

# BALDWIN HILLS CONSERVANCY

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## State of California • Natural Resources Agency Baldwin Hills Conservancy Proposition 40 Grant Program and Objectives

The Baldwin Hills Conservancy (BHC) is accepting applications for a year-round Proposition 40 BHC grant program to support projects that protect the water quality of the Ballona Creek Watershed, and provide linkages and trails to the Baldwin Hills Parklands.

### Background

The BHC's mission is to acquire open space, manage public lands within the Baldwin Hills area, and to provide recreation, restoration and protection of wildlife habitat within the territory for the public's enjoyment and educational experience.

The voters of California passed the California Clean Water, Clean Air, Safe Neighborhood Parks, and Coastal Protection Act of 2002 (Proposition 40) in March 2002. The State Legislature has appropriated funds to the BHC for capital outlay and local assistance projects within the territory. Funds are to be awarded for the acquisition, development, rehabilitation, restoration, interpretation and protection of land and creation of educational resources consistent with the statute creating the BHC (<http://www.bhc.ca.gov/about.html>).

Projects funded under this grant program will be implemented through the execution of a standard grant agreement between the project applicant and the BHC. BHC staff will be responsible for oversight of the Proposition 40 grant and project implementation.

### Project Eligibility

The purpose of the BHC Prop 40 grant program is to provide funds for planning and capital improvement projects that benefit the Ballona Creek Watershed and Baldwin Hills Conservancy territory through either: 1) Acquisition of open space; 2) Development of park land; 3) Rehabilitation of park facilities; 4) Restoration of habitat; or 5) Protection of land and water resources.

Eligible projects must be consistent with the adopted Baldwin Hills Park Master Plan for expansion of Kenneth Hahn State Recreation Area and the priorities set forth in the Baldwin Hills Conservancy's Summarized Strategic Plan. Proposed projects should seek to implement or expand on one or more of the following goals:

- (1) Increase active recreation opportunities for underserved communities.
- (2) Create and implement a comprehensive trail system.
- (3) Provide for public access and entry ways.
- (4) Protect and restore natural habitat.
- (5) Protect critical view sheds.
- (6) Protect and improve urban water quality.
- (7) Emphasize connection between existing parks, trails, and urban streams.
- (8) Restore industrial lands to park and open-space purposes.
- (9) Protect watersheds connecting to Santa Monica Bay.

## **Project Objectives**

Project proposals are required to demonstrate the following standard objectives:

- Promotion of the BHC's statutory programs and purposes;
- Consistency with the Baldwin Hills Park Master Plan;
- Consistency with purposes of the funding source;
- Support from the public;
- Location must benefit the Baldwin Hills and Ballona Creek region;
- Need (desired project or result will not occur without Conservancy contribution;)
- Greater-than-local interest; and
- Demonstrated expertise in the proposed program area.

Priority will be given to projects that address the following:

- Urgency (threat to a resource from development or natural or economic conditions, pressing need, or fleeting opportunity;)
- Resolution of more than one issue;
- Leverage (contribution of funds or services by other entities;)
- Conflict resolution;
- Innovation (For example, using new technique or technology to address an environmental or economic Issue;)
- Readiness (ability of the grantee and others to start and finish the project in a timely manner;)
- Realization of prior BHC goal (advances previous BHC projects;) and
- Cooperation (extent to which the public, nonprofit groups, landowners, and others will contribute to the project.)

## **Project Timing, Fund Limits, Cost Match, and Other Requirements**

Applications must be submitted pursuant to the Baldwin Hills Conservancy Grant Procedures on the BHC website. Grants in any amount may be submitted for consideration. A minimum match of 25% percent is required. Matches may include, but are not limited to, federal or local funding, verifiable donated and volunteer services and other funding sources. The Conservancy accepts grant applications at any time, but may not award grant funds for an application unless the Conservancy has been appropriated with sufficient unencumbered grant funds for the application in question. Applicants should be familiar with Proposition 40 in order to maintain consistency with the park bond's enabling legislation (<http://www.parks.ca.gov/pages/1008/files/prop40.pdf>).

