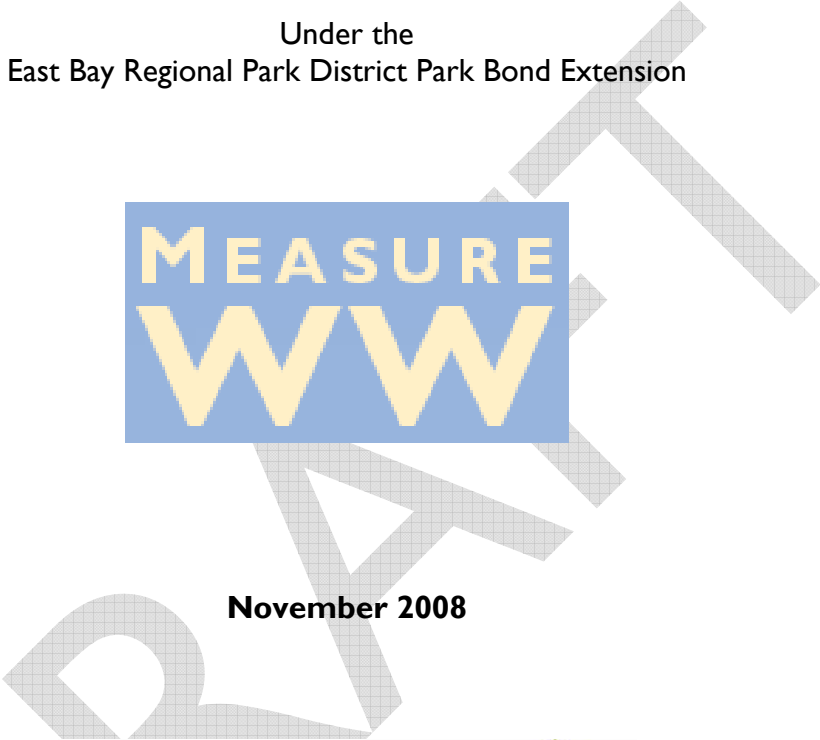


Procedural Guide for the LOCAL GRANT PROGRAM

Under the
East Bay Regional Park District Park Bond Extension



**MEASURE
WW**

November 2008



Direct all inquiries, correspondence, and grant Applications to:

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I. DEFINITIONS

Capitalized words and terms, other than the first word of each sentence, appear in these guidelines. These are defined in the Definition Section below.

Unless otherwise stated, the terms used in this Procedural Guide shall have the following meanings:

Acquisition: to obtain from a willing seller a fee interest in real property.

Applicant: means an agency or organization requesting funding from the program.

Application: means the individual Application Form and its required attachments for grants pursuant to the program.

Appropriation Date: means the date the East Bay Regional Park District Board of Directors makes funds available to Applicants. Only expenditures after this date are eligible.

Board: means the East Bay Regional Park District Board of Directors

Bond Measure: means Measure WW, the Extension of the East Bay Regional Park District Park Bond.

Capital Project: means the acquisition of land or development activities that are fixed to the site and expected to last at least 20 years.

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

Contract: means an agreement between the District and Grantee specifying the payment of funds by the District for the performance of the Project Scope within the Project Performance Period by the Grantee.

District: means the East Bay Regional Park District.

Development: means improvements to real property by construction of new facilities or renovation or additions to existing facilities.

General Manager: means the General Manager of the East Bay Regional Park District.

Force Account: means Project work performed by a Grantee's own work force.

Grantee: means an Applicant who has an approved Contract for grant fund

Project: means the Acquisition, Development, enhancement, restoration or other activity to be accomplished with grant funds.

Project Grant Amount: means the amount of grant funds assigned to a specific Project.

Grants Manager: means an employee of the District, who acts as a liaison with Grantees and administers Bond Measure grants.

Project Performance Period: means the period of time that the grant funds are available, and the time in which the Project must be completed, billed and paid.

Project Scope: means the description of the work or activity to be accomplished on the Project.

Tenure: means the Applicant owns the land or has another long-term agreement with the landowner.

II. LOCAL GRANT PROGRAM DESCRIPTION

Amount of Funds Available

\$225,000.000 has been allocated for the Local Grant program. There are no matching requirements for the Local Grant program.

Allocations

Refer to APPENDIX K – Program Sign Requirements for allocations.

Eligible Applicants

- Cities
- Special Park and Recreation Districts
- County Service Areas established to provide parks and recreation services
- Alameda County and Contra Costa County pending approval of project selection by the Board
- Other government agencies with the approval of the Board

Eligible Projects

Capital Projects that will provide lands and facilities for recreational activities and services and historic preservation are eligible. Projects must be consistent with the Grantee's park and recreation element of the general plan or appropriate parks and recreation planning document. The following types of Capital Projects are eligible for grant funding:

- Acquisition (fee title from willing sellers only)
- Development (including renovation of recreational facilities)

The following types of projects are ineligible for grant funding:

- Libraries
- Street and highway beautification
- Master Plans
- Maintenance Equipment Purchase (trucks, mowers, tractors, etc.)
- Non-fixed equipment (removable soccer goals, portable air conditioners, etc.)
- Recreational programming and staffing
- Normal maintenance and repairs expected to last less than 20 years. (The District shall make the final determination regarding expected project life.)

District's Administrative Costs

The District's costs of administering the Bond Act shall be paid out of the bond proceeds. These costs shall not exceed 5% of the bond proceeds.

III. IMPORTANT POINTS

- Eligible Project costs may be incurred after January 1, 2009. Reimbursement Payments may not be made until there is a fully executed Contract and an approved Project Application between the District and the Grantee.

