

*June 2001*

*CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY*

*INTEGRATED WASTE MANAGEMENT BOARD*

Park Playground Accessibility and Recycling Grant Program  
Proposition 12 Funds (Villaraigosa-Keeley Act)  
Accessibility for the Mobility-Impaired

**2<sup>nd</sup> Cycle**

**APPLICATION INFORMATION AND INSTRUCTIONS**



Available to California Cities, Counties, Park Districts,  
Special Districts, and Federally recognized California Indian Tribes that  
Manage Public Parks with Playgrounds

**Waste Tire and Playground Grants Hotline Number  
(916) 341-6441**

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# Park Playground Accessibility and Recycling Grant Program

## Question-and-Answer Period

Deadline: July 13, 2001

In order to give all applicants the same opportunity and the same information, the California Integrated Waste Management Board has established a question-and-answer period for competitive grant programs.

Program-specific questions must be submitted in writing by mail or E-mail. The deadline for all questions is July 13, 2001. No questions will be answered after July 13, 2001. No phone calls regarding this program can be accepted after the release of the application.

All questions and answers will be posted on the IWMB Park Playground Accessibility and Recycling Grant Program web page. The tentative web page posting date for these questions and answers is July 20, 2001, with updates posted as required. Questions and answers will be mailed to parties who submit application requests on the form provided in the Notice of Funds Available (NOFA).

Web page address: [www.ciwmb.ca.gov/Playgrounds/](http://www.ciwmb.ca.gov/Playgrounds/)

E-mail address: [parkbond@ciwmb.ca.gov](mailto:parkbond@ciwmb.ca.gov)

Mailing address for questions:

California Integrated Waste Management Board

Special Waste Division

Park Playground Accessibility and Recycling Grant Program

P.O. Box 4025, MS 22

Sacramento, CA 95812-4025



# Park Playground Accessibility And Recycling Grant Program

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# PARK PLAYGROUND ACCESSIBILITY AND RECYCLING GRANT PROGRAM - 2<sup>nd</sup> Cycle Fiscal Year 2001/2002

## I. GRANT SUMMARY

### BACKGROUND

As proposed by Assembly Bill 18 (Villaraigosa) and Senate Bill 1147 (Keeley), the voters of California approved the Safe Neighborhood Parks, Clean Water, Clean Air, and Coastal Protection Bond Act of 2000 (Villaraigosa-Keeley Act). The Villaraigosa-Keeley Act authorized the California Integrated Waste Management Board (IWMB) to administer a grant program to upgrade public park playgrounds using recycled-content materials and to assist park districts in meeting state and federal accessibility standards relating to public playgrounds (Public Resource Code (PRC) § 5096.310(x)). Applicants may submit one application only to refurbish one public playground.

“District” means:

- Any regional park district, regional park and open-space district, or regional open-space district formed pursuant to PRC Article 3 (commencing with § 5500) of Chapter 3;
- Any recreation and park district formed pursuant to PRC Chapter 4 (commencing with § 5780);
- An authority formed pursuant to PRC Division 26 (commencing with § 35100).
- With respect to any community or unincorporated region that is not included within a district, and in which no city or county provides parks or recreational areas or facilities, “district” also means any other district that is authorized by statute to operate and manage parks or recreational areas or facilities, employs a full-time park and recreation director, offers year-round park and recreation services on lands and facilities owned by the district, and allocates a substantial portion of its annual operating budget to parks or recreation areas or facilities.

- “Playground” means an improved outdoor area designed, equipped, and set aside for children's play that is not intended for use as an athletic playing field or athletic court, and shall include all playground equipment, surfacing, fencing, signs, internal pathways, internal land forms, vegetation, and related structures. For the purposes of this grant program only, one park equals one playground.
- "Recycled-Content Materials" means all materials, goods, and supplies no less than fifty (50) percent of the total weight of which consists of secondary and post-consumer material with not less than ten (10) percent of its total weight consisting of post-consumer material.



### GRANT FUNDING

Staff anticipates that the Legislature will appropriate \$2.558 million to the IWMB to fund successful applicants for this grant program in Fiscal Year (FY) 2001/2002. Grant awards shall not exceed \$50,000 for any one public playground.

