- Cities and counties, including a city and county
- Park and recreation districts
- Open-space districts
- School districts

[1] As defined in the Public Resource Code §5004.5

II. Application Process

1. Review this guide to understand the competitive APPLICATION PACKET requirements and plan your PROJECT.

2. Send the APPLICATION PACKET to OGALS postmarked by the application deadline. The APPLICATION PACKET section, beginning on page 5, provides directions and forms.

3. OGALS will send a letter to APPLICANTS indicating if OGALS received the APPLICATION PACKET.
   - OGALS may request revisions of APPLICATION PACKET documents if they are incomplete. However, Project Selection Criteria responses *must be complete* and received by the APPLICATION PACKET deadline. Project Selection Criteria revisions will not be accepted after the deadline.

4. Applications will be ranked by OGALS based on 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 denial letter.

5. APPLICANTS who receive a grant award letter must attend a grant administration technical assistance workshop before OGALS will send a CONTRACT.

III. Grant Administration Process

1. After completing the APPLICATION process, CONTRACTS will be sent to GRANTEES who receive grant awards. APPLICANTS become GRANTEES when their CONTRACTS are signed by their AUTHORIZED REPRESENTATIVE and OGALS.

2. GRANTEES start using the GRANT ADMINISTRATION GUIDE. The GRANT ADMINISTRATION GUIDE also includes a CONTRACT and its provisions. Of special note are the following:
   - **A Deed Restriction is required** to be recorded on the PROJECT property if the APPLICANT owns the land.
   - Compliance with the Americans With Disabilities Act of 1990 (42 U.S.C. §12101 et.seq.) and the California Unruh Act (California Civil Code §51 et seq.) are required.
   - GRANTEES shall not discriminate against any person on the basis of sex, race, creed, color, national origin, age, religion, ancestry, sexual orientation, disability, medical condition, veteran or marital status in the use of a specific facility included in the GRANT SCOPE.

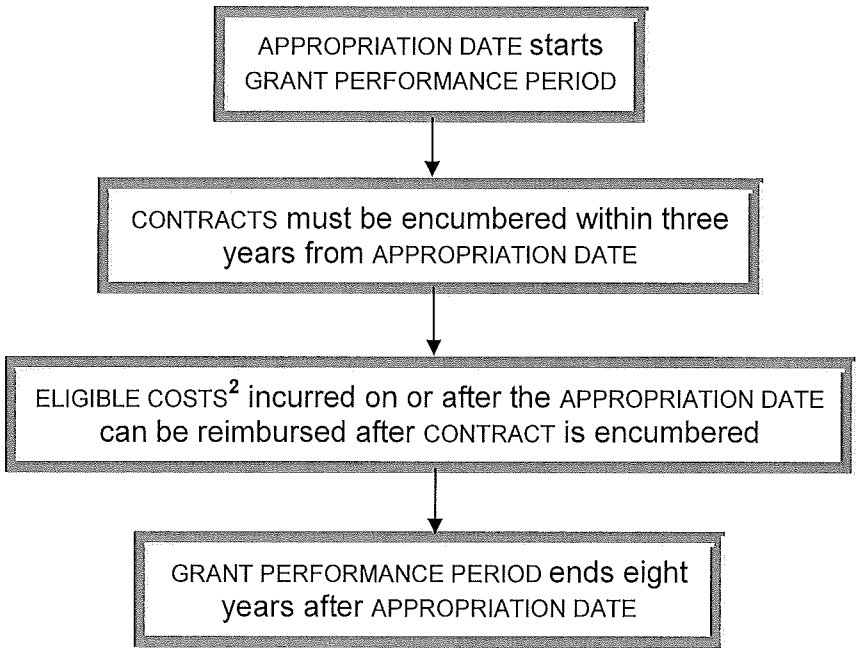
3. ELIGIBLE COSTS incurred as of the APPROPRIATION DATE may be eligible for reimbursement after a GRANT is awarded and the CONTRACT is signed by the AUTHORIZED REPRESENTATIVE and OGALS.