- Project applications are accepted **February 1st through March 31st** each year. Applications not received or post marked by March 31st shall be reviewed for approval the following year.
- The Grantee may spend up to 25% of the Project Grant amount for non-construction costs, including grants administration, survey, plans, permits, specifications, CEQA compliance and/or Acquisition documents.
- The project may not be operated or occupied by a for-profit business. Only non-profit organizations can occupy or operate the property acquired or developed with grant monies, unless specifically otherwise approved in writing by the District. In no case shall the Applicant receive payments greater than the operating and maintenance cost of the occupied portion of the facility.

III. HOW TO APPLY FOR LOCAL GRANT FUNDS

How to Get a Contract

1. The Applicant submits a resolution authorized by their governing body. It is not necessary to identify Projects in the resolution.
2. The District reviews the resolution and sends a Contract to the Applicant for signature.
3. The Applicant returns the signed Contract to the District.
4. The District returns a fully executed Contract to the Applicant (now Grantee).
5. A Contract must be fully executed by December 31, 2011 or funds will revert to the East Bay Regional Park District's Board of Directors.

How to Apply for a Project(s)

1. Project application will only be accepted **February 1st through March 31st** each year. Projects received or post marked after March 31st will be held for review in the following year.
2. As Projects are identified, the Grantee submits individual Project Application(s) to the District (see **Error! Reference source not found.**).
3. The District reviews the Application materials and sends a letter of approval to the Grantee or requests additional information.

Progress Payments

1. After the Application is approved, the Grantee may request reimbursement up to 80% of the Application amount for expenses incurred after **January 1, 2009**.

Project Completion

1. The Grantee completes the Project and submits the Project Completion Package to the Grants Manager (see APPENDIX J – Project Completion Package).
2. The Grantee installs **Measure WW sign** at the project site (see APPENDIX K – Program Sign Requirements for sign requirements).
3. The District performs an audit of the completed Project.
4. The District conducts the final on-site Project inspection.
5. The District processes the final payment.
6. The Project(s) must be fully completed (including processing final payment) by **December 31, 2018** or funds will revert to projects at the discretion of the Park District.

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IV. ADMINISTRATIVE PROVISIONS

Land Tenure Requirements

For Development Projects, Applicants must provide evidence to the District that they have adequate tenure to, and site control of, properties to be improved.

Tenure includes, but is not limited to:

- Ownership
- Lease
- Easement
- Joint powers or similar agreement

Adequate site control is considered the power or authority to manage, direct, superintend, restrict, regulate, govern, administer, oversee a plot of ground suitable or set apart for some specific recreational use. Recreation projects on school property should be available for public use starting at 3:30 p.m. weekdays and all day on Saturday.

The District requires that the Grantee have authority to use the property for public recreation for at least 20 years of land tenure from the date the Application is approved.

Progress Status Reports

The Grantee shall submit written Project Status Report Form to the District every six months (see APPENDIX I – Project Status Report Form). Reporting period ends December 31st and June 30th each year. The District shall withhold all payments until all Project Status Reports are properly submitted.

Changes to Project Scope

A Grantee wishing to change the Project Scope of an approved Project shall submit any changes to the original Project Scope in writing to the District for prior approval.

Project Withdrawals

A Grantee may rescind its Project at any time. The Grantee shall submit a written request to the District to rescind the Project. The Grantee shall return all payments made by the District.

V. PAYMENT PROCESS

Grant Fund Availability

Grant funds are available for expenditure after **January 1, 2009**. The Grantee must have a fully executed Contract with the District by **December 31, 2011**. The Grantee must complete all funded Projects and have final payment processed by **December 31, 2018**.

Progress Payments

After the Application is approved, the Grantee may request reimbursement for eligible expenses incurred after **January 1, 2009**.

Payment Request Process

Payment Type	When to submit it	Supporting Documentation to Send to Grants Manager
Progress Payment Reimbursement up to 80%	After the Grantee has spent funds to implement the Project. Not more than once every 60-days.	<ul style="list-style-type: none">• Payment Request Form• Project Cost Summary Forms• Copy of required <u>backup documentation</u>.
Final	After the Grantee has completed the Project.	<ul style="list-style-type: none">• Project Completion Package with require <u>backup documentation</u>.

Eligible Costs

- Only costs incurred during the Contract Performance Period are eligible.
- See the Eligible Costs Chart for more information.
- The Grantee may claim only those costs directly related to the Project. **Indirect cost rates not eligible.**

ELIGIBLE COSTS CHART		
COSTS	EXPLANATION	EXAMPLES
Non-Construction Costs (cannot exceed 25% of the total requested Project Grant Amount)		
Non-Construction Costs	<ul style="list-style-type: none"> • Project planning, appraisals, and negotiations 	<ul style="list-style-type: none"> • CEQA • Survey • Plans and Specifications • Permits • Appraisal/Title/escrow fees • Insurance
Construction Costs		
Personnel or Employee Services	<ul style="list-style-type: none"> • Must be computed according to the Grantee's normal wage or salary scales, and on the actual time spent on Project. Indirect rates are not eligible. • Must not exceed Grantee's established rates for similar positions 	<ul style="list-style-type: none"> • Wages and benefits • Work performed by another agency
Construction and Construction Management	<ul style="list-style-type: none"> • All necessary construction activities 	<ul style="list-style-type: none"> • Construction contract • Inspection & construction management • Submittal review and resident engineering
Construction Equipment	<ul style="list-style-type: none"> • The Grantee may only charge the actual cost of the use of the equipment during the time it is being used for Project purposes. • For force account equipment, the Grantee must use Caltrans' equipment rental rates. Rates in excess of these rates are not eligible. • The purchase of equipment is not eligible. 	<ul style="list-style-type: none"> • Rental equipment • Force account equipment
Fixed Equipment	<ul style="list-style-type: none"> • Equipment permanently fixed to the Project facility 	<ul style="list-style-type: none"> • Play equipment • Fixed benches • Signs/interpretive aids
Construction Supplies/Materials	<ul style="list-style-type: none"> • May be purchased for specific Project, or may be drawn from stock if claimed costs are no higher than those the Grantee would pay. 	Materials and Supplies: <ul style="list-style-type: none"> • Concrete • Lumber
Relocation Costs	<ul style="list-style-type: none"> • Costs resulting in displacement of a person/business • The Grantee shall comply with State Relocation Act 	<ul style="list-style-type: none"> • Relocation Costs
Acquisition Costs	<ul style="list-style-type: none"> • Costs of acquiring real property 	<ul style="list-style-type: none"> • Purchase price