If there a large number of successful applications, the IWMB may allocate grant funds in the following manner: sixty-one (61) percent to projects submitted from southern California and thirty-nine (39) percent to projects submitted from northern California. The division of the State is based on the estimated population of each county in January 2000, provided by the Department of Finance (DOF). Southern California counties are defined as those counties including and south of San Luis Obispo, Kern, and San Bernardino. Northern California counties are all those counties north of and including Monterey, Kings, Tulare, and Inyo.

### APPLICANT ELIGIBILITY

Park districts in California meeting the definition of “district” as defined in the Villaraigosa-Keeley

Act may apply. This includes cities, counties, cities and counties, and federally recognized California Indian tribes that operate parks with playgrounds for which there is no park or special district. One application per district (or city, city/county, county or tribe) to refurbish one public playground will be accepted for FY 2001/2002 grant cycle.

Two or more local public agencies operating a playground as a joint venture, under an existing agreement, are also eligible to apply as long as both agencies meet the definition of "district." The local park district (or city, city/county, county, or tribe in areas where there is no park district) must be the lead agency on the grant application and the lead agency in managing the playground. A formal inter-agency agreement such as a Joint Powers Authority (JPA) or Memorandum of Understanding (MOU) must be in place before the application deadline.

Park Districts may apply to refurbish playgrounds at public schools if:

- There is an existing formal agreement to manage the playground; and
- The playground is open to the public.
- The park district is the lead agency.

An applicant must:

- Guarantee that fifty (50) percent of grant funds will be used for the improvement or replacement of playground equipment or facilities using recycled-content materials.
- Demonstrate the ability to provide a fifty (50) percent match (of the grant), which may be reduced to a twenty-five (25) percent match (of the grant), upon verification provided to IWMB. To be eligible for a twenty-five (25) percent match, the playground project must be located in a zip code for which the median household income is at or below sixty-four (64) percent of the state median household income of \$35,798.

Example of a project match:

Applicant requests \$50,000. The match must be equal to or greater than \$25,000. If Extreme Financial Hardship verification is provided, the match must be equal to or greater than \$12,500.

- Document that the playground has had an initial playground inspection conducted by a playground safety inspector (see Verification of Playground Inspection Form in the application), certified by the National Playground Safety Institute, to satisfy the regulations set forth by the Department of Health Services. This inspection must have occurred after January 1, 1998 and prior to submission of the application.
- Agree to erect a sign pursuant to the Villaraigosa-Keeley Act and guidelines developed by the Resources Agency acknowledging the source of funds (PRC § 5096.309).

## ELIGIBLE PROJECTS

A project is eligible if it:

(1) Relates to an existing public playground that has been inspected by a certified playground safety inspector after January 1, 1998 and prior to submission of an application.

(2) Addresses the upgrade, repair, refurbishing, installation, or replacement of public playground facilities. Materials, equipment and playground components include, but are not limited to: elevated wheelchair accessible platforms, wheelchair accessible horizontal ladder and rings, wheelchair accessible steering wheels, interactive panels, play equipment, signs, and related structures such as lighting, benches, or any other additions or improvements as deemed necessary by the applicant, IWMB and must meet State safety and accessibility regulations.

On October 18, 2000, the Access Board published accessibility guidelines for newly built or altered play areas under the Americans with Disabilities Act (ADA). The guidelines cover the number of play components required to be accessible, accessible surfacing in play areas, ramp access and transfer system access to elevated structures, and access to soft contained play structures. The guidelines are posted on the Access Board's web site at [www.access-board.gov/](http://www.access-board.gov/)



(3) Uses a minimum of fifty (50) percent of the grant funds for the purchase and installation of recycled-content material or equipment. The Recycled-Content Product (RCP.) The RCP database ([www.ciwmb.ca.gov/RCP/](http://www.ciwmb.ca.gov/RCP/)) lists thousands of recycled products as well as manufacturers, distributors, re-processors, mills, and converters who produce the products or process the materials used to make them. The quantity and variety of recycled-content products grows daily. The RCP database does not include all recycled-content products that are available or all of the distributors of the products listed, but it's a good starting place.



*RCP Database Disclaimer: The identification of individuals, companies, products and materials listed in the RCP Database does not constitute endorsement by the IWMB and is provided for informational purposes only. The IWMB is distributing this information in an effort to increase public awareness and knowledge about this important topic.*

## INELIGIBLE PROJECTS

Projects that do not meet the definition of a “playground,” such as tennis courts, skateboard facilities, swimming pools, restrooms, athletic playing fields or athletic courts, etc., are not eligible for funding. This program is for the refurbishment of **existing** playgrounds, not for new construction.

