

# Proposal for the City of Cathedral City

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## Grant Writing

California Consulting is a full service grant writing firm. We are experts in the fields of grant research and identification, preparing comprehensive and concise grant application packages, submitting grants in a timely fashion, follow through after the grant has been submitted to determine the status of the grant and post award administration.

California Consulting has a fundamental business philosophy founded on open communication and tailoring the grants we go after to fit the client's needs.

1. **Needs Assessment (Meetings with City Department Heads to review priorities and funding needs):** We learn about the client at the outset of the contract by conducting an in-depth Needs Assessment. Each client is assigned a lead Project Manager and they meet with the client regularly and talk with them on an ongoing basis. This relationship building is the key to keeping the grants pursued on target with the client's overall goals.
2. **Facilitation of Department Decision Making Processes:** Our Project Managers are experts on grant identification. With years of experience, your Project Manager will be able to assist the City in deciding which grants make the most sense on meeting the funding needs identified.
3. **Grant Research and Identification:** Our Project Manager's conduct thorough research on an ongoing basis. We track current and upcoming grants in order to let our client's know what is available and what we recommend would fit their situation. By regularly tracking grant announcements we are able to present these grant opportunities to our clients as soon as they are released. California Consulting provides our clients with a Grant Activity Report each month detailing the grants available, grants in progress and grants submitted. Our Grant Writers provide our clients with available grant opportunities on an ongoing basis.
4. **City Commitment:** When identifying grants that meet the City's needs and funding priorities, your Project Manager will advise you of the estimated time commitment required from the City.
5. **Grant Preparation Process:** When your staff and California Consulting agree to develop a grant proposal, we will develop a checklist and schedule. The checklist and schedule will include what things the City will be responsible for and when we will need them submitted to our office. The only reason the City will have to be involved in the grant preparation process is when the required information is information we don't have access to. California Consulting retains copies of all grants we've submitted. If the application was successful, we use it as a guide for future grants.

Below is a list of general tasks for our grant process:

- a. Create a task timeline with due dates
- b. Ensure the proposed project meets the grant agency's requirements
- c. Review similar successful grant applications and apply where possible
- d. Collect information on the project
- e. Meet with staff to create an accurate scope of work, budget, timeline, narratives, and cost analysis
- f. Obtain letters of support when necessary



- g. Draft proposals and send to staff for review
  - h. Incorporate staff edits in final drafts
  - i. Submit completed application timely
  - j. Monitor funding agency until grant awards are announced.
6. **Grant Review and Approval Process:** We conduct an internal quality assurance process to ensure the best quality product is submitted.
  7. **Facilitation of Partnership Meetings:** Our Project Managers will arrange and schedule meetings with key City Personnel to review all grants prior to submission to ensure application accuracy.
  8. **Timely Submission:** We create a precise timeline to ensure the grant is submitted on time. This timeline not only captures the submission deadline, but we create other deadlines in order to obtain the information needed for a quality submission. Everyone is on the same page and we know what needs to be done and when so there is no scrambling at the last minute.
  9. **Grant Administration:** Some grants require post award compliance, reporting and administration. California Consulting will prepare required agency reports and submit them by the required due date. We propose that to the extent legally allowed, the City hire California Consulting as grant administrators when dollars are available from within the grant. When grant dollars from the grant are not available for administration, reporting and evaluation purposes we will provide these services at no cost to the City if the City retains our services on a monthly retainer.
  10. **Progress Reporting:** California Consulting will prepare a monthly report to the City reflecting progress of the grants.
  11. **Quality Assurance:** California Consulting takes pride in our impeccable grant applications. We have been successful in this area due to our thorough quality assurance measures. Our Grant Managers conduct group meetings with all Project Managers twice each month. In addition, our Grant Managers meet individually with each Project Manager regularly to review each client. These meetings thoroughly discuss each client's needs, what grants are being worked on and what additional grants may be a good fit. Our Grant Managers not only review the grant throughout the process and again prior to submission. This ensures the best quality product prior to final submission.

## Government Advocacy

Specializing in relations with State Government Agencies, California Consulting performs government advocacy on behalf of our clients specifically with the Governor's Office, the State Legislature, and the State Agencies that issue grant monies. California Consulting, LLC has the expertise, experience, and relationships in Sacramento to successfully advocate for your issues and your grant applications once they are submitted.

California Consulting maintains strong relationships with the Governor's Senior Staff and with the Departments that have grant money available for cities, i.e., Department of Housing and Community Development, Integrated Waste Management Board, State Water Resources Control Board, Department of Water Resources, Cal-Trans, Department of Parks and Recreation, Cal-EPA, Office of Traffic & Safety and many others.



## Grant Writer and Grant Specifics

The City of Cathedral City will have one assigned Project Manager to do the majority of the grant writing, and will be overseen by our Statewide Grant Manager and Deputy Grant Manager. The Project Manager will be Jennifer Christensen, who is geographically located near the City. Her resume is included along with this proposal.

California Consulting will write the Active Transportation Program grant and the Land Water Conservation Fund (LWCF) at the City's direction. In order to provide details on what information will be needed as well as example timelines to ensure grant submission is timely, included are detailed grant summaries and questionnaires. The LWCF for 2016 has not yet been released, so the included information is based on past cycles. The grant requirements should not change, but the dates will be differ slightly for the 2016 cycle.

## Pricing

California Consulting will write the Active Transportation Program grant due May 2015 and the Land Water Conservation Fund due early 2016 for a total of \$16,000 plus reimbursement of actual expenses. The expenses may include mileage reimbursement for Project Manager, copies, postage and conference call expenses.

California Consulting will also complete an in-depth Needs Assessment in addition to these two grants in order to research and identify other grant opportunities for the City at no additional charge. Grant research and identification findings will be emailed to the City each month as part of the scope of services.

### Sample questions asked during the Needs Assessment:

- a) List and describe any program initiatives or priority projects.
- b) What needs, projects, or content areas would you like to target for funding? You can list specific projects or general areas in which you have funding needs.
- c) List any grants for which you are considering applying or have decided to apply. In addition, please list what kind of grant-writing support would be helpful for each grant.
- d) List past grants that have been funded.
- e) List past grant applications you would like to revise and submit again.