APPENDIX A – Sample Resolution

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EAST BAY REGIONAL PARK DISTRICT

**MEASURE WW LOCAL GRANT PROGRAM
Resolution No: _____**

**RESOLUTION OF THE _____
(Title of Governing Body)**

**APPROVAL TO APPLY FOR LOCAL GRANT FUNDS FROM THE EAST BAY
REGIONAL PARK DISTRICT UNDER MEASURE WW PARK BOND
EXTENSION**

WHEREAS, the people of the East Bay Regional Park District have enacted the Measure WW Park Bond Extension which provides funds for the acquisition and development of neighborhood, community, regional parks and recreation lands and facilities; and

WHEREAS, the East Bay Regional Park District Board of Directors has the responsibility for the administration of the grant program, setting up necessary procedures; and

WHEREAS, said procedures require the Applicant's Governing Body to certify by resolution the approval of the Applicant to apply for the Local Grant allocation of funds, and

WHEREAS, the Applicant will enter into a Contract with the East Bay Regional Park District;

NOW, THEREFORE, BE IT RESOLVED that the _____ hereby:
(Applicant's Governing Body)

1. Approves the execution of a grant contract for funds from the Local Grant Program under the East Bay Regional Park District Measure WW Park Bond Extension; and
2. Certifies that the Applicant has or will have sufficient funds to operate and maintain the Project(s); and
3. Certifies that the Applicant has reviewed, understands and agrees to the General Provisions contained in the Contract shown in the Procedural Guide; and
4. Appoints the (designated position) _____ as agent to conduct all negotiations, execute and submit all documents including, but not limited to, applications, agreements, amendments, payment requests and so on, which may be necessary for the completion of Project(s).

Approved and Adopted on the _____ day of _____, 20__.

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

For
Against
Abstain
Absent

(Clerk)

APPENDIX B – Sample Grant Contract

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**EAST BAY REGIONAL PARK DISTRICT
MEASURE WW PARK BOND EXTENSION
GRANT CONTRACT - LOCAL GRANT PROGRAM**

GRANT CONTRACT No.: _____

GRANTEE _____

THE PROJECT PERFORMANCE PERIOD is from January 1, 2009 through December 31, 2018

The Grantee agrees to the terms and conditions of this Contract, and the East Bay Regional Park District, acting through its Board of Directors pursuant to the Measure WW Park Bond Extension, agrees to fund the total Project Grant Amount indicated.

**THESE FUNDS ARE FOR THE ACQUISITION AND DEVELOPMENT OF
NEIGHBORHOOD, COMMUNITY, AND REGIONAL PARKS AND RECREATION
LANDS AND FACILITIES.**

***The General Provisions, Local Grant Procedural Guide and individual Project Applications
are attached hereto and made a part of and incorporated into the Contract.***

Total Grant Amount not to exceed \$ _____

EAST BAY REGIONAL PARK DISTRICT

Grantee

By _____
(Signature of Authorized Representative)

By _____
(Signature of Authorized Representative)

(Print Name of Authorized
Representative)

(Print Name of Authorized
Representative)

Title _____

Title _____

Date _____

Date _____

General Provisions

A. Definitions

1. The term "Measure" as used herein refers to the revenue generated from the sale of bonds for the Program.
2. The term "Application" as used herein refers to the individual Project Application(s) and its required attachments for grants, pursuant to the enabling legislation and/or procedural guidelines.
3. Acquisition: to obtain fee title in real property.
4. The term "District" means the East Bay Regional Park District.
5. The term "Development" includes, but is not limited to, improvement, rehabilitation, restoration, enhancement, historic preservation, protection, and interpretation. WW Local Grant Program funds may only be used for Capital Improvement.
6. The term "Grantee" as used herein means the party described as the Grantee on page I of this Contract. The term "Project" as used herein means the project described in the Brief Description of Project on the Project Application form.

B. Project Execution

1. Subject to the availability of grant monies in the Measure, the District hereby grants to the Grantee a sum of money (grant monies) not to exceed the amount stated on page I, in consideration of, and on condition that, the sum be expended in carrying out the purposes as set forth in the Measure WW Park Bond Extension Local Grant Procedural Guide, and under the terms and conditions set forth in this Contract.

The Grantee shall assume any obligation to furnish any additional funds that may be necessary to complete the Project. Any modification or alteration in the Project as set forth in the Application on file with the District must be submitted to the State for approval.

2. The Grantee shall complete the Project in accordance within the time of Project Performance set forth on page I, and under the terms and conditions of this Contract.
3. The Grantee shall certify its compliance as lead agency with the California Environmental Quality Act (Public Resources Code, Section 21000, et. seq., Title 14, California Code of Regulations, Section 15000 et. seq.).
4. The Grantee shall comply with all applicable current laws and regulations effecting Development Projects, including, but not limited to, legal requirements for construction Contracts, building codes, health and safety codes, and laws and codes pertaining to individuals with disabilities.

