

STATE OF CALIFORNIA

THE NATURAL RESOURCES AGENCY

RIVERS AND MOUNTAINS CONSERVANCY

PROPOSITION 68 GRANT PROGRAM GUIDELINES

DRAFT



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Grant Program Guidelines Contents

SECTION 1	Introduction	Error! Bookmark not defined.
	1.1 RMC Authority	1
	1.2 Grant Funding Source—Proposition 68	1-3
	1.3 Project Types.....	3
	1.4 Geographic Program Areas	Error! Bookmark not defined.
	1.5 Definitions.....	Error! Bookmark not defined.
SECTION 2	Purpose and Eligibility Requirements	Error! Bookmark not defined.
	2.1 Proposition 1 Grant Program Guidelines and Eligibility	4
	2.2 RMC Objectives and Proposition 1 Consistency	4
	2.3 Proposition 1, Chapter 6 Objectives	5
	2.4 RMC Environmental Justice Policy	6
	2.6 RMC Tribal Consultation Policy	7
	2.7 RMC Proposition 1 Priorities	7
	2.8 Eligible Applicants.....	7
	2.9 Project Eligibility.....	8
	2.10 Project Ineligibility	8
	2.11 Additional Considerations	9
SECTION 3	Application Process	9
	2.1 Step I	9
	2.2 Step II	10
	2.3 Subsequent Grant Rounds	11
SECTION 4	Important Considerations	13
	3.1 Eligible Applicants.....	Error! Bookmark not defined.
	3.2 <i>Eligible Uses</i>	13
	3.3 <i>Ineligible Uses</i>	13
	3.4 Additional Considerations	14
SECTION 5	Step I Application Procedures	15
	4.1 Application and Notification Deadlines	15
	4.2 What to Submit	15
SECTION 6	Step II Application Process	17
SECTION 7	General Requirements	19
	6.1 Typical Grant Process.....	19
	6.2 Conflict of Interest and Confidentiality	19
	6.3 Project Withdrawal.....	20
	6.4 Eligible Costs.....	20
	6.5 Ineligible Costs	21
	6.6 Changes to Project Scope	22

6.7	Time Extensions	22
6.8	Payments of Grant Funds	22
6.9	Advance Payment Requests	22
6.10	Final Payment Request	23
6.11	Site Visits	23
6.12	Loss of Funding	23
6.13	Land Acquisition Instructions	23
6.14	Land Tenure Requirements	24
6.15	Accounting Requirements	24
6.16	Audit	24

SECTION 8	Appendices	25
	Appendix A: RMC General Policies.....	26
	Appendix C: Definitions.....	40
	Appendix D: Step 1 Application.....	47
	Appendix E: Project Development Plan and Grant Agreement.....	48
	Appendix F: Signage Guidelines.....	49
	Appendix G: Sample Resolution	51
	Appendix H: Permit Form.....	53

SECTION 1: Introduction

1.1 RMC Authority

The San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy (RMC) is one of ten conservancies within the Natural Resources Agency established in 1999 (Chapters 788 and 789, Statutes of 1999). The RMC's mission is to preserve open space and habitat in order to provide for low-impact recreation and educational uses, wildlife habitat restoration and protection, and watershed improvements within our jurisdictions. RMC's jurisdiction includes eastern Los Angeles County and western Orange County, comprised of the San Gabriel River Watershed and its tributaries, the Lower Los Angeles River Watershed and its tributaries, Upper Santa Clara River and its tributaries, northern slope of the Angeles National Forest, the San Gabriel Mountains National Monument, Puente Hills and the San Jose Hills (Division 22.8. of the Public Resources Code California 32600-32621), please see Figure 1, RMC Territory Map. Additionally, the RMC recently adopted an Environmental Justice Policy with three key environmental justice principles: (1) community driven empowerment/organizing campaigns, 2) identification of incompatible land uses, and 3) recognize opportunities to create green infrastructure such as community open space and alternative transportation modes including bicycling and walking (RMC Resolution 2014-19).

The RMC was established to preserve open space and habitats in order to:

- Improve watersheds within its jurisdiction
- Provide for low-impact recreation, educational uses and water conservation
- Restore and protect wildlife and habitat
- Provides the public's enjoyment and enhancement of recreational and educational experiences on public lands in the RMC Territory in a manner consistent with the protection of lands and resources in those watersheds

1.2 Grant Funding Source—Proposition 68

Preamble. California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access For All Act of 2018. (Proposition 68) is codified Division 45 (commencing with Section 80000) and Sections 5096.611 and 75089.5 of the Public Resources Code and Section 79772.5 of the Water Code. Proposition 68 authorizes \$4 billion in general obligation bonds to finance a drought, water, parks, climate, coastal protection, and outdoor access for all program. The San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy's ("Conservancy") Proposition Grant Program Guidelines ("Guidelines") specifically pertain to grants funded by Proposition 68 and administered by the Conservancy.

Section 80001. (b) It is the intent of the people of California that all of the following shall occur in the implementation of this division:

- (1) The investment of public funds pursuant to this division will result in public benefits that address the most critical statewide needs and priorities for public funding.

(2) In the appropriation and expenditure of funding authorized by this division, priority will be given to projects that leverage private, federal, or local funding or produce the greatest public benefit.

(3) To the extent practicable, a project that receives moneys pursuant to this division will include signage informing the public that the project received funds from the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access For All Act of 2018.

(4) To the extent practicable, when developing program guidelines for urban recreation projects and habitat protection or restoration projects, administering entities are encouraged to give favorable consideration to projects that provide urban recreation and protect or restore natural resources. Additionally, the entities may pool funding for these projects.

(5) To the extent practicable, a project that receives moneys pursuant to this division will provide workforce education and training, contractor, and job opportunities for disadvantaged communities.

(6) To the extent practicable, priority for funding pursuant to this division will be given to local parks projects that have obtained all required permits and entitlements and a commitment of matching funds, if required.

(7) To the extent practicable, administering entities should measure or require measurement of greenhouse gas emissions reductions and carbon sequestrations associated with projects that receive moneys pursuant to this division.

Chapter 7 of Proposition 68, entitled "California River Recreation, Creek and Waterway Improvement Program," allocates one hundred sixty-two million dollars (\$162,000,000) for projects to protect and enhance an urban creek. Thirty-seven million, five hundred thousand dollars (\$37,500,000) of the funds available in Chapter 7 is allocated to the Rivers and Mountains Conservancy for projects that protect or enhance the Lower Los Angeles River watershed and its tributaries pursuant to Section 79508 of the Water Code and Division 22.8 (commencing with Section 32600) and Division 23 (commencing with Section 33000).

Chapter 8 of Proposition 68, entitled "State Conservancy, Wildlife Conservation Board, and Authority Funding," allocates one hundred and eighty million dollars (\$180,000,000) to state conservancies for projects according to their governing statutes for their specified purposes. Thirty million dollars (\$30,000,000) of the funds available in Chapter 8 is allocated to the Rivers and Mountains Conservancy.

(8) To the extent practicable, as identified in the "Presidential Memorandum--Promoting Diversity and Inclusion in Our National Parks, National Forests, and Other Public Lands and Waters," dated January 12, 2017, the public agencies that receive funds pursuant to this division will consider a range of actions that include, but are not limited to, the following:

(A) Conducting active outreach to diverse populations, particularly minority, low-income, and disabled populations and tribal communities, to increase awareness within those communities and the public generally about specific programs and opportunities.

(B) Mentoring new environmental, outdoor recreation, and conservation leaders to increase diverse representation across these areas.

(C) Creating new partnerships with state, local, tribal, private, and nonprofit organizations to expand access for diverse populations.

(D) Identifying and implementing improvements to existing programs to increase visitation and access by diverse populations, particularly minority, low-income, and disabled populations and tribal communities.

(E) Expanding the use of multilingual and culturally appropriate materials in public communications and educational strategies, including through social media strategies, as appropriate, that target diverse populations.

(F) Developing or expanding coordinated efforts to promote youth engagement and empowerment, including fostering new partnerships with diversity-serving and youth-serving organizations, urban areas, and programs.

(G) Identifying possible staff liaisons to diverse populations.

(9) To the extent practicable, priority for grant funding under this division will be given to a project that advances solutions to prevent displacement if a potential unintended consequence associated with park creation pursuant to the project is an increase in the cost of housing.

SECTION 2: Eligibility and Priorities

2.1 Proposition 68 Grant Program Guidelines

RMC Proposition 68 Grant Program Guidelines establish the process and criteria that the RMC will utilize to solicit applications, evaluate proposals and award grants, pursuant to Proposition 68 and RMC guiding principles.

All projects funded by the RMC with Proposition 68 grant funds must be consistent with the RMC's enabling legislation *Common Ground from the Mountains to the Sea* (Common Ground), *Open Space Plan Phase II Final Report*, and the *San Gabriel and Los Angeles River Watershed and Open Space Plan* which was adopted by the RMC in 2001 (available on <http://www.rmc.ca.gov>) for the distribution of grant funds.

2.2 Eligible Applicants

Eligible applicants for projects located within the boundaries of the RMC are:

- Cities
- Counties
- Districts
- Local Agencies
- Joint Powers Agencies
- State Agencies
- Federal Agencies

- Nonprofit organizations (existing under Section 501(c) 3 of the IRS Code). Status does not need to be approved at the time of application but must be approved at the time of award.

Individuals and corporations are not eligible for this grant program; however, RMC encourages multiple partners or joint projects. As long as the lead agency is one of the above listed eligible applicants, applications will be accepted from joint projects with non-eligible agencies.

2.3 RMC Objectives

The RMC Board will adopt the Proposition 68 Guidelines which set forth the evaluation criteria for its competitive grant programs and may be updated accordingly if necessary (See Appendix C for the Project Evaluation Criteria). The project evaluation criteria are set by the RMC objectives which are articulated in *Common Ground* and the *Open Space Plan Phase II Final Report*. The types of projects proposed to be supported by this grant program are also consistent with Proposition. The RMC's *Common Ground* objectives and the types of projects supported by this grant program are as follow:

- Projects must promote the RMC's statutory programs and purposes as stated in Division 22.8. of the Public Resources Code 32600-32621
- Projects must be consistent with the purposes of the funding source (Proposition 68)
- Projects must promote and implement the State's Water Plans and Policies
- Create, expand, and/or improve public open space throughout the region by improving water quality supply, create, enhance or improve a reliable water supply and/or restore an important species and habitat
- Improve access to open space and low impact recreation for all communities and promote healthy lifestyles
- Improve habitat quality, quantity, and connectivity through creation, enhancement, preservation, and restoration
- Connect open space with a network of trails, accessible as appropriate to the site
- Promote stewardship of the landscape via stakeholder involvement and long-term maintenance (long-term means for a period not less than 20 years)
- Encourage sustainable growth that balances environmental, social, and economic benefits
- Maintain and improve flood protection through natural and non-structural systems and ecosystem restoration
- Establish riverfront greenways to cleanse water, hold floodwaters and extend open space
- Optimize water resources by improving the quality of surface and ground water and enhance ground water recharge, to reduce dependence on imported water
- Coordinate watershed planning across jurisdictions and boundaries
- Encourage multi-jurisdictional and multi-beneficial planning and implementation projects
- Involve the public through education and outreach programs
- Projects will utilize the best available science to inform decisions regarding, state and local water resource. In addition, special consideration will be given to projects that employ new or innovative technology or practices, including decision support tools that support the integration of multiple jurisdictions, including, but not limited to, water supply, flood control, land use, and sanitation.