## Jennifer B. Christensen



### **Personal statement:**

My passion for community development, social work, education and experience drive me to make a difference in our society by helping nonprofits obtain grant funds to achieve their given mission. I am experienced in event coordination, grassroots fundraising, and have managed the financial statements of companies big and small. I am comfortable in leadership positions, while understanding that to accomplish a goal teamwork is the key to success. I present well in person and in writing.

### **Accomplishments:**

August 2014 - Graduated, 3.5 GPA Dean's List (Certificate) and named "**Rising Star**", UCR Nonprofit Management Program. Our curriculum consisted of *Nonprofit Management, Fundraising Essentials, Communications and Social Media Marketing, Grant Proposal Writing and Case Studies in Nonprofit Management*.

**January 2015** - Received 2nd Round Designation for the Promise Zone Initiative on behalf of the City of Desert Hot Springs. The City of Desert Hot Springs is currently being reviewed by more than a dozen Federal agencies for potential final designation.

**July 2014** - Received Anderson Children's Foundation grant via Futurenomic Resources, a nonprofit organization offering music production and enhancement to the "at-risk" youth of Desert Hot Springs.

**April 2013 & 2014** - Co-Chair, DHS Day of the Young Child, wherein I assist in collaborating with several agencies to bring together their services and present them to the community of Desert Hot Springs. It is a day filled with food, fun, friends and informative services.

**December 2012-2014** - Chair, DHS Holiday Parade. After four years of not having this event in our City, I helped in re-establishing the Holiday Parade for the community of Desert Hot Springs. I am currently serving as Chair for the DHS Holiday Parade.

### **Experience**

Independent Grant Writer - Futurenomic Resources - April 2014 to October 2014

I have successfully written several grants and assisted in collaborating with various agencies to offer community events. One such event, Futurenomic Resources, in collaboration with several agencies, offered 400 backpacks, school supplies, cash prizes and entertainment in order to outreach to the community of Desert Hot Springs.

Student - Nonprofit Management and Volunteer Services - May 2009 to Present

Shift Manager - Borders, Rancho Mirage - January 2009 to May 2009

Job duties included: recruiting, training, supervising and appraising staff, managing budgets, maintaining statistical and financial records, planning, promoting and marketing the business, dealing with customer queries and complaints, overseeing pricing and stock control, maximising profitability and meeting sales targets, ensuring compliance with health and safety legislation and preparing promotional materials and displays.

Volunteer Fundraiser at Truman Elementary, La Quinta, CA - October 2006 - May 2009

As a "stay-at-home" wife and mother, I did not sit idly; I raised funds for the school garden, wrote several small grants for teachers and worked on the PTO. I was named "Volunteer of the Year" in 2008.

Owner/General Manager - Braun Business Solutions, Provo, UT - June 2003 to September 2006

Braun Business Solutions was a bookkeeping, payroll, taxes and accounting firm that went onsite to small businesses to offer its services to companies who did not have the wages and income to maintain a full-time bookkeeper or accountant. I began the business with one client and I sold the business three years later to our consulting accountant with more than 250 clients and 12 independent contractors. I oversaw and managed the 250 accounts and 12 contractors, ensuring and maintaining accuracy and efficiency. I also taught several business seminars on budgeting and Quickbooks and was certified as a "Quickbooks Pro."

### **References**

Jan Pye - Desert Hot Springs Councilmember (760)567-1301

Carey Alvarez - Administrative Director, Children's Discovery Museum of the Desert (760)902-9505

Cathy Romero - Program Specialist, Family Services of the Desert (760)315-7416

### **Writing Samples**

#### **Grant Sample**

The hope for our children comes with a change in how we educate and culturalize our youth. A 2007 study showed that students in elementary schools with superior music education scored 22% higher in English and 20% higher in math on standardized tests than students in schools with low-quality music programs. This was true regardless of socioeconomic levels. Futurenomics Resources (F.R.I.), a nonprofit 501(c)3 organization, works creatively with music and performing arts to promote the improvement of self-esteem, fitness and economic status through professional training and project completion for low-income and at-risk youth artists. At-risk and low income youth learn how a studio works, from pre to post-production. In addition to recording, the students learn about music promotion and booking, how to devise a business plan and how to organize a public event such as a concert or art show.

#### **Case Management Final - Academic Writing Solution**

Many nonprofits in today's economy are functioning on a bare-bones staff already and cannot afford to have an Executive Director and General Manager. It must be the job of the Executive Director to lead and manage the organization and still provide a successful community-based program. Therefore, the Executive Director must have the skills necessary to carry-out the role of both leader and manager. How best do you ensure that your Executive Director has these skills? The solution has been enacted more and more in nonprofits across the world, Executive Directors are being educated and trained to build a strong Strategic Plan, implement a semi-annual review where the S.W.O.T. analysis is used to identify the organizations strengths, weaknesses, opportunities and threats and then implement and carry-out the plan.

Many programs, such as UCR's Nonprofit Management Program, are providing the education necessary to put more effective leaders at the forefront of nonprofits and giving them the skills necessary to offer services in their communities that truly impact those they serve.