4. The PROJECT must be complete, open to the public and final paperwork must be submitted to OGALS three months prior to the end of the GRANT PERFORMANCE PERIOD.

Grant Performance Period

Costs incurred prior to or after the GRANT PERFORMANCE PERIOD are not eligible for reimbursement. Submitting an application does not guarantee funding in this competitive program.

The chart below summarizes the GRANT PERFORMANCE PERIOD and when ELIGIBLE COSTS may be incurred.



[2] Costs incurred after the APPROPRIATION DATE *but before* GRANT award and a CONTRACT is signed by the AUTHORIZED REPRESENTATIVE and OGALS, *are at the APPLICANT'S own risk* until the CONTRACT is fully executed.

IV. Application Packet Checklist

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

Application Item ☑	Application Guide Page #	Signed by Authorized Representative ☑	Item Enclosed? Circle Y (Yes) or N (No)	If not enclosed, will submit by? (date must be within 60 days of application deadline)	Application Packet Page #
☐ Application Packet Checklist	Pg. 5		Required		Pg.____
☐ Application Form	Pg. 7	☐	Required		Pg.____
☐ Authorizing Resolution	Pg. 9		Y / N	_____ date	Pg.____
☐ Grant Scope/ Cost Estimate	Pg. 10	☐	Required		Pg.____
☐ Match Certification Form	Pg. 11	☐	Y / N	_____ date	Pg.____
☐ CEQA Compliance Certification Form	Pg. 13	☐	Y / N	_____ date	Pg.____
☐ Land Tenure Requirement	Pg. 14		Y / N	_____ date	Pg.____
☐ Sub-Leases or Agreements	Pg.17		Y / N	_____ date	Pg.____
☐ Site Plan	Pg. 17		Y / N	_____ date	Pg.____
☐ Photos of the Project Site	Pg.17		Y / N	_____ date	Pg.____
☐ Project Summary	Pg. 17		Required		Pg.____
☐ FACT FINDER Report	Pg. 20		Required		Pg.____
☐ Project Selection Criteria	Pg. 20		Required		Pg.____

Additional Checklist for Nonprofit Applicants:

Nonprofits must complete the checklist below and submit with the APPLICATION PACKET. Send only the items shown in the Checklist. *Do not* send letters of support or other supplementary materials.

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

State of California – The Resources Agency
DEPARTMENT OF PARKS AND RECREATION

Youth Soccer and Recreation Development Program

Project Application Form

PROJECT NAME	REQUESTED GRANT AMOUNT $
FACILITY NAME and PHYSICAL ADDRESS where PROJECT is located (including zip code)	LAND TENURE (☑ all that apply) ☐ Owned in fee simple by APPLICANT ☐ Available (or will be available) under a _____year lease or easement
NEAREST CROSS STREET	
COUNTY OF PROJECT LOCATION	
GRANT APPLICANT AND MAILING ADDRESS (entity applying for the grant)	

AUTHORIZED REPRESENTATIVE AS SHOWN IN RESOLUTION

Name *(typed or printed)* and Title | Email address | Phone

APPLICATION CONTACT

Name *(typed or printed)* and Title | Email address | Phone

DAY-TO-DAY CONTACT - For administration of grant *(if different from AUTHORIZED REPRESENTATIVE)*

Name *(typed or printed)* 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 _____

Authorizing Resolution

The Authorizing Resolution serves two purposes:

1. It is the means by which the APPLICANT'S Governing Board agrees to all the terms of the State CONTRACT; it provides a descriptive PROJECT title and confirmation that the APPLICANT has the funding to complete the proposed PROJECT.
2. Designates a position title to represent the Governing Board 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 signing authority to other individuals (by position title) either in entirety or for particular documents. The delegation process requires that the AUTHORIZED REPRESENTATIVE submits 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.* Please be aware that 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.