- "Athletic Playing Field" means an area upon which athletic games, events, or sports, may be played or practiced, such as, but not limited to, soccer, football, baseball, or track and field. An athletic playing field is not a playground.
- "Athletic Court" means a specially prepared area, usually four-sided, that may be paved or unpaved which may have lined boundaries or other markings and on which may be played or practiced games such as, but not limited to, basketball, tennis, handball, volleyball, racquetball, or squash. An athletic court is not a playground.

## ELIGIBLE COSTS

Eligible costs are expenditures incurred during the term of the grant, which directly relate to the implementation of the project. A minimum of fifty (50) percent of the IWMB funded portion of the project must be used for recycled-content equipment, materials and installation costs.

## INELIGIBLE COSTS

Any costs not directly related to the playground project are ineligible for grant funding or match money. Ineligible costs include, but are not limited to, the following:

- The initial park playground inspection conducted by a certified playground safety inspector;
- Costs currently covered by another IWMB grant or contract;
- Purchasing or lease of land;
- Expenses incurred for meetings, workshops, training, events, food, or beverages;
- Overhead expenses such as costs for rental/lease of space, utilities, office supplies, and other miscellaneous costs incurred during the project;
- Any personnel costs not directly related to salaries and/or benefits;
- Permit, inspection, and use fees;
- Interest charges or payments on bonds or indebtedness required to finance project costs;
- Bonus payments for early completion of work;
- Fines or penalties due to violation of federal, state or local laws, ordinances, or regulations;
- Travel or per diem costs;
- All cost attributable to county or state building permit fees, sewer/utility use or unit fees, and/or other building inspection fees;
- Costs connected with contractor claims against the grantee;
- Maintenance costs; and
- Costs incurred prior to the “Notice to Proceed” and after the end of the grant term.

## QUESTIONS AND ANSWERS



In order to give all applicants the same opportunity and the same information, the IWMB has established a question-and-answer period for competitive grant programs.

Program-specific questions must be submitted in writing by mail or E-mail. The deadline for all questions is July 13, 2001. No questions will be answered after July 13, 2001. No phone calls regarding this program can be accepted after the release of the application.

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Web page address:

[www.ciwmb.ca.gov/Playgrounds/](http://www.ciwmb.ca.gov/Playgrounds/).

E-mail address: [parkbond@ciwmb.ca.gov](mailto:parkbond@ciwmb.ca.gov)

Mailing Address:

### Integrated Waste Management Board

Special Waste Division  
Park Playground Accessibility and  
Recycling Grant Program  
P.O. Box 4025, MS 22  
Sacramento, CA 95812-4025

## GRANT TERM

The term of the grant is from the time the grantee receives a Notice to Proceed through February 28, 2004. All costs must be incurred during this term. The last payment request and final report are due by **January 15, 2004**.



## PROPOSED PROGRAM MILESTONES

Date	Activity
June 2001 to August 31, 2001	Application period (no program-specific questions accepted by phone)
<b>July 13, 2001</b>	<b>Question-and-Answer period deadline</b>
July 20, 2001	Questions and Answers available (tentative)
<b>August 31, 2001</b>	<b>Application deadline (no extensions allowed)</b>
September 2001 to October 2001	Review and ranking of applications
<b>January 2002</b>	<b>Board approves grants</b>
March 2002 – January 2004	Grant performance period
<b>March 10, 2004</b>	<b>Final report and final payment request due</b>
February 28, 2004	Close of grant term

## II. GRANT APPLICATION AND AWARD PROCESS

The application process consists of submitting a:

- Park Playground Accessibility and Recycling Grant Program application;
- Verification of Playground Inspection form;
- A signed Resolution or resolution timeline and if applicable, a Joint Powers Authority Agreement or Memorandum of Understanding.

### APPLICATION DEADLINE

**The completed and signed application must be postmarked or exhibit a commercial carrier tracking number by Friday, August 31, 2001.** Late, hand-delivered, faxed or E-mailed applications will not be accepted at any time.

Other than the Resolution (discussed below), missing or corrected information received after the deadline will be returned to the applicant and will not be considered. It is the applicant's responsibility to ensure that IWMB receives the application with all required information on time.