## References

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1. **City of Newman** - Michael Holland, City Manager (209) 862-3665; [mholland@cityofnewman.com](mailto:mholland@cityofnewman.com)
2. **City of Patterson** – Former City Manager, Rod B. Butler, [rbutler@ci.upland.ca.us](mailto:rbutler@ci.upland.ca.us); Current City Manager – Ken Irwin, (209) 895-8015; [kirwin@ci.patterson.ca.us](mailto:kirwin@ci.patterson.ca.us)
3. **City of Waterford** - Tim Ogden – City Administrator/Manager; (209) 874-2328 x103; [togden@cityofwaterford.org](mailto:togden@cityofwaterford.org)
4. **City of Reedley** – Nicole Zieba – City Manager; (559) 637-4200 x212; [Nicole.Zieba@reedley.ca.gov](mailto:Nicole.Zieba@reedley.ca.gov)
5. **Whittier City School District** – Dr. Ron Carruth, Superintendent; (562) 789-3068 [rcarruth@whittiercity.net](mailto:rcarruth@whittiercity.net)
6. **San Bernardino City School District** – Dr. Dale Marsden, Superintendent; (909) 381-1240; [dale.marsden@sbcusd.k12.ca.us](mailto:dale.marsden@sbcusd.k12.ca.us)
7. **Earlimart School District** – Sandra Rivera, Superintendent; (661) 849-3386; [srivera@earlimart.org](mailto:srivera@earlimart.org)
8. **Hayward Unified School District** – Stan Dobbs, Superintendent; (510) 784-2640; [sdobbs@husd.k12.ca.us](mailto:sdobbs@husd.k12.ca.us)
9. **Centinela Valley Union High School District** – Jose Fernandez, Superintendent; (310) 263-3201; [fernandezj@centinela.k12.ca.us](mailto:fernandezj@centinela.k12.ca.us)
10. **Kosmont Companies** – CEO Larry Kosmont (213) 417-3333; [lkosmont@kosmont.com](mailto:lkosmont@kosmont.com)
11. **League of California Cities, Los Angeles Division** – Robb Korinke, Former Executive Director; (562) 912-3483; [robb@grassrootslab.com](mailto:robb@grassrootslab.com)
12. **San Gabriel Valley Civic Alliance** – Ed Rendon, Chairman (Political Director for **Teamsters Joint Council 42** – Southern California Region); (626) 712-7907 [rendon.info@gmail.com](mailto:rendon.info@gmail.com)

## ATP Application Checklist

*Based on Cycle 1 Grant Application components. Responsible parties noted.*

### 1. Application Coversheet

- Responsible Party: Grant Writer

### 2. General Information (Application Form)

- Responsible Party: Grant Writer to develop based on info provided by city per questionnaire

### 3. Project Information

- Responsible Party: Grant Writer to develop based on info provided by city per questionnaire

### 4. Screening Criteria

- Responsible Party: Grant Writer to develop based on info provided by city per questionnaire

### 5. Narrative Questions: Q1 – Q8

- Responsible Party: Grant Writer to develop based on info provided by city per questionnaire

### 6. Project Programming Request

- Responsible Party: Grant Writer to develop based on info provided by city per questionnaire

### 7. Additional Information

- Responsible Party: Grant Writer to develop based on info provided by city per questionnaire

### 8. Non-Infrastructure Schedule Information

- Responsible Party: Grant Writer to develop based on info provided by city per questionnaire

### 9. Application Signatures

- Responsible Party: City to provide

### 10. Additional Attachments

- Vicinity/Location Map
  - Responsible Party: City to provide
- Photos and/or Video of Existing Location- **REQUIRED for all IF Projects**
  - Responsible Party: City to provide
- Preliminary Plans- **REQUIRED for Construction phase only**
  - Responsible Party: City to provide
- Detailed Engineer's Estimate- **REQUIRED for Construction phase only**

- Responsible Party: City to provide
- Documentation of the partnering maintenance agreement- Required with the application if an entity, other than the applicant, is going to assume responsibility for the operation and maintenance of the facility
  - Responsible Party: City to provide
- Letters of Support from Caltrans (*Required for projects on the State Highway System(SHS)*)
  - Responsible Party: City to provide
- Digital copy of or an online link to an approved plan, technical studies, and/or environmental studies, if applicable. Include/highlight portions that are applicable to the proposed project.
  - Responsible Party: City to provide
- Documentation of the public participation process **(REQUIRED)**
  - Responsible Party: City to provide
- Letter of Support from impacted school- when the school isn't the applicant or partner on the application **(REQUIRED)**
  - Responsible Party: City to provide
- Additional documentation, letters of support, etc. (*optional*)
  - Responsible Party: City to provide



Note: 2015 Guidelines due from Caltrans 3/26/2015

**CALTRANS FY 2015 ACTIVE TRANSPORTATION PROJECTS (ATP) GRANT  
[DRAFT SUMMARY]**

<b>Application Deadline</b>	RFP Release Date: March 26, 2014 Deadline: May 31, 2014
<b>Workshops (if any)</b>	<ul style="list-style-type: none"> <li>• ATP training workshops will be conducted in each Caltrans District</li> <li>• Workshop dates TBD</li> </ul>
<b>Purpose of Program</b>	<p>The purpose of ATP is to encourage increased use of active modes of transportation by achieving the following goals:</p> <ul style="list-style-type: none"> <li>• Increase the proportion of trips accomplished by biking and walking,</li> <li>• Increase safety and mobility for non-motorized users,</li> <li>• Advance the active transportation efforts of regional agencies to achieve greenhouse gas reduction goals,</li> <li>• Enhance public health,</li> <li>• Ensure that disadvantaged communities fully share in the benefits of the program, and</li> <li>• Provide a broad spectrum of projects to benefit many types of active transportation users.</li> </ul> <p>ATP Program funding is segregated into three components and is distributed as follows:</p> <ul style="list-style-type: none"> <li>• 50% to the state for a statewide competitive program,</li> <li>• 10% to small urban and rural regions with populations of 200,000 or less for the small urban and rural area competitive program, and</li> <li>• 40% to Metropolitan Planning Organizations (MPO) in urban areas with populations greater than 200,000 for the large urbanized area competitive program.</li> </ul>
<b>Eligible Applicants</b>	<ul style="list-style-type: none"> <li>• Local, Regional or State Agencies- Examples include city, county, MPO*, and Regional Transportation Planning Agency.</li> <li>• Caltrans</li> <li>• Transit Agencies - Any agency responsible for public transportation that is eligible for funds under the Federal Transit Administration.</li> <li>• Natural Resource or Public Land Agencies - Federal, Tribal, State, or local agency responsible for natural resources or public land administration. Examples include:             <ul style="list-style-type: none"> <li>○ State or local park or forest agencies</li> <li>○ State or local fish and game or wildlife agencies</li> <li>○ Department of the Interior Land Management Agencies</li> <li>○ U.S. Forest Service</li> <li>○ Public schools or School districts.</li> <li>○ Tribal Governments - Federally-recognized Native American Tribes.</li> <li>○ Private nonprofit tax-exempt organizations may apply for projects eligible for Recreational Trail Program funds. Projects must benefit the general public, and not only a private entity.</li> <li>○ Any other entity with responsibility for oversight of transportation or recreational trails that the Commission determines to be eligible</li> </ul> </li> </ul>