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 YOUTH SOCCER and RECREATION DEVELOPMENT PROGRAM 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 Youth Soccer and Recreation Development 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 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) _____

State of California – The Resources Agency
DEPARTMENT OF PARKS AND RECREATION

Youth Soccer and Recreation Development Program

Grant Scope/Cost Estimate Form

GRANT SCOPE (*Briefly* describe the PROJECT, WATER CONSERVATION techniques used, and how it will create a NEW OPPORTUNITY, as applicable.):

Project will involve (☑ all that apply):

Install New	Renovate Existing	
☐	☐	Soccer venue(s)
☐	☐	Baseball/softball venue(s)
☐	☐	Basketball venue(s)

Grant Scope Items (include contingencies and soft costs in the associated item to be installed or renovated - a line item for contingency is not allowed) - ☑ all that apply:

Install New	Renovate Existing		**Estimated amount to be charged to grant**
☐	☐	Artificial turf	$_____
☐	☐	Replace natural turf with other drought tolerant surface	$_____
☐	☐	Grass/natural turf	$_____
☐	☐	Irrigation system	$_____
☐	☐	Basketball court	$_____
☐	☐	Indoor soccer court/futsal	$_____
☐	☐	Field Lighting	$_____
☐	☐	Batting Cages	$_____
☐	☐	Other:_____	$_____
☐	☐	Other:_____	$_____

For applications proposing to use Youth Soccer Program grant funds for NON-CONSTRUCTION COSTS, indicate estimated cost (cannot exceed 25% of grant amount): **Estimated Cost:** $_____

Grant Amount Requested: $_____

Cost of entire project (including and beyond 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

State of California – The Resources Agency
DEPARTMENT OF PARKS AND RECREATION

Youth Soccer and Recreation Development Program

Match Certification Form

Applicant: _____

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:

☐ **Applicant Provides Match**:
The applicant will only use Youth Soccer Program funds for CONSTRUCTION COSTS. 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 (see also page 27).
Match = 5 points

Or

☐ **Applicant Does NOT Provide Match**:
The applicant will use Youth Soccer Program funds for NON-CONSTRUCTION COSTS (up to 25% of the GRANT Amount) and therefore will submit expenditures for CONSTRUCTION COSTS and NON-CONSTRUCTION COSTS (see also page 27).
Match = 0 points

Certification:
I hereby certify that the above match category selected will be upheld for the purposes of the application process and administration process of the GRANT.

_____ _____
AUTHORIZED REPRESENTATIVE (Signature) Date

_____
AUTHORIZED REPRESENTATIVE (Printed Name and Title)

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 is a law establishing 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 at the time of Application

- Provide the CEQA Compliance Certification Form (see page 13).
- Provide a copy of the Notice of Exemption *or* the Notice of Determination.

If a Notice of Exemption *or* a Notice of Determination was not completed, provide a letter from the CEQA Lead Agency that explains why, certifies that the PROJECT is CEQA compliant, and notes the date that the PROJECT was approved by the Lead Agency (Public agency responsible for environmental review and approval).

State of California – The Resources Agency
DEPARTMENT OF PARKS AND RECREATION

Youth Soccer and Recreation Development Program

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 _____

Please attach the Notice of Exemption or the Notice of Determination as appropriate.

If these forms were not completed, please attach 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 (Signature) Date

AUTHORIZED REPRESENTATIVE (Printed Name and Title)

Land Tenure Requirement
The purpose of the land tenure requirement is to verify that the APPLICANT has adequate site control. APPLICANTS must submit documentation at the time of application to demonstrate compliance with this requirement. The type of documentation needed depends on whether the APPLICANT owns the PROJECT SITE in fee simple or has a lease or equivalent as shown below:

If the PROJECT SITE is owned in fee simple by the APPLICANT, provide *one* of the following:

- Deed or deed recordation number
- Title search
- Current county assessor's parcel map