5. The Grantee shall permit periodic site visits, including a final inspection upon Project completion by the District, to determine if Development work is in accordance with the approved Project Scope.
6. Prior to the commencement of any work, the Grantee agrees to submit any significant deviation from the original scope of work in writing to the District.
7. If the Project includes Acquisition of real property, the Grantee agrees to comply with all applicable state and local laws or ordinances effecting relocation and real property acquisition.
8. The Grantee shall provide public access to Project facilities commensurate with the intent of the Project.
9. Grantees shall have (1) fee title, (2) lease hold or (3) other interest to the Project lands and demonstrate to the satisfaction of the District that the proposed Project will provide public benefits that are commensurate with the type and duration of the interest in land, as determined by the District that is held by the Grantee.
10. The Grantee shall maintain and operate the property for a period that is commensurate with the type of Project and the proportion of District funds allocated to the capital costs of the Project. With the approval of the District, the Grantee, or the Grantee's successor in interest in the property, may transfer the responsibility to maintain and operate the property in accordance with this section. The Grantee shall use the property only for the purposes for which the grant was made and shall make no other use, sale or other disposition of the property, except as authorized by specific action of the District Board of Directors. The agreements specified in this section shall not prevent the transfer of the property from the Grantee to a public agency, if the successor public agency assumes the obligations imposed by those agreements. If the use of the property or portion of the property is changed to a use that is not for parks and recreation, or if the property is sold or otherwise disposed of, an amount equal to (1) the amount of the grant, (2) the fair market value of the real property, or (3) the proceeds from the sale or other disposition, whichever is greater, shall be used by the Grantee for a parks and recreation capital purpose, pursuant to agreement with the District as specified in this section, or shall be reimbursed to the fund and be available for appropriation by the District Board of Directors only for an authorized purpose.
11. Lands or interests in land acquired with grant funds shall be acquired from a willing seller.

C. Project Costs

1. The District may disburse to the Grantee the grant monies as follows, but not to exceed in any event, the total Grant Amount set forth of page 1 of this Contract:
 - a. The Grantee may request up to a total of up to 80% of the approved Project Application amount for eligible expenditures made on the project.

- b. The remaining grant funds shall be paid up to the amount of the Application or the actual Project cost, whichever is less, on completion of the Project and receipt of a Completion Package of Project costs from the Grantee.

D. Project Administration

1. The Grantee shall submit written Project Status Reports to the District every six months. The District shall withhold all payments until all Project Status Reports are properly submitted.
2. The Grantee shall make property and facilities developed pursuant to this Contract available for inspection upon request by the District.

E. Project Termination

1. Any Grant funds that have not been expended by the Grantee shall revert to the District and be available for Appropriation by the District Board of Directors for one or more other projects for parks and recreation purposes.
2. The Grantee may unilaterally rescind this Contract at any time prior to the commencement of the Project. After Project commencement, this Contract may be rescinded, modified or amended only by mutual agreement in writing between the Grantee and the District.
3. Failure by the Grantee to comply with the terms of this Contract or any other Contract under the Measure may be cause for suspension of all obligations of the District hereunder. However, such failure shall not be cause for the suspension of all obligations of the District hereunder if in the judgment of the District such failure was due to no fault of the Grantee. In such case, any amount required to settle at minimum cost any irrevocable obligations properly incurred shall be eligible for reimbursement under this Contract.
2. The benefit to be derived by the District from the full compliance by the Grantee with the terms of this Contract is the preservation, protection and net increase in the quantity and quality of parks, public recreation facilities and/or Historical Resources available to the people of the District. Also because such benefit exceeds, to an immeasurable and unascertainable extent, the amount of money furnished by the District in grant monies under the provisions of this Contract, the Grantee agrees that payment to the District of an amount equal to the amount of the grant monies disbursed under this Contract by the District would be inadequate compensation to the District for any breach by the Grantee of this Contract. The Grantee further agrees therefore, that the appropriate remedy in the event of a breach by the Grantee of this Contract shall be the specific performance of this Contract, unless otherwise agreed to by the District.

F. Hold Harmless

1. The Grantee shall waive all claims and recourse against the District including the right to contribution for loss or damage to persons or property arising from, growing out of or in any way connected with or incident to this Contract except claims arising from the concurrent or sole negligence of the District, its officers, agents, and employees.

2. The Grantee shall indemnify, hold harmless and defend the District, its officers, agents and employees against any and all claims, demands, damages, costs, expenses or liability costs arising out of the Acquisition, Development, construction, operation or maintenance of the property described as the Project. This includes claims, demands or causes of action that arise under Government Code Section 895.2 or otherwise, except for liability arising out of the concurrent or sole negligence of the District, its officers, agents, or employees.
3. The Grantee agrees that in the event the District is named as codefendant under the provisions of Government Code Section 895 et. seq., the Grantee shall notify the District of such fact and shall represent the District in the legal action, unless the District undertakes to represent itself as codefendant in such legal action, in which event the District shall bear its own litigation costs, expenses, and attorney's fees.
4. The Grantee and the District agree that in the event of judgment entered against the District and the Grantee because of the concurrent negligence of the District and the Grantee, their officers, agents, or employees, an apportionment of liability to pay such judgment shall be made by a court of competent jurisdiction. Neither party shall request a jury apportionment.
5. The Grantee shall indemnify, hold harmless and defend the District, its officers, agents and employees against any and all claims, demands, costs, expenses or liability costs arising out of legal actions pursuant to items to which the Grantee has certified. The Grantee acknowledges that it is solely responsible for compliance with items to which it has certified.

G. Financial Records

1. The Grantee shall maintain satisfactory financial accounts, documents and records for the Project and make them available to the District for auditing at reasonable times. The Grantee also agrees to retain such financial accounts, documents and records until December 31, 2021.