	<p>Entities that are unable to apply for Active Transportation Program funds or that are unable to enter into a Master Agreement with the State must partner with an eligible applicant that can implement the project. Entities that are unfamiliar with the requirements to administer a Federal-Aid Highway Program project may partner with an eligible applicant that can implement the project. If another entity agrees to assume responsibility for the ongoing operations and maintenance of the facility, documentation of the agreement must be submitted with the project application, and a copy of the Memorandum of Understanding or Interagency Agreement between the parties must be submitted with the request for allocation.</p>
<b>Authorizing Resolution Required?</b>	Yes
<b>Total Funding</b>	The Active Transportation Program is funded for \$119.7 million from various federal and state funds appropriated in the annual Budget Act.
<b>Maximum Funding Request</b>	<p>Minimum funding request for applicants: \$200,000</p> <ul style="list-style-type: none"> <li>This minimum does not apply to non-infrastructure projects, Safe Routes to Schools projects, and Recreational Trails projects.</li> </ul>
<b>Match Requirement</b>	<ul style="list-style-type: none"> <li>At least 11.47% in matching funds except for projects predominantly benefiting a disadvantaged community, stand-alone non-infrastructure projects and safe routes to schools projects.</li> <li>The source of the matching funds may be any combination of local, private, state or federal funds.</li> </ul>
<b>Project Period</b>	2 years
<b>Eligible Projects</b>	<p>All projects must be selected through a competitive process and must meet one or more of the program goals. Because the majority of funds in the Active Transportation Program are federal funds, most projects must be federal-aid eligible:</p> <ul style="list-style-type: none"> <li>Infrastructure Projects: Capital improvements that will further the goals of this program. This typically includes the planning, design, and construction of facilities.</li> <li>Non-infrastructure Projects: Education, encouragement, enforcement, and planning activities that further the goals of this program. The Commission intends to focus funding for non-infrastructure projects on pilot and start-up projects that can demonstrate funding for ongoing efforts. The Active Transportation Program funds are not intended to fund ongoing program operations. Non- infrastructure projects are not limited to those benefiting school students.</li> <li>Infrastructure projects with non-infrastructure components.</li> </ul> <p>Below is a list of projects considered generally eligible for Active Transportation Program funding. This list is not intended to be comprehensive; other types of projects that are not on this list may also be eligible if they further the goals of the program.</p> <ul style="list-style-type: none"> <li>Development of new bikeways and walkways that improve mobility, access, or safety for non- motorized users.</li> <li>Improvements to existing bikeways and walkways, which improve mobility, access, or safety for non-motorized users. <ul style="list-style-type: none"> <li>Elimination of hazardous conditions on existing bikeways and</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>walkways. <ul style="list-style-type: none"> <li>○ Preventative maintenance of bikeways and walkways with the primary goal of extending the service life of the facility.</li> </ul> </li> <li>● Installation of traffic control devices to improve the safety of pedestrians and bicyclists.</li> <li>● Safe Routes to School projects that improve the safety of children walking and bicycling to school, in accordance with Section 1404 of Public Law 109-59.</li> <li>● Safe routes to transit projects, which will encourage transit by improving biking and walking routes to mass transportation facilities and school bus stops.</li> <li>● Secure bicycle parking at employment centers, park and ride lots, rail and transit stations, and ferry docks and landings.</li> <li>● Bicycle-carrying facilities on public transit, including rail and ferries.</li> <li>● Establishment or expansion of a bike share program.</li> <li>● Recreational trails and trailheads, park projects that facilitate trail linkages or connectivity to non- motorized corridors, and conversion of abandoned railroad corridors to trails.</li> <li>● Development of a bike, pedestrian, safe routes to schools, or active transportation plan in a disadvantaged community.</li> <li>● Education programs to increase bicycling and walking, and other non-infrastructure investments that demonstrate effectiveness in increasing active transportation, including but not limited to: <ul style="list-style-type: none"> <li>○ Development and implementation of bike-to-work or walk-to-work school day/month programs.</li> <li>○ Conducting bicycle and/or pedestrian counts, walkability and/or bikability assessments or audits, or pedestrian and/or bicycle safety analysis to inform plans and projects.</li> <li>○ Conducting pedestrian and bicycle safety education programs.</li> <li>○ Development and publishing of community walking and biking maps, including school route/travel plans.</li> <li>○ Development and implementation of walking school bus or bike train programs.</li> </ul> </li> </ul>
<b>Priorities</b>	<p>Programs must meet one or more of the ATP program goals:</p> <ul style="list-style-type: none"> <li>● Increase the proportion of trips accomplished by biking and walking,</li> <li>● Increase safety and mobility for non-motorized users,</li> <li>● Advance the active transportation efforts of regional agencies to achieve greenhouse gas reduction goals,</li> <li>● Enhance public health,</li> <li>● Ensure that disadvantaged communities fully share in the benefits of the program, and</li> <li>● Provide a broad spectrum of projects to benefit many types of active transportation users.</li> </ul>
<b>Ineligible Activities</b>	<p>Projects that do not meet or further the ATP program goals and which are not federal-aid eligible.</p>
<b>Critical Submission Process</b>	<p>All Project applications must be submitted online and in hard copy. Hard copy project applications (5 copies and 1 electronic copy, via CD or USB) should be addressed and delivered to:</p> <p>Caltrans</p>