## GRANT EVALUATION PROCESS

After the close of the application period, staff will review and score the grant applications. The applications will be evaluated based on the answers to the criteria in the application (see Appendix E - Scoring Criteria). Applicants must score 70 percent (70 of 100 points) to be considered for funding. All applications will be ranked by the total number of points received with the highest ranked proposals having funding priority.

## AWARDING OF GRANTS

Based on the resulting scores, staff will develop funding recommendations for the Board's consideration during its monthly business meeting in January 2002 (tentative). A random number selection method may be implemented if the number of successful applications with the lowest funded score is greater than the funds available for this grant cycle. All applicants will be notified of staff's recommendations by mail. Applicants selected for grant funding will receive instructions to initiate the grant agreement process.

IWMB reserves the right to fund individual phases of selected proposals, and may therefore fund an amount less than requested. In the event IWMB awards only a portion of an applicant's grant request, IWMB staff will incorporate additional conditions or changes in the final grant agreement.

## III. APPLICATION INSTRUCTIONS

The application is self-explanatory. The appendices provide a sample budget, sample procurement policies, term and word definitions, an application checklist, and scoring criteria. The completed application must include answers to all

ten (10) criteria as well as the following completed forms:

- Work Statement;
- Budget Itemization Form;
- Summary of Current and Previous Grant Awards;
- Resolution or resolution acknowledgement (discussed below), and if applicable, a Joint Power Agreement (JPA) and/or Memorandum of Understanding (MOU); and
- Verification of Playground Inspection form.

## EXTREME FINANCIAL HARDSHIP

In order to qualify for "Extreme Financial Hardship" and the reduced matching funds, the applicant's playground project must be located within a zip code for which the median household income is at or below sixty-four percent of the State Median Household Income of \$35,798. Sixty-four percent of the State Median Household Income is \$22,911.

To find the median household income for the project's zip code:

- Go to [www.census.gov](http://www.census.gov)
- Select "Income"
- Select "1990 Census Look Up"
- Select "STF3B – Zip Codes"
- Choose "Retrieve the Zip Codes you've entered below"
- Enter the playground project's zip code in the box and hit "submit"
- Select "Choose Tables to Retrieve" hit submit
- Select "P80A" hit submit

The site will display the Median Household Income for the zip code submitted.

Applicants unable to determine the median household income for the project's zip code may contact IWMB via the Grants Hotline (916-341-6441) or E-mail ([parkbond@ciwmb.ca.gov](mailto:parkbond@ciwmb.ca.gov)) and ask for assistance.

## WORK STATEMENT

The Work Statement must list **all** tasks including grant funded and match activities that are eligible expenses



necessary to complete the proposed project. Please number each task. Each item in the Work Statement is detailed below:

**Task Description** - the activities conducted within a project. Each major Task Category should be listed and broken into subtasks. For example, if the proposed project involves the major task "Hiring a Contractor," the Work Statement might list the following subtasks: 1) preparation of a request for proposal or bid; 2) proposal/bid sent to businesses; 3) in-house review process after receiving the bids; 4) preparation of contract; and 5) announce award of contract.

- **Budget** - the amount of grant and match funds necessary to complete the major tasks and subtasks. This section of the Work Statement must match the Budget Itemization Form.
- **Product or Results** - the finished product(s), timeline(s), or goal(s) of the task(s).
- **Staff or Contractor** - the person or title of the person who will be responsible for implementing the task(s).
- **Time Period** - the projected beginning and ending date required to complete each task.

If additional space is needed, the Work Statement form may be reproduced as necessary.



## BUDGET ITEMIZATION

Provide a thorough itemization of funds requested (see Appendix B – Budget Sample).

Clearly itemize all expenses described in the Work Statement. Demonstrate that the budget is reasonable for the work proposed. Only reasonable costs incurred during the grant agreement term are eligible for grant funding. Dollar amounts should be rounded to the nearest whole dollar ( $\leq .50$ , round up,  $\geq .49$ , round down).

**Applicants should carefully check the accuracy of all budget itemizations and totals.**

Brief descriptions of the information needed to complete the Budget Itemization Form are as follows:

- **Personnel Services** – this may include salaries, wages, and benefits for personnel who are employed by the grantee and will work directly on the project.
- **Materials/Supplies** – this may include costs of materials and/or supplies directly related to completion of the project.
- **Equipment** - enter the total dollar amount to be expended on equipment and itemize the quantity and purchase price. If you do not know the exact dollar amount, provide estimates. Specify with an asterisk which equipment contains recycled-content materials.
- **Services/Contracts** – this may include contracts with construction and engineering service and equipment manufacturers, or other project-related services.
- **Other Costs** – identify costs not included in the above categories and not listed as ineligible costs.
- **Cost Savings** - include cost savings, e.g. volunteer labor, in-kind services, re-use, recycling options, etc.

