

Carmichael

RECREATION AND
PARK DISTRICT

Memo

To: Advisory Board of Directors

From: Mike Blondino, District Administrator
Ingrid S. Penney, Administrative Services Manager

Date: August 15, 2019

Subject: Resolution # CP-08152019-01 approving the filing of *all* applications under the Prop 68 Per Capita Program

Background/Discussion:

The Per Capita Program is associated with Proposition 68, approved by voters on June 5, 2018. The performance period for the Program runs July 1, 2018 – June 30, 2022. There are competitive programs available too with different criteria and requirements.

Under the Per Capita Program, the District anticipates being eligible for a minimum allocation of \$200,000. The actual allocation is based on the population within District boundaries.

The funds are available for local park rehabilitation, creation, and improvement grants to local governments on a per capita basis. The Program encourages recipients to use funds to rehabilitate existing infrastructure and to address deficiencies in neighborhoods lacking access to the outdoors.

Guidelines

- Projects must be for recreational purposes, either acquisition or development.
- Up to 5% of the allocation may be used for a community access project, defined as, but not limited to:
 - Transportation.
 - Physical activity programming.
 - Resource interpretation.

- Multilingual translation.
- Natural science.
- Workforce development and career pathways.
- Education.
- Communication related to water, parks, climate, coastal protection, and other outdoor pursuits
- Multiple projects may be completed under one contract; however, each project requires a separate application.
- A project can only have one location. One project that serves several parks is not permitted.
- Grantees are encouraged to partner with other grantees on projects
- Projects not serving a “severely disadvantaged community” (median household income less than 60% of the statewide average) require a 20% match
- Grantees must use Per Capita grant funds to supplement existing expenditures, rather than replace them.

District Project

The project identified meeting the Per Capita Program’s eligibility criteria is the *La Sierra Community Center Play Area Asphalt Improvement Project*. Since the project location does not serve the severely disadvantaged, California Montessori Project, Inc.’s (CMP) partnership assists the District in meeting the match. CMP has contracted with the District to provide up to half of the total project costs not to exceed \$150,000, exceeding the 20% match requirement. District staff is reviewing potential projects from the FY2019-20 CIP to use the remaining \$50,000. District staff plans to report back with a recommendation to the Advisory Board prior to selection.

Process:

1. **Resolution** – District must submit the adopted resolution no later than November 1, 2019; one resolution approving the filing of *all* applications associated with the contract, and forwards a copy to the State of California, Department of Parks and Recreation, Office of Grants and Local Services (OGALS).
2. **Application Packet** – District must submit application packet(s) to OGALS no later than January 31, 2020. Individual packets are required for each project under the Program. OGALS will review each application packet and send a letter of approval to the District or request additional information.
3. **Contract** – District must sign and submit contract(s) to OGALS no later than March 31, 2020; OGALS will forward a contract to the District once a project application packet has been approved. OGALS will encumber the total amount of approved applications. As the District submits additional application packets, OGALS will amend the contract to reflect the total Project amount for all approved application packets up to the allocation amount.

Budget and Cash Flow:

Based on the process and timeline, the District does not anticipate receiving reimbursement under the Program until FY2020-21. The District has a contractual obligation to reimburse CMP up to half of the total project funds not to exceed \$150,000 within 120 days following the project's acceptance and completion. Therefore, the District has allocated a portion of the FY2018-19 carry over fund balance to reimburse CMP in FY2019-20. Once the Per Capita Program funds are available and no later than March 31, 2022, the District can seek reimbursement through OGALS. The grant reimbursement funds will be available without any use restriction.

RECOMMENDATION:

Staff recommends that the Advisory Board approve and adopt Resolution # CP08152019-01, an authorizing resolution for filing of all applications associated with the Prop 68 Per Capita Program; requesting final approval and adoption of an authorizing resolution by the County Board of Supervisors, as governing body; delegating authority to the District Administrator, or designee to conduct all negotiations, sign and submit all documents which may be necessary for the completion of the grant scope(s), and direct Staff to forward a copy of the Resolution to OGALS.

RESOLUTION OF THE ADVISORY BOARD OF DIRECTORS OF CARMICHAEL RECREATION AND PARK DISTRICT APPROVING APPLICATION(S) FOR PER CAPITA GRANT FUNDS

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of the Per Capita Grant Program, setting up necessary procedures governing application(s); and

WHEREAS, said procedures established by the State Department of Parks and Recreation require the grantee's Governing Body to certify by resolution the approval of project application(s) before submission of said applications to the State; and

WHEREAS, the grantee will enter into a contract with the State of California to complete project(s);

NOW, THEREFORE, BE IT RESOLVED that the Advisory Board of Directors hereby:

1. Approves the filing of project application(s) for Per Capita program grant project(s); and
2. Certifies that said grantee has or will have available, prior to commencement of project work utilizing Per Capita funding, sufficient funds to complete the project(s); and
3. Certifies that the grantee has or will have sufficient funds to operate and maintain the project(s), and
4. Certifies that all projects proposed will be consistent with the park and recreation element of the Carmichael Recreation and Park District general or recreation plan (PRC §80063(a)), and
5. Certifies that these funds will be used to supplement, not supplant, local revenues in existence as of June 5, 2018 (PRC §80062(d)), and
6. Certifies that it will comply with the provisions of §1771.5 of the State Labor Code, and
7. (PRC §80001(b)(8)(A-G)) 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 Carmichael Recreation and Park District 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. Creating new partnerships with state, local, tribal, private, and nonprofit organizations to expand access for diverse populations.

- (C) 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.
 - (D) 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.
 - (E) 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.
 - (F) Identifying possible staff liaisons to diverse populations.
8. Agrees that to the extent practicable, the project(s) will provide workforce education and training, contractor and job opportunities for disadvantaged communities (PRC §80001(b)(5)).
 9. Certifies that the grantee shall not reduce the amount of funding otherwise available to be spent on parks or other projects eligible for funds under this division in its jurisdiction. A one-time allocation of other funding that has been expended for parks or other projects, but which is not available on an ongoing basis, shall not be considered when calculating a recipient's annual expenditures. (PRC §80062(d)).
 10. Certifies that the grantee has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Procedural Guide; and
 11. Delegates the authority to the District Administrator, or designee to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the grant scope(s); and
 12. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.

Approved and adopted the 15th day of August, 2019.

I, the undersigned, hereby certify that the foregoing Resolution Number CP-08152019-01 was duly adopted by the Advisory Board of Directors following a roll call vote:

AYES: Directors:

NOES: Directors:

ABSENT: Directors:

RECUSAL: Directors:

(PER POLITICAL REFORM ACT (§ 18702.5.)

MICHAEL ROCKENSTEIN
CHAIRMAN OF THE ADVISORY BOARD

INGRID PENNEY, CLERK OF THE
ADVISORY BOARD OF DIRECTORS