	<p>Division of Local Assistance, MS-1  Attention: April Nitsos  P.O. Box 942874  Sacramento, CA 95814</p> <p>An additional copy must also be sent to your Regional Transportation Planning Agency (RTPA)</p>
<p><b>Project Type Requirements</b></p>	<p><b>Disadvantaged Communities:</b>  For a project to contribute toward the Disadvantaged Communities funding requirement, the project must clearly demonstrate a benefit to a community that meets any of the following criteria:</p> <ul style="list-style-type: none"> <li>• The median household income is less than 80% of the statewide median based on the most current census tract level data from the American Community Survey. Data is available at <a href="http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml">http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml</a></li> <li>• An area identified as among the most disadvantaged 10% in the state according to latest versions of the California Communities Environmental Health Screening Tool (CalEnviroScreen) scores. Scores are available at <a href="http://oehha.ca.gov/ej/ces11.html">http://oehha.ca.gov/ej/ces11.html</a>.</li> <li>• At least 75% of public school students in the project area are eligible to receive free or reduced- price meals under the National School Lunch Program. Data is available at <a href="http://www.cde.ca.gov/ds/sd/sd/files/sp.asp">http://www.cde.ca.gov/ds/sd/sd/files/sp.asp</a>. Applicants using this measure must indicate how the project benefits the school students in the project area or, for projects not directly benefiting school students, explain why this measure is representative of the larger community.</li> </ul> <p>If a project applicant believes a project benefits a disadvantaged community but the project does not meet the aforementioned criteria, the applicant must submit for consideration a quantitative assessment of why the community should be considered disadvantaged.</p> <p>MPOs, in administering a competitive selection process, may use different criteria for determining which projects benefit Disadvantaged Communities if the criteria are approved by the Commission prior to an MPO’s call for projects</p> <p><b>Safe Routes to Schools Projects:</b>  For a project to contribute toward the Safe Routes to School funding requirement, the project must directly increase safety and convenience for public school students to walk and/or bike to school. Safe Routes to Schools infrastructure projects must be located within two miles of a public school or within the vicinity of a public school bus stop. Other than traffic education and enforcement activities, non- infrastructure projects do not have a location restriction.</p> <p><b>Recreational Trails Projects:</b>  For trail projects that are primarily recreational to be eligible for Active Transportation Program funding, the projects must meet the federal requirements of the Recreational Trails Program as such projects may not be eligible for funding from other sources  <a href="http://www.fhwa.dot.gov/environment/recreational_trails/">http://www.fhwa.dot.gov/environment/recreational_trails/</a>  Multi-purpose trails and paths that serve both recreational and</p>

	transportation purposes are generally eligible in the Active Transportation Program, so long as they are consistent with one or more goals of the program.
<b>Award Date</b>	August 2014
<b>Agency Contact</b>	<p>Laurel Janssen  <a href="mailto:Laurel.Janssen@dot.ca.gov">Laurel.Janssen@dot.ca.gov</a>  916-651-6143</p> <p>Laurie Waters <a href="mailto:Laurie.Waters@dot.ca.gov">Laurie.Waters@dot.ca.gov</a>  916-651-6145</p> <p>Caltrans  Division of Local Assistance, MS-1  P.O. Box 942874  Sacramento, CA 95814</p> <p>List of Caltrans District Offices and District Local Assistance Engineers:  <a href="http://www.dot.ca.gov/hq/LocalPrograms/atp/2014-atp-district-training%20schedule.pdf">http://www.dot.ca.gov/hq/LocalPrograms/atp/2014-atp-district-training%20schedule.pdf</a></p>
<b>Website</b>	<b>Agency:</b> <a href="http://www.catc.ca.gov/programs/ATP.htm">http://www.catc.ca.gov/programs/ATP.htm</a>

**LAND WATER CONSERVATION FUND (LWCF)  
APPLICATION PACKET Checklist**

<u>Item/Application Component</u>	<u>Reference Page in LWCF Guidelines</u>
1. <u>Public Use Plan</u> .....	Page 65
<ul style="list-style-type: none"><li>• <i>For acquisition projects only</i></li><li>• Start collecting data on acquisition August 2014</li><li>• Responsible Party: City</li></ul>	
2. <u>UASFLA “Yellow Book” Appraisal with independent review or Waiver</u> .....	Page 67
<ul style="list-style-type: none"><li>• <i>For acquisition projects only</i></li><li>• Start appraisal process August 2014</li><li>• Responsible Party: City</li></ul>	
3. <u>Purchase Agreement or Other Document Showing Agreed Price</u> .....	Page 69
<ul style="list-style-type: none"><li>• <i>For acquisition projects only</i></li><li>• Complete prior to deadline, if possible.</li><li>• Responsible Party: City</li></ul>	
4. <u>CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) Compliance</u> .....	Page 44
<ul style="list-style-type: none"><li>• Start prior to develop application package – asap</li><li>• Responsible Party: City</li></ul>	
5. <u>Section 106 State Historic Preservation Office Packet</u> .....	Page 42
<ul style="list-style-type: none"><li>• Start early (August/September – no later than start of application period)</li><li>• Responsible Party: Grant Writer; with City oversight</li></ul>	
6. <u>Proposal Description/Environmental Screening Form (PD/ESF)</u> .....	Page 46
<ul style="list-style-type: none"><li>• Start prior to develop application package (CEQA study &amp; determination must come before this)</li><li>• Responsible Party: Grant Writer; with City oversight on environmental portions</li></ul>	
7. <u>Evidence of Public Participation</u> .....	Page 61
<ul style="list-style-type: none"><li>• See Q9 A &amp; B on page 4 of PD/ESF document</li><li>• Public should be involved in planning and deciding on project</li><li>• Start prior to developing application package (August/September)</li><li>• Responsible Party: City must conduct; grant writer compile information</li></ul>	
8. <u>PROJECT Location Map</u> .....	Page 51
<ul style="list-style-type: none"><li>• Complete prior to submit final application</li><li>• Responsible Party: City</li></ul>	
9. <u>Photos of the PROJECT SITE</u> .....	Page 51