The RMC Board has established policies (see Appendix A) and project evaluation criteria (see Appendix B) derived from the above objectives. The major elements of the project evaluation criteria are as follows:

- Urban Land

- Recreation
- Stakeholders / Partners
- Educational / Interpretive
- Sustainability
- Public Health
- Access
- Water Resources and Quality
- Habitat
- Restoration
- Trails / Bikeways
- Cultural or Historic Resource
- Stewardship and Management Plan

2.4 Geographic Program Areas

To facilitate the comparison and aggregation of similar projects and assure that funds are available for a wide range of projects, these grant funds will be applied to three program areas that can be described in geographic terms:

1. Urban Land
2. River/Tributary Parkways
3. Mountains, Hills, and Foothills

Project applicants will be asked to identify which program area their project falls into. Projects cannot qualify for inclusion in more than one program area, as described below:

- **Urban Lands**—All land within the developed, urban core of the RMC territory that is NOT within the area identified for River/Tributary Parkways, or within the Mountains, Hills, and Foothills.
- **River/Tributary Parkways**—Land falling within one-quarter mile on either side of the centerline of a river or tributary within the RMC territory, but NOT within the Mountains, Hills and Foothills or Urban Land areas.
- **Mountains, Hills, and Foothills**—Land lying within the area of a named system of mountains, hills and foothills. More specifically, land lying within the geographic area of the San Gabriel Mountains, the San Jose, San Rafael, Montebello, Puente, Chino, Coyote, or Signal Hills, the San Gabriel foothills, and within the territory of the RMC but NOT within the Urban Lands or River/Tributary Parkways.

To determine the specific area in which your project might fall, please refer to the RMC website: <http://www.rmc.ca.gov/about/territory.html>.

2.5 Promotion and Implementation of State Plans and RMC's Environmental Justice Policy

The RMC Proposition 68 Guidelines require that projects be consistent with statewide plans and priorities, and projects be consistent with the RMC adopted environmental justice policy (adopted November 24, 2014), although it may be amended as necessary.

It is the policy of the RMC that the fair treatment of people of all races, cultures and income shall be fully considered during the planning, decision-making, development and implementation of all RMC programs, policies, and activities. The intent of this policy is to ensure that the public within the RMC

catchment area including minority and low-income populations are not discriminated against, treated unfairly, or caused to experience disproportionately high and adverse human health or environmental effects from environmental and land-use decisions, and children and their families have access to safe open space and healthy neighborhoods.

The RMC adopted the following key principles:

1. Make environmental justice considerations a standard in the way we do business. We will keep an environmental justice perspective in our programs, activities, and training, as we set priorities, identify program gaps, and assess the benefits and adverse impacts our programs have on communities in our catchment area.
2. Work with local elected officials, staff of cities, and community groups, to address concerns about lack of access to safe open space, especially in low-income and minority communities.
3. Review and evaluate RMC programs and activities to ensure that the environmental justice perspective through its programs does not contain any substantive gaps.
4. Develop and incorporate an environmental justice program element into our employee-training curriculum.
5. Annually provide a staff briefing to the Board at a public meeting regarding ongoing and planned activities. Issue a written annual status report identifying action items accomplished and a proposed work plan outlining the action items for the next year. The work plan shall include quantitative goals for working in disadvantaged communities and populations adversely impacted by industrial and transportation proximities.
6. Strengthen our public outreach, education, and organizing efforts in all communities, especially low-income communities and where we see a need for the implementation.
7. Identify partners within land-use and transportation agencies that are responsible for the environmental benefits or adverse impacts in our neighborhoods and address potential mitigation activities.
8. Work with cities, County of Los Angeles, and community groups in identifying relevant populations living in close proximity to industrial and transportation locations that may benefit from RMC programs and activities.
9. Taking a proactive role in working with cities in adopting and/or updating their General Plans to implement environmental justice policies.
10. Work in conjunction with other federal, state, regional, and local agencies to ensure consideration of disproportionate impacts on relevant populations and create action-oriented mitigation plans.
11. Fostering broad access to existing and proposed data sets and technology to better identify, analyze, and respond to environmental justice issues (database bank).

RMC commits to integrating environmental justice principles into its programs and plans and will continue to improve our outreach efforts in all communities of our catchment area,

ensuring that everyone has an opportunity to participate fully in the development and implementation of our programs. As an oversight agency we will work closely with local cities and County of Los Angeles, and other stakeholders to jointly develop environmental justice awareness so that it is in line with our funding grant programs for project design and development. Our commitment is to take consideration of neighborhoods where people encounter environmental pressures given their close proximity to industrial and transportation zones, as well as incompatible land uses. The RMC's goal is to ensure that the populations in our area, especially children and families, are empowered to play a role in creating a healthful environment.

2.6 Promotion and Implementation of State Plans and RMC's Tribal Consultation Policy

The RMC Proposition 1 Guidelines require that projects be consistent with statewide plans and priorities. On September 19, 2011, Governor G. Brown, Jr. issued Executive Order B-10-11, which provides, among other things, that it is the policy of administration that every state agency and Department subject to executive control to implement effective government-to-government consultation with California Indian Tribes. On July 24, 2017, the RMC Governing Board approved a Tribal Consultation Policy consistent with the approved policy adopted by the California Natural Resources Agency. Details can be found on the RMC website here: http://rmc.ca.gov/Tribal_Policy_Resources%20Agency.pdf

Additionally, Assembly Bill No. 52 (AB52) specifies that projects with an effect that may cause a substantial adverse change in the significance of a tribal cultural resource is a project that may have a significant effect on the environment. With regards to CEQA, the bill requires a lead agency to begin consultation with a California Native American Tribe that is traditionally and culturally affiliated with the geographic area of the proposed project, if the tribe requested to the lead agency, in writing, to be informed by the lead agency of proposed projects in that geographic area and the tribe requests consultation, prior to determining whether a negative declaration, mitigated negative declaration, or environmental impact report is required for a project.

2.7 Definitions

For definitions of the terms used in this application, please refer to Appendix C.

SECTION 3 Application Process

To award funds in a manner which supports and advances the RMC's objectives, projects will be solicited via a two-phase grant application process, which is depicted in Figure 1 and described below.

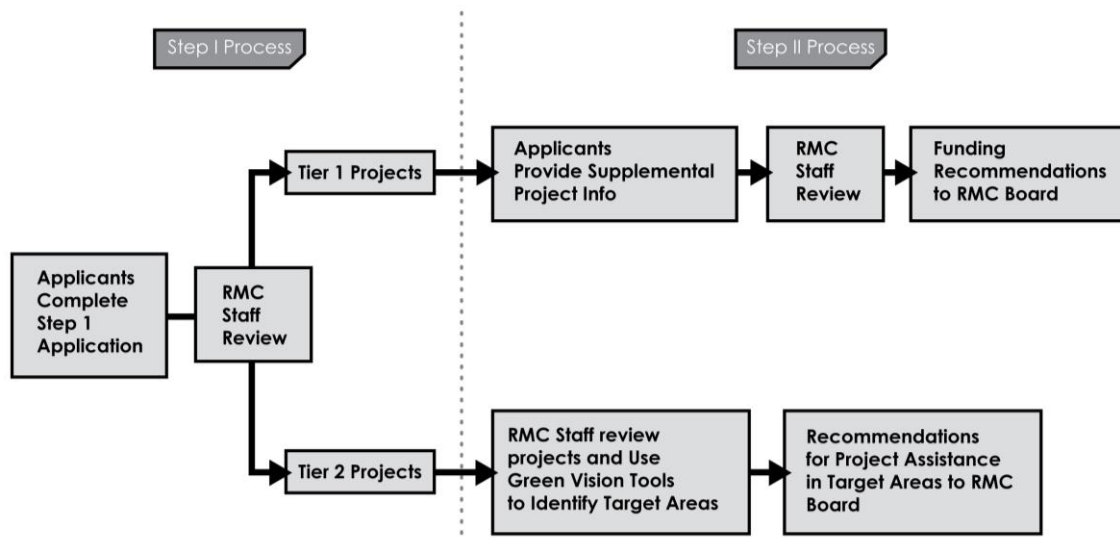


Figure 1 RMC 20XX Grant Program Overview

3.1 Step I

All project applicants will submit a completed Step I grant application (refer to Appendix D) and provide all requested supporting information. RMC staff will review all grant applications and supporting information and place all projects into one of two categories: Tier 1 and Tier 2.

Tier 1 projects are those ready for immediate implementation that meet the following criteria:

1. Acquisition/development projects that add NEW acreage for open space or develops NEW areas for recreational uses, and habitat creation/restoration projects that will result in NEW habitat opportunities or preservation of "threatened" habitat, consistent with the planning targets in the Greater Los Angeles County Integrated Regional Water Management Plan
2. For acquisition projects, compelling evidence of a willing seller (e.g., via a letter of intent or option)
3. For development or restoration projects, compelling evidence that land tenure and all necessary permits are secured
4. Verifiable evidence that the project has sufficient funding resources such that the RMC grant will complete the funding package and allow immediate project implementation

Tier 2 projects are all projects that do not meet the Tier 1 criteria.

3.2 Step II

Tier 1 project applicants will be asked to submit additional information, which will be evaluated using the Green Visions tools and Project Evaluation Criteria to score individual project applications. Based on available funding, at its discretion the RMC Board will award funds to the highest ranked Tier 1 projects within each geographic program area. Award of funding will be contingent on the successful completion of a Project Development Plan and Grant Agreement with the RMC (refer to Appendix E).

To facilitate funding parity for all three geographic program areas (described above), as part of the Step 2 process, RMC staff will use the Green Visions GIS planning tools to identify areas of special concern or “Target Areas,” which have identified project needs but few project applicants, based upon a review of the Tier 1 and Tier 2 projects. For example, in the two previous RMC grant programs, only 10 percent of total funding was allocated to “Urban Land” projects due to the lack of project-ready applications within this program area.

Within the three geographic program areas, the recommended criteria for the identification of “target areas” may contain some of the following elements:

1. **Urban Land**—Census tracts within project service areas that meet the disadvantaged community criteria of a population with more than 30 percent youth and less than 80 percent of the state’s median annual income.
2. **River/Tributary Parkways**—Projects which include riparian habitat/wetland restoration and extend or enhance recreational trail corridors.
3. **Mountains, Hills, and Foothills**—Property acquisition that is necessary to maintain critical wildlife corridors and/or have at least ten target species on site (as identified by Green Visions).

To the extent that the analysis indicates a scarcity of projects within the target areas, RMC staff will recommend that the RMC Board allocate staff resources to provide assistance to potential project applicants to increase the number of projects that may be submitted in subsequent funding rounds. These project assistance activities may include: identifying community leaders, capacity building, identifying available parcel(s), or facilitating project partnerships. It is proposed that the allocation of staff resources for project assistance will give priority to projects which will add NEW acreage for open space, develop NEW areas for recreational and educational uses, or will result in NEW habitat opportunities for restoration projects or preserves “threatened” habitat.

Alternately, if the analysis indicates a scarcity of qualified Tier 1 projects within the target areas, staff will recommend awards of grants to move selected Tier 2 projects toward Tier 1 readiness,. Such grants may be awarded for planning, design, environmental clearance or acquisition related activities. Given scarce resources, the target areas will be prioritized for this type of grant award; however, other projects will not be precluded from receiving such grants, **resources permitting.**

The determination of the target areas and the selection of project concepts eligible for project assistance or grants will be at the sole discretion of the RMC Board and will be based upon the results of the Tier 2 project analysis and available funding and staff resources. These grant making activities are anticipated no sooner than Spring, 2008. Project sponsors will be kept informed as these activities progress. The Tier 2 project and target area analysis should not be understood as a guarantee that any funds will be allocated to any entity. ***Instead, RMC staff will identify potential projects and encourage the initiation or continuation of project planning activities within the target areas.***

3.3 Subsequent Grant Rounds

It is anticipated that subsequent grant rounds will follow a process similar to that described above, subject to availability of funding. Applicants will be asked to re-submit the Step I application, with an opportunity to identify new information since the last submission, to facilitate review of applications, which are anticipated to be based on the currently-identified project evaluation criteria. Applicants that are unsuccessful in this round are encouraged to use the Green Visions GIS planning tools to identify areas of potential project need and to review the results of this grant process, which will be included in materials presented to the RMC board and posted to the RMC website when available.

