

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

*GRANT APPLICATION FORM*

<b>PROJECT NAME</b>	<b>GRANT AMOUNT REQUESTED</b>	
	\$	
<b>APPLICANT (Org. Name and Address)</b>	<b>TOTAL PROJECT AMOUNT</b>	
	\$	
<b>APPLICANT'S AUTHORIZED REPRESENTATIVE (Name, Title, Phone)</b>		
<b>PROJECT ADDRESS (Including Cross-Street)</b>		
<b>COUNTY</b>	<b>SENATE DISTRICT</b>	<b>ASSEMBLY DISTRICT</b>
<b>PERSON W/ DAY-TO-DAY RESPONSIBLY FOR PROJECT (Name, Title, E-mail, Phone)</b>		
<b>BRIEF DESCRIPTION OF PROJECT</b>		

<b>TASK / MILESTONE</b>	<b>COST ESTIMATE</b>	<b>COMPLETION DATE</b>
1.		
2.		
3.		
Etc.		
<i>I certify that the information contained in this project application form, including required attachments, is accurate.</i>		
<b>NAME:</b>		
<b>SIGNATURE:</b>		<b>DATE:</b>

## GRANT APPLICATION FOR BHC PROP 68 FUNDS

Proposition 68: California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access  
For All Act of 2018

*Contents of Application.* The grant application must include the following:

1. Cover page (no more than 1 page)
2. Table of Contents with corresponding page numbers.
3. A completed grant application form.
4. A completed payee data record (STD. 204) **See [Payee Data Form \(STD. 204\)](#)**
5. A detailed scope of work, including a list of specific tasks, a detailed budget, and a timeline for project implementation (including an estimated completion date for each task)
6. Any preliminary project plans (i.e. drawings, conceptual or construction) as required
7. A detailed description of the need and urgency for the grant
8. A detailed description of how the project will provide multi-benefit ecosystem, water quality, water supply, and watershed protection and public benefits
9. A detailed description of how the project achieves one or more of the purposes of Proposition 68. **See *Guidelines: Sections 1 and 3.***
10. A detailed description of how the project helps meet the State's greenhouse gas emissions reductions targets, including a quantification of the metric tons of CO<sub>2</sub> or CO<sub>2</sub>e removed or avoided, and an explanation of the methodology used to quantify this figure. **See *Guidelines: Section 2, Item 2.4 and Section 5 Item 2.5 and Section 6 Item 6.0 and EXECUTIVE ORDER B-30-15 (Brown).***
11. A detailed description of how the project will promote and implement other relevant regional and state plans and policies. **See *Guidelines: Section 2***
12. Indicate whether the project will have matching funds from private, local, or federal sources, and if so, to what extent (Include dollar amount.)
13. Indicate whether the project will benefit a disadvantaged community (Use the State Parks Community Fact Finder tool <http://www.parksforcalifornia.org/communities> to determine Median Household Income)
14. Corps Consultation Review Document (if applicable); Indicate whether the project will use the services of local or state conservation corps **See [Prop 68 Corps Consultation Process and Review Document](#)**
15. A detailed description of any new or innovative technology or practices that will be applied to the project;

16. A detailed method for monitoring and reporting on the progress and effectiveness of the project during and after project implementation;
17. A description of how the scope of work will further the Conservancy's strategic objectives;  
**See this link <http://bhc.ca.gov/library/>.**
18. A description of how the scope of work will protect or enhance Ballona Creek (if applicable).
19. Completed CEQA document. For more information on CEQA, **visit:**  
**[http://ceres.ca.gov/topic/env\\_law/ceqa/flowchart/index.html](http://ceres.ca.gov/topic/env_law/ceqa/flowchart/index.html).**
20. For Nonprofit Organizations, please submit completed Nonprofit Organization Pre-Award Questionnaire
21. Conservancy's procedures require the Applicant to certify, by resolution, the approval of the application before submission of said application(s) to the Conservancy.  
**See Attachment 3.**

**Applications may be submitted electronically or via U.S. Mail.**

**Electronic:** Send one PDF file (10 MB maximum size) to [info@bhc.ca.gov](mailto:info@bhc.ca.gov). If you are unable to e-mail your application, you may mail or deliver the electronic files on a CD or other common file storage device.

