



NEVADA COUNTY PLANNING DEPARTMENT REQUEST FOR PROPOSALS

Proposition 68 – Per Capita Grant Program

Purpose:

To assist in meeting the park and recreation needs of Nevada County residents, the Planning Department is soliciting proposals for capital improvement projects from eligible Nevada County Per Capita Grantees who desire to develop a new or improve an existing recreation facility. Proposals will also be accepted for park land acquisition.

Background:

On June 5, 2018, voters passed Proposition 68 by 57.6 percent. The \$4 billion “Parks, Environment, and Water Bond Act of 2018” is detailed in Division 45 of the Public Resources Code. California Department of State Parks announced the availability of Proposition 68 – Per Capita Grant funds in July 2020. On December 15, 2020, Supervisors passed a resolution to accept the \$400,000 grant and agreed to the terms and conditions of the funding. At the same time, Supervisors authorized staff to submit an application to replace the Grass Valley Veterans Building floor for \$160,000 and utilize a RFP process for the remaining funds.

According to California Department of State Parks, entities that receive an allocation under the Per Capita program may transfer all or part of that allocation to another eligible entity, provided that certain requirements are met.

Program Overview and Eligibility:

Eligible Entities

Consistent with the California Department of State Parks Procedural Guide for the Per Capita Program - September 2020 Nevada County will accept applications from the following agencies: City of Grass Valley, Nevada City, Town of Truckee, Bear River PRD, Oak Tree RPD, Truckee-Donner RPD and Western Gateway PRD. Non-profit organizations and other special districts are not eligible to receive Per Capita funding but are encouraged to collaborate with an eligible grantee. In addition, applicants must have submitted the authorizing resolution shown on page 7 of the Procedural Guide for the Per Capita Program - September 2020.

Eligible Projects

Per Capita funding is intended to be used for capital outlay for recreational purposes, either acquisition or development. Eligible grantees may submit proposals for multiple projects. The County will not consider proposals for projects that exceed the available funding without the applicant providing details on the additional funding sources. Per Capita Grant guidelines stipulate that a project can only have one location. One proposal serving several parks will not be considered. Development projects must also be consistent with the park and recreation element of the grantee’s general or recreation plan.

Projects will be reviewed for consistency with the California Department of State Parks Procedural Guide for the Per Capita Program - September 2020 In addition, all proposals will be evaluated to

ensure that the project can be completed within the grant performance period and that the primary purpose of any facility constructed or improved must be public recreation.

Planning Department staff is available to provide preliminary feedback related to your project proposal prior to the application deadline. Please contact staff as early as possible in order to allow ample time for a response. The staff contact information is listed on the application instructions sheet (page 3).

Project Selection:

Each proposal will be reviewed by an evaluation panel based on the proposal evaluation guidelines (see page 5). The Board of Supervisors will then hold a public hearing to consider the evaluation panel recommendations before granting a transfer request for a specific project. A minimum of one person authorized to represent the requesting agency must be present at the public hearing to provide project specific information to the Board as necessary. Following the public hearing, staff will notify all requesting agencies about the status of their proposal.

Allocation Transfer

After proposals are selected, Nevada County shall provide State Parks with a resolution authorizing the transfer of the allocation. On or about the same time, transfer recipients must submit a resolution authorizing the receipt of funds.

Application Instructions:

Please follow the following instructions to ensure your application receives full consideration. These instructions are designed to ensure proposals are prepared in a consistent fashion to facilitate the evaluation process. **Due to COVID-19, Eligible Grantees are encouraged to submit documents digitally, as .pdf files.**

- Do not combine the Cover Letter and Project Application Form into one file. Each item (Cover Letter and Project Application Form) shall be attached as a separate digital file.
- Eligible Grantees may submit multiple Application Packets. An Application Packet will consist one (1) signed Cover Letter and one (1) completed Project Application Form. Proposals may address one component of a larger project. Separate Application Packets are required for different project locations.
- E-mail each Application Packet, consisting of the Cover Letter and Project Application Form to the Planning Director with the name of the Project in the Subject line of the e-mail.
- If submitting hard copies, number each page but do not staple any portion of the application packet (paper clips & binder clips are acceptable).
- Applications must be typed or printed legibly in blue or black ink on the form provided.
- Incomplete applications may result in disqualification or a substantial reduction in points.
- Documents or materials not specifically requested might not be reviewed or returned.
- Contact Brian Foss at (530) 265-1256 or Brian.Foss@co.nevada.ca.us for further information.