If additional space is needed, the Budget Itemization Form may be reproduced as necessary.

## SUMMARY OF CURRENT AND PREVIOUS GRANT AWARDS

List all current and previous IWMB grants that your agency has received in FYs 1997/1998, 1998/1999, 1999/2000.

- **Type of Grant** – Playground, Used Oil, Waste Tire, etc.
- **Grant Agreement Number** - list the grant agreement number of your current and previous IWMB grants.
- **Grant Award \$** - list the dollar amount your program was awarded. Do not list what you requested.
- **Brief Program Description** - give a one (1) or two (2) sentence summary of each grant program(s) that received an IWMB grant.

- **Audit** - has this grant ever been audited by the IWMB or other agency such as the Bureau of State Audits, or the Department of Finance. If yes, give the date and auditing agency.

## RESOLUTION

The grant application package must include an approved resolution from the applicant's governing body authorizing submittal of an application to IWMB. The resolution must also identify by **title**, the position authorized to execute the grant agreement, and all related documents including requests for payment. (See Sample Resolution on page 17 of the application.)

In the event the applicant cannot obtain a resolution prior to submission of the application, the application must include the completed acknowledgement form on page 17 of the application, which states when the resolution is expected to be approved. The resolution must be received by the IWMB prior to the IWMB awarding the grant.



**Cooperative Projects** - In addition to the resolution for the lead applicant as described above, applications for cooperative projects **must include one of the following:**

- **JPA Agreement** - a copy of a Joint Powers Authority (JPA) agreement and a letter from each jurisdiction's manager or administrator designating the lead agency and authorizing it to act on their behalf as both applicant and grant administrator; or
- **MOU** - a copy of a Memorandum of Understanding (MOU) designating the lead agency and authorizing it to act on behalf of the jurisdictions as both applicant and administrator.

## IV. PAYMENT REQUESTS AND AUDIT REQUIREMENTS

### PAYMENT OF GRANT FUNDS

Grant funds are paid on a reimbursement basis for the actual costs directly related to the project as approved. Ten (10) percent of each payment request will be retained until the Final Report and a final Payment Request is submitted and approved by IWMB. Payment will be made only for costs described in the applicant's approved Grant Agreement unless IWMB has approved (in writing) grant modifications. All payment requests must be prepared as described in the Procedures and Requirements section of the Grant Agreement for both grant and matching expenditures. Include itemizations with documentation of claimed expenses (e.g., receipts, invoices, etc.).



### AUDIT REQUIREMENTS

All Grantees are required to comply with the following provision:

"Audit/Records Access. The Grantee agrees that the Board, the Bureau of State Audits, Department of Finance or their designated representative(s) shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. The Grantee agrees to maintain such records for possible audit for a minimum of three (3) years after the end of the grant term, unless a longer period of records retention is stipulated, or until completion of any action and resolution of all issues which may arise as a result of any litigation, dispute or audit, whichever is later. The Grantee agrees to allow the designated representative(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, the Grantee agrees to include a similar right of the State to audit records and interview staff in any contract or subcontract related to performance of the Agreement."

## **V. APPLICATION SUBMITTAL**

Applicants must mail an **original and three copies** of the application to the address below. Identify the original application with a mark or stamp indicating “original” and mark or stamp the copies, “copy.” The original and three (3) copies must be typed in a font of no less than 10 point, printed on recycled-content paper, double-sided and fastened in the upper left-hand corner (do not bind the applications.)

Applications submitted to IWMB must be postmarked or exhibit a commercial carrier tracking number dated by **Friday, August 31, 2001**. Applications postmarked or exhibiting a commercial carrier tracking number dated after **Friday, August 31, 2001** will not be accepted and will be returned to the applicant. **Hand-delivered, faxed or E-mailed applications will not be accepted at any time.**

Other than the Resolution, missing or corrected information received after the deadline will be returned to the applicant and will not be considered. It is the applicant's responsibility to ensure that the application is submitted on time to IWMB.

**Integrated Waste Management Board  
Park Playground Accessibility and Recycling Grant Program  
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