**U.S. Mail:** The printed documents to  
Baldwin Hills Conservancy  
**Attn: Grant Program Manager**  
4859 West Slauson Ave #364  
Los Angeles, CA 90056

## GRANT APPLICATION – PROJECT DESCRIPTION

Project scope is the part of project planning that involves determining and documenting a list of specific project goals, **deliverables**, features, functions, **tasks**, deadlines, and ultimately costs. In other words, it is what needs to be achieved and the work that must be done to deliver a project.

Describe each of the elements of the project description below with clear, but detailed answers. All applications must be provided in 12-point font.

1. **Need and urgency for the project.** Describe the specific problems, issues, or un-served needs the project will address. Include a detailed description of how the project will provide multi-benefit ecosystem, water quality, water supply, and watershed protection and public benefits.
  
2. **Goals and objectives.** The goals and objectives should clearly define the expected outcomes and benefits of the project. Include the following:
  - a.) A detailed description of how the project achieves one or more of the purposes of Proposition 68.
  - b.) A detailed description of how the project helps meet the State’s greenhouse gas emissions reductions targets, including a quantification of the metric tons of CO<sub>2</sub> or CO<sub>2</sub>e removed or avoided, and an explanation of the methodology used to quantify this figure
  - c.) A detailed description of how the project will promote and implement other relevant regional and state plans and policies
  - d.) Indicate whether the project will have matching funds from private, local, or federal sources, and if so, to what extent (Include dollar amount.)
  
3. **Site Description.** Describe the project site or area, including site characteristics that are tied to your project objectives (i.e.: for acquisition of habitat, describe current vegetation assemblages, condition of habitats, known wildlife migration corridors, etc.). When relevant, include ownership and management information.
  
4. **Specific Tasks.** Identify the specific tasks that will be undertaken and the work that will be accomplished for each task.

#	Task Name	Description
1		
2		
3		
4		
5		
6		
7		

*Add or delete rows as necessary.*

5. **Work Products.** List the specific work products or other deliverables in which the project will result.

6. **Measuring Success.** For projects involving restoration, construction or land acquisition, describe the plan for monitoring, evaluating and reporting project effectiveness, and implementing adaptive management strategies if necessary. Identify who will be responsible for funding and implementing ongoing management and monitoring.
7. **Project Maps and Graphics.** Provide the following project graphics with your application. Project maps and design plans should be combined into one pdf file with a maximum size of 5 MB. Project photos should be provided in jpg format.
- Regional Map – Clearly identify the project’s location in relation to prominent area features and significant natural and recreational resources, including regional trails and protected lands.
  - Site-scale map – Show the location of project elements in relation to natural and man-made features on-site or nearby. Any key features discussed in project description should be shown.
  - Design Plan – Construction projects should include one or more design drawings or graphics indicating the intended site improvements.
  - Site Photos – One or more clear photos of the project site.

## GRANT APPLICATION – PRELIMINARY BUDGET AND SCHEDULE

In the budget matrix below, relist the tasks identified in #4 above and for each provide: 1) the estimated completion date for the task, 2) the estimated cost of the task, and 3) the funding sources (applicant, Conservancy, and other) for the task. The table will automatically sum the totals for each row and column. To do this, highlight the whole table and press the F9 key on your keyboard.

Task Number	Task	Completion Date	Applicant's Funding	Baldwin Hills Conservancy Funds	Other Funds	Total Cost
1.0						\$ 0
1.1						\$ 0
1.2						\$ 0
2.0						\$ 0
2.1						\$ 0
2.2						\$ 0
<i>Etc.</i>						\$ 0
						\$ 0
						\$ 0
						\$ 0
						\$ 0
						\$ 0
						\$ 0
<b>TOTAL</b>			\$ 0	\$ 0	\$ 0	\$ 0

### In Kind Services

*In-kind services or contributions include volunteer time and materials, bargain sales, and land donations. Describe and estimate the value of expected in-kind services.*

## GRANT APPLICATION – ADDITIONAL INFORMATION

Provide clear, concise answers to each question below. Unless otherwise specified, please limit your answer to one concise paragraph. See grant application instructions for more information. For question #4, limit your answer to 1-3 sentences per relevant plan. Most questions should be answered by all applicants, enter “**not applicable**” if a question does not pertain to your project.