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SECTION 4 Important Considerations

4.1 *Eligible Uses*

The following uses are ***eligible for reimbursement from RMC*** grant funds:

- Grant funds may be used for the acquisition, development, rehabilitation, restoration, and protection of land and water resources.
- Land acquisition costs may include appraisals, land, improvements, relocation costs, title reports, surveying, and escrow.
- Land must be acquired from willing sellers.
- Facilities development projects must demonstrate a strong relationship and value to natural resource stewardship or environmental education.
- Rehabilitation and restoration projects must be biologically and technically feasible.
- Planning and pre-project costs can be included, though shall not exceed 20 percent of total Grant Funds. (For complicated and extensive projects, this maximum may be increased to 25 percent on an exceptional basis. Please contact RMC with questions.) These costs may include consultant fees, plan documentation, specifications, CEQA/NEPA planning, and direct project management costs.
- Indirect and Overhead expenses are allowed, though shall not exceed 10 percent of total Funds. Projects that have lower overhead will be deemed more competitive.

4.2 *Ineligible Uses*

The following uses are ***not*** eligible for reimbursement from RMC grant funds:

- Operations and Maintenance related costs.
- Projects that are located on school properties and not open to the general public or designed solely for school students, unless part of a multi-use project which allows for access from the general public.
- Playground equipment and/or infrastructure such as swing sets and skate parks.
- Facilities that do not have an environmental education focus or theme, such as basketball courts, hockey courts, etc. Multi-use projects may include these elements, but this program will not fund planning or development of such facilities.
- Projects that cause erosion or contribute to flooding.
- Projects on land or improved property acquired by condemnation from an unwilling seller.
- BMP (Best Management Practices) directed projects that lack an improved habitat, low impact public recreation access, or environmental education components.
- Projects traditionally provided by the private, non-government sector or by concessionaires, such as gift shops, equipment rentals, concession stands, etc., unless it can be shown that no private entrepreneur is willing to provide services, and there is demonstrated need for the Project.
- Projects that exclusively fulfill other mitigation requirements.

4.3 Additional Considerations

- Each project must include information that addresses RMC Project Evaluation Criteria.
- Applicants shall submit an individual application for each eligible project within their jurisdiction.
- The Grantee must complete the project and submit all documentation within three years of grant award.
- Grants shall be paid on a reimbursement basis.
- All funded projects must comply with the adopted RMC policies attached as Appendix A.
- The Grantee shall provide for public access and low-impact recreation, unless it is specifically prohibited or not ecologically or biologically feasible.
- Projects should have an education element and habitat component.
- Projects that have multiple benefits will be considered more competitive.
- Projects which have a clearly articulated monitoring and assessment plan will be considered more competitive.
- All real property shall be acquired from a willing seller and in compliance with current State laws governing Relocation and Acquisition of real property by public agencies. Appraisals will be subject to prior approval of fair market value by the State Department of General Services.
- All projects must comply with CEQA and/or NEPA as appropriate. These costs may be funded under this program as part of planning dollars. Status will be carefully evaluated and projects that have completed CEQA/NEPA and/or are advanced in the environmental process prior to the application will be considered more competitive.
- If RMC funds will be used for the CEQA/NEPA process and the Grantee has made a full-faith effort to complete CEQA/NEPA, but is unable to complete CEQA/NEPA or otherwise proceed with the Project due to issues related to the CEQA/NEPA process, costs incurred by the Grantee that are directly related to the CEQA/NEPA process can be applied up to the limit of 20 percent of the total original grant.
- Grantee shall comply with all applicable laws and applications.
- All information contained in the grant applications is confidential until the grant awards are announced. After that time, all applications will become public information.
- Grantees must sign an agreement with RMC before funds can be disbursed.
- Grantee shall post signs acknowledging the source of funds pursuant to guidelines established for this grant Program (Reference Appendix F).
- RMC will determine when reports will be required by the grantee, including progress, financial, and monitoring and assessment reports. Under usual circumstances, reports shall not be required more frequently than on a quarterly basis.
- Projects need to meet the criteria set forth in *Common Ground* and *Phase II Final Report*, as well as any planning criteria approved by agencies within the project jurisdiction, such as master plans or watershed management plans.
- Grantee must meet the minimum land tenure requirements set forth by the RMC.
- Projects with one or more partners will be deemed more competitive
- Although matching funds or services are not required, priority shall be given to projects that include a commitment for a matching contribution. Matching funds may include prior project planning, operations and maintenance, volunteer support, and ongoing monitoring and assessment. Contributions may be in the form of money, property, or services and must be verifiable.

SECTION 5 Step I Application Procedures

Project applicants should review the entire application package and are encouraged to review any reference documents cited herein or to utilize the Green Visions GIS planning tools to identify project opportunities which may fulfill the RMC's objectives.

Submit the completed Step I application package and all supporting documentation, to the extent feasible. Incomplete applications will not be disqualified, but applicants should take every effort to make their complete application as complete as possible by the deadline. Complete applications are more likely to be considered as Tier 1 projects.

5.1 Application and Notification Deadlines

Step 1 Applications must be received no later than Thursday, November **21**, 20xx, 4:00 p.m.

Applications must be submitted by US mail and must be received on or before the deadline. Hand delivered applications or late applications will NOT be accepted. The RMC is not responsible for applications that are lost or delayed by the US Postal Service.

Tier 1 applicants will be notified of their status by RMC on or before January **18**, 20xx and requested to provide supplemental project information by February 28, 20xx which will be used to determine final funding recommendations for this round.

A list of Tier 2 projects will be posted on or before January **18**, 20xx to the RMC website.

5.2 What to Submit

A complete application package will consist of **one (1) original** and **five (5) copies** of the required materials. Applicants shall also provide a copy of their application in an electronic format either in Word or WordPerfect, preferably on a CD. Photos, images, maps, etc. should each be saved in a separate file(s) on the disk. The following materials are required for a complete application:

1. Step I Application Form (Refer to Appendix D)
2. Supporting Documents
3. One Photo of the Site (Optional)

SECTION 6 Step II Application Process

Tier 1 projects will be identified by RMC on or before January 11, 2008. Tier 1 project applicants will be requested to submit a complete Step II application. Completed Step II applications will be evaluated to determine the final funding recommendations for this round. Applicants will be required to submit one original (1) and five (5) copies of the application and attachments as well as a digital copy. Information required for the Step II Application is proposed to include:

1. A **Project Description** including:
 - A complete description of the project,
 - Project goals and objectives,
 - Project feasibility analysis,
 - How the project will be carried out (include specific plans for community outreach, education, or publicity),
 - Statement of need for the proposed project, (Using Green Visions toolkit)
 - Description of audience and geographic area served,
 - Description of final product,
 - Organizational capabilities,
 - A summary of how the project meets RMC's policies and project evaluation criteria, and
 - A monitoring and assessment plan

The monitoring and assessment plan should clearly define measurable and outcome-oriented goals and objectives for the project, performance measures to track progress toward objectives, and a reporting system to present the analysis of performance measures. The goals and objectives should be set to demonstrate the project's contribution to RMC's overall mission and to targets identified for each specific project. These goals and objectives can be set periodically and over the long term as appropriate.

The RMC is interested in measuring the progress of each of its activities in achieving results or outcomes. Hence, the focus of each project evaluation must be on outcomes, defined as the project results or impact on users and society. Output and other measures are important, but the focus should be on results. The cash equivalent of staff time dedicated in kind to evaluation and reporting in the project proposal will be counted as matching funds. Each successful grantee will be required to work with the RMC to develop an evaluation and reporting framework.

The project description will, for the successful applicants, become the Project Development Plan.

2. A **tasklist and timeline** for the project. The tasklist should include a detailed description of each task and should include tasks for evaluation, monitoring, and assessment. *An example of a tasklist can be found on the RMC website at <http://www.rmc.ca.gov/>.*
3. **Budget** for the project, including any matching funds that may be used for the project. Please also identify any other grants for which you have applied for this project (include amount, potential funding agency, and contact). *See the RMC website for an example of a*

project budget at <http://www.rmc.ca.gov/>. Applicants should endeavor to submit a budget in the format presented in the example on the RMC website.

4. A **Resolution** from the applicant's governing body that certifies that the project is consistent with *Common Ground* and *Phase II Final Report*, as well as local or regional land use plans or programs. If the project is not consistent with local or regional land use plans or programs, the resolution must state that the governing board approves the project (see Appendix G).
5. An outline of **Environmental Compliance** for the project. This information may include a notice of exemption filed with the county clerk, an initial study, a brief description of how the applicant will comply with CEQA/NEPA, a negative declaration or a completed CEQA/NEPA process.
6. **Parcel map** and site plan, if applicable.
7. A list of **permits, easements, or certifications** required, including entity responsible and whether the permit has been issued. See Appendix H for a template.
8. An outline of how the project will address future **operations and maintenance** needs (no more than one page).
9. All **agreements** associated with the project, especially for operation and maintenance, if applicable. Also include proof of ownership and compliance with Land Tenure Requirements, if applicable.
10. If applicable, proof of **non-profit status**.
11. Project Site **Photographs** (no more than six (6) photographs, not larger than 8 ½" by 11"). Digital format is preferred, on CD, and each photograph should be saved as a separate file.
12. Letters of Support: No more than three (3) letters; maximum one(1) page each.

SECTION 7 General Requirements

7.1 Typical Grant Process

The following table outlines the typical grant process for successful applicants.

<i>Responsible Entity</i>	<i>Task</i>
RMC	Announces grant program and pre-submission workshop
RMC	Holds stakeholder input Grant Guidelines Workshops (August 27, 29, and 30, 20xx)
RMC	Approval of Grant Guidelines
RMC	Grant Program Workshop (October 22, 2007)
Applicant	Submits Step I application and supporting documents to the RMC (no later than November 21, 20xx)
RMC	Grant Committee evaluates Step I applications and recommends Tier 1 Projects
RMC	Notifies project applicants of their status (no later than January 18, 2008)
Applicant	Submits Step II application and supporting documents to the RMC at such time that the RMC determines that either the project is ready for funding consideration or that staff has the resources available to evaluate the proposal.
RMC	Grant Committee evaluates Step II applications, may perform site visits on semi-finalists, and recommends projects for funding.
RMC	Board approves funding recommendations
RMC	Sends a grant Agreement to the Grantee.
Grantee	Returns the signed Agreement to RMC.
RMC	Sends a fully executed Agreement to the Grantee.
Grantee	Completes environmental documentation and permitting as needed.
Grantee	Commences work on the Project.
Grantee	Submits required reports, plans, and documents, as required, to RMC.
Grantee	Grantee posts signs during construction per attached Sign Guidelines.
Grantee	Requests progress payments.
Grantee	Upon completion of the Project, posts signs acknowledging source of funds.
Grantee	Submits Project completion packet.
RMC	Checks final documentation for completeness and accuracy and makes final inspection of Project.
RMC	Processes the final payment.
Grantee	Submits documents for audit, if requested.

7.2 Conflict of Interest and Confidentiality

All participants are subject to federal and State conflict of interest laws. Failure to comply with these laws, including business and financial disclosure provisions, will result in the application being rejected and any subsequent contract being declared void. Other legal action may also be taken. Accordingly, before submitting an application, applicants are urged to seek legal counsel regarding

potential conflict of interest concerns that they may have and requirements for disclosure. Applicable statutes include, but are not limited to, Government Code Section 1090, and Public Contract Code Sections 10410 and 10411 for State conflict of interest requirements.

Applicants should note that by submitting an application, they waive their rights to the confidentiality of that application. RMC staff will review each application. Once the application is signed and submitted to RMC any privacy rights as well as other confidentiality protections afforded by law will be waived.

7.3 Project Withdrawal

If a Grantee wishes to withdraw a Project, Grantee shall notify RMC in writing. In the event an approved project cannot be completed, and if grant funds were advanced, those funds, plus any accrued interest, must be returned to the State. If the CEQA/NEPA work is done after the grant has been awarded, and the determination is an impediment to completing the project, RMC will reimburse the applicant for costs expended up to 20 percent of the total grant as outlined above.

7.4 Eligible Costs

All eligible costs must be supported by appropriate documentation.

Costs	Explanation	Examples
Preliminary Costs (not to exceed 20% of grant total)	<ul style="list-style-type: none"> ■ Costs incurred after a Contract with RMC has been fully executed, including planning, plan documentation, designs, appraisals and negotiations, permit costs, consultant costs ■ Expenditure subject to maximum of 20% of total grant 	<ul style="list-style-type: none"> ■ CEQA/NEPA compliance ■ Construction plans ■ Permits/Appraisals ■ Acquisition documents, etc.
Personnel or Employee Services	<ul style="list-style-type: none"> ■ Must be computed according to the Grantee's prevailing wage or salary scales ■ Must be computed on actual time spent on Project ■ Must not exceed the Grantee's established rates for similar positions 	<ul style="list-style-type: none"> ■ Wages and benefits ■ Work performed by another section/department in agency
Consultant Services	<ul style="list-style-type: none"> ■ Costs paid to consultants necessary for the Project ■ Consultants must be paid in compliance with the Grantee's customary method and rate ■ No consultant fee shall be paid to the Grantee's own employees without prior approval 	<ul style="list-style-type: none"> ■ Costs paid to consultants necessary for the Project
Construction	<ul style="list-style-type: none"> ■ All necessary construction activities ■ Construction management 	<ul style="list-style-type: none"> ■ Site preparation, grading ■ Facility development ■ Inspection and construction management
Construction Equipment	<ul style="list-style-type: none"> ■ The Grantee may only charge the cost of the actual use of the equipment during the time it is being used for Project purposes ■ The Grantee may use the California Department of Transportation's equipment rental rates as a guide ■ The Grantee shall prorate the value of the purchased equipment toward the Project based on hours of usage ■ The equipment use charges must be made in accordance with the Grantee's normal accounting practices ■ The Grantee must describe the work performed, the hours used, and related use to Project 	<ul style="list-style-type: none"> ■ Rental equipment ■ Leased equipment ■ Purchased equipment
Fixed Equipment	<ul style="list-style-type: none"> ■ Equipment permanently fixed to Project facility 	<ul style="list-style-type: none"> ■ Fixed resting areas/benches

Costs	Explanation	Examples
Construction Tools/Supplies/Materials	<ul style="list-style-type: none"> ■ May be purchased for specific Project, or may be drawn from central stock if claimed costs are no higher than those the Grantee would pay ■ Costs may be capitalized according to the Grantee's standard policy ■ The Grantee may only claim those costs reasonably attributable to the Project 	<ul style="list-style-type: none"> ■ Materials such as concrete, wood, etc. ■ Supplies such as fasteners, nails, or other hardware and non-fixed equipment
Relocation Costs	<ul style="list-style-type: none"> ■ Costs resulting in displacement of a person/business ■ The Grantee shall comply with State Relocation Act requirements. 	<ul style="list-style-type: none"> ■ See Chapter 16, Section 7260, Government Code.
Acquisition Costs	<ul style="list-style-type: none"> ■ Appropriate costs of acquiring real property ■ DGS approved appraisal costs 	<ul style="list-style-type: none"> ■ Purchase price/Appraisals ■ Title/Escrow fees ■ Surveying/Improvements
Indirect/Overhead	<ul style="list-style-type: none"> ■ Costs shall not exceed 10% of grant total 	<ul style="list-style-type: none"> ■ Administrative overhead
Restoration/Rehabilitation Costs	<ul style="list-style-type: none"> ■ All required materials for restoration/rehabilitation work ■ Includes removal and disposal of exotic/invasive species 	<ul style="list-style-type: none"> ■ Planting/Soil improvements ■ Irrigation systems (temporary or permanent, as applicable)
Environmentally Aimed BMP Measures	<ul style="list-style-type: none"> ■ Components to storm water management projects that include habitat supporting measures 	<ul style="list-style-type: none"> ■ Filtration systems ■ Erosion control materials
Education Infrastructure	<ul style="list-style-type: none"> ■ All fixed materials that serve interpretive or educational purposes 	<ul style="list-style-type: none"> ■ Signs/Interpretive aids/Kiosks
Miscellaneous	<ul style="list-style-type: none"> ■ Other Project-related costs 	<ul style="list-style-type: none"> ■ Communications expenses ■ Construction insurance ■ Signs/Interpretive aids ■ Transportation costs

7.5 Ineligible Costs

The following is a non-exclusive list of ineligible project costs:

Costs	Explanation	Examples
Operations and Maintenance Costs	<ul style="list-style-type: none"> ■ Costs necessary for the short or long term operation and maintenance of property or facilities once the property has been acquired or the facility or area has been restored, rehabilitated, or developed 	<ul style="list-style-type: none"> ■ Personnel or employee services ■ Equipment, supplies
Non-fixed Equipment	<ul style="list-style-type: none"> ■ Equipment that is not permanently fixed to the project facility or used for construction 	<ul style="list-style-type: none"> ■ Computer equipment (hardware and software) ■ Portable equipment
Playground Equipment or Infrastructure	<ul style="list-style-type: none"> ■ Active recreation equipment costs are ineligible 	<ul style="list-style-type: none"> ■ Swingsets, skateparks, pools, ball field apparatus, basketball courts
Mitigation Costs	<ul style="list-style-type: none"> ■ Costs associated with exclusively fulfilling mitigation requirements for this or other projects 	<ul style="list-style-type: none"> ■ Land acquisition, development, restoration or rehabilitation for mitigation for this or other projects
Ceremonial or Publicity Expenses	<ul style="list-style-type: none"> ■ Funds may not be used for ceremonies, parties, or other publicity expenses (except for required signage) 	<ul style="list-style-type: none"> ■ Food and beverages ■ Facility rental
Ineligible Travel	<ul style="list-style-type: none"> ■ Travel costs not directly associated with the project ■ Travel claimed when no work time was claimed for the same period 	<ul style="list-style-type: none"> ■ Travel expenses
Lobbying/Fundraising	<ul style="list-style-type: none"> ■ Costs associated with grant application preparation, for this grant or for others associated with this or any other project ■ Costs associated with lobbying legislature or other bodies for funds for this or any other project 	<ul style="list-style-type: none"> ■ Staff time ■ Lobbyist fees ■ Travel expenses

<i>Costs</i>	<i>Explanation</i>	<i>Examples</i>
Contract Cost Overruns	<ul style="list-style-type: none"> ■ Unapproved contract costs overruns exceeding the allowable amount as per contract budget specifications 	<ul style="list-style-type: none"> ■ Unapproved costs

Questions associated with eligible or ineligible costs should be directed to the Grant Program Administrative Contact **prior to** submittal of application or budget.

7.6 Changes to Project Scope

A Grantee wishing to change the scope of an approved project shall submit the proposed change in writing to RMC for approval. Any change must be consistent with the authorizing legislation and *Common Ground and Phase II Final Report*.

7.7 Time Extensions

The Grantee is expected to complete the project according to the time identified in their project timeline. However each contract will have a project performance period of three years to allow for unexpected events. An extension of the three-year performance period is unlikely.

7.8 Payments of Grant Funds

- Disbursements of grant funds will be made incrementally, as separate components of the Project are satisfactorily completed.
- Payments shall be on the basis of costs incurred, less 10 percent to be withheld from all invoiced amounts.
- Requests for reimbursement are preferred on a quarterly basis. Requests must include documentation that demonstrates that costs have been incurred and an itemized description of all work done for which reimbursement is requested. Payment requests should clearly identify the specific elements of the work plan to which they pertain (See Appendix I, Payment Request Form).
- Grantees should allow four to six weeks to receive payment after submitting a complete payment request package.
- Any request that is submitted without supporting documents will not be approved for payment.

7.9 Advance Payment Requests

- ***As a general rule, advance payments for Project costs are not allowed.*** RMC, at its sole discretion, may honor advance payment requests, if warranted by a documented compelling need.
- If an advance payment is requested, the Grantee will complete a Payment Request Form (Appendix I), accompanied by a written request for advance payment and all cost estimates for services, equipment and supplies to support the advanced amount requested.
- If any advance payments are received from the RMC, they must be deposited in a separate interest-bearing account. Interest earned on advances shall be spent on eligible Project costs subject to prior approval by RMC. Unless spent on approved costs, the grant Agreement shall be reduced by the amount of the interest earned.
- For Acquisition Projects, advances are made after the property is in escrow. Immediately upon receipt, such advances shall be placed into escrow.

7.10 Final Payment Request

The funds withheld from Project payments are referred to as the Final Payment Request. The Project Completion procedures *are specified in the Grant Agreement*.

7.11 Site Visits

The Grantee shall permit and arrange periodic site visits including a final inspection by RMC to determine if the work performed is in accordance with the approved Project Scope.

7.12 Loss of Funding

The following actions may result in a loss of part or all of the funding allocation to the Grantee:

A Grantee fails to return a signed agreement with the RMC within 60 days of receipt of the grant agreement.

A Grantee withdraws from the Program.

A Grantee fails to complete all funded Projects and/or fails to submit all documentation no later than three years from grant award unless otherwise approved for extension by the RMC.

7.13 Land Acquisition Instructions

Estimated fair market value of land and improvements—Under the terms of the grant Program, RMC and the State Department of General Services must approve the appraised fair market value of the Acquisition. State participation in projects is limited to value approved by DGS.

Willing Seller—Provide evidence that landowner(s) are willing participant in any proposed real property transactions. RMC does not have authority of eminent domain and grant funds can not be used for that application.

Relocation Costs—Attach additional pages as needed. Provide a parcel-by-parcel analysis of the extent of the relocation assistance required by the State Relocation Act requirements, (Chapter 16, Section 7260, Government Code). Include at a minimum:

- The number of persons/businesses displaced
- The types of displaced entities (families, small retail businesses, large wholesale or manufacturing enterprises, farms, churches, hospitals, etc.)
- The Tenure (month-to-month rent, long-term lease, or fee title) of the displaced entities
- Any special problems inherent in relocating the displaced entities (lack of adequate replacement housing, large inventory of merchandise to be moved, or unique quality of the enterprise difficult to duplicate at any other location)

Contingency—Cannot be used to increase the fair market value appraisal.

Attach:

- Annotated Assessor's Plat showing proposed Acquisition and approximate location of Project improvements that will affect the Project; if a creek or other drainage way crosses the property, sketch its approximate location
- Written description of parcel from the recorded deed on file in Assessor's office

- Copies of any easements, mineral rights, or other conditions that may affect the proposed parcel on file in Assessor's Office
- USGS 1:24,000 scale Quad map with the parcel clearly marked on it

7.14 Land Tenure Requirements

Applicants must certify to RMC that they have adequate control of, and Tenure to, properties to be improved under this program. Adequate controls include, but are not limited to ownership, lease, easement, joint-powers agreement, or other long-term interest in the property, or have a satisfactory Agreement with the legal owner/administering agency. RMC recognizes that specific activities may change over time; however, the property must remain available for compatible public use.

The Grantee and/or landowner shall:

1. Maintain and operate the property funded under this program for a period of:
 - At least 20 years for grants up to \$1 Million
 - At least 25 years for grants over \$1 Million
 - For urban stream restoration projects, alternate maintenance and operation periods may be negotiated, as appropriate for individual projects
2. Use the property only for the purpose for which the Grant was made and to make no other use or sale or other disposition of the property. With the approval of RMC, the Grantee or the Grantee's successor may transfer the responsibility to maintain and operate the property in accordance with this section. A lease or other short-term agreement cannot be revocable at will by the lessor.
3. The Grantee shall not use or allow the use of any portion of the real property for mitigation (i.e. to compensate for adverse changes to the environment elsewhere).

7.15 Accounting Requirements

Grantees shall maintain an accounting system that does all of the following:

- Accurately reflects fiscal transactions, with the necessary controls and safeguards
- Provides good audit trails, especially the source documents (purchase orders, receipts, progress payments, invoices, time cards, cancelled warrants, warrant numbers, etc.)
- Provides accounting data so the total cost of each individual Project can be readily determined

7.16 Audit

Projects are subject to audit by the State for three years following the final payment of grant funds. The purpose of the audit is to verify that project expenditures were properly documented.

If your project is selected for audit, you will be contacted at least 30 days in advance. The audit will include all books, papers, accounts, documents, or other records of the Grantee, as they related to the project for which RMC funds were granted. The Grantee shall have the Project records, including the source documents and cancelled warrants, readily available to the State. The Grantee must also provide an employee having knowledge of the Project and the accounting procedure or system to assist the State's auditor. The Grantee shall provide a copy of any document, paper, record, or the like requested by the State.

All Project records must be retained for at least one year following an audit or final disputed audit findings.

SECTION 8 Appendices

The appendices listed below are included in this report on the following pages:

Appendix A:	RMC General Policies.....	26
Appendix B:	Project Evaluation Criteria.....	33
Appendix C:	Definitions.....	33
Appendix D:	Step 1 Application.....	47
Appendix E:	Project Development Plan and Grant Agreement.....	48
Appendix F:	Signage Guidelines.....	49
Appendix G:	Sample Resolution.....	51
Appendix H:	Permit Form.....	53

Appendix A: RMC General Policies

A. Guiding Principles

The overall policy guidelines for the RMC are found in two primary references: the statute which created the RMC, Public Resources Code Section 32600, and *Common Ground, from the Mountains to the Sea*, the watershed and open space plan for the *Los Angeles and San Gabriel River watersheds* which was adopted by the RMC and further identifies the policies of the agency. Both documents can be found at: www.rmc.ca.gov/plans.

Further, the RMC requires that all proposed projects, as applicable, follow the guidelines and principles identified in the Greater Los Angeles County Integrated Regional Water Management Plan, Los Angeles River Master Plan, San Gabriel River Master Plan, the Watershed Plans for the Rio Hondo, Coyote Creek, Compton Creek, and Upper San Gabriel River (if available). A full list of potentially applicable plans can be found at: www.greenvisionsplan/plan library.

Consistency with these policies is an essential element of the grant agreement required for execution by all successful project applicants. All project applicants will be required to submit a Project Development Plan which contains information on how the project will conform to these policies for approval by the RMC prior to commencement of the project.

Further, RMC is committed to promoting projects which meet multiple objectives such as, providing water quality protection through storm water best management practices on urban land which creates new open space with passive recreation elements and educational/interpretive elements. The RMC further promotes project partnerships which increase stakeholder involvement and commitment, and projects that bundle multiple funding sources which increase project resources.

GIS planning tools developed by the Green Visions program should be used by applicants to identify projects which are likely to meet RMC funding criteria and policy objectives and will be used by RMC staff to evaluate and validate information submitted on some projects. Information regarding Green Visions and tool applications can be found at: www.greenvisionsplan.org.

B. RMC's Three Program Areas

Urban Land: Land within the developed, urban core of the RMC territory that does not fall directly within the other two categories of River/Tributary Parkways and Mountains, Hills and Foothills. **It is the primary intent of this program to create new accessible urban passive open space and recreational opportunities.**

River/Tributary Parkways: Land falling within one-quarter mile on either side of the centerline of a river or tributary within the RMC territory, but not within a Mountains, Hills, and Foothills or Urban Land area. **The primary intent of this program is to provide for a revitalized accessible river parkway along the main stems of the San Gabriel and Lower Los Angeles Rivers and their tributaries, increase riparian corridors, and provide enhanced recreational opportunities.**

Mountains, Hills, and Foothills: Land lying within the area of a named system of mountains, hills, and foothills. More specifically, land lying within the geographic area of the San Gabriel Mountains, the San Jose, San Rafael, Montebello (Repetto), Puente, Chino, Coyote, or Signal Hills, the San Gabriel foothills, and within the territory of the RMC and NOT within the Urban Lands or

River/Tributary Parkways area. **The primary intent of this program is watershed, habitat, and wildlife corridor protection, trails and public access as appropriate to the site.**

C. Project Criteria

RMC requires that all proposed projects, as applicable, meet the following criteria. Criteria which are applicable to the project must be described adequately in the Project Development Plan.

1. ACCESS

The RMC considers access to parks, open space, trails, bikeway, natural areas and low impact recreation for all persons within a ¼ or 10 minute walk from their homes to be a primary objective in our programs. Further, access to all members of our communities must be consistent with the physical and/or cultural needs within all our communities.

Projects will be designed with accessible park staging areas and trails meeting the minimum guidelines established by the U.S. Access Board. The Access Board is the Federal agency responsible for creating guidelines and standards for accessible environments (<http://www.access-board.gov/news/outdoor-nprm.htm>). The minimum requirements found in the Outdoor Developed Areas Final Report are based on the following principles:

- A) Protect resource and environment
- B) Preserve experience
- C) Provide for equality of opportunity
- D) Maximize accessibility
- E) Be reasonable
- F) Address safety
- G) Be clear, simple, and understandable
- H) Provide guidance
- I) Be enforceable and measurable
- J) Be consistent with Americans with Disabilities Act Accessibility Guidelines (ADAAG) as much as possible
- K) Be based on independent use by persons with disabilities.

2. CULTURAL OR HISTORIC RESOURCES

The RMC is committed to protecting sites that include archaeological, cultural or historical resources. If a project will result in adverse impacts to any such resources, the project scope will include appropriate measures to mitigate adverse impacts.

3. EDUCATIONAL/INTERPRETIVE

Educational and Interpretive elements allow the project to communicate its place in the watershed, and potentially provide the community with tools to understand the watershed and appropriate behaviors within the watershed.

1. Any educational/interpretive and/or informational elements and signage must be included in all development projects and must be consistent with applicable plans, i.e., the Los Angeles River Master Plan and San Gabriel River Corridor Master Plan, the Signage Guidelines.
2. All signage will be accessible to most users.
3. All signage will be culturally and linguistically appropriate to the community of users.

4. The educational/interpretive message will include natural history, cultural history, and watershed stewardship.
5. The planning and design for the project will include active stakeholder participation.
6. There will be measurable goals with regard to public education in any educational element.

4. HABITAT (Creation, Enhancement, Preservation, and Restoration)

RMC's habitat goals are to create, enhance, preserve, protect, and restore important terrestrial, avian, and aquatic habitats in the watersheds and to preserve or establish habitat linkages and/or corridors.

1. The benefits for native habitat diversity, species biodiversity, and target species richness must be addressed if the creation of new natural habitat (that did not formerly exist on site) is within the scope of the project.
2. The benefits for native habitat diversity, species biodiversity, and target species richness must be addressed if the enhancement of existing natural habitat is within the scope of the project.
3. The benefits for native habitat diversity, species biodiversity, and target species richness must be addressed if the preservation of existing natural habitat is within the scope of the project.
4. The potential for a project to result in habitat alterations or other similar disturbances must be considered and addressed. If the project negatively impacts existing habitat as part of the enhancement or restoration, a strategy to mitigate adverse impacts and for quantifying the success of the mitigation must be identified. All necessary permits must be obtained for projects that include major habitat modifications.
5. Projects applicant will provide a Project Management Plan which describes a long term plan for management and protection of the habitat(s) created, enhanced, preserved, or restored.

5. MATCHING FUNDS

The RMC does not require matching funds; however it is important to recognize the efforts of local communities to secure other funding, therefore special consideration will be given to projects which identify substantive matching funds for otherwise competitive project proposals.

6. PUBLIC HEALTH

The RMC is committed to facilitating project opportunities for low impact recreation to encourage community members to exercise. Physical inactivity, **obesity or other chronic health problems** are major risk factors for many chronic illnesses and disabilities. RMC believes that access to open space, parks, and trails promote healthy lifestyles and provide opportunities for regular physical activity that is crucial to preventing obesity.

7. RECREATION

The RMC is committed to improving the quality of life for the communities in which we work. Low impact recreational opportunities in parks, open space, and trails enhance the overall health and well-being – critical to personal quality of life. Recreational opportunities facilitate social interactions, as well as improve moods, reduce stress and enhance a sense of **physical and mental** wellness. RMC projects will create areas that allow for communities to engage in low impact physical activity.

8. RESTORATION

1. The benefits for native habitat diversity, species biodiversity, and target species richness must be addressed if the restoration of natural habitat is within the scope of the project. The suitability of the site for restoration should be reviewed, acknowledging that the hydrology, topography, and native plant communities must all be returned to their historic condition in order to qualify as a 'true' restoration project.
2. The potential for a project to result in habitat alterations or other similar disturbances must be considered and addressed. If the project negatively impacts existing habitat as part of the enhancement or restoration, a strategy to mitigate adverse impacts and for quantifying the success of the mitigation must be identified. All necessary permits must be obtained for projects that include major habitat modifications.
3. Projects applicant will provide a Project Management Plan which describes a long term plan for management and protection of the habitat(s) created, enhanced, preserved, or restored

9. SCENIC VISTAS

The RMC is committed to projects that create or enhance vistas to natural, architectural or cultural resources, and the use of local indigenous plants as visual screens within urban settings.

10. STAKEHOLDERS/PARTNERS

The RMC is committed to projects that are well designed and appropriately used by the community once completed. The stakeholder process is a critical element to all successful projects. Each project will identify and include a plan to involve stakeholders/partners in their project. Stakeholders/Partners on a project are those that can give strategic and expert information to ensure the project is successful. These groups may include, but are not limited to; the surrounding community, agencies with jurisdiction over the project, non-profit organizations in the community, and other staff/departments of the project applicant's organization. Community meetings should be presented in a language that is reflective of the community and further, these meeting should be held at times when the target audience is likely to attend.

The RMC encourages partnerships with State or local youth employment programs (e.g., California Conservation Corps, Los Angeles Conservation Corps, San Gabriel Conservation Corps and/or similar youth employment programs).

1. Each project will include stakeholder communication and participation in the development, design, and construction of a project, where appropriate.
2. The project will include active stakeholder participation during all phases. Some examples of stakeholder participation are:
 - A) Focus groups: a specific small group of the community with expertise, knowledge or that will be affected by the project.

11. STEWARDSHIP

Stewardship is a critical component of a successful project and due to the often difficult budgetary constraints faced by project applicants it is mandatory that each RMC funded project have a long term sustainable management plan in place.

1. Each project will have active stakeholder participation in the long-term management of the facility/site.
2. A post-restoration habitat maintenance plan must accompany habitat restoration plans.

3. Committed involvement by qualified community groups in future habitat stewardship is highly encouraged.

12. SUSTAINABILITY

RMC is committed to addressing global climate change and sustainable practices through the creation of new parks, open space, and trails, promotion of water conservation and recycling, use of sustainable materials, enhancing multi-use transit opportunities, and developing partnerships to reduce the carbon footprint of communities. Therefore the following principles will apply to all projects submitted for RMC funding:

1. Projects which include construction or renovation of buildings/structures larger than 1,000 gross square feet must be consistent with elements in the Leadership in Energy and Environmental Design (LEED), US Green Building Council standards for (1) Sustainable site planning, (2) Safeguarding water and water efficiency, (3) Energy efficiency and renewable energy, (4) Conservation of materials and resources, and (5) Indoor environmental quality. Projects which include construction or renovation of buildings/structures larger than 10,000 gross square feet must achieve at least Silver Level of LEED Certification. Information on the LEED program is located at: <http://www.usgbc.org>.
2. Lighting elements required as part of the project must be environmentally sensitive. Directional lighting must be used to minimize any impact to wildlife and reduce light pollution. Care should be taken to minimize the number of hours lighting is needed.
3. Use of sustainable energy sources, such as solar or wind power is encouraged for appropriate project elements.
4. A minimum of 50% of hardscape elements (gates, fences, lighting fixtures, benches, bike racks, drinking fountains, signage, etc.), must be recycled material content products, to further the RMC's mission of sustainable development. A resource guide for Recycled Material Content Products is located at: <http://www.ciwmb.ca.gov/RCP/>.
5. Plant materials shall exclude the use of invasive exotic plant species, as listed in the document "*California Invasive Plants Inventory*" published by the California Invasive Plant Council. For more information refer to the planning palette section of: <http://www.cal-ipc.org/ip/inventory/index.php>. Furthermore, any invasive exotic plant species that currently exist on the project site must be removed as part of the landscaping plan (phased removal is acceptable).
6. A minimum of 75% of the landscaping will be comprised of locally native plant species included in the RMC adopted plant palette. To maintain and support the integrity of local genetic biodiversity, plants shall be propagated from appropriate local sources consistent with Objective C-1 of the Los Angeles River Master Plan Landscape Guidelines, or the San Gabriel River Watershed Plant List, as it becomes available. Projects located in natural areas are required to use native plant species appropriate to that region. Referenced guidelines and plant lists adopted by RMC are located at: <http://www.rmc.ca.gov/grants/resources.html>.
7. Facilities shall incorporate appropriate elements for the collection of recyclable materials, and elements that contribute to trash reduction
8. Facilities shall have infrastructure that facilitates and promotes the use of environmentally sound transportation to and from the site (bike racks, etc.). Parking facilities should be designed to limit environmental impacts.

13. TRAILS/MULTI-USE TRAILS

The RMC is committed to providing **bike, hiking and equestrian** trails, improving access to trails and adding trails within its territory.

2. All trails will be designed for multiple uses as appropriate to the site and community.

3. When planning a trail the guiding principles in “Planning Trails with Wildlife in Mind” available on the RMC website (www.rmc.ca.gov) must be utilized in the trail design.
4. A useful resource for trail design and management is “*Trails for the 21st Century: Planning, Design and Management Manual for Multi-Use Trails*” (Flink et al: 2001). This resource has useful information on sustainable design and construction as well as wildlife concerns in design and management of trails.

14. URBAN LANDS

The RMC believes that urban parks, open space, trails **and other outdoor settings** are critical elements to a community’s infrastructure. This “green” infrastructure particularly in urban areas provides much needed opportunities for recreation and community areas for residents to enjoy nature. RMC is committed to working with public and private partners to create new parks, open space, and trails in areas with the greatest need. Many urban areas lack adequate parkland to meet the needs of community residents, especially youth and low-income residents. RMC is working with our partners to facilitate increased opportunities for parks through a variety of strategies that include joint-use agreements, land acquisition, development of existing public land, and restoration of negatively impacted sites.

15. WATER RESOURCES AND QUALITY

The RMC encourages projects which provide for water conservation, groundwater recharge, improve stormwater quality, drinking water quality, and flood management using natural and non-structural systems.

1. Site grading, bio swales, and/or porous materials will be used to retain storm water on site to the maximum extent feasible, consistent with the Standard Urban Stormwater Mitigation Program adopted by the LA Regional Water Quality Control Board. Information is available online at:
http://www.swrcb.ca.gov/rwqcb4/html/programs/stormwater/susmp/susmp_details.html.
2. Porous materials and/or recycled paving materials will be used instead of impervious paving materials for projects requiring pavement (i.e., parking lots, trails, etc.) unless prohibited by local building codes.
3. Storm water best management practices (BMPs) must be utilized on the project site. In areas where grading, vegetation clearing, or planting is planned, BMPs must be utilized to control excessive erosion while vegetation becomes established.
See <http://www.cabmphandbooks.com> for more information.
4. Any irrigation installed on the project site must be a water efficient irrigation system. In projects where turf is planned, both a rain sensor and a soil moisture meter are required to ensure water efficient irrigation practices. A rain sensor will halt irrigation on days it is raining, eliminating excessive water runoff. A soil moisture meter will automatically shut off irrigation when the root zone of the turf becomes saturated, preventing excessive irrigation runoff.
5. All projects funded by the RMC must be consistent with applicable water supply, water quality and flood control policies and conform to the requirements of Public Resources Code Section 32621.
6. Projects that include open water should include design elements and maintenance schedules that inhibit mosquito breeding and reduce the need for vector control. For guidelines and more information please see:
<http://anrcatalog.ucdavis.edu/InOrder/Shop/ItemDetails.asp?ItemNo=8125>
<http://anrcatalog.ucdavis.edu/InOrder/Shop/ItemDetails.asp?ItemNo=8117>
 - B) Community meetings: a series of meetings where a large portion of the community surrounding or influenced by the project, as well as agencies, non-profits, school

personnel, etc., are invited to be informed and updated then asked to give input to the project.

- C) Technical groups/committees: a series of meetings where government agencies, experts, academics (appropriate to the project) are asked to give expert advice on a project.

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Appendix B: Project Evaluation Criteria

Project Evaluation Criteria	Program Relevance		
	Urban Land	Rivers/ Tributaries	Mountains/ Hills
1. Access Value			
1.1. The project extends or provides a new point of access to the San Gabriel, Coyote Lario or LA River Bike Paths – OR –	5	5	5
1.2. The project creates a new access to a regional trail, recreational opportunity, or natural area.			
1.3. The project includes a directional signage program that enhances public access.	1	2	1
1.4. The project is within ¼ mile or 10 minutes walking distance of a residential area.	1	2	1
1.5. The project site is within 10 minutes/ ¼ mile from public transportation.	1	2	1
1.6. The project provides access for the public, meeting the minimum guidelines established by the Access Board.	1	2	1
1.7. Project is on land that is an underutilized public or private holding.	1	2	1
Subtotal	10	15	10
2. Cultural or Historic Resource Value			
2.1. The project contains a registered archaeological, cultural, or historical resource.	1	1	1
2.2. The project contains an archaeological, cultural, or historical resource of significance (but not registered).	1	1	1
2.3. The project contains an archaeological, cultural, or historic resource that is damaged.	1	1	1
Subtotal	3	3	3
3. Educational/ Interpretive Value			
3.1. Educational/Interpretive and/or informational elements are included.	1	1	1
3.2. There are identified goals and objectives for the educational/interpretive elements.	1	1	1
3.3. Signage or educational/interpretive message includes the natural history, cultural history, and watershed stewardship.	1	1	1
3.4. Signage is accessible for most users.	1	1	1
3.5. Signage is culturally and linguistically appropriate.	1	1	1
Subtotal	5	5	5

	Program Relevance		
	Urban Land	Rivers/Tributaries	Mountains/Hills

4. Habitat Value

4.1. The project results in new habitat and increases at least one of the following: terrestrial, avian, or aquatic habitats or creates new linkages or corridors. – OR –			
4.2. The project preserves threatened natural habitat and protects native floral and faunal biodiversity that may be lost to a planned development. – OR –	5	5	5
4.3. The project preserves threatened natural habitat and protects native floral and faunal biodiversity that may be lost to a planned development. – OR –			
4.4. The project preserves existing natural habitat and protects native floral and faunal biodiversity.	1	1	2
4.5. The project enhances degraded natural habitat that already exists on site and potentially increases native floral and faunal biodiversity	1	1	2
4.6. The project includes an evaluation of the suitability, strategy, and success measures for the site's habitat preservation, creation, and/or enhancement.	1	1	2
4.7. The project preserves/creates habitat diversity, biodiversity, and transitional ecotones.	1	1	2
4.8. The project supports substantial in-stream or native riparian habitat.	1	1	2
4.9. The project supports substantial upland native vegetative cover	1	1	2
4.10. The project includes habitat that supports or may support either a special status species, or a candidate for special status species per federal, state, local, or California Native Plant Society designations.	1	1	2
4.11. The project will protect at least ten Target Species based on Green Visions Biological Assessment.	1	1	2
4.12. The project supports unique and/or irreplaceable ecological systems, i.e., vernal pool, monarch breeding, migratory watering area, etc..	1	1	2
4.13. The project is located within a county-designated ecologically sensitive watershed area, i.e., Significant Ecological Area, Conceptual Area Protection Plan (CAPP), or other agency reviewed plan area.	1	1	2
4.14. The project protects watershed processes enhances or supports downstream habitat.	1	1	2
4.15. The project contains or connects to an identified, protected habitat linkage or movement corridor for wildlife as identified by the South Coast Wildlands or Green Visions.	1	1	2
4.16. The project includes habitat that provides a buffer between protected or proposed protected areas and incompatible uses (e.g. Wildland-Urban Interface).	1	1	2
4.17. The project is adjacent to publicly owned open space or private land protected under a conservation easement or similar perpetual restriction.	1	1	2

	<i>Program Relevance</i>		
	<i>Urban Land</i>	<i>Rivers/ Tributaries</i>	<i>Mountains/ Hills</i>
4.18. The project is designed to avoid negative wildland/urban neighborhood interactions, i.e., use of pesticides, etc. (please explain)	1	1	2
4.19. The project will be managed in such a manner as to provide maximum long term habitat protection (please explain)	1	1	2
Subtotal	21	21	37

5. Matching Funds

5.1. Project sponsor will contribute 100% or more matching funds (does not include services; can be other grants/gifts) OR	10	10	10
5.2. Project sponsor will contribute 50% or more matching funds (does not include services; can be other grants/gifts)	5	5	5
Subtotal	10	10	10

6. Public Health Value

6.1. The project contains elements which will encourage low impact physical activity such as walking, hiking, biking, exercising.	2	1	1
6.2. The project will serve an area that has a significant percentage of residents living with obesity and/or asthma or other chronic health conditions.	2	1	1
6.3. The project contains signage elements that promote physical activity and “healthy living” practices	2	1	1
6.4. The project addresses public safety issues within the neighborhood.	2	1	1
6.5. The project provides opportunities for human respite.	2	1	1
6.6. The project creates a sense of community through educational outreach or community activities (i.e. public art, community events).	2	1	1
Subtotal	12	6	6

7. Recreational Resource Value

7.1. Creates new low impact recreational opportunities	5	5	5
7.2. The project contains a suitable area for a recreational staging facility or use area (e.g. picnic area, gathering space, useable open space, or campground).	2	2	1
7.3. This project will support new passive recreation uses such as picnic and interpretive areas, physical exercise, ancillary to primary value of an existing municipal park.	2	2	1
7.4. The project directly serves a community a disadvantaged or park poor area as defined in 1.1.	2	2	1
7.5. The project design provides relief from urban density as defined in 1.6.	2	2	1
Subtotal	13	13	9

	Program Relevance		
	Urban Land	Rivers/Tributaries	Mountains/Hills

8. Restoration Resource Value

8.1. The project includes an evaluation of the suitability of the project site for 'true' habitat restoration and provides a reasonable strategy outlining the restoration effort. ('True' habitat restoration – returning a site back to its historic natural condition including hydrology, topography, and plant communities.)	1	1	2
8.2. The project contains a quantifiable plan for evaluating the long term success of any habitat restoration efforts.	1	1	2
8.3. The scope of habitat restoration does not negatively impact the health of already existing natural habitat on site or adjacent to the site.	1	1	2
Subtotal	3	3	6

9. Scenic Resource Value

9.1. The project would create or enhance vistas to natural, architectural, or cultural resources.	1	1	1
9.2. The project will utilize local indigenous plants as visual screens within urban settings.	1	1	1
Subtotal	2	2	2

10. Stakeholders/Partners Resource Value

10.1. The project has a detailed plan that shows how active stakeholder/partner communication will be accomplished during all phases of the project in the appropriate language and time of day to maximize community involvement.	1	1	1
10.2. The stakeholder/partner groups are defined (focus, community meetings, technical, etc).	1	1	1
10.3. The project is significant to one or more local citizen groups or non-governmental organizations as evidenced by a letter of support from the organization's governing body.	1	1	1
10.4. The project includes youth employment elements.	1	1	1
Subtotal	4	4	4

11. Stewardship and Management Plan Value

11.1. The project includes a plan for active stakeholder/partner participation that includes the 20-25 year period of the project after completion (includes identification of stakeholder/partner groups).	1	1	1
11.2. The project includes a landscape maintenance manual containing details regarding logistics of weed management, trail maintenance, trash management, unauthorized uses, and a habitat establishment monitoring program.	1	1	1

	Program Relevance		
	Urban Land	Rivers/ Tributaries	Mountains/ Hills
11.3. The project identifies funding for a specified list of activities that an organization (i.e. professional contractor, local non-profit, or community volunteer group) with relevant expertise, that will provide appropriate future stewardship and adaptive management to ensure the sustainability of the project.	1	1	1
11.4. There is a support letter(s) or agreement with the organization identified in 14.3	1	1	1
11.5. The management plan includes management and monitoring of water quality.	1	1	1
Subtotal	5	5	5

12. Sustainability Value

12.1. The project includes 3 or more of the following LEED elements to address climate change: 1) Sustainable site planning, 2) Safeguarding water and water efficiency, 3) Energy efficiency and renewable energy, 4) Conservation of materials and resources, and 5) Indoor environmental quality.	1	1	1
12.2. Projects with buildings/structures larger than 1,000 gross square feet incorporate some or all of the following LEED elements: 1) Sustainable site planning, 2) Safeguarding water and water efficiency, 3) Energy efficiency and renewable energy, 4) Conservation of materials and resources, and 5) Indoor environmental quality.	1	1	1
12.3. Projects with buildings/structures larger than 10,000 gross square feet achieve or exceed Silver Level of LEED Certification.	1	1	1
12.4. Project includes innovative best management practices, i.e., dark-sky lighting to reduce light pollution at night.	1	1	1
12.5. The project incorporates more than 50% recycled content product hardscape elements (benches, signage, light fixtures, gates, fences, etc).	1	1	1
12.6. The project contains a more than a 75% native plant palette.	1	1	1
Subtotal	6	6	6

13. Trails/Multi-Use Trails

13.1. The Project is identified in an existing or proposed trail plan (e.g. Master Bikeway Path Plan) or connects communities to major existing or planned trails or open space.	1	1	1
13.2. The project would provide urban walkways that connect the community with existing open space.	1	1	1
13.3. The project includes improvements to a pedestrian, equestrian and/or bicycle connection to an existing trail, trail system, community facility, recreation area or school.	1	1	1

	<i>Program Relevance</i>		
	<i>Urban Land</i>	<i>Rivers/Tributaries</i>	<i>Mountains/Hills</i>
13.4. The project would accommodate a new trail into an inaccessible area.	1	1	1
13.5. The project would provide a scenic buffer for an existing or planned trail.	1	1	1
Subtotal	5	5	5

14. Urban Land Value

14.1. Creates new park space in a disadvantaged or park poor community defined as a census tract with a population that has more than 30% youth and less than 80% of the state's annual median income and/or having less than 2 acres/0.8 hectares of open space per 1,000 residents.	5	5	5
14.2. The project provides linkages to open space from a disadvantaged and/or park-poor community as defined above.	2	1	1
14.3. The project is located in a disadvantaged and/or under-served or park-poor community as defined above.	2	1	1
14.4. The project site contributes to the cleanup of a brownfield and/or previously impacted site.	2	1	1
14.5. The project contributes to the removal of a nuisance property/use from the community.	2	1	1
14.6. The project provides relief from high urban density defined as 150% or more of county median population density.	2	1	1
14.7. The project contributes to an existing or proposed park, natural area, corridor, or greenway in an urbanized area.	2	1	1
14.8. The project involves joint-use of a site (e.g. a school yard, is a public park during off-school hours).	2	1	1
14.9. The project is sited in an area with more than 120% of the median county percent under age 18.	2	1	1
14.10. The project will serve an area with a significant percentage of people living at or below 80% AMI (area median income).	2	1	1
Subtotal	23	14	14

15. Water Resource and Quality Value

15.1. The project provides a new opportunity for substantial water conservation and/or water quality improvements	5	5	5
15.2. The project contains or improves groundwater supply and/or recharge capabilities.	1	2	2
15.3. Project includes treatment of storm water runoff.	1	2	2
15.4. The project includes a groundwater improvement element that exceeds the recommended elements of the Comprehensive Groundwater Quality Monitoring Act of 2001.	1	2	2
15.5. The project utilizes recycled water.	1	2	2
15.6. The project utilizes cisterns or similar devices to collect and recycle rainwater on site.	1	2	2
15.7. Project achieves a measurable reduction in potable water usage, compared to conventional projects.	1	2	2

	<i>Program Relevance</i>		
	<i>Urban Land</i>	<i>Rivers / Tributaries</i>	<i>Mountains / Hills</i>
15.8. Project includes water conservation measures.	1	2	2
15.9. The project includes a water quality element consistent with the description of a “small or neighborhood project” as described in the Greater Los Angeles Region IRWM Plan.	1	2	2
15.10. The project includes a water quality element consistent with the description of a “medium or sub watershed project” as described in the Greater Los Angeles Region IRWM Plan.	1	2	2
15.11. The project includes a water quality element consistent with the description of a “large or multi sub watershed project” as described in the Greater Los Angeles Region IRWM Plan.	1	2	2
Subtotal	15	25	25
TOTAL POSSIBLE POINTS	137	137	147

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Appendix C: Definitions

"**Acquisition**" means to obtain from a willing seller fee interest or any other interest, including easements and development rights, in real property.

"**Allocation**" means a distribution of funds or an expenditure limit established for a Grantee for one or more projects.

"**Applicant**" means the local, state, or federal agency, nonprofit organization, or Federally Recognized California Indian Tribe, requesting funding from a program administered by RMC.

"**Application**" means the individual Application Form and its required attachments and supporting documentation for grants pursuant to the enabling legislation and/or program.

"**Appraisal**" means a written statement independently and impartially prepared by a qualified appraiser setting forth an opinion of defined value of an adequately described property as of a specific date, supported by the presentation and analysis of relevant market information.

"**Appropriation**" means a budget authorization from a specific fund to a specific agency/or program to make expenditures or incur obligations for a specific purpose and/or period of time.

"**Brownfields**" means abandoned or underutilized land and buildings in already-developed urban, suburban, or rural locations that have actual or perceived contamination from previous or adjoining uses.

"**CEQA/NEPA**" means the California Environmental Quality Act, Public Resources Code Section 21000, et seq.; Title 14 California Code of Regulations Section 15000, et seq. (For more information, please see <http://ceres.ca.gov/CEQA/NEPA/>) Applicants must assess the possible environmental consequences of projects, which they propose to undertake.

"**Competitive**" means the allocation of moneys for one or more projects for the acquisition, development, or interpretation of recreational lands and facilities, and historical or archeological resources on a project-by-project basis, based upon stated criteria, through the competitive process.

"**Common Ground**" refers to the San Gabriel and Los Angeles Rivers Watershed and Open Space Plan prepared by RMC and approved by a majority of the cities representing a majority of the population, the Board of Supervisors of Los Angeles County, and by the Central Basin Water Association and the San Gabriel Valley Water Association.

"**Connectivity**" means continuity in open space enabling linkages between open space, and wildlife habitat areas and typically including trails and passive or active recreation nodes.

"**Contract**" means the agreement between the RMC, grantee, property owner, and/or mortgage lender, specifying the payment of funds for the performance of a project scope within the project performance period by the grantee.

"**Contractor**" means the prime person or firm that has been selected by the grantee to perform the project work.

"**Development**" means improvements to real property by construction of new facilities or rehabilitation, restoration, renovation or additions to existing sites, property, or facilities.

"District" means an agency of the state, formed pursuant to general law or special act, for the local performance of governmental or proprietary functions within limited boundaries, such as a regional park district, regional open space district, water district, conservation district, or flood control district.

"Ecological Value" means the project will support the relationships between living organisms and their environment.

"Ecosystem" means a balanced natural system of living organisms and their environment.

"Enhancement" means to modify current conditions and may be used to describe a project that would result in a natural resource, habitat, cultural or historic site, recreational area, or existing facility achieving a desired level of improvements while considering the protection of the natural environment. It is distinguishable from "restoration" in that it does not imply merely a return to historic natural conditions but may include the provision of recreation or other aspects that were not original features.

"Environmental Education" means programs and related facilities and processes that increase knowledge and awareness about the environment and help develop skills that enable responsible decisions and actions that impact the environment.

"Environmental Justice" is the fair treatment and meaningful involvement of all people –regardless of race, ethnicity, and income or education level – in environmental decision-making. Environmental justice programs promote the protection of human health and the environment, empowerment via public participation, and the dissemination of relevant information to inform and educate affected communities.

"Exotic species" means any non-indigenous plant or animal species.

"Federally Recognized California Indian Tribe" means any California Indian tribe, band, nation, or other organized group or community certified by the Secretary of the Interior as eligible for special programs and services provided by the Secretary of the Interior.

"Grantee" means an Applicant who has a contract for grant funds.

"Green Building" means a building which is designed, constructed, and operated consistent with the rating system for Leadership in Energy and Environmental Design rating system developed by the US Green Building Council.

"Habitat linkage" means connections between otherwise isolated areas of habitat that may (1) provide for daily and seasonal movements of animals; (2) facilitate dispersal, gene flow, and rescue effects (for animals or plants); (3) allow for range shifts of species; and (4) maintain flows of ecological processes (e.g., fire, wind, sediments, water).

"Habitat creation" means the formation or increase of at least one of the following: terrestrial, avian, or aquatic habitats or creates new linkages or corridors.

"Habitat preservation" means keeping threatened natural habitat and protects native floral and faunal biodiversity that may be lost to a planned urban development.

"Habitat restoration" means to return the site's hydrology, topography and natural vegetative communities to historic predisturbance conditions so that the site provides food and shelter for

wildlife, and performs natural processes including reducing the volume and velocity of runoff, and increasing the water infiltration rates.

"Historical Resource" includes, but is not limited to, any building, structure, site area, place, artifact, or collection of artifacts that is historically or archaeologically significant in the cultural annals of California.

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

"In-Kind" means applicant's land, materials and/or services provided as matching funds for a project in lieu of monetary type funding.

"Interpretation" means an intelligent and meaningful presentation and explanation of the significance and value of natural resources or historical or archeological resources.

"Jurisdiction" means the legal boundary of the grant Applicant, i.e. the city, county, or district.

"Large or multi sub watershed project" means a project intended to: 1) address water quality, habitat, or other watershed restoration issues identified in more than one watershed plan; 2) address more than one habitat issue identified by the Green Visions planning tools; 3) provide substantive water quality benefits to more than one designated impaired water body; or 4) provide open space or passive recreational benefits in a location that is regionally accessible.

"Local Conservation Corps" means the local division of the California Conservation Corps, a state administered organization for youth volunteers to protect and enhance California's environment and communities and provide assistance in emergencies.

"Local Agencies" means a city, county, or district entity formed for purposes pursuant to a joint powers agreement between two or more local entities that are eligible for Grant Programs administered by RMC.

"Low Impact Recreation" means any development, rehabilitation, or enhancement of resource-based facilities and the associated visitor activities that result in minimized impacts on natural areas and natural systems. Low impact activities are generally human powered and may include walking, picnicking, hiking, cycling, non-motorized boating or equestrian use, bird watching, fishing, stargazing or photography; and organized events such as interpretive tours, nature walks or educational programs.

"Management Plan" means a plan that identifies responsibility for future management of a given area to preserve, protect, and enhance natural resource values, and where appropriate, provides for multiple objectives, and identifies funds for that management.

"Match" means funds or equivalent in-kind contributions in addition to RMC Grant Funds. Increased consideration will be given to projects that provide matching funds or equivalent in-kind contributions.

"Medium sub watershed project" means a project intended to: 1) address water quality, habitat, or other watershed restoration issues identified in an applicable watershed plan or by the Green Visions planning tools; 2) provide substantive water quality benefits to a designated impaired water body; or 3) provide open space or passive recreational benefits in a location that is generally accessible to multiple local communities.

"Monitoring and Assessment" means an assessment process to evaluate the success of the proposed action or improvement, and monitoring progress towards meeting project goals. The standards for monitoring each project approved for funding will be developed in concert with RMC.

"Multiple Benefit" means projects that involve more than one public benefit objective including habitat enhancement or protection, water quality improvement, historic resource protection or improvement, public access development, environmental education or any combination of such objectives.

"Natural habitat" means relatively undisturbed lands and vegetation communities that provide food and shelter for wildlife and also perform natural functions such as, reducing the volume and velocity of storm runoff, and enabling water infiltration.

"NEPA" means the National Environmental Policy Act of 1969, as amended Public Law 91-190, Title 42 United States Code Sections 4321-433347, January 1, 1970, as amended by Public Law 94-52, July 3, 1975, Public Law 94-83, August 9, 1975, and Public Law 97-258, Section 4 (b), September 13, 1982). NEPA requires federal agencies to assess the possible environmental consequences of projects, which they propose to undertake, fund or approve.

"Nonprofit Organization" means any private, nonprofit organization, existing under Section 501(c)(3) of the United States Internal Revenue Code and has among its principal charitable purposes the preservation or enhancement of land for scientific, historic, educational, recreational, scenic or open-space values, the protection of the natural environment, or the preservation and enhancement of fisheries and wildlife or their habitat.

"Notice of Completion and Acceptance of Work" means the notice completed by the grantee and filed with the county recorder in the county where the property is located, upon completion and acceptance of any and all construction work related to a project.

"Open Space" means any area that can potentially serve as wildlife habitat, facilitate natural processes, or allow for public access for passive forms of recreation.

"Plans" means the detailed drawings or exact reproductions that show location, character, layout, dimensions, and details of the work to be constructed under the contract for a historical resource Project.

"Planning" means specific preparations necessary to execute eligible projects. Planning includes conceptual designs, pre-schematic work, such as initial architectural or engineering plans prepared during the preliminary project phase; schematic documents; technical consulting; construction design; CEQA/NEPA documentation; preparation of construction bidding documents; permits or appraisals. Planning costs are distinct from hard project costs of actual construction or land acquisition.

"Project" means the acquisition, development, (rehabilitation and restoration), or interpretation activities to be accomplished with grant funds.

"Project Manager" means an employee of RMC, who acts as a liaison with Grantees and administers grants.

"Project Management Plan" means the overall plan used to describe how the completed project would be operated and maintained on a long term basis. This document could include habitat, landscape, park, and other facility/resource long term management plans.

"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 or activity of work to be accomplished on the project.

"Property" means the land, including all structures attached to such land, upon which the project is located.

"Property Owner" means the person or entity that holds the fee simple interest of the Property.

"Proposition 40" means Assembly Bill 1602 of the 2001-2002 Regular Session (Chapter 875, Statutes of 2001) as submitted to the people in accordance with the provisions of Article XVI of the California Constitution.

"Proposition 50" is the Water, Security, Clean Drinking Water, Coastal and Beach Protection Act of 2002, as approved by California voters.

"Proposition 84" is the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006, as approved by California voters.

"Public access" refers to public access generally with full right of way from a public thoroughfare or public transportation. It could also mean the provision for visitor support facilities, including public parking, trails, bikeways, restrooms, picnic areas and campgrounds and other recreational facilities.

"Restoration" means the process of reproducing, re-establishing, or rehabilitating a natural area or a cultural or historical site or feature that has otherwise deteriorated so that it emulates the site's historic condition before degradation.

"Riparian" means locations and associated vegetative communities related to or on the banks of rivers, streams, wetlands, marshes or other fresh water bodies.

"Scenic Value" means any historic, open space or other natural resource features with significant visual aesthetic values.

"Significant" 1: having meaning; *especially* : <a *significant* glance>
2 a: having or likely to have influence or effect : <a *significant* piece of legislation>; *also*: of a noticeably or measurably large amount <a *significant* number of layoffs> <producing *significant* profits> b: probably caused by something other than mere chance <statistically *significant* correlation between vitamin deficiency and disease>

"Small or neighborhood project" means a project intended to address site-specific, or neighborhood-scale, water quality or habitat issues, or that is intended to provide open space or passive recreational amenities intended for local community.

"Specifications" means all written directions, provisions, and requirements governing the methods and procedures to be followed in connection with bidding and awarding of contract and performance and execution of the work, the quantities and qualities of materials to be used, the method of measurement of the quantities of work, and the nature of the contractual relationships that will exist during the course of the work.

"Stewardship" means the development, implementation, and long-term management of important resources and typically involving the protection, preservation, rehabilitation, restoration, improvement of natural systems and/or outstanding features, and historical and cultural resources.

"Sustainable/Sustainability" means the ability to meet current needs without compromising the ability of future generations to do the same. Also, the goal of life, liberty, and social well-being within the means of nature.

"Target Areas" means one of the three priority areas within the RMC territory, which may include:

Urban Land: Census tracts within project service areas that meet the disadvantaged community criteria of more than 30% youth and less than 80% of the state's average annual income.

Mountains, Hills, Foothills: Property acquisition that is necessary to maintain critical wildlife corridors and/or have at least 10 target species on site.

River/Tributary Corridors: Projects which include riparian habitat/wetland restoration and extend or enhance recreational trail corridors.

"Threatened or Endangered Species" means species listed as defined by the Federal Endangered Species Act passed in 1973.

"Threatened Natural Habitats" include any areas that contain natural habitat that will be destroyed or degraded by a proposed urban development plan which, at the least, has already been submitted to the governing jurisdiction or planning commission.

"Tier" means the category into which projects submitted for grant consideration will be placed, either Tier 1 or Tier 2.

"Tier 1 projects" are those projects ready for immediate implementation and meet the following criteria:

1. Acquisition/development projects that add NEW acreage for open space or develop NEW areas for recreational uses, and habitat creation/restoration projects that create NEW habitat opportunities, consistent with the planning targets in the Greater Los Angeles County Integrated Regional Water Management Plan
2. For acquisition projects, compelling evidence of a willing seller (e.g., via a letter of intent or option)
3. For development or restoration projects, compelling evidence that land tenure and all necessary permits are secured
4. Verifiable evidence that the project has sufficient funding resources such that the RMC grant will complete the funding package and allow immediate project implementation

"Tier 2 projects" are all projects that do not meet the Tier 1 criteria.

"Trailhead and Trailside Facilities" include, but are not limited to parking, utilities, restrooms, benches, bridges, draining structures, fencing, and interpretive and informational signs, exhibit and brochure shelters and related facilities.

"Watershed" means a region or area bound peripherally by a divide or ridge, all of which drains to a particular watercourse or body of water. Most urban sites are now mini-watersheds, with the property line constituting the "ridge" and the storm drain system located in the street constituting the "watercourse" to which it discharges.

"Willing seller" means that all landowners are willing participants in any proposed real property transactions.

"Project Development Plan" means the plan required by the RMC prior to grant award which describes how the project meets the RMC policies and criteria.

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Appendix D: Step 1 Application

A copy of a Step 1 Application is available for download at www.rmc.ca.gov.

The application is saved as a Microsoft Word document template (compatible with Word 95 to 2007). After downloading the file, open it and select “Save As...” from the File menu. When the dialog box opens, change the file name (e.g., with the name of the project) and change the file type from “Document Template (*.dot)” to “Word Document (*.doc)”

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Appendix E: Project Development Plan and Grant Agreement

A sample Project Development Plan and Grant Agreement are available at www.rmc.ca.gov.

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Appendix F: Signage Guidelines

■ Authority

All Projects funded by RMC under Proposition 40, the Clean Water, Clean Air, Safe Neighborhoods, and Coast Protection Bond Act of 2002 ([2002 Bond Act](#)); Water, Security, Clean Drinking Water, Coastal and Beach Protection Act of 2002 (Prop 50), and Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006 (Prop 84) must include a posted sign acknowledging the source of the funds.

■ Purpose

Installation of signs at all Project sites is intended to acknowledge the public's support of the appropriate Bond measure(s) and promote the benefits provided by Bond fund assistance.

■ Types of Signs

1. Signs posted during construction (required for specific situations)

For Projects funded with Bond Act funds in excess of \$750,000 and/or those Project in areas of high visibility (such as near a major thoroughfare) a sign is required during construction.

Recommended minimum size of sign: 4 feet x 8 feet

2. Signs Posted Upon Completion (required for all Projects)

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 signs must include the universal logo (see information on the logo below).

There is no minimum or maximum size for the sign (other than the minimum size for the logo) as long as the sign contains the required wording (see below).

■ Language for Sign

All signs will contain the minimum language below:

<p>[Project Name]</p> <p>Another Project to Improve California Funded by the Rivers and Mountains Conservancy LOGO <i>California Clean Water, Clean Air, Safe Neighborhoods, and Coastal Protection Bond Act of 2002 (Or other Bond as appropriate)</i></p> <p>Mike Chrisman, Secretary for Resources Arnold Schwarzenegger, Governor</p>

The name of the local agency or other governing body may also be added. The sign may also include the names (and/or logos) of other partners, organizations, individuals and elected representatives as deemed appropriate by those involved in the Project.

■ Universal Logo

All signs will contain the RMC logo. The logo will be on a template, available on line at <http://www.rmc.ca.gov>. Your Project manager can also provide the logo on disk.

- The logo must be mounted in an area to maximize visibility and durability.
- The logo must be a minimum of 2'x2'. Exceptions are permitted in the case of trails, historical sites and other areas where these dimensions may not be appropriate.

■ Sign Construction

All materials used shall be durable and resistant to the elements and graffiti. The California Department of Parks and Recreation and California Department of Transportation standards can be used as a guide for gauge of metal, quality of paints used, mounting specifications, etc.

■ Sign Duration

The goal is to have Project signs in place for a lengthy period of time, preferably a minimum of two years for all Projects and four years for Projects over \$750,000.

■ Sign Cost

The cost of the sign(s) is an eligible Project cost. More permanent signage is also encouraged; e.g., bronze memorials mounted in stone at trailheads, on refurbished historical monuments and buildings, etc.

■ Appropriateness of Signs

For Projects where the required sign may be out of place (such as some cultural and historic monuments and buildings or where affected by local sign ordinances), the Project Manager in consultation with the Applicant may authorize a sign that is appropriate to the Project in question. Alternate signage must be clearly recognizable as a RMC Bond Project. Archaeological sites are excluded from the sign requirement.

■ Signs on State Highways

Signs placed within the state highway right-of-way may require a Caltrans encroachment permit. Contact your local Caltrans District Office early in the planning phases for more information.

■ Further Questions

The Grantee should consult with the Project Manager to resolve any sign issues.

Appendix G: Sample Resolution

Applicants need not use this specific language as long as the resolution matches the intent and purpose of this sample.

Resolution No: _____

RESOLUTION OF THE _____
(Title of Governing Body, City Council, Board of Supervisors)

APPROVING THE APPLICATION FOR GRANT FUNDS FOR THE CALIFORNIA CLEAN WATER, CLEAN AIR, SAFE NEIGHBORHOODS, AND COASTAL PROTECTION BOND ACT OF 2002, THE WATER, SECURITY, CLEAN DRINKING WATER, COASTAL AND BEACH PROTECTION ACT OF 2002, AND THE SAFE DRINKING WATER, WATER QUALITY AND SUPPLY, FLOOD CONTROL, RIVER AND COASTAL PROTECTION BOND ACT OF 2006 (PROP 84)

For _____
(Project)

WHEREAS, the people of the State of California have enacted the Clean Water, Clean Air, Safe Neighborhoods, and Coastal Protection Bond Act of 2002, the Water, Security, Clean Drinking Water, Coastal and Beach Protection Act of 2002 (Prop 50), and the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006 (Prop 84) which provides funds for the RMC Grant Program; and

WHEREAS, the San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy (RMC) has been delegated the responsibility for the administration of the grant program in its jurisdiction, setting up necessary procedures; and

WHEREAS, said procedures established by RMC require the Applicant's Governing Body to certify by resolution the approval of the Application before submission of said Application to the State; and

WHEREAS, the Applicant will enter into a Contract with the State of California for the Project;

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

1. Approves the filing of an Application for local assistance funds from the **RMC 2007 Grant Program** under the Clean Water, Clean Air, Safe Neighborhoods, and Coastal Protection Bond Act of 2002, the Water, Security, Clean Drinking Water, Coastal and Beach Protection Act of 2002 (Prop 50), and the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006 (Prop 84); and
2. Certifies that the Project is consistent with local or regional land use plans or Programs (or if it is not, that the project is still approved); and
3. Certifies that the Project is consistent with *Common Ground* and *Phase II Final Report*; and
4. Certifies that the Applicant has or will have sufficient funds to operate and maintain the Project; and
5. Certifies that the Applicant has reviewed and understands the General Provisions contained in the Procedural Guide; and

6. Appoints the (designated position) _____ as agent to conduct all negotiations, execute, and submit all documents including, but not limited to, Applications, agreements, payment requests and so on, which may be necessary for the completion of the Project.

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)

Ayes _____ Noes _____ Absent _____

(Clerk)

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Appendix H: Permit Form

Please complete the following form regarding any permits, easements, or certifications that may be required by your project (attach additional pages as necessary).

<i>Type of Permit</i>	<i>Granting Agency</i>	<i>Status of Permit</i>	<i>Date approval expected/given</i>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			