<ul style="list-style-type: none"> <li>• Complete prior to submit final application</li> <li>• Responsible Party: City</li> </ul>	
10. <u>PROJECT Summary</u> .....	Page 52
<ul style="list-style-type: none"> <li>• Complete prior to submit final application, start early (August/September)</li> <li>• Responsible Party: Grant Writer</li> </ul>	
11. <u>PROJECT Selection Criteria</u> .....	Page 53
<ul style="list-style-type: none"> <li>• Complete prior to submit final application – start early (August/September)</li> <li>• Responsible Party: Grant Writer</li> </ul>	
12. <u>6(f)(3) BOUNDARY MAP</u> .....	Page 38
<ul style="list-style-type: none"> <li>• Will require certain information and details</li> <li>• Complete prior to submit final application</li> <li>• Responsible Party: Grant Writer</li> </ul>	
13. <u>Authorizing Resolution</u> .....	Page 24
<ul style="list-style-type: none"> <li>• Complete prior to submit final application</li> <li>• Responsible Party: City; grant writer can draft resolution text</li> </ul>	
14. <u>GRANT SCOPE/Cost Estimate Form</u> .....	Page 26
<ul style="list-style-type: none"> <li>• Complete prior to submit final application</li> <li>• Responsible Party: Grant Writer, with info from city</li> </ul>	
15. <u>PRE-AWARD PROJECT PLANNING COSTS Form (if applicable)</u> .....	Page 30
<ul style="list-style-type: none"> <li>• Complete prior to submit final application</li> <li>• Responsible Party: grant writer; with info from city</li> </ul>	
16. <u>WAIVER OF RETROACTIVITY Proposal Criteria (if applicable)</u> .....	Page 32
<ul style="list-style-type: none"> <li>• Complete prior to submit final application</li> <li>• Responsible Party: grant writer; with info from city (if section necessary)</li> </ul>	
17. <u>Funding Sources Form</u> .....	Page 34
<ul style="list-style-type: none"> <li>• Complete prior to submit final application</li> <li>• Responsible Party: Grant writer with info from city</li> </ul>	
18. <u>APPLICATION Form</u> .....	Page 22
<ul style="list-style-type: none"> <li>• Complete prior to submit final application</li> <li>• Responsible Party: grant writer</li> </ul>	
19. <u>LWCF Community Fact Finder Report</u> .....	Page 51
<ul style="list-style-type: none"> <li>• Complete prior to submit final application</li> <li>• Responsible Party: grant writer</li> </ul>	



Note: State Parks 2015 Guidelines not yet released

**CALIFORNIA DEPARTMENT OF PARKS & RECREATION (CA STATE PARKS):  
LAND & WATER CONSERVATION FUND (2014)**

<b>Application Deadline</b>	February 3, 2015 for application April 1, 2015 for certain application documentation
<b>Workshops (if any)</b>	<ul style="list-style-type: none"> <li>• Workshop details can be found on the LWCF website: <a href="http://www.parks.ca.gov/?Page_id=21360">http://www.parks.ca.gov/?Page_id=21360</a></li> <li>• Specific cities, dates, and times are as follows: <ul style="list-style-type: none"> <li>▪ San Diego: County of San Diego Public Works, August 12, 2014, 9:30 am - 2:30 pm</li> <li>▪ Anaheim: West Anaheim Youth Center, August 13, 2014, 9:30 am - 2:30 pm</li> <li>▪ Los Angeles: LA River Center &amp; Gardens Atrium, August 14, 2014, 9:30 am - 2:30 pm</li> <li>▪ Sacramento: South Natomas Community Center, August 26, 2014, 9:30 am - 2:30pm</li> <li>▪ Oakland: Trudeau Center, August 27, 2014, 9:30 am - 2:30 pm</li> <li>▪ Fresno: Sanger Community Center, August 28, 2014, 9:30 am - 2:30 pm</li> </ul> </li> </ul>
<b>Purpose of Program</b>	California Department of Parks and Recreation and its Office of Grants and Local Assistance (OGALS), in partnership with the National Park Service (NPS) offers the Land Water Conservation Fund (LWCF) to provide funding for cities and counties to acquire, develop, operate and maintain park and recreation areas and facilities. Priority development projects include trails, campgrounds, picnic areas, natural areas and cultural areas for recreational use. Property acquired or developed under the program must be maintained in perpetuity for public outdoor recreation use.
<b>Eligible Applicants</b>	Cities, counties and districts authorized to acquire, develop, operate and maintain park and recreation areas.
<b>Authorizing Resolution Required?</b>	Resolution from governing body required
<b>Total Funding</b>	Approximately \$3-\$4 million allocated to California by National Park Service (NPS). <ul style="list-style-type: none"> <li>• The official apportionment to California is known when Congress appropriates the funds and NPS notifies OGALS. The federal fiscal year starts on October 1.</li> </ul>
<b>Maximum Funding Request</b>	Maximum Funding Request = \$2,000,000  However, applicants are encouraged to establish a grant request range: <ul style="list-style-type: none"> <li>• Maximum of Range: 50% of the total project cost, up to \$2,000,000 per application.</li> <li>• Minimum of Range: The lowest amount that the applicant is willing to accept, that is less than 50% of the total project cost.</li> <li>• Funding is made on a REIMBURSEMENT basis where the rate of reimbursement is calculated as the percentage of the LWCF grant amount in relation to the total project cost established by the applicant at the time of application.</li> </ul>
<b>Match Requirement</b>	Match is no less than 50% of the total project cost. <ul style="list-style-type: none"> <li>• Match can range from 50% to 99% of the total project cost.</li> </ul>