If the PROJECT SITE is *not* owned in fee simple by the APPLICANT, provide the following documentation, depending on the situation:

Situation	Required Documentation
Land Tenure Agreement meets all requirements	• Land Tenure Form • Copy of the signed land tenure agreement • Highlight the sections of the agreement that meet all the requirements listed in the Land Tenure Form
Land Tenure Agreement is not fully executed at the time of application:	• Land Tenure Form • The draft land tenure agreement • Highlight the sections in the agreement that meet the requirements listed in the Land Tenure Form • A letter signed by the APPLICANT'S AUTHORIZED REPRESENTATIVE with a commitment to sign the land tenure agreement should the GRANT be awarded • A letter from the landowner with a commitment to sign the land tenure agreement should the GRANT be awarded

Land Tenure Term Requirement

- 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.

For all land tenure agreements, if the landowner does not renew a lease that contains a shorter term, and the GRANTEE cannot comply with the time period stated in the CONTRACT, OGALS may hold the GRANTEE in breach of CONTRACT. This requirement is noted in the *Use of Facilities* section as shown below. The entire grant CONTRACT including all provisions can be found in the GRANT ADMINISTRATION GUIDE.

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 Youth Soccer Program 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.

State of California – The Resources Agency
DEPARTMENT OF PARKS AND RECREATION

Youth Soccer and Recreation Development Program

Land Tenure Agreement Form

If the land is not owned in fee simple, the APPLICANT must complete this form

Applicant: _____

Project Name: _____

Attach a copy of the 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.

☐ **Type of Agreement** _____

Identify the type of agreement, e.g., 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 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 _____

Any of the following is acceptable:

- No termination clause - the agreement is non-revocable.
- Termination clause specifies that the agreement is revocable:
  - For breach of the CONTRACT provisions, i.e., for cause.
  - By mutual consent.

The termination clause cannot allow the land owner to revoke the agreement without cause, i.e., at will.

☐ **Site Control, Roles and Responsibilities** ..... Page _____

- 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 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 public access 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 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, flood control district agreements 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 brief explanation.

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

Photos of the Project Site
Provide up to four pages (8½" x 11") 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).

Project Summary
To facilitate OGALS' understanding of the proposed PROJECT, provide a one-page summary that explains the PROJECT and any additional enhancement or development plans to be made to the PROJECT SITE.

Youth Soccer Fact Finder
Provide a print out of the "California State Parks Community Fact Finder – Youth Soccer" Report (instructions are on page 20).

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	POINT VALUE
1. Demographics	40
2. Community Challenges and Project Benefits	20
3. Community Involvement	10
4. Availability	10
5. Organizational Capacity	10
6. Water Conservation Measures	5
7. Matching Funds	5
Maximum Score	**100**

Criteria Instructions

- The APPLICANT must respond to the Project Selection Criteria in the order outlined on page 18. Please respond to each criterion separately. Criteria 1 and 4 do not require a narrative response. The response for criterion 7 is provided on page 27.
- Label your responses to follow the same number and/or letter order of each Criteria question.
- There is an 8 page limit for the Project Selection Criteria response which must be provided on single-sided, 8 ½" x 11" pages, double-spaced, with 12-point Arial font.
- Attachments associated to criteria responses will not be counted as part of the 8 page limit.

Criterion 1: Demographics (40 Points)

In order to determine if the proposed PROJECT is located in a critically underserved community:

- Provide the following information regarding the demographics in the vicinity of the PROJECT SITE.
- Use the information from the California State Parks Community Fact Finder – Youth Soccer (FACT FINDER),
- Report your data in a chart (see example below).
- Include the FACT FINDER identification number and figures for A, B, & C.

FACT FINDER ID Number	=	
A. Total Population	=	
B. Median Household Income	=	$
C. Unemployment Rate	=	%

FACT FINDER Instructions:

1. Go to www.parks.ca.gov/grants

2. Click on the Youth Soccer link and go to the FACT FINDER. This tool will generate a report with the required information to answer Project Selection Criteria 1: A, B, & C.