1. **Proposition 68 Goals.** Which of the following purposes of Chapter 8 of Proposition 68 are achieved by the project (check all that apply):

Purposes of Proposition 68 include:

- Resource Protection and Restoration.** The state provides funds which facilitate the protection and restoration of wildlife, habitat, and historical/archaeological resources, including habitat restoration projects.
- Vegetation Management and Fire Safety.** The state provides funds which facilitate fire safety and any required or recommended fuel modification zones.
- Visitor Serving Development and Improvement.** The state provides funds which provide for enhanced visitation, urban accessibility and safety to open space, parks and greenspace (including signage, restrooms, entrances, parking, trail building or repairs, etc...). This includes new projects to implement statutory requirements to provide better accessibility under the Americans with Disabilities Act (ADA).
- Community Access, Education and Interpretation Projects.** The state provides funds which are required to achieve or expand the outreach mission of the Conservancy and provide interpretive programs and materials to substantially enhance knowledge, appreciation, and enjoyment of the natural environment, open space, parklands and waterways.

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.

- 2. Conservation Corps.** For restoration and ecosystem protection projects, Grantee to include each signed and completed Corps Consultation Review Document as evidence that applicant has consulted with the state and local conservation corps and included their services if feasible. The process for obtaining this required consultation is described in Attachment 1 to this application.
- 3. Consistency with other State Plans:** If the proposed project will help to implement or promote the goals of any of the State Plans listed below, check that plan and specify which goals, objectives, priority actions, etc. will be furthered by the project. Limit your answers to 1-3 sentences per plan.

- CA Climate Adaptation Strategy/Safeguarding California: Reducing Climate Risk Plan
- California Water Action Plan

**4. California’s 2017 Climate Change Scoping Plan.**

- a. Identify which goals of the California Climate Change Scoping Plan the project will promote or implement.
- b. Identify the climate change/global warming plan(s) and any other regional or plans that apply to the specific project area. For each, list those goals, objectives, priority actions, etc. that the project will promote or implement.

**5. Best Scientific Practices.** Describe how the project is consistent with best scientific practices where achievable and appropriate.

**6. New Technology.** Does the project employ new or innovative technology or practices? If yes, describe those technologies and/or practices.

**7. Sustainability.** Described how the project will deliver sustainable outcomes in the long-term.

**8. Project and Applicant History:** Provide a history of the project, and any background information not provided in the project description. Is the project related to any previous or proposed Baldwin Hills Conservancy projects? If so, which ones and how are they related?

**9. Environmental Review:** Projects funded by the Conservancy must be reviewed in accordance with the California Environmental Quality Act (“CEQA”). CEQA does not apply to projects that will not have either a direct or indirect effect on the environment. For all other projects, if the project is statutorily or categorically exempt under CEQA, no further review is necessary. If the proposed project is not exempt, it must be evaluated by a public agency that is issuing a permit, providing funding, or approving the project, to determine whether the activities may have a significant effect on the environment. The evaluation results in a “Negative Declaration (Neg. Dec),” “Mitigated Negative Declaration (MND),” or “Environmental Impact Report.”

The proposed project.... (select the appropriate answer):

- Is not a project under CEQA. Briefly specify why.



Is exempt under CEQA. Provide the CEQA exemption number and specify how the project meets the terms of the exemption.

Requires Negative Declaration, MND, or EIR. Specify the lead CEQA agency (the agency preparing the document) and the (expected) completion date. Please note that the Conservancy will need to review and approve any CEQA document and cannot present a project to the Conservancy Board for funding consideration without a completed CEQA document. For more information on CEQA, visit:

[http://ceres.ca.gov/topic/env\\_law/ceqa/flowchart/index.html](http://ceres.ca.gov/topic/env_law/ceqa/flowchart/index.html) .

**10.Support:** Obtain letters from the public agencies, identified project partners, park owner/operator non-profit organizations, elected officials and other entities and individuals that will support the project.

**11.Regional Significance:** Describe the regional significance of the project with respect to recreation (regional trails and parks, staging areas, environmental education facilities, etc.), agricultural resources, and natural resources (including listed species, identified high priority habitat, wildlife corridors, watersheds, and agricultural soils).

**12.Disadvantaged Communities.** Does the project benefit a disadvantaged or severely disadvantaged community? If yes, specify which community and how it will be benefited by the project.

**Disadvantaged Community (DAC)** — Census block-groups with a Median House Hold Income (MHHI) less than 80% of the California MHHI. The threshold is derived from American Community Survey 5-year estimates at the block-group geographic level, per the California Public Resources Code (PRC), Section 75005(g).