	<ul style="list-style-type: none"> <li>The LWCF grant amount can fund no more than 50% of the total project cost. In other words, the LWCF grant amount can range from 1% to 50% of the total project cost.</li> </ul>				
<b>Project Period</b>	3 years				
<b>Eligible Projects</b>	<p>The application must only be for <i>acquisition</i> or <i>development</i>. Combination projects are not eligible. These acquisition or development projects may include but are not limited to the following examples.</p> <p><b>Acquisition examples:</b></p> <ul style="list-style-type: none"> <li>acquisition to create a new park</li> <li>acquisition to expand or provide a buffer for an existing park</li> <li>acquisition to provide a wildlife corridor</li> </ul> <p><i>Acquisition</i> must result in a <i>new recreation opportunity</i> for the public within three years after the completion of the acquisition. Only a phase that creates a fully-useable recreational opportunity must be completed and open to the public within three years after the completion of the acquisition.</p> <p>In some cases, the acquisition property may not require development at all within three years after the acquisition. Examples include:</p> <ul style="list-style-type: none"> <li>An existing fire or safety road in the acquisition property is in proper condition to be readily useable as a trail or walking pathway.</li> <li>Expansions: The acquisition property is adjacent to an existing park, and the purpose of the acquisition is to serve: <ul style="list-style-type: none"> <li>As a buffer to protect the view-shed of the park for current and future generations of park visitors. In this case, enjoying the view-shed is a recreation opportunity for the park visitors.</li> <li>As a buffer to protect a wildlife corridor for current and future generations, where visitors of the existing park come to enjoy watching wildlife.</li> </ul> </li> </ul> <p><b>Development examples:</b></p> <p>Development of recreation features must be for outdoor recreation, not indoor recreation. LWCF funds are intended to increase outdoor recreational opportunities.</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: center;">RECREATION FEATURE</th> <th style="text-align: center;">MAJOR SUPPORT AMENITY</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>athletic fields and courts</li> <li>community gardens</li> <li>non-motorized neighborhood and regional recreational trails</li> <li>OPEN SPACE and natural areas</li> <li>outdoor performing arts venues</li> <li>picnic areas</li> <li>play grounds and tot lots</li> <li>skate PARKS</li> <li>outdoor swimming pools and aquatic features</li> </ul> </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>Restroom buildings and parking lots</li> <li>Additions that enhance the use and appearance of the PARK including landscaping, public art, and safe public use features such as lighting.</li> </ul> </td> </tr> </tbody> </table>	RECREATION FEATURE	MAJOR SUPPORT AMENITY	<ul style="list-style-type: none"> <li>athletic fields and courts</li> <li>community gardens</li> <li>non-motorized neighborhood and regional recreational trails</li> <li>OPEN SPACE and natural areas</li> <li>outdoor performing arts venues</li> <li>picnic areas</li> <li>play grounds and tot lots</li> <li>skate PARKS</li> <li>outdoor swimming pools and aquatic features</li> </ul>	<ul style="list-style-type: none"> <li>Restroom buildings and parking lots</li> <li>Additions that enhance the use and appearance of the PARK including landscaping, public art, and safe public use features such as lighting.</li> </ul>
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<b>Priorities</b>	The California Statewide Comprehensive Outdoor Recreation Plan (CORP) identifies priorities to drive the project Selection Criteria through the open project selection				

	<p>process. At least one of the CORP priorities 1.1 through 3.6 listed below must be met for NPS to approve a project. However, projects that address more than one CORP priority can be more competitive compared to other state wide applications.</p> <p>An acquisition project must meet at least one of the following priorities:</p> <p><i>Acquisition to provide or improve access to public parks and outdoor recreation resources.</i></p> <ol style="list-style-type: none"> <li>1.1 ACQUIRE OPEN SPACE that can be readily used for PARK and recreation purposes.</li> <li>1.2 ACQUISITION where children can connect with the outdoors and engage in active outdoor activities, such as climbing trees, digging, exploring and unstructured play.</li> <li>1.3 Acquire land in PARK deficient communities or regions with a critical lack of PARK, recreation and OPEN SPACE areas.</li> <li>1.4 Pursue urban ACQUISITION opportunities close to where people live and work and where current recreation opportunities are inadequate.</li> <li>1.5 Prevent an outdoor recreation opportunity at immediate risk from being lost to the public if the land is not acquired.</li> <li>1.6 Pursue ACQUISITION opportunities for OPEN SPACE and public access to water features such as the ocean, lakes, rivers, streams and creeks.</li> <li>1.7 ACQUISITION to support the priorities pursued by the state's WETLAND preservation organizations.</li> <li>1.8 ACQUISITION for trails providing safe routes to PARKS from places where people live or work, or trails linking PARKS and other outdoor recreation areas, such as regional trail corridors identified in the California Recreational Trails Plan. ACQUIRE land for trail access and connectivity to RECREATION FEATURES in urban areas.</li> <li>1.9 ACQUISITION of outdoor recreation areas with important natural resource and scenic values that include the following priorities: <ul style="list-style-type: none"> <li>• link parkland with other protected areas</li> <li>• protecting key watersheds from land conversions</li> <li>• protect relatively large areas of under-protected major habitat types, ecological regions or that have unique biological values, wetland or riparian areas</li> <li>• meet priorities in the California Wildlife Action Plan, joint venture plans, habitat conservation and species recovery plans and other regional habitat protection plans.</li> </ul> </li> <li>2.0 ACQUISITION of a historic resource that will provide outdoor public recreation.</li> <li>2.1 ACQUISITION to place California land under new federal 6(f)(3) protection</li> </ol> <p><b>Development CORP Priorities:</b> The DEVELOPMENT must meet at least one of the following priorities:</p> <p><b>DEVELOPMENT to provide or improve access to public PARKS and outdoor recreation resources.</b></p>
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	<p>2.2 Urban DEVELOPMENT close to where people live and work and where current recreation opportunities are inadequate.</p> <p>2.3 Provide new kinds of outdoor recreation areas in neighborhoods with high-density housing and worksites, such as “vertical PARKS”, rooftop gardens, or sky PARKS, to create outdoor recreation opportunities in urban centers.</p> <p>2.4 Increase the number of group picnic areas and camping opportunities to respond to California’s changing demographics and recreation preferences.</p> <p>2.5 Increase the number of available campsites in popular and emerging camping areas and provide cabins, tent cabins, yurts, or other affordable lodging for PARK visitors who prefer these camping alternatives.</p> <p>2.6 Provide alternative PARK elements, such as interactive water features, climbing walls, rope features and exercise features.</p> <p>2.7 Provide opportunities for outdoor adventure and extreme sports experiences.</p> <p>2.8 DEVELOPMENT of trails providing safe routes to PARKS from places where people live or work, or trails linking PARKS and other outdoor recreation areas, such as regional trail corridors identified in the California Recreational Trails Plan.</p> <p><b>DEVELOPMENT to provide linkages and seamless delivery of outdoor recreation opportunities.</b></p> <p>2.9 Create new public trails linking to RECREATION FEATURES in urban areas.</p> <p>3.0 Complete the missing links of existing regional trails.</p> <p>3.1 Provide areas where children can connect with the outdoors and engage in active outdoor activities, such as climbing trees, digging, exploring and unstructured play.</p> <p>3.2 Provide outdoor recreation play equipment that integrates physical activity and stimulates children’s imagination.</p> <p><b>DEVELOPMENT to protect and manage natural resources</b></p> <p>3.3 Place existing California parkland under new federal 6(f)(3) protection.</p> <p>3.4 Incorporate sustainability, energy efficiency, and environmental awareness into DEVELOPMENT PROJECTS with recycled, energy efficient and sustainable materials and design.</p> <p>3.5 Provide more interpretive displays in prominent locations that communicate natural resource efforts.</p> <p>3.6 Protect or restore outdoor recreation areas with important natural resource and scenic values that include the following priorities:</p> <ol style="list-style-type: none"> <li>a. PROJECTS linking parkland and other protected areas: <ul style="list-style-type: none"> <li>○ PROJECTS protecting key watersheds from land conversions.</li> <li>○ Properties supporting relatively large areas of under-protected major habitat types, ecological regions or that have unique biological values, wetland or riparian areas.</li> <li>○ Conservation priorities in the California Wildlife Action Plan, joint venture plans, habitat conservation and species recovery plans and other regional habitat protection plans.</li> </ul> </li> <li>b. Practice sustainability and reduce recreation impacts.</li> <li>c. Prioritize restoration PROJECTS and identify funding sources for</li> </ol>
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	natural systems where overuse and misuse has compromised the area's ecological integrity.
<b>Ineligible Activities</b>	<p>Costs and other activities that are ineligible for LWCF Funding include the following:</p> <ul style="list-style-type: none"> <li>• Costs outside the grant performance period – costs incurred before or after the grant performance period. Exception is only when pre-award project planning costs are identified on the pre-award project planning costs Form and approved by nps.</li> <li>• Overhead business expenses of the grantee's fixed or ordinary operating costs: (rent, mortgage payments, property taxes, utilities, office supplies).</li> <li>• Work/Infrastructure outside park/project site boundaries – Streets, traffic lights, or other infrastructure not located within the park/project site.</li> <li>• Incidental costs relating to acquisition of real property and of interests in real property, unless allowable under the Uniform Relocation Assistance and Real Property Policies Act, P.L. 91-646.” These incidental costs include preliminary title reports, appraisal fees, escrow costs, and title insurance fees – all not eligible.</li> <li>• Fundraising.</li> <li>• Food.</li> <li>• Grant Writing (meaning fees from grant to cover grant writing costs).</li> <li>• Street improvements or other infrastructure not located within the Section 6(f)(3) boundary map.</li> <li>• Costs for staffing programs.</li> <li>• Brochures.</li> <li>• Operation and maintenance costs of facilities.</li> <li>• Employee residences and furnishings.</li> </ul>
<b>Critical Submission Process</b>	<ul style="list-style-type: none"> <li>• Send two application packets (one original wet signature, and one copy) to OGALS postmarked or hand delivered by February 3.</li> </ul> <p style="text-align: center;"><b>Street Address for Overnight Mail:</b>  Calif. Dept. of Parks and Recreation  Office of Grants and Local Services  1416 Ninth Street, Room 918  Sacramento, CA 95814</p> <ul style="list-style-type: none"> <li>• If February 3 falls on a weekend, the application may be postmarked or hand delivered on the Monday following the February 3 weekend.</li> <li>• OGALS will review the submitted applications for four months and will announce its funding recommendations by May 30.</li> <li>• Recommended applications will be forwarded to NPS by no later than July.</li> <li>• OGALS will issue grant contracts when NPS approves (obligates) the project for funding. The grant administration guide will then be used by grantees. Applicants become grantees when their contracts are signed by their authorized representative and DPR.</li> <li>• NPS approves (obligates) the project for funding when the official apportionment to California is approved at the federal level. This typically occurs after October.</li> </ul>
<b>Application Requirements</b>	<ul style="list-style-type: none"> <li>• The project meet at least one of the acquisition or development corp action priorities listed beginning on page 13 in the guidelines and listed in “Priorities” above.</li> <li>• Applicant must follow requirements for and create 6(f)(3) boundary map, using the map checklist on page 41 of the guidelines. The applicant must ensure the area in this boundary will remain used for recreational purposes in perpetuity.</li> <li>• Required documentation for all project types:</li> </ul>