3. Enter the PROJECT SITE address or manually zoom to the PROJECT SITE.

4. Locate the origin of the ½ mile radius at any point within the boundary of the PROJECT SITE that best meets the intent of Project Selection Criteria 1 including: high population, low median household, high unemployment rate.

   The origin of the ½ mile radius does not need to be located at the exact address of the PROJECT SITE, but instead can be located at any point within the boundary of the PROJECT SITE. However, once the place of origin is determined, it must be consistent for each response.

5. Select "Run Report."

6. Print a copy of the report and include it in your APPLICATION PACKET.

The charts below show the point distribution; the maximum points will be awarded to PROJECTS having the highest population, lowest median household income, and highest unemployment rate compared with all applications.

A. Population

	Points
Highest 10% of all applications	**20**
From 11%-20% of all applications	**16**
From 21%-40% of all applications	**12**
From 41%-60% of all applications	**8**
From 61%-80% of all applications	**4**
From 81%-100% of all applications	**2**

B. Median Household Income

	Points
Lowest 10% of all applications	**10**
From 11%-20% of all applications	**8**
From 21%-40% of all applications	**6**
From 41%-60% of all applications	**4**
From 61%-80% of all applications	**2**
From 81%-100% of all applications	**1**

C. Unemployment Rate

	Points
Highest 10% of all applications	**10**
From 11%-20% of all applications	**8**
From 21%-40% of all applications	**6**
From 41%-60% of all applications	**4**
From 61%-80% of all applications	**2**
From 81%-100% of all applications	**1**

Criterion 2: Community Challenges and Project Benefits (20 points)

A. Describe the challenges not illustrated in the FACT FINDER report that are contributing to the need for youth soccer, baseball, softball and/or basketball recreation opportunities.

B. Describe any youth crime issues present.

C. Describe any deficiencies in similar recreational facilities. Provide details of these deficiencies.

D. Describe any current recreation opportunities that may be lost or affected if this PROJECT is not implemented.

The maximum number of points will be awarded to APPLICANTS that demonstrate significant challenges, high deficiency in recreational facilities and/or a high need to expand or improve their facilities; clearly explain the PROJECT's benefits; and demonstrate the PROJECT is in an area with high youth crime.	
	Points
The APPLICANT demonstrates **significant** challenges and **high need** for recreation opportunities compared to other applications. The PROJECT **clearly addresses** the community's need(s) for recreation opportunities. The APPLICANT demonstrates the PROJECT is in an area with **high** youth crime.	**20-14**
The APPLICANT demonstrates **moderate** challenges and **moderate need** for recreation opportunities compared to other applications. The PROJECT **somewhat addresses** the community's need(s) for recreation opportunities. The APPLICANT demonstrates the PROJECT is in an area with **moderate** youth crime.	**13-7**
The APPLICANT demonstrates **minimal** challenges and **minimal need** for recreation opportunities compared to other applications. The PROJECT **insufficiently addresses** the community's need(s) for recreation opportunities. The APPLICANT demonstrates the PROJECT is in an area with **minimal** youth crime.	**6 - 0**

Criterion 3: Community Involvement (10 points)

This criterion focuses on efforts to solicit input, not on the number of interested parties solicited.

Describe the efforts to involve interested parties (such as nearby residents and businesses, community-based stakeholders, potential users, public agency partners, and community-based non-profit partners) in PROJECT planning and/or implementation.

Respond to the following regarding efforts to involve stakeholders regarding this PROJECT:

1. Describe how the APPLICANT conducted outreach to interested parties. Include information on when the outreach occurred, the variety of outreach methods used, and what stakeholders were solicited.
2. Describe what was learned as a result of this outreach.
3. Describe how the PROJECT was influenced by this outreach.