**Severely Disadvantaged Community (SDAC)** — Census block-groups with a Median Household Income (MHHI) less than 60% of the California MHHI. The threshold is derived from American Community Survey 5-year estimates at the block-group geographic level, per the California Public Resources Code (PRC), Section 75005(g).

Use the State Parks Community Fact Finder tool to determine State Median Household Income (MHHI); Go here <http://www.parksforcalifornia.org/communities>

**13.Need for Conservancy Funds:** What would happen to the project if no funds were available from the Conservancy? What project opportunities or benefits could be lost and why if the project is not implemented in the near future?

**14.Vulnerability from Climate Change Impacts Other than Sea Level Rise:** Using the latest regional scenarios, predictions and trends, describe how the project objectives or project may be vulnerable to impacts (fire, drought, species and habitat loss, etc.) from climate change, other than sea level rise, coastal erosion or flooding. Identify design, siting, or other measures incorporated into the project to reduce these vulnerabilities.

**15.Greenhouse Gas Emissions/Climate Change:** If the proposed project will result in production of greenhouse gas emissions (including construction impacts and vehicle miles travelled as part of a public access component), describe the measures your project includes to reduce, minimize or avoid greenhouse gas emissions through project design, implementation construction, or maintenance. What, if any, are the possible sources or sinks of greenhouse gases for your project, such as carbon sequestration from habitats at the site? If one of the project goals is to sequester carbon (reduce greenhouse gas concentrations), how do you intend to ensure

continued long-term sequestration while achieving project objectives? Do you have any plans to seek carbon credits for the carbon sequestration activities on the project site?

**16. Willing Seller:** Projects that involve acquisition of property must involve a willing seller. If your project includes property acquisition, please describe the status and expected conclusion of landowner negotiations.

**California Conservation Corps and Certified Community Conservation Corps  
Proposition 68 – Parks, Environment and Water Bond Guidelines  
Corps Consultation Process**

Applicants for grants from the Conservancy for restoration and ecosystem protection projects shall consult with representatives of the California Conservation Corps (CCC) and the California Association of Local Conservation Corps (CALCC), the entity representing the certified community conservation corps, (collectively, “the Corps”) to determine the feasibility of the Corps participation.

Applicants seeking funds for Proposition 68 projects should consult with representatives of CCC AND CALCC (hereafter collectively referred to as Corps) to determine the feasibility of the Corps’ participation. **Both CCC and CALCC must be consulted prior to application submission.**

The Corps have developed the following consultation process:

Step 1: Prior to submittal of an application, the Grantee will compile the following information:

- Project Title
- Project Description (identifying key project activities and deliverables)
- Project Map (showing project location)
- Project Implementation estimated start and end dates

Step 2: Grantee submits the information via email concurrently to the CCC and CALCC representatives.

California Conservation Corps representative:

Name: Andrea Gabriel  
Email: [Prop68@ccc.ca.gov](mailto:Prop68@ccc.ca.gov)  
Phone: (916) 341-3272

California Association of Local Conservation Corps representative:

Name: Hannah Tillman  
Email: [Inquiry@Prop68CommunityCorps.org](mailto:Inquiry@Prop68CommunityCorps.org)  
Phone: (916) 426-9170 x4

Step 3: Within five (5) business days of receiving the project information, CCC and CALCC representatives will review the submitted information, contact the applicant if necessary and respond to the applicant with a Corps Consultation Review Document (template attached) informing them:

(1) It is NOT feasible for CCC and/or certified community conservation corps services to be used on the project; or

(2) It is feasible for CCC and/or certified community conservation corps services to be used on the project and identifying the aspects of the project that can be accomplished with Corps services.

Note: While the Corps will take up to five (5) business days to review projects, applicants are encouraged to contact CCC/CALCC representatives to discuss the Corps’ project costs and feasibility **early in the project development process.**

The Corps cannot guarantee a compliant review process for applicants who submit project information fewer than five (5) business days before an application deadline.

Step 4: Applicant submits application and Corps Consultation Review Document to Funder. If the Corps determine their participation is feasible, the applicant must describe the project components involving Corps in the application and provide an estimated budget for that component.

Step 5: Funder reviews applications. Applications with documentation demonstrating that the Corps have been consulted will be given preference for a receipt of grant.