	<ol style="list-style-type: none"> <li>1. Application Form</li> <li>2. Authorizing Resolution</li> <li>3. Grant scope/Cost Estimate Form</li> <li>4. Pre-award project planning costs Form (if applicable)</li> <li>5. Waiver of retroactivity Proposal Criteria (if applicable)</li> <li>6. Funding Sources Form</li> <li>7. 6(f)(3) boundary map</li> <li>8. Section 106 State Historic Preservation Office Packet</li> <li>9. California environmental quality act (CEQA) Compliance</li> <li>10. NPS Proposal Description/Environmental Screening Form (PD/ESF)</li> <li>11. Project Location Map</li> <li>12. Photos of the project site</li> <li>13. LWCF Community Fact Finder Report</li> </ol> <ul style="list-style-type: none"> <li>• Additional required documents for Acquisition projects only: <ol style="list-style-type: none"> <li>1. Public Use Plan</li> <li>2. UASFLA “Yellow Book” Appraisal with independent review or Waiver</li> <li>3. Purchase Agreement or Other Document Showing Agreed Price</li> </ol> </li> <li>• Additional required documents for Development projects only: <ol style="list-style-type: none"> <li>1. Evidence of Land Ownership</li> <li>2. Concept Level Site Plan</li> </ol> </li> </ul>
<b>Award Date</b>	<p>October 2014</p> <ul style="list-style-type: none"> <li>• See submission process and timeframe in “Critical Submission Process” section above.</li> </ul>
<b>Agency Contact</b>	<p><b>Mailing Address:</b>  Calif. Dept. of Parks and Recreation  Office of Grants and Local Services  P.O. Box 942896  Sacramento, CA 94296-0001</p> <p><b>Phone:</b> (916) 653-7423</p> <p><b>Website:</b> <a href="http://www.parks.ca.gov/grants">www.parks.ca.gov/grants</a></p>
<b>Website</b>	<p><b>Agency:</b> <a href="http://www.parks.ca.gov/?Page_id=21360">http://www.parks.ca.gov/?Page_id=21360</a></p> <p><b>Guidelines:</b>  <a href="http://www.parks.ca.gov/pages/1008/files/lwcf%20application%20guide_%20final%20draft%2010.10.2013.pdf">http://www.parks.ca.gov/pages/1008/files/lwcf%20application%20guide_%20final%20draft%2010.10.2013.pdf</a></p>