The maximum number of points will be awarded to APPLICANTS *which,* ***within the last two years*** *prior to the application due date, made a concerted effort to involve the broadest representation of interested parties in the* PROJECT *planning and implementation process.*	
	Points
The APPLICANT made a **concerted effort** to meet with interested parties and incorporate their ideas into the design of the proposed PROJECT.	**10**
The APPLICANT made **some effort** to meet with interested parties and incorporate their ideas into the design of the proposed PROJECT.	**5**
The APPLICANT made **no effort** to gather ideas from interested parties.	**0**

Criterion 4: Availability (10 points)

Provide the annual schedule (include operating hours and days of the week) of the PROJECT SITE, (include league and open play use).

Example:			
February - June	Baseball League Use	Weekdays (M-F) Saturday	3:00pm - 6:00pm dawn to dusk
	Open Play (General Public)	Weekdays (M-F) Sunday	dawn to 3:00pm dawn to dusk
July - November	Soccer League Use	Weekdays (M-F) Saturday	3:00pm - 6:00pm dawn to dusk
	Open Play (General Public)	Weekdays (M-F) Sunday	dawn to 3:00pm dawn to dusk
December - January	Open Play (General Public)	7 days/week	dawn to dusk

The maximum number of points will be awarded to PROJECT SITES with playtime from dawn to dusk, 365 days a year and which are open for both league and open play use.	
	Points
The PROJECT SITE will be open from dawn to dusk, seven days a week/365 days a year and meets the needs of both league use and open play for the general public.	**10 - 7**
The PROJECT SITE will have daily operating hours which include at least 3-7 PM for users on weekdays and open on weekends for league and/or open play.	**6 - 4**
The PROJECT will have limited operating hours and/or will only be open for school use.	**3 - 0**

Criterion 5: Organizational Capacity (10 points)

Provide example(s) of capital outlay project(s) similar in type, scope, and/or dollar amount completed by the APPLICANT, or by any project manager/consultant working with the APPLICANT.

For each example provide the following information:

1. Type or scope of project
2. Total project costs
3. Project amount and funding source(s)
4. Discuss required completion date relative to actual completion date
5. Describe how this project is operated and maintained

Submitting a complete APPLICATION PACKET by the application deadline is an indicator of capacity.

The maximum number of points will be awarded to APPLICANTS that demonstrate significant capacity to complete and maintain the PROJECT.	
	Points
The information provided **clearly demonstrates** that the APPLICANT, or any project manager/consultant that will be used, has completed comparable projects on time and within budget and has demonstrated capacity to operate and maintain the PROJECT.	**10**
The information provided **somewhat demonstrates** that the APPLICANT, or any project manager/consultant that will be used, has completed comparable projects on time and within budget and has demonstrated capacity to operate and maintain the PROJECT.	**7**
The information provided **minimally demonstrates** that the APPLICANT, or any project manager/consultant to be used, has completed comparable projects on time and within budget and has demonstrated capacity to operate and maintain the PROJECT.	**4**
The information provided **shows neither** the APPLICANT, nor any project manager/consultant to be used, has completed comparable projects on time and within budget and has not demonstrated capacity to operate and maintain the PROJECT, or did not respond.	**Will not be funded**

In addition to the information provided for this criterion, OGALS will review its records and consider the APPLICANT'S performance history, if any. This review includes, but is not limited to, a review of the APPLICANT'S ability to:

- Complete previous grant funded projects within the GRANT PERFORMANCE PERIOD
- Meet all post-award requirements including timely submission of project status reports and payment requests
- Operate and maintain grant funded sites

Criterion 6: Water Conservation (5 points)

Given the severity of the drought, all jurisdictions throughout California have implemented water-use reduction requirements.

A. Describe the water-use reduction requirements in the jurisdiction where the PROJECT is located.

B. Explain how the planned WATER CONSERVATION measures enable the PROJECT to use even less water than required.

The maximum number of points will be awarded to PROJECTS that go above and beyond the Applicant's current water-use reduction requirements.	
	Points
The PROJECT will use even less water than the APPLICANTS' jurisdiction's requirements.	**5**
The PROJECT will meet the jurisdiction's mandate, but will not use less water than required.	**0**
The PROJECT will not include any water-use reduction measures or does not comply with the jurisdiction's water-use reduction plan.	**Will not be funded**

Criterion 7: Matching Funds (5 Points)

OGALS will review the Match Certification Form (page 11) to determine the Match contribution for this PROJECT.

APPLICANT response need only state: "See Match Certification Form."

The maximum points will be awarded to APPLICANTS that absorb all cost necessary to complete the PROJECT, other than CONSTRUCTION COSTS.	
	Points
GRANTEE/ APPLICANT will utilize GRANT funds for CONSTRUCTION COSTS *only.* NON-CONSTRUCTION COSTS will be funded from other sources and will not be eligible for reimbursement.	**5**
GRANTEE/ APPLICANT will use GRANT funds for NON-CONSTRUCTION COSTS. Expenditures for CONSTRUCTION COSTS and NON-CONSTRUCTION COSTS will be eligible for reimbursement.	**0**

VI. Eligible/Ineligible Costs

ELIGIBLE CONSTRUCTION COSTS
Up to 100% of GRANT Amount
(Only within the PROJECT SITE)
EXAMPLES

- **Site preparation, grading, demo**
- **Installation of natural turf or other surface**
- **Purchase and installation of permanent equipment**: i.e. sprinkler systems, software (as part of a new system), basketball standards, backstops, goal posts, field lighting.
- **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**: i.e. scheduling mobilization, directing equipment, materials, construction personnel, 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.

ELIGIBLE NON-CONSTRUCTION COSTS

Maximum 25% of GRANT amount

(Only eligible for reimbursement if not receiving match points)

EXAMPLES

- **Plans, specifications, construction documents, and cost estimates**
- **Permits**
- **Premiums on hazard and liability insurance to cover personnel or property**
- **Fidelity bond premium cost:** see GRANT ADMINISTRATION GUIDE
- **Bid packages**
- **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**: i.e. completion and submission of forms, payment requests.

INELIGIBLE COSTS

Cannot be charged to the GRANT

EXAMPLES

- **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, office supplies).
- **Beautification/Landscaping** that doesn't directly support the recreation venue
- **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.
- **CEQA Costs**
- **Fundraising**
- **Food**
- **Grant Writing**

VI. Definitions

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

APPLICANT – a single 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 – expenses incurred after ground-breaking construction activities such as site preparation, grading, or gutting begins.

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.

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 (see pages 28-29).

FACT FINDER – California State Parks Community Fact Finder – Youth Soccer

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 California Youth Soccer Recreation Development Program.

GRANT ADMINISTRATION GUIDE – the document titled the "GRANT ADMINISTRATION GUIDE for Youth Soccer 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, that 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 that must be completed.

MATCH – a commitment by the APPLICANT to only use GRANT funds for eligible CONSTRUCTION COSTS (see page 11). Such a commitment means that the APPLICANT will use other funds to cover any NON-CONSTRUCTION COSTS.

NEW OPPORTUNITY – the development of a new outdoor or indoor court, field, or other venue designed for active baseball/softball, basketball, or soccer use where one does not currently exist; or the renovation of an existing outdoor or indoor baseball/softball, basketball, or soccer court, field, or other venue that allows for expanded operation hours or additional recreational use beyond its original condition.

NON-CONSTRUCTION COSTS – Expenses incurred prior to ground breaking, as well as costs associated with grant administration. (See page 29 for more information.)

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

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, school, or sports complex.

WATER CONSERVATION – Measures that conserve water according to the APPLICANT'S water-use reduction plan as mandated by the APPLICANT'S jurisdiction. (See page 26 for more information.)