Proposals are also subject to review for consistency with General Obligation Bond Law. Grant applicants are strongly encouraged to contact BHC staff to ensure projects meet eligibility requirements and conform to BHC priorities prior to application submittal. All projects funded under this grant program must primarily benefit the Ballona Creek Watershed within the Baldwin Hills Conservancy Territory. All grants are funded through scheduled reimbursement payments. All grants are funded on a reimbursement payment basis.

## **Who May Apply**

Any public entity or non-profit organization established pursuant to the laws of the State of California and qualified under the Internal Revenue Code section 501(c)(3), 501 (c)(4), or 501(c)(5) is eligible to apply for grant funds under this program. Joint proposals between multiple organizations involved in similar or related activities are strongly encouraged. Grant funds, however, may only be encumbered by one organization per agreement. There is no limit to the number of applications an organization may submit.

For additional information, contact: Gail Krippner at [gail.krippner@bhc.ca.gov](mailto:gail.krippner@bhc.ca.gov) or call (323) 290-5270.

## **Application Attachment Checklist**

### **Required:**

1. Grant Application Page 1 (*See attached.*)
2. Project Narrative, Scope, Deliverables and Timeline
3. Designs, drawings, photos or any additional information that further describes the project
4. Map(s) of project location should include watershed boundary and project location.
5. Project Costs - Line item budget with all matching funds included. (*See attached sample template.*)
6. Rate Sheet - Outline of all staff rates of pay and benefits that will be billed to the project (*See attached sample template.*)
7. Labor Compliance Documentation
8. Signed Resolution passed by Applicant's Board of Directors (*See attached required template.*)
9. Applicant background and related experience - references and fiscal capacity for undertaking the project should be provided.
10. Letters of Support from Project Funders and Project Partners and Constituents.
11. Environmental Compliance documents if applicable.
12. Summary of water quality data if available.

**State of California — Resources Agency  
BALDWIN HILLS CONSERVANCY**

*APPLICATION FOR LOCAL ASSISTANCE GRANT*

PROJECT NAME	\$ GRANT AMOUNT  \$ <u>ESTIMATED TOTAL PROJECT COST</u> (State Grant and other funds)	
GRANTEE (Agency and address-including zip code)	COUNTY	NEAREST CITY
	PROJECT ADDRESS	
	NEAREST CROSS STREET	
	SENATE DISTRICT NO.	ASSEMBLY DISTRICT NO.

Grantee's Representative Authorized in Resolution:

Name (type)	Title	Phone
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Person with day-day responsibility for project (if different from authorized representative):

Name (type)	Title	Phone
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Brief description of project:

For Dev. Projects Land Tenure – Project is: _____ acres: _____ Acres owned in fee simple by Grant Applicant _____ Acres available under a _____ year lease _____ Acres other interest (explain) _____	For Acquisition Projects-Projects will be _____ acres _____ Acquired in fee simple by Grant Applicant _____ Acquired in other than fee simple (explain) _____ _____
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I certify that the information contained in this project application form, including required attachments, is accurate.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
 Grantee's Authorized Representative as shown in Resolution

**Baldwin Hills  
PROJECT COSTS SAMPLE TEMPLATE**

No.	OBJECTIVE	TASK(S)	BHC BUDGET	MATCH BUDGET	TOTAL BUDGET
<b>A.</b>	<b>PLANNING/PERMITTING/DESIGN:</b>				
1					
2					
3					
4					
<b>A. Planning Total:</b>					
<b>B.</b>	<b>IMPLEMENTATION/CONSTRUCTION:</b>				
1					
2					
3					
4					
<b>B. Implementation/Construction Subtotal:</b>					
<b>10% Construction Contingency</b>					
<b>Implementation/Construction Total</b>					
<b>C.</b>	<b>PROJECT CLOSEOUT:</b>				
1					
2					
3					
4					
<b>C. Project Closeout Total:</b>					
<b>Direct Project Costs</b>					
<b>Indirect Project Costs</b>					
<b>PROJECT TOTAL</b>					