The Grantee and the District agree that during regular office hours each of the parties hereto and their duly authorized representatives shall have the right to inspect and make copies of any books, records or reports of the other party pertaining to this Contract or matters related thereto. The Grantee shall maintain and make available for inspection by the District accurate records of all of its costs, disbursements and receipts with respect to its activities under this Contract.

2. The Grantee shall use a generally accepted accounting system.

H. Use of Facilities

1. The Grantee agrees that the Grantee shall use the property developed with grant monies under this Contract only for the purposes for which the District grant monies were requested and no other use of the area shall be permitted except by specific written approval by the District. In no case shall the Applicant receive payments greater than the operating and maintenance cost of the occupied portion of the facility.

2. The Grantee shall maintain and operate the property developed for a period commensurate with the type of Project and the proportion of District grant funds and local funds allocated to the capital costs of the Project, as determined by the District.
3. The project may not be operated or occupied by a for-profit business. Only non-profit organizations can occupy or operate the property acquired or developed with grant monies, unless specifically otherwise approved in writing by the District.

I. Nondiscrimination

1. The Grantee shall not discriminate against any person on the basis of sex, race, color, national origin, age, religion, ancestry, sexual orientation, or disability in the use of any property or facility developed pursuant to this Contract.
2. The Grantee shall not discriminate against any person on the basis of residence except to the extent that reasonable differences in admission or other fees may be maintained on the basis of residence and pursuant to law.

J. Procedural Guidelines and Application Incorporation

The Project Application, Procedural Guidelines and any subsequent change or addition approved by the District is hereby incorporated in this Contract as though set forth in full in this Contract.

K. Severability

If any provision of this Contract or the application thereof is held invalid, that invalidity shall not effect other provisions of the Contract, which can be given effect without the invalid provision or application, and to this end the provisions of this Contract are severable.

APPENDIX C – Project Application Form

Please use most recent application form by following the link below:

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**East Bay Regional Park District
MEASURE WW LOCAL GRANT PROGRAM**

Applications Accepted February and March each year.

PROJECT APPLICATION

PROJECT NAME	AMOUNT OF GRANT REQUESTED	\$
	Estimated TOTAL PROJECT COST <i>(Grant and other funds)</i>	\$
GRANT APPLICANT <i>(Agency and Address)</i>	PROJECT ADDRESS	

Grant Applicant's Representative Authorized in Resolution

Name	Title	Phone
------	-------	-------

Person with day-to-day responsibility for Project *(if different from authorized representative)*

Name	Title	Phone
------	-------	-------

Brief Description of Project:

<p>For Dev. Projects Land Tenure – _____ Acres</p> <p>_____ Acres owned in fee simple by Grant Applicant</p> <p>_____ Acres available under an permanent easement.</p> <p>_____ Acres available under a lease</p> <p>Other <i>(explain)</i> _____</p>	<p>For Acquisition Projects</p> <p>_____ Acres acquired in fee simple by Grant Applicant</p>
---	--

I certify that the information contained in this Project application is accurate and I further certify that this Project is consistent with the park and recreation element of the applicable city or county general plan, park district and recreation plan, or appropriate recreation planning document.

Signed: _____ Date _____
 Grant Applicant's Authorized Representative as shown in Resolution

 Print Name & Position of Person Signing Application

APPENDIX D – Application Checklist

Please use most recent application form by following the link below:

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**East Bay Regional Park District
MEASURE WW LOCAL GRANT PROGRAM
APPLICATION CHECKLIST**

Project Name: _____

Project Number: _____

Applicant: _____

Grant Amount: _____

#	◇	<u>Item</u>	<u>Description</u>
1	<input type="checkbox"/>	Project Application Form.	The Project Application form must be completed and signed by the Grantee's authorized representative.
2	<input type="checkbox"/>	Cost Estimate with Sources of Additional Funding	Prepare estimate that closely reflects the project documentation (i.e. bid items, staff time, purchase, materials, etc.)
3	<input type="checkbox"/>	CEQA Certification Form	At the time of Application, the Applicant must provide a CEQA Certification along with either: (a) A Notice of Exemption filed with, and stamped by, the county clerk, or (b) An initial study with a Negative Declaration, with the response from the State Clearinghouse, and a copy of the Notice of Determination filed with, and stamped by, the county clerk, or (c) An initial study and an Environmental Impact Report, with the response from the State Clearinghouse, and a copy of the Notice of Determination filed with, and stamped by, the county clerk.
4	<input type="checkbox"/>	Land Tenure (Development Projects only).	If property is not owned in fee simple, provide documentation (lease, agreements, etc.) verifying that land tenure requirements have been met.
5	<input type="checkbox"/>	List Leases or Agreements.	Provide a <u>list</u> of all <i>other</i> leases, agreements, etc., effecting Project lands or the operation and maintenance thereof, in addition to those relevant to land tenure (if applicable).
6	<input type="checkbox"/>	Project Location Map.	Provide a map (city or county) with enough detail to allow a person unfamiliar with the area to locate the Project.
7	<input type="checkbox"/>	Site Plan	For Projects involving Development, provide a drawing or depiction indicating what improvements the Applicant will make, and where the improvements will be located on the property. For Projects involving Acquisition, provide an Acquisition map outlining the acreage and parcel number(s) to be acquired.
8	<input type="checkbox"/>	Photograph	Provide a photograph of the Project site.
9	<input type="checkbox"/>	List Require Permits	Provide a list of existing and additional required permits, if applicable. Examples include: building permit, grading permit, water quality, BCDC, Dept. of Fish & Game, etc.)

APPENDIX E – Sample Cost Estimate

Please use most recent application form by following the link below:

Your cost estimate should relate to bid documents and the financial accounting for your project. The sample cost estimate below is to assist you in developing a cost estimate for your Project. You may reformat and change the content as needed to accommodate each Project's scope. The items listed are illustrative only and are not intended to direct you in determining the scope of your Project, but merely to let you know the level of detail preferred.

**East Bay Regional Park District
MEASURE WW LOCAL GRANT PROGRAM**

SAMPLE COST ESTIMATE

Project Name: _____

Project Number: _____

Applicant: _____

#	CONSTRUCTION COSTS	AMOUNT
1	Land Acquisition	\$
2	Bid Items (Provide separate line for each bid item.)	\$
3	Materials	\$
4	In-house Labor	\$
5	In-house Equipment	\$
6	Rental Equipment	\$
	SUBTOTAL	\$ _____

	<u>NON-CONSTRUCTION COSTS</u>	<u>AMOUNT</u>
7	Consultants	\$
8	In-house Staff Time	\$
9	Title & Escrow Fees	\$
10	Permit Fees	\$
	SUBTOTAL	\$ _____

GRAND TOTAL \$

	<u>FUNDING SOURCES</u>	<u>AMOUNT</u>
	Measure WW Local Grant	\$
		\$
		\$
		\$ _____

GRAND TOTAL \$

APPENDIX F – CEQA Certification Form

Please use most recent application form by following the link below:

DRAFT

**East Bay Regional Park District
MEASURE WW LOCAL GRANT PROGRAM
CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)
Compliance Certification Form**

Grantee/Applicant: Project Name:

Project Address: _____

When was CEQA analysis completed for this project? Date: _____

What document(s) was 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 that the project was approved by the Lead Agency.

Lead Agency Contact Information:

_____ Agency Name: _____ Contact Person

_____ Street Address _____ City, State, Zip Code

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

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

Print Name & Title of Person Signing Certification

APPENDIX G – Payment Request Form

Please use most recent application form by following the link below:

DRAFT

**East Bay Regional Park District
MEASURE WW LOCAL GRANT PROGRAM**

PAYMENT REQUEST FORM

1. PROJECT TITLE	2. PROJECT NUMBER
2. APPLICANT	
4. PAYMENT REQUEST NUMBER 1	

5. PAYMENT INFORMATION	
<i>(Round all figures to the nearest dollar)</i>	
a. Grant Project Amount	\$ _____
b. Funds Received To Date	\$ _____
c. Available (<i>a. minus b.</i>)	\$ \$0
d. Amount Of This Request	\$ <input style="width:150px;" type="text"/>
e. Remaining Funds After This Payment (<i>c. minus d.</i>)	\$ \$0

6. SEND PAYMENT TO:	
AGENCY NAME	
STREET ADDRESS	
CITY/STATE/ZIP CODE	
ATTENTION	

7. I represent and warrant that I have full authority to execute this payment request on behalf of the Grantee. I declare under penalty of perjury, under the laws of the State of California, that this report, and any accompanying documents, for the above-mentioned Grant is true and correct to the best of my knowledge

SIGNATURE OF PERSON AUTHORIZED IN RESOLUTION ▶	TITLE	DATE
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FOR EAST BAY REGIONAL PARK DISTRICT USE ONLY	
PAYMENT APPROVAL SIGNATURE ▶	DATE

APPENDIX H – Project Cost Summary Forms

Please use most recent application form by following the link below:

DRAFT

East Bay Regional Park District
 MEASURE WW LOCAL GRANT PROGRAM
LABOR COSTS SUMMARY FORM

Applicant: _____
 Project Name: _____

Project Amount: _____
 Project Number: _____

Pay Req. # _____ Include daily time sheets or payroll printout from finance system with payment request.

Pay Req. #	Name	Unit Performing Work	Pay Date	Purpose	Amount Construction	(25% Max.) Amount Non-Construction
Subtotal					\$0.00	\$0.00



East Bay Regional Park District
 MEASURE WW LOCAL GRANT PROGRAM
EQUIPMENT COSTS SUMMARY FORM

Project Amount _____
 Project Number: _____

Applicant: _____
 Project Name: _____

Pay Req. #

Include copy of original daily time record with payment request.

(25% Max.)

	Type of Equipment	Date Used	Hours Used	Rate	Amount Construction	Amount Non-Construction

Subtotal

\$0.00

\$0.00

East Bay Regional Park District
MEASURE WW LOCAL GRANT PROGRAM
PROJECT COSTS SUMMARY FORM

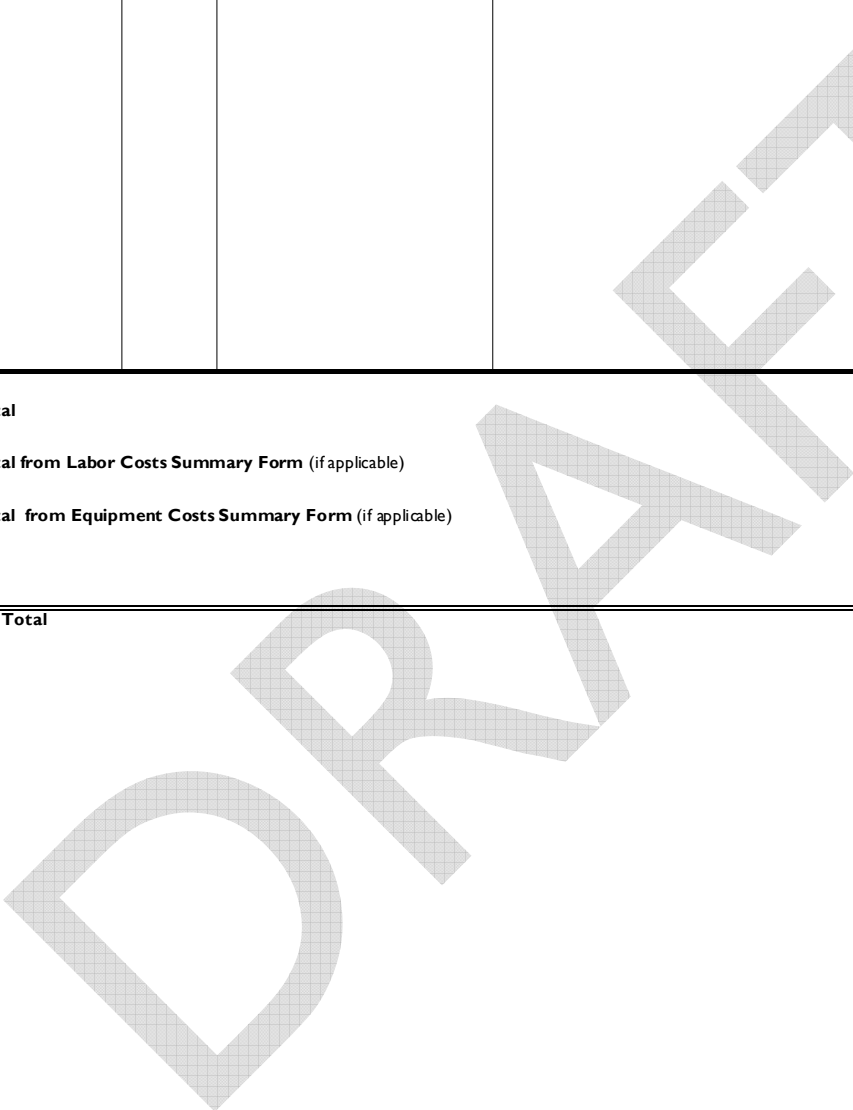
Applicant: _____
 Project Number: _____

Project Amount: _____
 Project Name: _____

Pay Req. #

Include copy of invoices and cancelled checks with payment request. (Bank statement can be used as proof of cancellation.)

	Check Number	Date	Recipient	Purpose	Amount Construction	(Max. 25 %) Amount Non- Construction
Subtotal					\$0.00	\$0.00
Subtotal from Labor Costs Summary Form (if applicable)					_____	
Subtotal from Equipment Costs Summary Form (if applicable)					_____	
Total					\$0.00	\$0.00
Grand Total					\$0.00	



APPENDIX I – Project Status Report Form

Please use most recent application form by following the link below:

DRAFT

**East Bay Regional Park District
MEASURE WW LOCAL GRANT PROGRAM
PROJECT STATUS REPORT**

Grantee: _____

Contract Amount: _____

Contract Number: _____

Report Date: _____

Start Date: _____

Ending Date: _____

#	Project Number	Project Name	Amount Construction / Acquisition	Amount Non- Construction
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				

Subtotal	\$0.00	\$0.00
Total Grant Funded Expenditures to Date		\$0.00
Unallocated Grant Amount		\$0.00
Total Contract Amount		\$0.00

APPENDIX J – Project Completion Package

Please use most recent application form by following the link below:

DRAFT

**East Bay Regional Park District
MEASURE WW LOCAL GRANT PROGRAM
PROJECT CERTIFICATION FORM**

Grantee: _____
Project Number: _____
Project Name: _____
Grant Amount: _____

Grantee contact for audit purposes:
Name: _____
Address: _____
Phone: _____
Email: _____

Closeout Documentation

CONSTRUCTION CONTRACTS

- Summary list of bidders
- Notice of Award by governing body
- Contract agreement
- All Change Orders
- Final payment to contractor (cancelled checks**)
- Notice of completion or Acceptance

LAND ACQUISITION

- Appraisal Report
- Statement of difference (if purchased above appraisal)
- Waiver of just compensation (if below appraisal)
- Final Escrow Closing Statement
- Cancelled checks
- Grant deed
- Title insurance policy (issued to participant)
- Relocation documents

Other Funds Used on Project

Source	<u>Amount</u>
_____	_____
_____	_____
_____	_____
<u>Grand Total:</u>	<u>\$0.00</u>

Certification:

I hereby certify that all grant funds were expended on the above named Project that the Project is complete and final payment has been made for all work done and no other payment was received for work funded by this grant.

 Grantee's Authorized Representative (Signature)

 Date

 Grantee's Authorized Representative (Print Name & Title)

APPENDIX K – Program Sign Requirements

Please use most recent application form by following the link below:

DRAFT

PROJECT FUNDED BY



REGIONAL OPEN SPACE, WILDLIFE, SHORELINE AND PARKS BOND EXTENSION



- Sign Dimensions: Must be 3 feet tall by 4 feet wide.
- All Grantees are required to post a sign at the Project site.
- The sign must be available for the final inspection of the Project.
- All materials used shall be durable and resistant to the elements and graffiti.
- Sign must remain installed for three years following final grant payment of the project.

APPENDIX L – Program Allocation by Agency

Please use most recent application form by following the link below:

DRAFT

2008 PROPOSED MEASURE AA EXTENSION

Alameda County

2008 AA Local Grant	2008 Population	2008 Allocation	Participating Entity	Data Source
CITIES				
Alameda	75,823	\$3,465,489	Alameda	2008 DOF Estimate
Albany	16,877	\$771,363	Albany	2008 DOF Estimate
Berkeley	106,697	\$4,876,584	Berkeley	2008 DOF Estimate
Dublin	46,934	\$2,145,118	Dublin	2008 DOF Estimate
Emeryville	9,727	\$444,572	Emeryville	2008 DOF Estimate
Fremont	213,512	\$9,758,562	Fremont	2008 DOF Estimate
Newark	43,872	\$2,005,169	Newark	2008 DOF Estimate
Oakland	420,183	\$19,204,456	Oakland	2008 DOF Estimate
Piedmont	11,100	\$507,325	Piedmont	2008 DOF Estimate
Pleasanton	69,388	\$3,171,377	Pleasanton	2008 DOF Estimate
San Leandro	81,851	\$3,740,998	San Leandro	2008 DOF Estimate
Union City	73,402	\$3,354,837	Union City	2008 DOF Estimate
1,169,366		\$53,445,852	2008 DOF Estimate	

UNINCORPORATED, HARD				
Hayward	149,205	\$6,819,412	HARD	2008 DOF Estimate
Ashland*	21,576	\$986,120	HARD	2000 CDP Updated to 2008
Castro Valley*	59,448	\$2,717,064	HARD	2000 CDP Updated to 2008
Cherryland*	14,357	\$656,202	HARD	2000 CDP Updated to 2008
Fairview*	9,826	\$449,094	HARD	2000 CDP Updated to 2008
San Lorenzo*	22,722	\$1,038,530	HARD	2000 CDP Updated to 2008
Mt. Eden	881	\$40,262	HARD	HARD info updated to 2008
Subtotal		278,015	\$12,706,683	

Balance of the County	11,612	\$530,722	EBRPD	Remainder
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Unincorporated Subtotal		289,627	\$13,237,405	2008 DOF Estimate
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Alameda Subtotal		1,458,993	\$66,683,257	
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NON-AA DISTRICT				
Livermore	83,604	\$0		2008 DOF Estimate
Other	403	\$0		Updated from 1998 AA
84,007		\$0		

Contra Costa County

2008 AA Local Grant	2008 Population	2008 Allocation	Participating Entity	Data Source
CITIES				
Antioch	100,361	\$4,586,998	Antioch	2008 DOF Estimate
Brentwood	50,614	\$2,313,312	Brentwood	2008 DOF Estimate
Clayton	10,784	\$492,883	Clayton	2008 DOF Estimate
Concord	123,776	\$5,657,180	Concord	2008 DOF Estimate
Danville	41,516	\$1,897,488	Danville	2008 DOF Estimate
El Cerrito	23,320	\$1,065,840	El Cerrito	2008 DOF Estimate
Hercules	24,324	\$1,111,728	Hercules	2008 DOF Estimate
Lafayette	23,962	\$1,095,183	Lafayette	2008 DOF Estimate
Martinez	36,144	\$1,651,961	Martinez	2008 DOF Estimate
Moraga	16,138	\$737,587	Moraga	2008 DOF Estimate
Oakley	33,210	\$1,517,862	Oakley	2008 DOF Estimate
Orinda	17,542	\$801,757	Orinda	2008 DOF Estimate
Pinole	19,193	\$877,216	Pinole	2008 DOF Estimate
Pittsburg	63,652	\$2,909,214	Pittsburg	2008 DOF Estimate
Pleasant Hill	33,377	\$1,525,495	Pleasant Hill R.P. D.	2008 DOF Estimate
Richmond	103,577	\$4,733,985	Richmond	2008 DOF Estimate
San Pablo	31,190	\$1,425,538	San Pablo	2008 DOF Estimate
San Ramon	59,002	\$2,696,685	San Ramon	2008 DOF Estimate
Walnut Creek	65,306	\$2,984,810	Walnut Creek	2008 DOF Estimate
Green Valley	1,113	\$50,870	Green Valley R.P.D.	Updated from 1988 AA
Cities Subtotal	878,101	\$40,133,590		2008 DOF Estimate

UNINCORPORATED, CSA's / CSD's / RPD's				
Alamo*	17,896	\$817,931	CC County CSA R-7A	2000 CDP Updated to 2008
Bay Point*	24,662	\$1,127,177	Ambrose R. P. D.	2000 CDP Updated to 2008
Clyde*	795	\$36,321	CC County CSA M-16	2000 CDP Updated to 2008
Crockett*	4,532	\$207,144	Crockett CCSD	2000 CDP Updated to 2008
Port Costa*	266	\$12,138	Crockett CCSD	2000 CDP Updated to 2008
Discovery Bay*	12,700	\$580,453	Discovery Bay CSA M-8	2000 CDP Updated to 2008
El Sobrante*	14,041	\$641,740	CC County CSA R-9	2000 CDP Updated to 2008
Kensington*	5,653	\$258,358	Kensington CSD	2000 CDP Updated to 2008
Bayview-Montalvin*	5,731	\$261,953	CC County CSA M-17	2000 CDP Updated to 2008
Tara Hills*	6,106	\$279,086	CC County CSA M-17	2000 CDP Updated to 2008
Pleasant Hill Area	4,555	\$208,171	Pleasant Hill R.P.D.	Update from 1988 AA
Rodeo*	9,984	\$456,305	CC County CSA R-10	2000 CDP Updated to 2008

Subtotal	106,920	\$4,886,778	
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Balance of the County	66,653	\$3,046,374	EBRPD/CC County	Remainder
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Unincorporated Subtotal	173,573	\$7,933,152		2008 DOF Estimate
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CONTRA COSTA	1,051,674	\$48,066,743		2008 DOF Estimate
ALAMEDA COUNTY	1,458,993	\$66,683,257		2008 DOF Estimate
DISTRICT TOTAL	2,510,667	\$114,750,000		

ESTIMATED REVENUE 2008 BOND		\$125,000,000
EBRPD Admn.		\$6,250,000
Oakland Zoo		\$4,000,000
Local Grant Subtotal		\$114,750,000
		\$45.70

* Census Designated Place (CDP)

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