Contents of Proposal (each proposal shall consist of the following items):

1. **Cover Letter.** The cover letter shall be no more than one page and shall describe the project scope, cost and time table. Please make sure the letter also addresses the following:
 - Cost estimate and additional funding sources
 - Current project status and implementation schedule
 - Identify project partners and their role
 - Identify the target group(s) that will benefit from the proposed project.
 - What is the need in your community for the proposed project and is it a high priority for your agency and expected users.
2. **Project Application Form.** The project application form must be completed and signed by an authorized representative from your agency/organization.

Proposal Submission:

All proposals must be submitted before 5:00 p.m. on Monday, March 15, 2021 to be considered.

FAXED APPLICATIONS WILL NOT BE ACCEPTED.

Please e-mail the application packet to: Brian.Foss@co.nevada.ca.us

If submitting hard copies, please mail them to: Nevada County Planning Department
Attention: Brian Foss
950 Maidu Avenue, Suite 170
Nevada City, CA 95959



NEVADA COUNTY PLANNING DEPARTMENT
 Proposition 68 – Per Capita Grant Program
PROJECT APPLICATION FORM

PROJECT NAME:		REQUESTED AMOUNT: \$	
PROJECT LOCATION and ADDRESS:		PROJECT TYPE: <input type="checkbox"/> LAND ACQUISITION <input type="checkbox"/> DEVELOPMENT LAND TENURE? <input type="checkbox"/> OWNED IN FEE SIMPLE <input type="checkbox"/> LEASE AGREEMENT REQUIRED	
PROJECT DESCRIPTION/SCOPE:			
PROJECT IS CONSISTENT WITH GENERAL PLAN OR PARK & REC MASTER PLAN? <input type="checkbox"/> YES <input type="checkbox"/> NO			
PRE- CONSTRUCTION COSTS:	\$	MATCH REQUIRED? <input type="checkbox"/> YES <input type="checkbox"/> NO	
CONSTRUCTION COSTS:	\$		
TOTAL PROJECT COSTS:	\$		
GRANT FUNDS REQUESTED:	\$		
ADDITIONAL FUNDING SOURCES:			
PER CAPITA AUTHORIZING RESOLUTION APPROVED. <input type="checkbox"/> YES <input type="checkbox"/> NO (If NO, when):			
AUTHORIZED REPRESENTATIVE: NAME: EMAIL: PHONE:		AGENCY NAME & MAILING ADDRESS:	
SIGNATURE OF AUTHORIZED REPRESENTATIVE <i>I hereby certify that the following information is accurate and reflects our intended use of the requested funds.</i>			
NAME and TITLE:			
SIGNATURE:		DATE:	

Proposal Evaluation Guidelines

The following minimum qualifications must be met at the time of application submittal in order to be considered:

Eligibility

1. The project and applicant qualify for Per Capita Grant Funds.
2. The applicant has adequate tenure to, and site control of, properties to be improved.
3. The project is consistent with the applicant's General Plan or Park & Recreation Master Plan.
4. The project involves land acquisition or capital outlay and creates a new or significantly expands an existing recreational opportunity.
5. The project applicant has approved the Proposition 68 - Per Capita Grant Authorizing Resolution.

Points will be awarded to proposals based on the following evaluation guidelines:

Project Merit

6. The funding requested is commensurate with the public benefit that will be created by the project.
7. The project will be made available for full and public use at little or no cost.
8. The project serves a severely disadvantaged community.
9. The project satisfies a currently unmet park and recreation need for the applicant's community.
10. The project will benefit a meaningful number of people.
11. The project is a high priority for the applicant and expected users.
12. The project budget is detailed, realistic, and cost-effective.
13. The project implementation schedule is realistic schedule for project completion.
14. The project details have been thoroughly developed.

Agency/Organization Commitment

15. The applicant has dedicated or obtained funding from other sources to complete the project.
16. The applicant can successfully manage and complete the project within the time allotted by State Parks.
17. The applicant can provide long term public use of the project through on-going operation and maintenance activities.

Public Outreach

18. The applicant solicited public input during the planning process and/or proposal development.
19. There is considerable community support for the project.
20. The applicant has established partnerships with other agencies/organizations to implement the project.