**NOTE:** Applicants that have been awarded funds for projects where the Corps has determined Corps services can be used must thereafter work with either CCC or CALCC to develop a scope of work and enter into a contract with the appropriate Corps.

The Corps have determined that it is not feasible to use their services on projects that do not include field work. Only projects without field work are exempt from the consultation process and do not need to submit the Corps Consultation Form to Funding Entities.

**Compliance with Public Resources Code Section 80001(b)(5)**

Public Resources Code Section 80001(b)(5) requires to the extent practicable, that projects provide workforce education and training, contractor, and job opportunities for disadvantaged communities. Partnering with Corps will provide workforce education, training and job opportunities for the young adult members of Conservation Corps.

**Attachment 1 – Corps Consultation Review Document**

Use the document posted here: [Corps Consultation Review Document](#)

## Attachment 2 – Non-Profit Organization Pre-Award Questionnaire

“Nonprofit organization” means a nonprofit corporation qualified to do business in California and qualified under Section 501(c)(3) of the Internal Revenue Code. All nonprofit organizations must complete this questionnaire and include it in their application.

### CONTACT INFO

<b>Organization</b>			
<b>Contact Person</b>		<b>Email</b>	
<b>Phone</b>		<b>Fax</b>	

### GENERAL INFORMATION

1. Please attach a copy of your most recent financial reports with your response to this questionnaire.
2. Have you had a financial audit within the last three years by an independent auditor?  
Yes  No   
If yes, please provide a copy of the audit report.
3. Does your organization have appropriate segregation of duties to prevent one individual from processing an entire financial transaction? Yes  No
4. Does your organization have controls to prevent expenditure of funds in excess of what is approved in your project budget? Yes  No
5. Does your organization have a conflict of interest policy? Yes  No
6. How much unrestricted money does your organization raise annually?
7. Is there a Finance Committee of the board of directors, or does the Board make all financial decisions?
8. What are the Treasurer's duties?

### CASH MANAGEMENT

9. Are grant funds accounted for through segregated accounts? Yes  No
10. Are all disbursements properly documented with evidence of receipt of goods or performance of service? Yes  No

**PAYROLL**

- 11. Does your organization have a time reporting system developed to determine and explain proper labor and overhead charges billed to the grant? Yes  No
- 12. Have you developed procedures to ensure fair and competitive contracting? Yes  No
- 13. Is there an effective system of identifying expenditures for time, travel and purchase of supplies to determine relevancy to individual grant projects? Yes  No

**PROPERTY MANAGEMENT**

*(Complete this section, if State grants will be used to purchase physical assets.)*

- 14. Are detailed records of individual capital assets kept and periodically balanced with the general ledger accounts? Yes  No
- 15. Are there effective procedures for authorizing and accounting for the disposal of property and equipment? Yes  No

**INDIRECT COSTS**

- 16. Does the organization have an established methodology for calculating indirect costs or overhead? Yes  No
- 17. Is this used consistently for all grants and contracts? Yes  No

**COST SHARING**

- 18. Does the organization have a means to determine and document that it has met cost-sharing goals for each project? Yes  No
- 19. Do your financial records identify the receipt and expenditure of funds separately for each grant or contract? Yes  No

**COMPLIANCE**

- 20. Does your organization have a formal system for complying with the payment of prevailing wages? Yes  No
- 21. Does your organization have a system in place to ensure it does not use contractors who may be suspended or debarred from receiving federal or state contracts? Yes  No

***I certify that the above information accurately represents the organization of which I am a representative.***

**Name and title of person completing questionnaire:**

<b>NAME:</b>	
<b>SIGNATURE:</b>	<b>DATE:</b>

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION OF THE TBD ORGANIZATION BOARD OF DIRECTORS  
APPROVING THE APPLICATION FOR GRANT FUNDS FROM  
THE BALDWIN HILLS CONSERVANCY  
FOR PROPOSITION 68 FUNDING FOR the NAME OF PROJECT**

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WHEREAS, voters of California passed the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access For All Act of 2018 (Proposition 68) in June of 2018. 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 resource protection and restoration, vegetation management and fire safety, visitor-serving development and improvements, community access, education and interpretation projects 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 68 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. 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

SIGNATURE: \_\_\_\_\_

ATTEST: \_\_\_\_\_