**Baldwin Hills**

**EMPLOYEE RATE SHEET SAMPLE TEMPLATE**

<b>Staff Hourly Rate Breakdown</b>					
<b>Contract #:</b>	<b>BHC</b>	<b>Project Name:</b>	<b>Grantee:</b>	<b>Rate Term:</b>	-
<b>Effective Date:</b>					
<b>Definitions:</b>					
Wages: Salaries and wages claimed based on actual costs incurred and if a labor burden is included, the actual cost of labor.					
Fringe Benefits: Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to, the costs of leave, employee insurance, pensions, and unemployment benefit plans. Fringe benefits are allowable to the extent that the benefits are reasonable and are required by law, governmental unit-employee agreement, or an established policy of the governmental unit.					
Indirect Costs: Indirect costs are costs that have been incurred for common or joint objectives and cannot be readily identified with a particular project or program.					
<b>Title</b>					
<b>Employee Name</b>					
<b>Total Hourly Rate</b>					
<b>Wages (hourly)</b>					
<b>Fringe Benefits</b>	<b>Total</b>				
	<b>Health Benefits</b>				
	<b>Leave Benefits</b>				
	<b>Pension Benefits</b>				
	<b>Other Employer Contributions (SSI, Workmen's Comp, Unemployment)</b>				

	<b>Payroll Taxes</b>					
	<b>Other</b> _____					
<b>Indirect Costs</b> ____%	<b>Total</b>					
	<b>Administrative Support</b>					
	<b>Logistical Support</b>					
	<b>Other</b> _____					

RESOLUTION SAMPLE

**RESOLUTION OF THE TBD ORGANIZATION BOARD OF DIRECTORS  
APPROVING THE APPLICATION FOR GRANT FUNDS FROM  
THE BALDWIN HILLS CONSERVANCY  
FOR PROPOSITION 40 FUNDING FOR the NAME OF PROJECT**

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WHEREAS, voters of California passed the California Clean Water, Clean Air, Safe Neighborhood Parks, and Coastal Protection Act of 2002 (Proposition 40) in March 2002. The State Legislature has appropriated funds to the BHC for capital outlay and local assistance projects within the territory. Funds are to be awarded for the acquisition, development, rehabilitation, restoration, interpretation and protection of land and creation of educational resources consistent with the statute creating the Baldwin Hills Conservancy (BHC).

WHEREAS, the Baldwin Hills Conservancy has set forth the necessary procedures governing application for grant funds under the Proposition, and

WHEREAS, the Conservancy's procedures require ORG/AGENCY NAME to certify, by resolution, the approval of the application before submission of said application(s) to the Conservancy; and

WHEREAS, said application contains assurances that ORG/AGENCY NAME must comply with; and

WHEREAS, ORG/AGENCY NAME will enter into an Agreement with the Conservancy to provide funds for acquisition and development projects.

NOW, THEREFORE, BE IT RESOLVED THAT THE ORG/AGENCY NAME Board of Directors HEREBY:

1. Approves the filing of an application with the Baldwin Hills Conservancy for Proposition 84 Funds for the above project; and
2. Certifies that ORG/AGENCY NAME understands the assurances and certification in the application form; and
3. Certifies that ORG/AGENCY NAME will be responsible for the operation and maintenance of the project in perpetuity; including, but not limited to land acquisitions, capital improvement projects, and intellectual property-related deliverables (i.e. studies, reports, investigations, web-based content)
4. Certifies that ORG/AGENCY NAME has, or will have, sufficient funds to operate and maintain the project in perpetuity; or has the right to assign maintenance to another agency; and
5. Appoints the ORG/AGENCY EXECUTIVE DIRECTOR or designee, to conduct all negotiations, and to execute and submit all documents including, but not limited to, applications, agreements, amendments, payment requests and so forth, which may be necessary for the completion of the aforementioned project.

Passed, approved and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20xx

ATTEST: