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| File ID Number    | 22-0909       |
| Introduction Date | 4/27/22       |
| Enactment Number  | 22-0723       |
| Enactment Date    | 4-27-2022 CJH |
| By                |               |



**OAKLAND UNIFIED SCHOOL DISTRICT**  
**Office of the Board of Education**

April 27, 2022

To: Board of Education

From: Kyla Johnson-Trammell, Superintendent  
Sondra Aguilera, Chief Academic Officer  
Cliff Hong, Middle School Network Superintendent

Subject: Grant Award - Outdoor Equity Grants Program for Calvin Simmons (Life Academy & United for Success Academy) - Oakland Goes Outdoors K-12 Program

**ACTION REQUESTED:**

Approval by the Board of Education of a District Grant Application to the California Department of Parks and Recreation seeking the Outdoor Equity Grants Program, in the amount of \$632,000.00, to support students Grade 6-8 and their families spend time outdoors for Calvin Simmons (Life Academy & United for Success Academy), program that aims to increasing the ability of residents in low income urban and rural communities to participate in outdoor experiences at state parks and other public lands, via the Middle School Network, for the period of July 1, 2021 through June 30, 2026.

**BACKGROUND:**

Grant Application for OUSD schools for the fiscal years 2021-2022 through 2025-2026 was submitted for funding as indicated in the chart below. The Grant Face Sheet and grant application packets are attached.

| File ID # | Backup Document Included | Type  | Recipient  | Grant's Purpose                                    | Time Period          | Funding Source                | Grant Amount |
|-----------|--------------------------|-------|--|--|----------------------|-------------------------------|--------------|
| 22-0909   | Yes                      | Grant | Oakland Unified School District, Middle School Network | Grant to support the Oakland Goes Outdoors project | 7/1/2021 - 6/30/2026 | Outdoor Equity Grants Program | \$632,000.00 |

**DISCUSSION:**

The District created a Grant Face sheet process to:

- Review proposed grant projects at OUSD sites and assess their contribution to sustained student achievement
- Identify OUSD resources required for program success

OUSD received a Grant Face Sheet and a completed grant application for the program listed in the chart by the school.

**FISCAL IMPACT:**

The total amount of grants will be provided to OUSD schools from the funders.

- Grants valued at: \$632,000.00

**RECOMMENDATION:**

Approval by the Board of Education of a Grant Application for OUSD Middle School students for the Calvin Simmons (Life Academy & United for Success Academy) for fiscal years 2021-2022 through 2025-2026, pursuant to the terms and conditions thereof, for the grant year, if any.

**ATTACHMENTS:**

Grant Face Sheet  
Grant Application, Outdoor Equity Grants Program

**OUSD Grants Management Face Sheet**

|   |  |
|---|--|
| <b>Title of Grant:</b><br><b>Outdoor Equity Grants Program</b>  | <b>Funding Cycle Dates:</b><br><b>08-01-2022 to 05-31-2026</b>   |
| <b>Grant's Fiscal Agent:</b><br>(contact's name, address, phone number, email address)<br><br><b>California State Parks Office of Grants and Local Services</b><br><b>P.O. Box 942896</b><br><b>Sacramento, CA 94296</b><br><b>(916) 653-7423</b><br><b>localservices@parks.ca.gov</b>                              | <b>Grant Amount for Full Funding Cycle: \$1,896,000</b>  |
| <b>Funding Agency:</b><br><br><b>Name of Funding Agency/Foundation (Will transfer to face sheet)</b><br><b>California Department of Parks and Recreation</b><br><b>California State Parks Office of Grants and Local Services</b><br><b>P.O. Box 942896</b><br><b>Sacramento, CA 94296</b><br><b>(916) 653-7423</b> | <b>Grant Focus:</b><br><br><b>The Outdoor Equity Grants Program is a program that aims to "increase the ability of residents in low income urban and rural communities to participate in outdoor experiences at state parks and other public lands."</b> |
| <b>List all School(s) or Department(s) to be Served:</b><br><br><b>All OUSD schools serving students Grade 6-8</b>  |  |

| <b>Information Needed</b>  | <b>School or Department Response</b>  |
|--|---|
| How will this grant contribute to sustained student achievement or academic standards? | Instruction on science and art related to nature experiences and environmental stewardship will be led by naturalists and teaching staff. Students can participate in hands-on activities about science and the |

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|   | <p>outdoors. Science curriculum will be incorporated through nature walks that include lessons on native plants, different ecological environments, and geology. There will be opportunities for students to create a relationship with nature while building community with their peers and chaperoning adults. Students can foster their relationship to nature while on hikes, through the new knowledge they receive in hands-on activities and while playing games with their peers. Connection can be explored through reflection and metacognition in activities such as writing and the arts.</p> |
| <p>How will this grant be evaluated for impact upon student achievement?</p> <p><b>(Customized data design and technical support are provided at 1% of the grant award or at a negotiated fee for a community-based fiscal agent who is not including OUSD's indirect rate of 4.22% in the budget. The 1% or negotiated data fee will be charged according to an Agreement for Grant Administration Related Services payment schedule. This fee should be included in the grant's budget for evaluation.)</b></p> | <p>This grant will be evaluated using validated social emotional learning survey measures such as academic self-efficacy, self management and positive identity.</p>  |
| <p>Does the grant require any resources from the school(s) or district? If so, describe.</p>  | <p>The only resources required of school sites will be time - no financial contribution will be required.</p>   |
| <p>Are services being supported by an OUSD funded grant or by a contractor paid through an OUSD contract or MOU?</p> <p><b>(If yes, include the district's indirect rate of 4.22% for all OUSD site services in the grant's budget for administrative support, evaluation data, or indirect services.)</b></p>  | <p>Services are supported by an OUSD funded grant</p>   |
| <p>Will the proposed program take students out of the classroom for any portion of the school day?<br/><b>(OUSD reserves the right to limit service access to students during the school day to ensure academic attendance continuity.)</b></p>   | <p>Yes</p>  |
| <p>Who is the contact managing and assuring grant compliance?<br/><b>(Include contact's name, address, phone number, email address.)</b></p>  | <p>Name/Title: Clifford Hong<br/>Middle School Network Superintendent</p> <p>Site: 965<br/>Address: 1000 Broadway, Suite 440,<br/>Oakland, CA 94607<br/>Phone: (510) 590-7664<br/>Email: clifford.hong@ousd.org</p>   |

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**Applicant Obtained Approval Signatures:**

| Entity                  | Name/s          | Signature/s            | Date      |
|-------------------------|-----------------|------------------------|-----------|
| Principal/Administrator | Clifford Hong   | <i>Cliff Hong</i>      | 3/1/22    |
| Chief Academic Officer  | Sondra Aguilera | <i>Sondra Aguilera</i> | 3/28/2022 |

**Grant Office Obtained Approval Signatures:**

| Entity                  | Name/s                | Signature/s                  | Date      |
|-------------------------|-----------------------|------------------------------|-----------|
| Senior Business Officer | Lisa Grant-Dawson     |                              |           |
| Superintendent          | Kyla Johnson-Trammell | <i>Kyla Johnson-Trammell</i> | 4-28-2022 |

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**Outdoor Equity Grants Program Application & Revisions**  
**Calvin Simmons**

**Grant Selection Criterion #1: Community Home Base (30%)**

**1.A. - Use the Community FactFinder at [www.ParksforCalifornia.org/outdoorequity](http://www.ParksforCalifornia.org/outdoorequity) to list the following data for the area surrounding the COMMUNITY HOME BASE.**

| Fact Finder Report ID | Program Name            | School Site(s)   | Address                                    | Per Capita Income | People in Poverty | Free or Reduced Price Meals | English Learners |
|-----------------------|-------------------------|--|--|-------------------|-------------------|-----------------------------|------------------|
| 10311                 | Calvin Simmons Outdoors | Life Academy (6-12) & United for Success Academy (6-8) | 2101 35th Avenue, 94601 (& Galindo Street) | \$20,801          | 4,945             | 90.1%                       | 52.2%            |

**1.B. - Why was this COMMUNITY HOME BASE selected as a central gathering place in the community for RESIDENTS who currently lack access to an OUTDOOR PROGRAM? Describe the CHALLENGES facing RESIDENTS, including YOUTH, and their need for access to an OUTDOOR PROGRAM.**

This community home base was selected as a central gathering place in the community for residents because the Calvin Simmons campus is a community school. There are students from two different middle schools and one high school that share this space. Additionally, there is a clinic on campus open to the community that is run by the Native American Health Center. During the closure of schools during the COVID-19 pandemic, the community home base was one of twelve locations in Oakland that provided food access and assistance through Oakland Unified School District. There is regular COVID-19 testing and vaccines that are made available through the clinic. Additionally, there is a soccer field on this campus that is used for community events, including soccer practices and games held during the weekend. This community home base is a Title I school, nearly all students identify as students of color, and many will go on to be the first in their families to graduate from high school and attend college. While some students grow up playing soccer or basketball on outdoor courts and turf fields, few grow up playing in parks or hiking on the trails found just a few miles from this community home base. For many students who attend schools that are able to fund school trips to outdoor locations, these trips are often cited as highlights of their K-12 education, and ones that are seen as the most impactful.

**Grant Selection Criterion #2: Community Planning (15%)**

| Method of Outreach such as in-person meetings, online platform (identify platform), teleconference, etc.   | Location, date, and start and end time of the Community Planning engagement. Cite why this was an effective location and time to engage residents near the Community Home Base.        | Number of Residents and general description. Identify the number of residents engaged, as well as whether the group was made up of families, guardians, youth, older adults, people with disabilities, etc. Of this total, how many were youth. |
|--|--|---|
| A mixed-grade level advisory is held in-person, four times per week at the end of the school day. This particular advisory was identified as a good group to meet with since it consisted of | September 23, 2021 from 3-3:30 pm at Life Academy. This was an effective location and time to engage students since students are already present in school and attending a mixed grade | There were 19 total residents in this community planning meeting, 17 students in Grades 6-8, as well as 2 of their teachers. In total 17 of the 19 residents are K-12 youth.  |

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| <p>students in Grades 6-8. This group was not shy and had active participation.</p>   | <p>level (Grades 6-8) advisory meeting. These advisory meetings happen four times a week at the end of the school day.</p>   |  |
| <p>Parent Academy meetings are being held virtually this year using Zoom as a hosting platform. These meetings are held weekly and are open to family members of students who attend Life Academy and alumni. Families are reminded of these meetings through Parent Square and through phone calls home.</p> | <p>October 6, 2021 from 10:30-11 am online via Zoom with Life Academy families during a weekly Parent Academy meeting. This was an effective location and time to engage with residents near the CHB since family members are not meeting on campus due to COVID-19 concerns. By the beginning of October, families are used to being on Zoom for these meetings. These weekly meetings are open to the community, translated into Spanish. Many parents have students who attend both in middle school and high school on campus.</p> | <p>There were 20 total residents in this community planning meeting. 18 of the 20 residents present are parents or guardians of current Life Academy students, and 2 were school administrators at Life Academy. Within this group, there were 0 K-12 youth, as this meeting was held during school hours.</p> |

| <p style="text-align: center;"><b>Activities in the Community</b></p>   |  |
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| <p><b>List the planning topics discussed with residents.</b><br/>Topics can include goals and logistics for Criteria 3-6.</p>         | <p><b>List the ideas from residents that will be implemented</b><br/>for activities in the community.</p>  |
| <p><b>School Family Campouts:</b> On campuses of school sites, either on the soccer field, blacktop, or in the school auditorium.</p> | <p>Residents were excited by the idea and goals of family campouts. While K-12 youth of middle school age were less excited about camping with their families, they were excited about spending the night on the school campus and sleeping in tents and sleeping bags. Parents and grandparents were excited by family campouts and it being in a space that they already know and are comfortable with. Parents, guardians, and other family members of K-12 students were especially excited about family campouts to build connections with other families and school staff. They expressed that they would like to have activities and games that allow families to get to know one another, have some unstructured time, and have practice setting up and using outdoor gear (tents, stoves, etc.) so they become more familiar and comfortable. Residents, both adults and youth alike, were excited about camping out at schools in a place that is familiar as a starting point for visiting and camping in nature areas in the future.</p> |

| <p style="text-align: center;"><b>Natural Area Trip(s)</b></p>  |  |
|---|--|
| <p><b>List the planning topics discussed with residents.</b><br/>Topics can include goals and logistics for Criteria 3-6.</p> | <p><b>List the ideas from residents that will be implemented</b><br/>for activities at or near the natural area trip(s).</p> |
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| <p>Camp Arroyo (Outdoor School) for students in Grade 6</p>                                  | <p>K-12 youth were very excited about attending Camp Arroyo, an outdoor school that included an overnight component. Nearly all K-12 youth were excited to spend time with their peers and away from their families, although some students were less excited about bugs and some wildlife. Students older than Grade 6 were disappointed that they would not be able to participate and suggested that there be a similar opportunity for them in Grade 9. While within the scope of this grant, we won't be able to include Outdoor School for Grade 9, we hope to find additional funding to be able to do this in the future. Parents and other adult residents were excited about students having the opportunity to participate in a well established Outdoor School. They approved of the Outdoor School being close, but not too close, as well as the activities that Camp Arroyo offers. Residents suggested that for more hesitant parents and guardians, that they could participate as a chaperone during a week that their child is not attending (to give their child room for some independence) to help assuage parental fears. Both adults and students were excited about the goals and logistics of 6th grade students attending Camp Arroyo.</p> |
| <p><b>Nature Family Campouts:</b> Campouts can be held at local East Bay Regional Parks.</p> | <p>Residents were excited by the idea and goals of family campouts. While K-12 youth of middle school age were less excited about camping with their families, they were excited about getting to hang out with their friends, sleep in tents, and have a campfire with s'mores. Parents and grandparents were excited by family campouts and it being in a space that they already know and are comfortable with. Parents, guardians, and other family members of K-12 students were especially excited about family campouts to build connections with other families and school staff. They expressed that they would like to have activities and games that allow families to get to know one another, have some unstructured time, and have practice setting up and using outdoor gear (tents, stoves, etc.) so they become more familiar and comfortable. Residents, both adults and youth alike, were excited about the idea of camping in local parks and even those who felt nervous about participating in an East Bay Regional Park, families appreciated that they could participate in a Family Campout on a school campus before venturing out into a less familiar area.</p>   |

**Grant Selection Criterion #3: Outdoor Program Goals (20%)**

| Activities in the Community |  |  |   |                            |                          |
|-----------------------------|--|--|---|----------------------------|--------------------------|
| Activity Goal #             | Activity Goal Title (up to 7 words that best describes the activity) | Location where activity will take place (name and addresses if | Number of intended participants per each activity day (an average | Number of planned activity | Total number of intended |

|   |                        | available)   | day is acceptable) | days | participants |
|---|------------------------|--|--------------------|------|--------------|
| 1 | School Family Campouts | Calvin Simmons Campus (United for Success Academy & Life Academy), 2101 35th Avenue, Oakland, CA 94619 | 40                 | 10   | 400          |

| Activity #1 in the Community  |  |  |                                 |                                       |
|---|--|--|---------------------------------|---------------------------------------|
| Activity Goal Title (up to 7 words that best describes the activity)  | Location where activity will take place (name and addresses if available)  | Number of intended participants per each activity day (an average day is acceptable) | Number of planned activity days | Total number of intended participants |
| School Family Campouts  | Calvin Simmons Campus (United for Success Academy & Life Academy), 2101 35th Avenue, Oakland, CA 94619   | 40   | 10                              | 400                                   |
| <b>Provide a general description of intended participants. Of the total listed above, how many will be youth participants?</b>  | There will be 5 School Family Campouts per year for 2 years, for a total of 10 School Family Campouts. For each campout, 10 families (with approximately 4 family members) will be invited to participate. At least 50% of participants (20 per campout) will be K-12 youth, with the other 50% of participants (20 per campout) will be parents, grandparents, and guardians of youth. There will be approximately 400 participants, 200 of which are K-12 youth participants. School staff will be there to provide support and facilitation of the School Family Campout.   |  |                                 |                                       |
| <b>Cite which educational goal will be met. Briefly summarize the qualifications of the group or individual who will provide the experience and what teaching method(s) will be used.</b> | Fostering stewardship of the environment (#2) will be fulfilled through a 2-day, 1-night school family campout for K-12 youth and their families. Those participating on the school family campout will learn about camping safety, day-hiking, tent and stove-set up, clothing requirements, nutrition and team building activities. All learning will be hands-on and experiential. Training will be provided by Bay Area Wilderness Training, a local non-profit that seeks to provide equitable access to outdoor experiences. In addition to camping skills, those participating on the campout will also have the opportunity to participate in the creation and maintenance of schoolyard gardens found on the school site campus. Training will be provided by The Center, an integrated hub focused on food, education, health, and sustainability. |  |                                 |                                       |
| <b>How will the activity increase community capacity to foster a long-term environmental justice legacy such as engaging in planning and improving the</b>                                | Family campouts will include camping on school grounds. Camping on school grounds will allow families to learn to set up and break down camp in a familiar environment, will allow families to get to know each other and build communities at school sites. Campouts on school  |  |                                 |                                       |



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| <p>community's environment?</p>   | <p>grounds will also include a survey of local parks near to the school as well as creating and maintaining community gardens.</p>   |
| <p>List supplies, equipment, and activity fees and their associated cost estimates.</p>   | <ul style="list-style-type: none"> <li>● Equipment, Supplies, and Activity Fees <ul style="list-style-type: none"> <li>○ Permits for Campouts: \$300 x 10 campouts = \$3,000</li> <li>○ 4-person tents for Campouts: \$400 x 10 tents = \$4,000 <ul style="list-style-type: none"> <li>■ Purchasing ten 4-person tents is the most economical choice in the long run because it allows for material resources to be kept in the community and utilized by individuals after they have had a positive campout experience. Oftentimes, low income communities are able to participate in a one-time activity but due to cost barriers, may never be able to participate in an activity in the future.</li> <li>■ Tents at school sites will be used at minimum for 10 campouts requiring a minimum of 40 tents. At a local REI or Sports Basement, the total cost for each single night of borrowing a tent would be \$30-60 per tent. While this would range from \$300-\$600, having tents be able to be used at school sites for additional campouts, and allowing families to directly borrow a tent after participating in a campout would allow the community to be better able to access the outdoors. These tents may be used to help support additional families participating in Family Campouts in Nature Areas should participation exceed more than 10 families.</li> </ul> </li> </ul> </li> <li>● Travel <ul style="list-style-type: none"> <li>○ Gear Transportation from Bay Area Wilderness Training to School Site: \$100 x 10 campouts = \$1,000</li> <li>○ AC Transit Bus Passes: \$2.25 x 80 passes = \$1,800</li> </ul> </li> <li>● Labor <ul style="list-style-type: none"> <li>○ Planning, facilitation, and post-trip debrief for campouts: \$38.50 per hour x 40 hours x 5 people x 10 campouts = \$77,000</li> </ul> </li> </ul> |
| <p>Briefly describe transportation costs if applicable. This may include transporting participants to and from the community home base.</p> | <ul style="list-style-type: none"> <li>● AC Transit Passes are needed from a participant's home to community home base. The cost per ride is \$2.25 per pass with 80 passes needed for 40 residents (to and from community home base). The total estimated cost is \$1,800.</li> </ul>   |
| <p>Briefly describe estimated costs for labor including job titles, hourly rate times hours.</p>  | <ul style="list-style-type: none"> <li>● Planning, facilitation, and post-trip debrief for campouts by the Bay Area Wilderness Training and school site team. The hourly rate being paid is \$38.50 per hour for 40 hours for 5 people. Total estimated cost is \$77,000 for 10 campouts.</li> </ul>   |
| <p>Total estimated cost to achieve this activity goal.</p>  | <ul style="list-style-type: none"> <li>● The total estimated cost to achieve this activity goal is \$86,800.</li> </ul>  |

| Natural Area Trips |  |   |   |  |                                       |
|--------------------|--|---|---|--|---------------------------------------|
| Activity Goal #    | Activity Goal Title (up to 7 words that best describes the activity) | Destination(s) where activity will take place (name and addresses if available)   | Number of intended participants for this trip. An average estimate is acceptable. | For recurring natural area trips to the same location, list the number (#) of repeat trips. Otherwise, list (1). | Total number of intended participants |
| 1                  | Camp Arroyo Outdoor School   | Camp Arroyo, 5535 Arroyo Rd, Livermore, CA 94550  | 132   | 10   | 1320                                  |
| 2                  | Nature Family Campouts   | Hawk Ridge Group Campsite, Anthony Chabot Regional Park, Two Rocks Trail, Castro Valley, CA 94552<br><br>Bort Meadow Group Campsite, Anthony Chabot Regional Park, Redwood Rd, Oakland, CA 94619<br><br>Gillespie Group Campsite, Tilden Regional Park, Gillespie Camp Trail, Berkeley, CA, 94563 | 40  | 10   | 400                                   |

| Activity #1 to Natural Areas   |   |   |  |                                       |
|--|---|---|--|---------------------------------------|
| Activity Goal Title (up to 7 words that best describes the activity) | Destination(s) where activity will take place (name and addresses if available) | Number of intended participants for this trip. An average estimate is acceptable. | For recurring natural area trips to the same location, list the number (#) of repeat trips. Otherwise, list (1). | Total number of intended participants |
| Outdoor School for Middle School Students                            | Camp Arroyo, 5535 Arroyo Rd, Livermore, CA 94550                                | 132   | 10   | 1320                                  |
| Provide a general description of intended                            |   | 90% of participants will be K-12 youth participants in Grades 6-8 in              |  |                                       |

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| <p><b>participants. Of the total listed above, how many will be youth participants?</b></p>  | <p>Oakland Unified School District. The remaining 10% of participants will be adult chaperones at a 1:10 ratio of K-12 youth participant to adult participant. Adult participants may include teachers, school site administrators, after school teachers, and family members.</p>  |
| <p><b>Will it be a one-day trip or overnight/multiple days? If multiple, how many days?</b></p>  | <p>Overnight Multiple Days: 3 days, 2 nights</p>  |
| <p><b>Cite which educational goal will be met. Briefly summarize the qualifications of the group or individual who will provide the experience and what teaching method(s) will be used.</b></p> | <p>Instruction on science and art related to nature experiences and environmental stewardship (#1) will be led by Camp Arroyo naturalists and teaching staff. Students can participate in hands-on activities about science and the outdoors. The science curriculum will be accomplished with nature walks that include lessons on native plants, different ecological environments around the camp, and geology.</p>  |
| <p><b>How will participants also have time for self-discovery to explore or play and form a personal connection with nature?</b></p>   | <p>There will be opportunities for students to create a relationship with nature while building community with their peers. Students can foster their relationship to nature while on hikes, through the new knowledge they receive in hands-on activities and while playing games with their peers. A personal connection will be explored through arts and crafts that will include using objects found in nature to prompt reflection in the various ways we can borrow from and give back to the outdoors.</p>  |
| <p><b>List supplies, equipment, and activity fees and their associated cost estimates considering the number of intended participants.</b></p>   | <ul style="list-style-type: none"> <li>● Equipment, Supplies, and Activity Fees <ul style="list-style-type: none"> <li>○ Student participation fees at Camp Arroyo (flat rate fee charged by Camp Arroyo): \$265 per student x 1,200 students = \$318,000</li> <li>○ Adult chaperone participation fees at Camp Arroyo (flat rate fee charged by Camp Arroyo): \$235 per adult x 120 chaperones (1:10 ratio of students to chaperones) = \$28,200</li> </ul> </li> <li>● Travel <ul style="list-style-type: none"> <li>○ Buses to Camp Arroyo: \$1,200 per bus x 30 buses = \$36,000</li> </ul> </li> <li>● Labor <ul style="list-style-type: none"> <li>○ Overnight chaperone labor costs: \$200 per night x 2 nights x 120 chaperones = \$48,000</li> </ul> </li> </ul> |
| <p><b>Briefly describe transportation costs if applicable. This may include transporting participants to and from the community home base.</b></p>   | <ul style="list-style-type: none"> <li>● Each bus seats 44 passengers and is estimated to cost \$1,200 per bus each way. The total estimated cost for 6 buses (3 buses to Camp Arroyo and 3 buses from Camp Arroyo) for five different trips to Camp Arroyo to serve 1,200 students and 120 chaperones for a total estimated cost of \$36,000.</li> </ul>   |
| <p><b>Briefly describe estimated costs for labor including job titles, hourly rate times hours.</b></p>  | <ul style="list-style-type: none"> <li>● Adult chaperones, typically teachers and after school service providers will be chaperoning an overnight trip. Chaperones will be compensated \$200 per overnight of chaperoning. This trip will consist of 2 overnights. 120 chaperones are stipend for 20 overnights at an estimated cost of \$48,000.</li> </ul>  |

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| <b>Total estimated cost to achieve this nature area trip.</b> | <ul style="list-style-type: none"> <li>The total estimated cost to achieve this activity goal is \$430,200.</li> </ul> |
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| <b>Activity #2 to Natural Areas</b>   |  |  |   |  |
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| <b>Activity Goal Title (up to 7 words that best describes the activity)</b>   | <b>Destination(s) where activity will take place (name and addresses if available)</b>   | <b>Number of intended participants for this trip. An average estimate is acceptable.</b> | <b>For recurring natural area trips to the same location, list the number (#) of repeat trips. Otherwise, list (1).</b> | <b>Total number of intended participants</b> |
| Nature Family Campouts  | Hawk Ridge Group Campsite, Anthony Chabot Regional Park, Two Rocks Trail, Castro Valley, CA 94552<br><br>Bort Meadow Group Campsite, Anthony Chabot Regional Park, Redwood Rd, Oakland, CA 94619<br><br>Gillespie Group Campsite, Tilden Regional Park, Gillespie Camp Trail, Berkeley, CA, 94563  | 40   | 10  | 400  |
| <b>Provide a general description of intended participants. Of the total listed above, how many will be youth participants?</b>  | There will be 5 Nature Family Campouts per year for 2 years, for a total of 10 Nature Family Campouts. For each campout, 10 families (with approximately 4 family members) will be invited to participate. At least 50% of participants (20 per campout) will be K-12 youth, with the other 50% of participants (20 per campout) will be parents, grandparents, and guardians of youth. There will be approximately 400 participants, 200 of which are K-12 youth participants. School staff will be there to provide support and facilitation of the Nature Family Campout. |  |   |  |
| <b>Will it be a one-day trip or overnight/multiple days? If multiple, how many days?</b>  | Overnight Multiple Days: 2 days, 1 night   |  |   |  |
| <b>Cite which educational goal will be met. Briefly summarize the qualifications of the group or individual who will provide the experience and what teaching method(s) will be used.</b> | Fostering stewardship of the environment (#2) will be fulfilled through a 2-day, 1-night nature family campout for K-12 youth and their families. Those participating on the nature family campout will learn and reinforce topics about camping safety, day-hiking, tent and stove-set up, clothing requirements, nutrition and team building activities. All learning will be  |  |   |  |

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|  | <p>hands-on and experiential. Training will be provided by Bay Area Wilderness Training, a local non-profit that seeks to provide equitable access to outdoor experiences.</p>   |
| <p><b>How will participants also have time for self-discovery to explore or play and form a personal connection with nature?</b></p>           | <p>There will be opportunities for students to create a relationship with nature while building community with their peers and families. Students can foster their relationship to nature while on hikes, through playing at the campground, playing games with their peers, and sitting around the campfire at night. Throughout the hike, training staff from the Bay Area Wilderness Training will identify different plants, wildlife, and star constellations.</p>  |
| <p><b>List supplies, equipment, and activity fees and their associated cost estimates considering the number of intended participants.</b></p> | <ul style="list-style-type: none"> <li>● Equipment, Supplies, and Activity Fees <ul style="list-style-type: none"> <li>○ Permits for Campouts: \$300 x 10 campouts = \$3,000</li> <li>○ 4-person tents for Campouts: \$400 x 10 tents = \$4,000 <ul style="list-style-type: none"> <li>■ Purchasing ten 4-person tents is the most economical choice in the long run because it allows for material resources to be kept in the community and utilized by individuals after they have had a positive campout experience. Oftentimes, low income communities are able to participate in a one-time activity but due to cost barriers, may never be able to participate in an activity in the future.</li> <li>■ School sites will be used at minimum for 10 campouts per year for a minimum of 30 campouts during the grant period. If we were to borrow 300 tents (10 tents per campout with 30 expected campouts during the grant cycle), at a local REI or Sports Basement, the total cost for each single night of borrowing a tent would be \$30-60 per tent. While this would range from \$900 to \$1800, having tents be able to be used at school sites for additional campouts or allowing families to directly borrow a tent after participating in a campout would allow the community to be better able to access the outdoors.</li> <li>■ These tents may be used to help support additional families participating in Family Campouts in the Community..</li> </ul> </li> </ul> </li> <li>● Travel <ul style="list-style-type: none"> <li>○ Gear Transportation from Bay Area Wilderness Training to School Site: \$100 x 10 campouts = \$1,000</li> <li>○ AC Transit Bus Passes: \$2.25 x 80 passes = \$1,800</li> </ul> </li> <li>● Labor <ul style="list-style-type: none"> <li>○ Planning, facilitation, and post-trip debrief for campouts: \$38.50 per hour x 40 hours x 5 people x 10 campouts = \$77,000</li> </ul> </li> </ul> |

|  |  |
|--|--|
| <p><b>Briefly describe transportation costs if applicable. This may include transporting participants to and from the community home base.</b></p> | <ul style="list-style-type: none"> <li>Each bus seats 44 passengers and is estimated to cost \$1,200 per bus. The total estimated cost for one bus for 10 campouts is \$12,000.</li> </ul>   |
| <p><b>Briefly describe estimated costs for labor including job titles, hourly rate times hours.</b></p>  | <ul style="list-style-type: none"> <li>Planning, facilitation, and post-trip debrief for campouts by the Bay Area Wilderness Training and school site team. The hourly rate being paid is \$38.50 per hour for 40 hours for 5 people. The total estimated cost is \$77,000 for 10 campouts.</li> </ul> |
| <p><b>Total estimated cost to achieve this nature area trip.</b></p>   | <ul style="list-style-type: none"> <li>The total estimated cost to achieve this activity goal is \$97,000.</li> </ul>  |

**Grant Selection Criterion # 4: Service Learning, Career Pathway, and Leadership Opportunities (15%)**

| <p><b>Describe the opportunity(s) for residents that can be used for future employment resumes or college admissions.</b></p> | <p><b>Number of residents</b></p>            | <p><b>Cost for internships, if applicable</b></p> |
|---|--|---|
| <p>Internships for high school aged students and recent alumni of OUSD schools at the Bay Area Wilderness Training</p>        | <p>12 residents (4 per year for 3 years)</p> | <p>\$12,000 (at \$1000 per intern)</p>            |
| <p>Internships for high school aged students and recent alumni of OUSD schools at the Center</p>                              | <p>6 residents (2 per year for 3 years)</p>  | <p>\$6,000 (at \$1000 per intern)</p>             |

**Grant Selection Criterion #5: Partnerships and Capacity Building (10%)**

| <p><b>Name and General Purpose of the Partner Organization</b></p>   | <p><b>Partnership Role Specific to any of the Grant Selection Criteria 2-4 and 6</b></p>  |
|--|---|
| <p>Bay Area Wilderness Training (BAWT). The purpose of this partnership is to provide training and use of their gear library for community and nature trips.</p>           | <p>BAWT will offer internships focused on gaining skills and knowledge around maintaining the gear library, development and events, and operations and administration for high school aged students and alumni of OUSD schools (Grant Selection Criterion 4). Bay Area Wilderness Training will help to train trip leaders through their Frontcountry Leadership Training. Following this training, trained individuals can use the gear library to borrow gear to take youth and families on outdoor trips. BAWT staff will also assist in setting up Family Campouts (Grant Selection Criterion 3).</p> |
| <p>The Center: Central Kitchen, Instructional Farm, and Education Center. The purpose of this partnership is to further connect residents to their communities through</p> | <p>The Center will offer internships and volunteer opportunities that help interested students and alumni connect with their environment, either through school</p>   |

|  |   |
|--|---|
| <p>school guardians and outside learning at the community home base.</p> | <p>gardens, parks, outside learning, and trips to nature areas (Grant Selection Criterion 4). The Center will also help to support School Family Campouts (Grant Selection Criteria 3) and to help create and maintain school gardens. The Center will help to mentor leaders who are interested in becoming environmental leaders within California (Grant Selection Criterion 6).</p> |
|--|---|

**Grant Selection Criterion #6: Mentoring Youth Leaders after the Grant (10%)**

|  |
|--|
| <p><b>Describe a plan to recruit and empower youth who will be selected by the applicant as having potential to become future environmental leaders in California. To describe the plan, include the following:</b></p> <ol style="list-style-type: none"> <li><b>1. Approximately how many youth will be selected by the applicant and how will they be identified as having interest in becoming future environmental leaders in California?</b></li> <li><b>2. What types of activities will the mentoring involve? Examples include capacity building or educational mentoring towards careers in natural resource and environmental professions. Or civic engagement including making environmental recommendations to the local, state, or federal government. This includes cultivating active involvement in the civic decision-making process to have a healthy environment.</b></li> <li><b>3. From approximately what time-period will the youth be mentored after the grant performance period?</b></li> </ol>   |
| <p>Youth who are selected as having the potential to become future environmental leaders in California will have several opportunities available. Beginning in high school, up to 2 youth per school site will be identified and recruited to apply for an internship and/or volunteer opportunities at the Bay Area Wilderness Training (BAWT) or through the Center. The up to 20 high school students will have the opportunity to intern at the Bay Area Wilderness Training as a Gear Library intern, a Development and Events Intern, or as an Operations and Administrative Intern. These students will have the opportunity to see how an outdoor non-profit operates, have the ability to participate in Frontcountry and Wilderness Leadership Trainings, become certified in Wilderness First Aid, and become connected with the greater outdoor community through connections with BAWT. At the Center, students who are interested in creating and maintaining school gardens, participating in OUSD’s Environment and Climate Change Literacy working group, and other future programming will be encouraged to intern and participate in activities hosted by the Center. Youth will be mentored for 5 years following the grant period as partnerships between Oakland Goes Outdoors, the Bay Area Wilderness Training, and the Center continue to be developed and sustained.</p> |

**Grant Scope / Cost Estimate Form**

|   |                                  |  |
|---|----------------------------------|--|
| <p><b>ACTIVITY IN THE COMMUNITY:</b> In the column below, list each Activity Goal Title and number of intended PARTICIPANTS consistent with the response to Grant Selection Criterion 3(a) and 3(e) on page 18.</p> |                                  | <p><b>Total Cost for ACTIVITY IN THE COMMUNITY</b> consistent with the response to Grant Selection Criterion 3(l) on page 18</p> |
| <p><b>Activity Goal Title:</b></p>  | <p><b># of Participants:</b></p> | <p>\$86,800</p>  |
| <p>School Family Campouts</p>   | <p>400</p>                       | <p>\$86,800</p>  |
| <p><b>NATURE AREA TRIP:</b> In the column below, list each Trip Title/Destination and number of intended PARTICIPANTS consistent</p>  |                                  | <p><b>Total Cost for NATURE AREA TRIP</b> consistent with the response</p>   |

|  |                           |  |
|--|---------------------------|--|
| with the response to Grant Selection Criterion 3(a) and 3(e) on page 19.                                       |                           | to Grant Selection Criterion 3(m) on page 19 |
| <b>Trip Title/Destination:</b>   | <b># of Participants:</b> | \$567,200                                    |
| Camp Arroyo  | 1,320                     | \$430,200                                    |
| Nature Family Campouts   | 400                       | \$97,000                                     |
| <b>(1) Total cost of all ACTIVITIES IN THE COMMUNITY and NATURE AREA TRIPS</b>                                 |                           | \$614,000                                    |
| <b>(2) Internships from Grant Selection Criterion # 4(C) on page X if applicable</b>                           |                           | \$18,000                                     |
| <b>(3) PRE-AWARD PLANNING COSTS for planning the OUTDOOR PROGRAM (up to 5% of the requested GRANT amount):</b> |                           | \$0  |
| <b>(4) Hazard and liability insurance premium that will cover the OUTDOOR PROGRAM:</b>                         |                           | \$0  |
| <b>(5) TOTAL PROGRAM COST = (1) + (2) + (3) + (4)</b>  |                           | \$632,000                                    |
| <b>Requested GRANT Amount:</b>   |                           | \$632,000                                    |

**Checklist Items:**

1. Application Form
2. Grant Selection Criteria (p. 13)
3. Community Fact Finder Report and Certification
4. Authorizing Resolution: Timeline
5. Grant Scope/Cost Estimate Form
6. Funding Sources Form
7. Applicant Capacity
8. Photos and Copyright License Agreement
9. Reporting Certification



State of California – Natural Resources Agency  
DEPARTMENT OF PARKS AND RECREATION  
Outdoor Equity Grants Program

PROGRAM APPLICATION FORM

PROGRAM NAME (include a name that best identifies the community, 50 character limit)

Oakland Goes Outdoors

REQUESTED GRANT AMOUNT \$ 632,000

OTHER FUNDING SOURCES (IF APPLICABLE) \$ 0

TOTAL PROGRAM COST \$ 632,000

COMMUNITY HOME BASE NAME and PHYSICAL ADDRESS

Calvin Simmons Campus (Life Academy & United for Success Academy): 2101 35th Avenue, Oakland, CA 94601

COUNTY OF COMMUNITY HOME BASE Alameda

APPLICANT NAME (entity applying for the GRANT) and MAILING ADDRESS

Oakland Unified School District, 1000 Broadway, Suite 300, Oakland, CA 94607

AUTHORIZED REPRESENTATIVE, as shown in Authorizing Resolution

Clifford Hong Network Superintendent clifford.hong@ousd.org (510) 224-3668

Name (typed or printed) and Title Email address Phone

APPLICATION CONTACT, for detailed application questions (if different from AUTHORIZED REPRESENTATIVE)

Jessica Oya Project Lead jessica.oya@ousd.org (808) 754-1076

Name (typed or printed) and Title Email address Phone

GRANT CONTACT, for administration of grant if awarded (if different from Application Contact above)

Clifford Hong Network Superintendent clifford.hong@ousd.org (510) 224-3668

Name (typed or printed) and Title Email address Phone

GRANT SCOPE I represent and warrant that this APPLICATION describes the intended use of the requested GRANT to complete the items listed in the attached GRANT SCOPE/Cost Estimate Summary Form. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this APPLICATION, including required attachments, is accurate.

  
Signature of AUTHORIZED REPRESENTATIVE

2/19/22  
Date

Print Name Clifford Hong Title OUSD Middle School Network Superintendent

June 1, 2021  
Final Application Guide  
for the

# Outdoor Equity Grants Program (OEP)



California Department of Parks and Recreation  
Office of Grants and Local Services

# State of California Department of Parks and Recreation

## Office of Grants and Local Services

### DEPARTMENT MISSION

The mission of the California Department of Parks and Recreation (DPR) is to provide for the health, inspiration, and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high-quality outdoor recreation.

---

### COMMUNITY ENGAGEMENT DIVISION (CED) MISSION

Encouraging healthy communities by connecting people to parks, supporting innovative recreational opportunities, embracing diversity, fostering inclusivity, and delivering superior customer service, with integrity for the enrichment of all.

---

### THE OFFICE OF GRANTS AND LOCAL SERVICES (OGALS) MISSION

To address California's diverse recreational, cultural and historical resource needs by developing grant programs, administering funds, offering technical assistance, building partnerships, and providing leadership through quality customer service.

### OGALS VISION GOALS

- Proactive in meeting California's park and recreation needs through innovative grant programs and customer service.
- Committed to providing quality customer service in every interaction and transaction as honest, knowledgeable, and experienced grant administrators.
- Sensitive to local concerns while mindful of prevailing laws, rules, and regulations.
- Responsive to the needs of applicants, grantees, non-profit organizations, local governments, tribes, and legislative members, as partners working to improve the quality of life for all Californians by creating new parks and recreation opportunities.

# Welcome to the Outdoor Equity Grants Program (OEP)

## FOREWORD

In 2019, the Outdoor Equity Grants Program (OEP) was enacted when Governor Gavin Newsom signed Assembly Bill 209 (AB 209) – Chapter 675, located in Public Resources Code §5090.75(c)(1.26). On July 1, 2020, the California Legislature authorized funding for OEP.

OEP will increase the ability of residents in underserved communities, with an emphasis on students eligible for free or reduced-price meals, foster youth, and students of limited English proficiency, to participate in outdoor experiences at state parks and other public lands. OEP's focus is on providing funding for transportation, logistics, program operations, and capacity costs associated with reaching historically underserved urban and rural communities throughout California.

OEP grants will improve the health and wellness of Californians through new educational and recreational activities, service learning, career pathways, and leadership opportunities that strengthen a connection to the natural world.

The concept for OEP began with findings in the 2015 Parks Forward Commission Report stating that DPR must expand access to parks for underserved communities and urban populations. The 2015 Parks Forward discussions became a catalyst for AB 209. Californians shared a similar vision in 2017 during thirty focus groups with over 500 participants for the Statewide Comprehensive Outdoor Recreation Plan (SCORP). Throughout the state, from heavily urbanized to rural areas, Californians emphasized a desire for multi-generational programs that “bring families together;” that activate local parks and that take residents with transportation challenges to natural areas outside their communities. Photos of the thirty focus groups may be seen at [parksforcalifornia.org/focusgroups](https://parksforcalifornia.org/focusgroups).

## APPLICATION GUIDE

Use these guidelines to plan and submit the grant application. The OEP Team is committed to providing technical assistance and takes pride in being approachable and informative. Contact information and program updates can be found at [parks.ca.gov/oep](https://parks.ca.gov/oep).

**SUBMIT APPLICATIONS ONLINE:** a link to the system will be posted at [parks.ca.gov/oep](https://parks.ca.gov/oep)

**PROGRAM WEBSITES:** [parks.ca.gov/oep](https://parks.ca.gov/oep) | [parksforcalifornia.org/outdoorequity](https://parksforcalifornia.org/outdoorequity)

**MAIN LINE:** (916) 653-7423

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**Words and terms in SMALL CAPS are defined in the back of this guide on pages 50 - 54.**

# I. PROGRAM OVERVIEW

## INTRODUCTION

The Outdoor Equity Grants Program (OEP) will support the HEALTH of Californians by creating OUTDOOR PROGRAM access for underserved communities. OEP will fund program operating and transportation costs but will not fund CAPITAL PROJECTS.

Key words and terms in SMALL CAPS are defined beginning on page 50, including COMMUNITY HOME BASE, OUTDOOR PROGRAM, and NATURAL AREA TRIPS.

## ELIGIBLE APPLICANTS

- **Public Agencies:** Includes all local, state, and federal agencies. Examples include school districts and other public education agencies, cities and counties, joint powers authorities, open-space authorities, regional open-space districts, and other relevant public agencies.
- **NON-PROFITS** with 501(c)(3) status.

## GRANT PERFORMANCE PERIOD

July 1, 2020 to June 30, 2023 is the current period for ELIGIBLE COSTS. Visit [parks.ca.gov/oep](https://parks.ca.gov/oep) to sign up for e-mail updates for the program.

## AMOUNT AVAILABLE

\$19 million is available for competitive GRANTS statewide.

## GRANT AMOUNT PER APPLICATION

- Maximum grant request per COMMUNITY HOME BASE: \$700,000
- Minimum grant request per COMMUNITY HOME BASE: \$20,000
- There is no match requirement

One COMMUNITY HOME BASE = One APPLICATION. This will allow for reporting on the impacts of OEP within one community.

Multiple COMMUNITY HOME BASES = Multiple APPLICATIONS. Each COMMUNITY HOME BASE requires a separate APPLICATION. One APPLICANT can submit multiple APPLICATIONS. An APPLICANT may receive multiple grants to serve multiple communities.

## POSSIBILITY FOR AWARDS OF MORE THAN \$700,000

While \$700,000 is the grant amount cap, it is **per APPLICATION**. More than \$700,000 may be awarded to one APPLICANT. An APPLICANT can submit a separate APPLICATION for each additional community it is capable of serving.

- For example, three APPLICATIONS could be submitted by an APPLICANT to serve three rural towns or three urban communities at \$300,000 per APPLICATION. If all three GRANTS are awarded, that would total \$900,000 in program funding.
- In this example, if 1 of the 3 GRANTS is awarded, both the State and APPLICANT will be clear on which community will be served through that awarded APPLICATION.

### COMMUNITY HOME BASE

Each application will address the following in the Grant Selection Criteria section on pages 14 to 23.

#### **First Step – Choosing a Home Base**

- Identify a central gathering place in an underserved community that needs access to outdoor programs.
- Examples of the central gathering place in a community could be a school, a recreation center, a community meeting space, a local park, etc.
- This central gathering place is the COMMUNITY HOME BASE where the participants will primarily get access to the proposed activities.

#### **Second Step – Activities**

- Plan ACTIVITIES IN THE COMMUNITY and trips from the COMMUNITY HOME BASE to NATURAL AREAS.

For example:

- ACTIVITIES IN THE COMMUNITY could include:
  - Teaching school students about the community's environment.
  - Taking educational walks in the community to discover nature in action.
  - Preparing participants for a NATURAL AREA TRIP.
- NATURAL AREA TRIPS from the COMMUNITY HOME BASE could include:
  - Traveling to a regional, state, national park, tribal land, river or lake, beach, forest, mountain, or desert area for day or overnight trips within the state.

#### **Summary of the Above Steps:**

1. Establish a COMMUNITY HOME BASE in an underserved community.
2. Organize educational ACTIVITIES IN THE COMMUNITY and trips from the COMMUNITY HOME BASE to natural areas.

### GRANT PRIORITIES

The Grant Selection Criteria section starting on page 14, provides additional guidance about the grant priorities.





**1. Identify a Community Home Base (CHB)**

(CHB) serves as the gathering place, or hub, for the participants. The Community FactFinder tool will report data within the CHB's half-mile radius. By establishing a CHB, the grant applicant will be able to propose how the underserved community will receive access to an outdoor program.

**2. Conduct Activities at or near the CHB**

Activities could include preparing for natural area destinations or learning about the community's environment to strengthen ties between the community and natural world.

**3. Take participants from the CHB to natural area destinations**

The CHB will also serve as the launching pad for participants to travel to natural area destinations (parks and public lands).



### APPLICATION DEADLINE

The APPLICATION deadline will be announced at [parks.ca.gov/oep](https://parks.ca.gov/oep).

### APPLICATION PROCESS

1. Review the “Competitive Chart” at [parks.ca.gov/oep](https://parks.ca.gov/oep)
  - The “Competitive Chart” is an important technical assistance tool that outlines what needs to be prioritized and considered for a competitive OEP APPLICATION.
2. Review this guide to understand the competitive APPLICATION requirements in more detail.
3. Participate in the extensive technical assistance methods such as APPLICATION workshops and contacting OGALS’ OEP experts. See page 42 for a complete list of technical assistance services available for APPLICANTS.
4. Review the GRANT ADMINISTRATION GUIDE, including CONTRACT provisions, to understand the requirements if the competitive APPLICATION is selected for funding.
5. Submit the online APPLICATION by the application deadline announced at [parks.ca.gov/oep](https://parks.ca.gov/oep). APPLICATION submittal instructions are found on page 9.
6. As another form of technical assistance, APPLICANTS may be advised to correct or complete documents after the APPLICATION is submitted.
  - Exception: Grant Selection Criteria (pages 14– 23) responses must be complete by the APPLICATION deadline. Revisions will not be accepted.
7. Competitive APPLICATIONS will be evaluated and ranked based on Grant Selection Criteria responses. GRANT award decisions will be announced approximately five months after the application deadline. APPLICANTS will receive either a GRANT award or GRANT denial letter.

### GRANT ADMINISTRATION PROCESS AND PERFORMANCE PERIOD

1. APPLICANTS who receive a GRANT award letter from OGALS must attend a mandatory GRANT administration workshop. Multiple workshops will be offered in accessible areas throughout the state.
  - The attendee(s) for the GRANT administration workshop should include the administrative person responsible for:
    - ✓ overseeing how the grant funds will be spent,
    - ✓ reporting those expenditures during payment requests,
    - ✓ maintaining all records related to the GRANT for audit purposes.
  - As another form of technical assistance, Outdoor Recreation Leadership Training from the Department's Office of Community Involvement will be offered to successful APPLICANTS.
    - ✓ Attendance is not mandatory.
    - ✓ OUTDOOR PROGRAM leaders who will directly engage with the PARTICIPANTS will benefit most from this training.
2. After the mandatory GRANT administration workshop, OGALS will send a CONTRACT to the APPLICANTS.
3. After a signed CONTRACT is returned and signed by the State, the APPLICANT becomes a GRANTEE.
4. The GRANT PERFORMANCE PERIOD starts with the APPROPRIATION DATE.
  - PRE-AWARD PLANNING COSTS dating back to the APPROPRIATION DATE are eligible for a reimbursement of up to 5% of the GRANT amount.
  - A start date for POST AWARD ACTIVITY COSTS will be based on A and B below.
  - Do not start ACTIVITIES IN THE COMMUNITY and NATURE AREA TRIPS with PARTICIPANTS until both of the following is approved by OGALS:
    - A) CONTRACT is signed by both the GRANTEE and the State representative.and
    - B) GRANTEE's insurance policy is approved by OGALS. The Grant Administration Guide explains insurance policy requirements.
5. Send the final grant payment request to OGALS at least three months before the end of the GRANT PERFORMANCE PERIOD. This gives time for OGALS to review the payment documents and final report(s) of the PROGRAM, and process the final payment through the State Controller's Office.

## II. Application Package

Detailed guidance to complete the APPLICATION is located on pages 9-36.

As a reminder, each COMMUNITY HOME BASE requires its own separate APPLICATION.

Please follow these three instructions to prepare the APPLICATION.

1. **Use the Application Checklist on the next page to organize the APPLICATION.**
  - Checklist items 1-9 are required for all APPLICATIONS.
  - Checklist item 10 is only required for NON-PROFIT APPLICANTS.
  - If an item is pending, submit a placeholder that describes the next steps for completion with dates. The Grant Selection Criteria (Checklist item 2) must be complete by the APPLICATION deadline.
2. **Send only the items requested in the Checklist.** Do not send supplementary materials, such as PowerPoint presentations or letters of support.
3. **Submit APPLICATIONS online.** Directions for submittal will be available on the website [parks.ca.gov/oep](https://parks.ca.gov/oep).
  - The APPLICATION must be entered online by or before the APPLICATION due date announced at [parks.ca.gov/oep](https://parks.ca.gov/oep).

# APPLICATION CHECKLIST

## APPLICATION CHECKLIST

Use the checklist below to organize the APPLICATION. Directions and forms for each Checklist item can be found on the page number listed below.

| APPLICATION Item         |   | Application Guide Page Number | Signature required by AUTHORIZED REPRESENTATIVE |
|--------------------------|---|-------------------------------|---|
| <input type="checkbox"/> | 1. APPLICATION Form   | Pg. 11                        | Yes   |
| <input type="checkbox"/> | 2. Grant Selection Criteria   | Pg. 13                        | N/A   |
| <input type="checkbox"/> | 3. Community FactFinder Report and Certification                          | Pg. 24                        | Yes   |
| <input type="checkbox"/> | 4. Authorizing Resolution   | Pg. 26                        | N/A   |
| <input type="checkbox"/> | 5. GRANT SCOPE/Cost Estimate Forms  | Pg. 28                        | Yes   |
| <input type="checkbox"/> | 6. Funding Sources Form   | Pg. 30                        | Yes   |
| <input type="checkbox"/> | 7. APPLICANT Capacity   | Pg. 32                        | N/A   |
| <input type="checkbox"/> | 8. Photos and Copyright License Agreement                                 | Pg. 33                        | N/A   |
| <input type="checkbox"/> | 9. Reporting Certification  | Pg. 35                        | Yes   |
| <input type="checkbox"/> | 10. NON-PROFIT APPLICANT Requirements<br>(only for NON-PROFIT APPLICANTS) | Pg. 36                        | N/A   |

**PROJECT APPLICATION FORM (CHECKLIST Item #1)**

A fillable APPLICATION Form will be available at [parks.ca.gov/oep](https://parks.ca.gov/oep).

**Amounts to list on the Form in the top right corner:**

Match funding is not required. There is no advantage given for matching funds.

- If the GRANT by itself funds the TOTAL PROGRAM COST, write “0” on the “Other Funding Sources” line.

**OR**

- If applicable, identify the amount of Other Funding Sources. See the definition of COMMITTED FUNDS.

Make sure all dollar amounts are consistent with the GRANT SCOPE/Cost Estimate Form and Funding Sources Form.

**Program Name:**

- Use up to 50 characters including spaces. Include the community’s name in the program name. Example: East Side Community Nature Learning

**Required people to list on the Form:**

- The AUTHORIZED REPRESENTATIVE is the position that signs all forms in the APPLICATION packet.
- The Application Contact is the day-to-day administrator who can answer detailed questions about the PROGRAM and documents in the APPLICATION.
- The Grant Contact will be the lead contact for GRANT administration if it is selected for funding. The Application and Grant contact may be the same person.

The AUTHORIZED REPRESENTATIVE will certify on the Application Form that the information contained in the APPLICATION packet is accurate.

# PROJECT APPLICATION FORM (CHECKLIST #1)

State of California – Natural Resources Agency  
DEPARTMENT OF PARKS AND RECREATION  
Outdoor Equity Grants Program

## PROGRAM APPLICATION FORM

|   |       |               |       |
|---|-------|---------------|-------|
| <b>PROGRAM NAME</b> (include a name that best identifies the community, 50 character limit)   |       |               |       |
| <br>  |       |               |       |
| <b>REQUESTED GRANT AMOUNT</b>   |       | \$            | _____ |
| <b>OTHER FUNDING SOURCES (IF APPLICABLE)</b>  |       | \$            | _____ |
| <b>TOTAL PROGRAM COST</b>   |       | \$            | _____ |
| <b>COMMUNITY HOME BASE NAME and PHYSICAL ADDRESS</b>  |       |               |       |
| <br>  |       |               |       |
| <b>COUNTY OF COMMUNITY HOME BASE</b>  |       |               |       |
| <br>  |       |               |       |
| <b>APPLICANT NAME</b> (entity applying for the GRANT) <b>and MAILING ADDRESS</b>  |       |               |       |
| <br>  |       |               |       |
| <b>AUTHORIZED REPRESENTATIVE</b> , as shown in Authorizing Resolution   |       |               |       |
| _____   |       |               |       |
| Name ( <i>typed or printed</i> ) and  | Title | Email address | Phone |
| <b>APPLICATION CONTACT</b> , for detailed application questions ( <i>if different from AUTHORIZED REPRESENTATIVE</i> )  |       |               |       |
| _____   |       |               |       |
| Name ( <i>typed or printed</i> ) and  | Title | Email address | Phone |
| <b>GRANT CONTACT</b> , for administration of grant if awarded ( <i>if different from Application Contact above</i> )  |       |               |       |
| _____   |       |               |       |
| Name ( <i>typed or printed</i> ) and  | Title | Email address | Phone |
| <b>GRANT SCOPE</b> I represent and warrant that this APPLICATION describes the intended use of the requested GRANT to complete the items listed in the attached GRANT SCOPE/Cost Estimate Summary Form. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this APPLICATION, including required attachments, is accurate. |       |               |       |
| _____   |       | _____         |       |
| Signature of AUTHORIZED REPRESENTATIVE  |       | Date          |       |
| Print Name  | _____ | Title         | _____ |

**GRANT SELECTION CRITERIA (CHECKLIST ITEM #2)**

**OVERVIEW**

The Grant Selection Criteria are used to rank all statewide APPLICATIONS.

APPLICANTS are encouraged to conceptualize an OUTDOOR PROGRAM based on the Grant Selection Criteria. Technical Assistance for these criteria begins on page 42.

The maximum score is 100 points.

- All competing APPLICATIONS start with 0 points.
- Points are gained through the Grant Selection Criteria.

| GRANT SELECTION CRITERIA |  | MAX POINT VALUE |
|--------------------------|--|-----------------|
| 1.                       | COMMUNITY HOME BASE  | 30              |
| 2.                       | Community Planning   | 15              |
| 3.                       | OUTDOOR PROGRAM Goals                                      | 20              |
| 4.                       | Service Learning, Career Pathway, Leadership Opportunities | 15              |
| 5.                       | Partnerships and Capacity Building                         | 10              |
| 6.                       | Mentoring Youth Leaders after the GRANT                    | 10              |
| <b>MAXIMUM SCORE</b>     |  | <b>100</b>      |



**GRANT SELECTION CRITERION #1 – COMMUNITY HOME BASE**

Describe the CHALLENGES affecting the RESIDENTS by answering A and B below:

A) Use the Community FactFinder at [parksforcalifornia.org/outdoorequity](https://parksforcalifornia.org/outdoorequity) to list the following data for the area surrounding the COMMUNITY HOME BASE:

- Community FactFinder Report ID Number (Found on the top right corner of the report)
- Per Capita Income
- People in Poverty
- Free or Reduced-Priced Meals (Percentage of students at the nearest public elementary, middle, and high schools)
- English Learners (EL) (Number of students enrolled at the nearest public elementary, middle, and high schools)

B) Why was this COMMUNITY HOME BASE selected as a central gathering place in the community for RESIDENTS who currently lack access to an OUTDOOR PROGRAM? Describe the CHALLENGES facing RESIDENTS, including YOUTH, and their need for access to an OUTDOOR PROGRAM.

**POINTS FOR A – PER CAPITA INCOME:** 6 points will be given to the **lowest per capita income** compared with all statewide APPLICATIONS. OGALS will develop a competitive statewide list representing the per capita income of all APPLICATIONS in rank order, from lowest to highest.

|                                   | <b>Points</b> |
|-----------------------------------|---------------|
| Lowest 10% on the ranked list.    | 6             |
| From 11%-20% on the ranked list.  | 5             |
| From 21%-50% on the ranked list.  | 4             |
| From 51%-80% on the ranked list.  | 3             |
| From 81%-100% on the ranked list. | 1             |
| No information provided.          | 0             |

**POINTS FOR A – PEOPLE IN POVERTY:** 5 points will be given to the **highest number of people in poverty** compared with all other statewide APPLICATIONS. OGALS will develop a statewide list representing the number of people in poverty of all APPLICATIONS in rank order, from highest to lowest.

|                                   | <b>Points</b> |
|-----------------------------------|---------------|
| Highest 10% on the ranked list.   | 5             |
| From 11%-20% on the ranked list.  | 4             |
| From 21%-50% on the ranked list.  | 3             |
| From 51%-80% on the ranked list.  | 2             |
| From 81%-100% on the ranked list. | 1             |
| No information provided.          | 0             |

Technical assistance is available on page 43.

**POINTS FOR A – FREE OR REDUCED-PRICE MEALS:** 5 points will be given to the **highest enrollment percentage of free or reduced-priced meals** compared with all other statewide APPLICATIONS. OGALS will develop a statewide list representing the school meal enrollment percentage of all APPLICATIONS in rank order, from highest to lowest.

|   | Points |
|---|--------|
| 100% to 90% school meal enrollment percentage.  | 5      |
| From 89%-70% school meal enrollment percentage. | 4      |
| From 69%-50% school meal enrollment percentage. | 3      |
| From 49%-30% school meal enrollment percentage. | 2      |
| From 29%-1% school meal enrollment percentage.  | 1      |
| No information provided.                        | 0      |

**POINTS FOR A – ENGLISH LEARNERS:** 4 points will be given to the highest number of English learning students compared with all other statewide APPLICATIONS. OGALS will develop a statewide list representing the number of English Learner students of all APPLICATIONS in rank order, from highest to lowest.

|                                   | Points |
|-----------------------------------|--------|
| Highest 10% on the ranked list.   | 4      |
| From 11%-30% on the ranked list.  | 3      |
| From 31%-60% on the ranked list.  | 2      |
| From 61%-100% on the ranked list. | 1      |
| No information provided.          | 0      |

**POINTS FOR B:** Up to 10 points will be given to a COMMUNITY HOME BASE with significant CHALLENGES compared with all statewide APPLICATIONS.

|   | Points |
|---|--------|
| The RESIDENTS near this COMMUNITY HOME BASE have significant CHALLENGES compared with all statewide APPLICATIONS. The COMMUNITY HOME BASE is a high priority area for access to an OUTDOOR PROGRAM. | 10-6   |
| The RESIDENTS near this COMMUNITY HOME BASE have average CHALLENGES and need for access to an OUTDOOR PROGRAM compared with all statewide APPLICATIONS.   | 5-4    |
| The RESIDENTS near this COMMUNITY HOME BASE have minimal CHALLENGES and need for access to an OUTDOOR PROGRAM compared with all statewide APPLICATIONS.   | 3-1    |
| No information provided.  | 0      |

Technical assistance is available on page 43.

## GRANT SELECTION CRITERION #2 COMMUNITY PLANNING

### GRANT SELECTION CRITERION #2 - COMMUNITY PLANNING

Community planning is an exchange of creative ideas and insight between the APPLICANT, PARTNERS, and RESIDENTS conducted to help define the vision and logistics for an OUTDOOR PROGRAM. Topics can include goals and logistics for Grant Selection Criteria 3-6. This planning must occur any time before the APPLICATION deadline.

A) Use the chart format below to describe how the APPLICANT or partnering community-based organization(s) outreached to a BROAD REPRESENTATION of RESIDENTS to help plan the OUTDOOR PROGRAM through two or more MEETINGS.

| <b>Method of Outreach</b> such as in-person MEETINGS, online platform (identify platform), teleconference, etc. | <b>Location, date, and start and end time of the Community Planning engagement.</b> Cite why this was an effective location and time to engage RESIDENTS near the COMMUNITY HOME BASE. | <b>Number of RESIDENTS and general description.</b> Identify the number of RESIDENTS engaged, as well as whether the group was made up of families, guardians, YOUTH, OLDER ADULTS, people with disabilities, etc. Of this total, how many were YOUTH? |
|---|--|--|
|   |  |  |
|   |  |  |

B) **ACTIVITIES IN THE COMMUNITY.**

Use the chart below to list feedback from RESIDENTS that will be implemented.

| <b>List the planning topics discussed with RESIDENTS.</b> Topics can include goals and logistics for Criteria 3-6. | <b>List the ideas from RESIDENTS that will be implemented</b> for ACTIVITIES IN THE COMMUNITY. |
|--|--|
|  |  |
|  |  |

C) **NATURAL AREA TRIP(S).**

Use the chart below to list feedback from RESIDENTS that will be implemented.

| <b>List the planning topics discussed with RESIDENTS.</b> Topics can include goals and logistics for Criteria 3-6. | <b>List the ideas from RESIDENTS that will be implemented</b> for activities at or near the NATURAL AREA TRIP(S). |
|--|---|
|  |   |
|  |   |

| <b>POINTS for A - OUTREACH:</b> <i>Up to 5 points will be given for engaging at least 20 RESIDENTS to help plan the OUTDOOR PROGRAM.</i>   |               |
|--|---------------|
|  | <b>Points</b> |
| <u>Number of RESIDENTS:</u> Over 20 multi-generational RESIDENTS including parents/guardians, OLDER ADULTS, and at least 10 YOUTH that were engaged through a combination of two or more MEETINGS to give feedback about planning the OUTDOOR PROGRAM.   | 5             |
| <u>Number or RESIDENTS:</u> From 19-15 multi-generational RESIDENTS including parents/guardians, OLDER ADULTS, and at least 7 YOUTH that were engaged through a combination of two or more MEETINGS to give feedback about planning the OUTDOOR PROGRAM. | 3             |
| <u>Number or RESIDENTS:</u> From 14-9 multi-generational RESIDENTS including parents/guardians, OLDER ADULTS, and at least 5 YOUTH that were engaged through a combination of two or more MEETINGS to give feedback about planning the OUTDOOR PROGRAM.  | 2             |
| Less than 9 RESIDENTS were engaged or only one MEETING occurred to give feedback.  | 1             |
| No residents were engaged to give feedback   | 0             |

| <b>POINTS for B and C - ACTIVITIES:</b> <i>Up to 10 points will be given to the inclusion of ideas from RESIDENTS to help plan the OUTDOOR PROGRAM.</i>  |                   |
|--|-------------------|
|  | <b>Points</b>     |
| <u>B: Accepted ideas for ACTIVITIES IN THE COMMUNITY:</u><br>The response lists goals and logistics input from RESIDENTS <u>that will be included</u> for ACTIVITIES IN THE COMMUNITY.                   | Yes = 5<br>No = 0 |
| <u>C: Accepted ideas for NATURAL AREA TRIPS:</u><br>The response lists goals and logistics input from RESIDENTS <u>that will be included</u> for travel to and activities during the NATURAL AREA TRIPS. | Yes = 5<br>No = 0 |

Technical assistance is available on page 44.

**GRANT SELECTION CRITERION # 3 – OUTDOOR PROGRAM GOALS**

Using the chart and questions below, describe the series of activities that will form the OUTDOOR PROGRAM during the GRANT PERFORMANCE PERIOD.

1. **ACTIVITIES IN THE COMMUNITY:** Use the top chart and outline of questions a-l to describe a plan for ACTIVITIES IN THE COMMUNITY. Review the definition of “ACTIVITY IN THE COMMUNITY” found on page 50 and provide a plan for achieving up to five of those goals. Please group the ACTIVITIES IN THE COMMUNITY into no more than 5 goals.
2. **NATURAL AREA TRIPS:** Use the second chart and narrative questions on the next page to describe a plan for each NATURAL AREA TRIP.

**ACTIVITIES IN THE COMMUNITY**

| Activity Goal # | a. Activity Goal Title (up to 7 words that best describes the activity) | b. Location(s) where activity will take place (name and addresses if available). | c. Number of intended PARTICIPANTS per each activity day (an average day is acceptable). | d. Number of planned activity days. | e. Total number of intended PARTICIPANTS (Multiply c times d) |
|-----------------|---|--|--|-------------------------------------|---|
| <b>1</b>        |   |  |  |                                     |   |
| <b>2</b>        |   |  |  |                                     |   |

Answer the following for each Activity Goal in the same order as listed in the chart. Up to five goals may be listed. Please group the ACTIVITIES IN THE COMMUNITY into no more than 5 goals.

- f. Provide a general description of intended PARTICIPANTS (youth, older adults, multi-generational, etc.) Of the total listed in e, how many will be YOUTH PARTICIPANTS?
- g. Cite which EDUCATIONAL goal will be met per the definition of EDUCATION found on page 51. Briefly summarize the qualifications of the group or individual who will provide the experience and what teaching method(s) will be used.
- h. How will the activity increase community capacity to foster a long-term ENVIRONMENTAL JUSTICE legacy such as engaging in planning and improving the community’s environment?
- i. List supplies, equipment, and activity fees and their associated cost estimates (see page 46).
- j. Briefly describe estimated transportation costs if applicable. This may include transporting PARTICIPANTS to and from the COMMUNITY HOME BASE. (See page 46)
- k. Briefly describe estimated costs for labor including job titles, hourly rate times hours (see page 46).
- l. Total estimated cost (i + j + k) to achieve this Activity Goal. (This total amount will be listed on the Grant Scope/Cost Estimate Form on page 29)

Respond to a through l above for up to 5 Activity Goals per the definition of ACTIVITIES IN THE COMMUNITY on page 50.

**NATURAL AREA TRIPS**

| Trip # | a. Trip Title (use up to 7 words. Include name of destination) | b. Destination(s) location name and address (if available). | c. Number of intended PARTICIPANTS for this trip. An average estimate per trip is acceptable. | d. For REOCCURRING NATURAL AREA TRIPS <u>to the same</u> location, list the number (#) of repeat trips. Otherwise, list (1). | e. Total number of intended PARTICIPANTS (Multiply c times d) |
|--------|--|---|---|--|---|
| 1      |  |   |   |  |   |
| 2      |  |   |   |  |   |

Answer the following for each NATURE AREA TRIP in the same order as listed in the chart. REOCCURRING NATURAL AREA TRIPS to the same destination will be listed in one row.

- f. Provide a general description of intended PARTICIPANTS (youth, older adults, multi-generational, etc.) Of the total listed in e, how many will be YOUTH PARTICIPANTS?
- g. Will it be a one-day trip or overnight/multiple days? If multiple, how many days?
- h. Cite which EDUCATIONAL goal will be met per the definition of EDUCATION found on page 51. Briefly summarize the qualifications of the group or individual who will provide the experience and what teaching method(s) will be used.
- i. How will PARTICIPANTS also have time for SELF-DISCOVERY to explore or play and form a personal connection with nature?
- j. List supplies, equipment, and activity fees and their associated cost estimates considering the number of intended PARTICIPANTS. (See page 46)
- k. Briefly describe estimated transportation costs considering the number of intended PARTICIPANTS. (See page 46)
- l. Briefly describe estimated costs for labor including job titles, hourly rate times hours. (See page 46)
- m. Total estimated cost (add j through l) to achieve this NATURE AREA TRIP considering the number of intended PARTICIPANTS. (This amount will be listed on the Grant Scope/Cost Estimate Form on page 29)

## GRANT SELECTION CRITERION # 3 OUTDOOR PROGRAM GOALS

|   | Points            |
|---|-------------------|
| <p>The OUTDOOR PROGRAM will include <u>all of the following</u>:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Includes both ACTIVITIES IN THE COMMUNITY and NATURAL AREA TRIPS.</li> <li><input type="checkbox"/> Activities for both EDUCATION and SELF-DISCOVERY nature exploration.</li> <li><input type="checkbox"/> The primary intended PARTICIPANTS of the overall OUTDOOR PROGRAM are YOUTH. However, at a minimum, at least one ACTIVITY IN THE COMMUNITY and at least one NATURAL AREA TRIP will involve other age groups such as, families, OLDER ADULTS, or other RESIDENTS.</li> </ul> <p>There are a high number of activity days during the GRANT PERFORMANCE PERIOD, the range of proposed activities is outstanding, and the plan maximizes the number of PARTICIPANTS compared with similar grant requests statewide.</p>  | 20-16             |
| <p>All of the above with one exception:</p> <p>There are a moderate number of activity days during the GRANT PERFORMANCE PERIOD, or the range of proposed activities or number of PARTICIPANTS are average compared with other similar statewide grant requests.</p>  | 15-10             |
| <p>The OUTDOOR PROGRAM includes <u>one of the following weaknesses</u>:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Activities will only take place in the community <u>or</u> only at the NATURAL AREA TRIP, not both; <b>OR</b></li> <li><input type="checkbox"/> Activities are either only EDUCATIONAL curriculum <u>or</u> only SELF-DISCOVERY nature exploration activities, not both. <b>OR</b></li> <li><input type="checkbox"/> The primary intended PARTICIPANTS are not YOUTH. <b>OR</b></li> <li><input type="checkbox"/> No activities will involve other age groups such as, families, OLDER ADULTS, or other RESIDENTS. <b>OR</b></li> </ul> <p>Compared with other statewide APPLICATIONS, the number of activity</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> days are low during the GRANT PERFORMANCE PERIOD, or the range of proposed activities or number of PARTICIPANTS are minimal.</li> </ul> | 9-1               |
| <p>The GRANT request will not include any OUTDOOR PROGRAM activities designed to create a connection to the natural world.</p>  | <b>Ineligible</b> |

Technical assistance is available on page 45.

**GRANT SELECTION CRITERION #4 - SERVICE LEARNING, CAREER PATHWAY, AND LEADERSHIP OPPORTUNITIES**

Answer A, B, and C below to describe how RESIDENTS including YOUTH will participate in meaningful opportunities that can be used for future employment resumes or college admissions for natural resources or ENVIRONMENTAL JUSTICE professions. The experience gained should be useful for future employment resumes or college admissions, via a certificate or internship. Eligible opportunities must be related to completion of the OUTDOOR PROGRAM during the GRANT PERFORMANCE PERIOD consistent with the GRANT SCOPE.

|  |                                 |  |
|--|---------------------------------|--|
| A) Describe the opportunity(s) for RESIDENTS that can be used for future employment resumes or college admissions. | B) Number of RESIDENTS.         | C) Cost for internships, if applicable.        |
|  |                                 | \$   |
|  | (Add Total number of RESIDENTS) | (Total cost of all internships if applicable*) |

\*The opportunity(s) may be paid or unpaid/volunteer. Contact California’s Division of Labor Standards and Enforcement at [dir.ca.gov/dlse/](http://dir.ca.gov/dlse/) for internship rules. If applicable, the total amount listed in C) above will also be listed on the Grant Scope/Cost Estimate Form on page 29)

|  |               |
|--|---------------|
| <b>POINTS:</b> <i>Up to 15 points will be given to an OUTDOOR PROGRAM that will include service learning, career pathway education, or leadership opportunities for at least 15 RESIDENTS. The experience gained can be used for employment resumes or college admissions.</i> |               |
|  | <b>Points</b> |
| At least 15 RESIDENTS will receive service learning, career pathway education, or leadership opportunities transferable to employment resumes or college admissions..  | 15            |
| Between 14 to 10 RESIDENTS will each receive service learning, career pathway education or leadership opportunities transferable to employment resumes or college admissions.  | 10            |
| From 9 to 1 RESIDENTS will each receive service learning, career pathway education or leadership opportunities transferable to employment resumes or college admissions.   | 5             |
| The OUTDOOR PROGRAM will not offer at least one RESIDENT any service learning, career pathway education, or leadership opportunity transferable to employment resumes or college admissions.   | 0             |

Technical Assistance is available on page 47.



**GRANT SELECTION CRITERION #5 – PARTNERSHIPS AND CAPACITY BUILDING**

Describe PARTNERSHIP assistance given to the APPLICANT beginning with the appropriation of the AB 209 (July 1, 2020). PARTNERS can assist with achieving any of the goals of Grant Selection Criteria 2-4 and 6.

Answer A and B in the chart below:

|  |  |
|--|--|
| A. Name and General Purpose of the Partner Organization. | B. PARTNERSHIP Role specific to any of the Grant Selection Criteria 2-4 and 6. |
|  |  |

|  |               |
|--|---------------|
| <b>POINTS:</b> <i>Up to 10 points will be given to an OUTDOOR PROGRAM that involves at least two PARTNERSHIPS.</i> |               |
|  | <b>Points</b> |
| The OUTDOOR PROGRAM involves two or more PARTNERSHIPS.   | 10            |
| The OUTDOOR PROGRAM involves one PARTNERSHIP.  | 5             |
| The OUTDOOR PROGRAM involves no PARTNERSHIPS. Or, a response was not provided.                                     | 0             |

The responses above will be sufficient to describe PARTNERSHIP roles. Supplemental documents such as agreements are not necessary.

Technical assistance is available on page 48.

**GRANT SELECTION CRITERION #6 – MENTORING YOUTH LEADERS AFTER THE GRANT PERFORMANCE PERIOD**

APPLICANTS can respond to either A or B below to either provide a plan for mentoring YOUTH after the grant funds expire, or, explain why this would not be achievable.

- A) Describe a plan to recruit and empower YOUTH who will be selected by the APPLICANT as having potential to become future environmental leaders in California. To describe the plan, include the following:
- Approximately how many YOUTH will be selected by the APPLICANT and how will they be identified as having interest in becoming future environmental leaders in California?
  - What types of activities will the mentoring involve? Examples include capacity building or EDUCATIONAL mentoring towards careers in natural resource and environmental professions. Or, civic engagement including making ENVIRONMENTAL JUSTICE recommendations to local, state, or federal government. This includes cultivating active involvement in the civic decision-making process to have a healthy environment.
  - From approximately what time-period will the YOUTH be mentored after the GRANT PERFORMANCE PERIOD?

**OR**

- B) Why is it not possible to mentor YOUTH leaders after the GRANT PERFORMANCE PERIOD?

\*Sustaining the OUTDOOR PROGRAM beyond the GRANT PERFORMANCE PERIOD **is not required**. This is about mentoring YOUTH after the OUTDOOR PROGRAM.

|  |               |
|--|---------------|
| <b>POINTS:</b> 10 points will be given for a plan to mentor YOUTH after the GRANT PERFORMANCE PERIOD or an explanation why this concept cannot be achieved.  |               |
|  | <b>Points</b> |
| The APPLICANT provided a plan to mentor YOUTH after the GRANT PERFORMANCE PERIOD towards careers in natural resource and environmental professions or active involvement in the civic decision-making process to have a healthy environment.<br><b>Or</b><br>The APPLICANT provided an explanation why this cannot be achieved after the GRANT PERFORMANCE PERIOD. | 10            |
| The APPLICANT did not provide a plan or an explanation why YOUTH cannot be mentored after the GRANT PERFORMANCE PERIOD.  | 0             |

Technical Assistance is available on page 49.

### COMMUNITY FACTFINDER REPORT AND CERTIFICATION (CHECKLIST ITEM #3)

Provide the following two items:

1. **Community FactFinder Report.** To create a report of the COMMUNITY HOMEBASE listed in the response to Criterion 1, use the Outdoor Equity FactFinder tool at [parksforcalifornia.org/outdoorequity/](https://parksforcalifornia.org/outdoorequity/)

The Community FactFinder Report will be used for Grant Selection Criterion 1 on page 14.

2. **Community FactFinder Certification.** This Form will be signed by the AUTHORIZED REPRESENTATIVE.

Its purpose is to certify that the Community FactFinder Report was generated from a point on or within the COMMUNITY HOME BASE. If the blue pin tip is outside the COMMUNITY HOME BASE, OGALS reserves the right to generate a new Community FactFinder Report with the blue pin tip in the middle of the COMMUNITY HOME BASE for the purpose of Grant Selection Criterion 1.

**State of California – Natural Resources Agency  
DEPARTMENT OF PARKS AND RECREATION**



**COMMUNITY FACTFINDER CERTIFICATION**

I certify that the Community FactFinder Report submitted at the time of APPLICATION meets the following requirements:

- ✓ The Community FactFinder Report was generated with the blue pin tip located on or in the boundary of the COMMUNITY HOME BASE.

I understand if the above requirement was not met, OGALS will generate a new report with the blue pin tip located in the middle of the COMMUNITY HOME BASE to create the new half-mile radius and will use this new data for the purposes of Grant Selection Criterion 1.

---

AUTHORIZED REPRESENTATIVE Signature

---

Date

### AUTHORIZING RESOLUTION (CHECKLIST ITEM #4)

The Authorizing Resolution serves two purposes:

1. It is the means by which the APPLICANT'S Governing Body shows it is aware of all the terms of the CONTRACT. It provides confirmation that the APPLICANT has the funding to complete the proposed OUTDOOR PROGRAM if the GRANT is awarded.
2. Designates a position title (through Provision 4) to represent the Governing Body on all matters regarding the APPLICATION and OUTDOOR PROGRAM. The incumbent in this position is referred to as the AUTHORIZED REPRESENTATIVE.

All checklist items that require a signature, besides Checklist Item 8, must be the signature of the AUTHORIZED REPRESENTATIVE. Submitted documents should be signed and scanned or digitally signed using an encrypted signature, such as Adobe's Digital ID. All forms requiring signatures have been uploaded to the program webpage and include a signature field that meets this requirement.

The AUTHORIZED REPRESENTATIVE can delegate signatory authority to other individuals (by position title) either in entirety or for particular documents. The delegation process requires the AUTHORIZED REPRESENTATIVE to submit an email or letter to OGALS delegating authority.

#### **Format**

The Authorizing Resolution on the following page may be reformatted; however, the *language provided in the resolution must remain unchanged*. Any changes to the language may require OGALS Legal Office review. The time involved with the legal review process may delay APPLICATION approval and could affect OGALS' ability to fund the PROJECT.

**RESOLUTION OF THE (Title of Governing Body/City Council, Board of Supervisors/Directors) OF (City, County, District, or Non-Profit Organization) Approving the Application for OUTDOOR EQUITY GRANTS PROGRAM 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 Outdoor Equity Grants Program, setting up necessary procedures governing the application; and

WHEREAS, said procedures established by the State Department of Parks and Recreation require the Applicant to certify by resolution the approval of the application before submission of said application to the State; and

WHEREAS, successful Applicants will enter into a contract with the State of California to complete the Grant Scope program;

NOW, THEREFORE, BE IT RESOLVED that the (Applicant's Governing Body) hereby: APPROVES THE FILING OF AN APPLICATION FOR THE (NAME OF PROPOSAL); AND

1. Certifies that said Applicant has or will have available, prior to commencement of any work on the program(s) included in this application, the sufficient funds to complete the program(s); and
2. Certifies that if the grant is awarded, the Applicant has or will have sufficient funds to operate the program(s) as described in the Grant Selection Criterion response, and
3. Certifies that the Applicant has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Grant Administration Guide; and
4. Delegates the authority to (designated position) 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; and
5. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.
6. Will consider promoting inclusion per Public Resources Code §80001(b)(8 A-G).

Approved and adopted the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

I, the undersigned, hereby certify that the foregoing Resolution Number \_\_\_\_\_ was duly adopted by the (Applicant's Governing Body) following a roll call vote:

Ayes:

Noes:

Absent:

\_\_\_\_\_(Clerk)

### GRANT SCOPE/COST ESTIMATE FORM (CHECKLIST ITEM #5)

The GRANT SCOPE/Cost Estimate Form on the following pages has two uses:

1. Establishing the GRANT SCOPE
2. Providing a Cost Estimate for the OUTDOOR PROGRAM

#### 1. Establishing the GRANT SCOPE

The Form will be used to establish the expected deliverables for the activities described in Grant Selection Criteria 3 and 4 on pages 18 to 21.

- Use the Form to list only the activities that will be funded by the GRANT plus COMMITTED FUNDS (if applicable) during the GRANT PERFORMANCE PERIOD. Do not include future costs beyond what the GRANT and COMMITTED FUNDS will support during the GRANT PERFORMANCE PERIOD.
- Use the Grant Scope/Cost Estimate Form to provide the lump-sum estimated cost of all activities consistent with the response to Grant Selection Criteria 3 and 4.

#### 2. Providing a Cost Estimate for the OUTDOOR PROGRAM.

See the ELIGIBLE COSTS section starting on page 37 before creating a Cost Estimate.

- The TOTAL PROGRAM COST must cover all the ACTIVITIES IN THE COMMUNITY and the NATURAL AREA TRIPS described in Grant Selection Criterion 3. This is the row labeled as (1) on the Form.
- Rows (2) to (4) on the Form cover other items that may be added into the TOTAL PROGRAM COST.
- Contingency for costs can be folded into the line items. Do not list contingency as a separate item.
- OGALS understands that actual costs may change during the OUTDOOR PROGRAM. In most cases, a revised GRANT SCOPE/Cost Estimate Summary Form is not required when estimated costs fluctuate during the OUTDOOR PROGRAM.
- Check the math and dollar amounts between all forms in the APPLICATION to ensure the GRANT request amount and TOTAL PROGRAM COST is consistent.

**GRANT SCOPE/COST ESTIMATE FORM**

Follow the directions starting on page 28. Use the response to Grant Selection Criteria #3-4 on pages 18 to 21 to summarize the TOTAL PROGRAM COST and deliverables on this form.

See the ELIGIBLE COSTS section starting on page 37 before creating a cost estimate

|  |   |
|--|---|
| <b>ACTIVITY IN THE COMMUNITY:</b> In the column below, list each Activity Goal Title and number of intended PARTICIPANTS consistent with the response to Grant Selection Criterion 3(a) and 3(e) on page 18. | <b>Total Cost for ACTIVITY IN THE COMMUNITY</b> consistent with the response to Grant Selection Criterion 3(l) on page 18 |
| Activity Goal Title: _____ # of PARTICIPANTS: _____  | \$ _____  |
|  | \$ _____  |
|  | \$ _____  |
|  | \$ _____  |
|  | \$ _____  |
| <b>NATURE AREA TRIP:</b> In the column below, list each Trip Title/Destination and number of intended PARTICIPANTS consistent with the response to Grant Selection Criterion 3(a) and 3(e) on page 19.       | <b>Total Cost for NATURE AREA TRIP</b> consistent with the response to Grant Selection Criterion 3(m) on page 19          |
| Trip Title/Destination: _____ # of PARTICIPANTS: _____   | \$ _____  |
|  | \$ _____  |
|  | \$ _____  |
|  | \$ _____  |
|  | \$ _____  |
| <b>(1) Total cost of all ACTIVITIES IN THE COMMUNITY and NATURE AREA TRIPS</b>   | \$ (1)  |
| <b>(2) Internships</b> from Grant Selection Criterion # 4(C) on page X if applicable   | \$ (2)  |
| <b>(3) PRE-AWARD PLANNING COSTS</b> for planning the OUTDOOR PROGRAM (up to 5% of the requested GRANT amount):   | \$ (3)  |
| <b>(4) Hazard and liability insurance premium</b> that will cover the OUTDOOR PROGRAM:   | \$ (4)  |
| <b>(5) TOTAL PROGRAM COST = (1) + (2) + (3) + (4)</b>  | \$ (5)  |
| <b>Requested GRANT Amount:</b>   | <b>\$ _____</b>   |

The APPLICANT understands that this form will be used to establish the expected GRANT deliverables for POST-AWARD ACTIVITY COSTS.

\_\_\_\_\_  
AUTHORIZED REPRESENTATIVE Signature

\_\_\_\_\_  
Date



### FUNDING SOURCES FORM (CHECKLIST ITEM #6)

#### Amounts to list on the Form:

Match is not required.

- If the GRANT by itself funds the TOTAL PROGRAM COST, then the top right and bottom right boxes will show the requested GRANT amount only.

#### OR

- If applicable, use the Funding Sources Form to identify each funding source by name and amount.
- Note if the source is state, city, county, federal, or private.
- Review the definition of COMMITTED FUNDS. Provide a commitment date for each funding source indicating when it was committed. All additional funds must be committed no later than 3 months after the APPLICATION deadline.
- The TOTAL PROGRAM COST listed at the bottom of this form must equal the estimated TOTAL PROGRAM COST listed on the Application Form and at the bottom of the GRANT SCOPE/Cost Estimate Summary Form.

#### Participant Fees:

- If applicable, list the total estimated amount that will be charged to PARTICIPANTS for ACTIVITIES IN THE COMMUNITY and NATURAL AREA TRIPS during the GRANT PERFORMANCE PERIOD.
- These are fees charged to PARTICIPANTS for costs in addition to and beyond what the GRANT will pay for.
- If any part of the OUTDOOR PROGRAM will involve fees charged to PARTICIPANTS, the amount charged should be reasonable. Consider PARTICIPANTS affected by poverty.

#### Funding Sources that are loans:

If the source is a loan, identify the type of loan. Please be mindful of GRANT CONTRACT Provision shown below:

#### Use of Grant Monies

GRANTEE shall not use any grant funds (including any portion thereof) for the purpose of making any leverage loan, pledge, promissory note or similar financial device or transaction, without the prior written approval of the STATE.

NOTE: If the funding sources change during the course of the GRANT PERFORMANCE PERIOD, a revised form is required within 30 days.

**FUNDING SOURCES FORM**

| Funding Source  | Date COMMITTED | Amount |
|---|----------------|--------|
| Outdoor Equity Grant Request  | TBD            | \$     |
| PARTICIPANT Fees (total estimated if applicable)                                  |                | \$     |
|   |                | \$     |
|   |                | \$     |
|   |                | \$     |
|   |                | \$     |
|   |                | \$     |
|   |                | \$     |
|   |                | \$     |
|   |                | \$     |
|   |                | \$     |
|   |                | \$     |
|   |                | \$     |
|   |                | \$     |
| <p><b>Grand Total All Funding Sources:</b><br/>(Estimated TOTAL PROGRAM COST)</p> |                | \$     |

The APPLICANT understands that the OUTDOOR PROGRAM cannot be funded unless the requested GRANT equals the estimated cost needed to complete the OUTDOOR PROGRAM, or, the requested GRANT plus the total amount of additional COMMITTED FUNDS equals the estimated cost of the OUTDOOR PROGRAM. Except for PARTICIPANT fees, additional funds must be secured no later than three months after the APPLICATION deadline if not yet COMMITTED at time of APPLICATION. If the GRANT is awarded, there will be no need for additional fundraising. The costs must be incurred before the final GRANT payment is processed. If funding sources change from the time of APPLICATION until final GRANT payment, the APPLICANT understands this form must be updated within 30 days.

\_\_\_\_\_  
AUTHORIZED REPRESENTATIVE Signature

\_\_\_\_\_  
Date

### APPLICANT CAPACITY (CHECKLIST ITEM #7)

The purpose of this requirement is to evaluate the APPLICANT'S capacity to achieve the OUTDOOR PROGRAM during the GRANT PERFORMANCE PERIOD.

#### Provide a response to the following:

1. Describe the experience or capacity of the APPLICANT or partner to achieve the plan described in Grant Selection Criterion 3.
2. Provide a partial list of government or foundation grants awarded to the APPLICANT for OUTDOOR PROGRAMS within the past five years. Include the date of award, purpose of the grant, grant amount, and accomplishments through the grant.
3. Describe if the APPLICANT or partnering organization is located near the COMMUNITY HOME BASE (headquarters, office, etc.). Or, describe another point of connection with the RESIDENTS or stakeholders near the COMMUNITY HOME BASE that contributes to the capacity to achieve the OUTDOOR PROGRAM.
4. If the OUTDOOR PROGRAM will take place on land not owned by the APPLICANT, describe if a permit or agreement is required. Answer A through C below.
  - A. Describe if all land owners of the locations listed in the response to Grant Selection Criterion #3 have been contacted to determine if a special permit or agreement is needed. Advise the land owner about the intended number of PARTICIPANTS.
  - B. If applicable: Provide a copy of the permit or agreement. Or, if a copy of the permit or agreement is not yet available, provide a plan to secure the permit or agreement should the GRANT be awarded. List and include a timeline for each step to get the permit or agreement.
  - C. If not applicable: Describe what steps were taken to verify that no special permits or agreements with any of the properties will be required.

### PHOTOS AND COPYRIGHT LICENSE AGREEMENT (CHECKLIST ITEM #8)

OPTIONAL: Providing photos of the MEETINGS with RESIDENTS is optional, and is not a requirement. If the APPLICANT decides to provide photos of the MEETINGS that occurred under Grant Selection Criterion #2, please follow the directions listed below.

#### Community Based Planning Photos:

1. Provide digital photos of planning MEETINGS or other engagement with RESIDENTS described in Grant Selection Criterion 2 on page 16.
  - a. Photos of RESIDENTS actively providing ideas are preferred.
  - b. The photos do not need to include every RESIDENT that participated.
  - c. High-quality resolution is recommended such as 2048 x 1536 pixels. OGALS may highlight awarded OUTDOOR PROGRAMS at [ParksforCalifornia.org](https://ParksforCalifornia.org)
  - d. File Name: When uploading the photo into the online application system, use a File Name that describes what is taking place in the photo (purpose, location, and date). For example: Meeting with Boys and Girls Club youth 1515 Alta California Street, July 21 2021.
2. Provide one signed Copyright License Agreement (see next page) from the APPLICANT that will cover all photos.

State of California - Resources Agency  
DEPARTMENT OF PARKS AND RECREATION

**COPYRIGHT LICENSE AGREEMENT**

COPYRIGHT REGISTRATION NO.

ITEM DESCRIPTION

hereafter called the "Material," a copy of which is attached hereto as Exhibit "A".

I, \_\_\_\_\_, am the creator of, and/or have acquired the intellectual property rights to the Material, and hereby warrant that I have the authority to issue this license and to authorize and release the Material for use by the California Department of Parks and Recreation (the "Department") and its designated agents. I understand that the Department wants to use and reuse the Material, as the Department deems appropriate.

I hereby grant to the Department an unrestricted, fully paid up, worldwide, irrevocable, perpetual license to use, reproduce, distribute, create derivative works, publicly display and perform the Material, in whole or in part, in any manner, for any purpose and in any medium now known or hereinafter invented. This right includes, but is not limited to, the right to copy, publish, distribute, alter and publicly display the Material for education, interpretation, advertising and other purposes consistent with the mission of the Department.

I understand that I will not receive any money for this license agreement, or for any use described above. I understand that I will retain the copyrights to the Material, but hereby grant an unrestricted license to the Department.

I release and discharge Department from any and all claims and demands arising out of, or in connection with any use of the Material, including but not limited to, any and all claims of libel, moral rights and invasion of privacy, and/or any claims under the Visual Artists Rights Act. I realize that I cannot withdraw my consent after I sign this form and I realize this form is binding on me and my heirs, legal representatives and assigns.

I am at least 18 years of age and have the right, ability and authority to enter this binding license agreement.

**AGREED AND ACCEPTED**

|                                |       |   |                  |
|--------------------------------|-------|---|------------------|
| BY                             | DATE  | BY  | DATE             |
| ▷                              |       | ▷   |                  |
| PRINTED NAME OF PERSON SIGNING |       | PRINTED NAME OF PERSON SIGNING                            |                  |
| ADDRESS                        |       | TITLE   | DISTRICT/SECTION |
| CITY/STATE/ZIP CODE            |       | State of California<br>Department of Parks and Recreation |                  |
| PHONE NO.                      | EMAIL | PHONE NO.   | EMAIL            |

DPR 992A (New 3/2003)(Excel 3/28/2003)

## REPORTING CERTIFICATION (CHECKLIST ITEM #9)

**Certification Form**

The following reporting requirements are only applicable if the GRANT is awarded. By signing this form, the APPLICANT agrees to keep reporting requirements, #1-5, listed below, during the GRANT PERFORMANCE PERIOD. To meet AB 209 reporting requirements, GRANTEES will submit the following information to OGALS through an online reporting system before the final grant payment will be approved.

**Reporting Requirements:**

1. Total number of YOUTH served.
2. Partnerships formed through the OUTDOOR PROGRAM, including a description of partnership accomplishments and lessons learned.
3. EDUCATIONAL goals achieved through the OUTDOOR PROGRAM per the definition of EDUCATION found on page 51, and how the objective was met.
4. Videos and/or photos that provide a sample of highlights with quotes, captions, or testimonials about the impact of the OUTDOOR PROGRAM.
5. To inform future OUTDOOR PROGRAMS, provide tips and lessons-learned:
  - successful methods used,
  - unforeseen challenges and recommended solutions.
  - These tips will be made available online to help build capacity statewide.

The APPLICANT understands that if the GRANT request is approved, GRANTEES will respond to the Reporting Requirement #1-5 above through an online reporting system that will be made available at [www.parks.ca.gov/oep](http://www.parks.ca.gov/oep) before the final grant payment will be approved.

\_\_\_\_\_  
AUTHORIZED REPRESENTATIVE Signature

\_\_\_\_\_  
Date

### NON-PROFIT REQUIREMENTS (CHECKLIST ITEM #10)

This checklist item is only for NON-PROFIT organization APPLICANTS.

Please provide items 1-2 below:

1. Letter of Determination from the Internal Revenue Service indicating current 501(c)(3) status.
2. First two pages of the NON-PROFIT'S most recently filed federal 990 forms.

The following are not required in the APPLICATION. OGALS reserves the right to request the following four items at any time during the review process:

- Articles of Incorporation
- Mission Statement
- Income statement showing revenue and expenditure projections for the next calendar or fiscal year.
- Balance sheet showing assets and liabilities for the most recent fiscal year.

### III. Eligible Costs

This section provides rules and examples of ELIGIBLE COSTS for the OUTDOOR PROGRAM. It provides rules and guidance for PRE-AWARD PLANNING COSTS and POST-AWARD ACTIVITY COSTS.

#### PRE-AWARD PLANNING COSTS

These are costs associated with planning the OUTDOOR PROGRAM during the GRANT PERFORMANCE PERIOD.

- Planning costs dating back to the APPROPRIATION DATE are eligible for a reimbursement of up to 5% of the GRANT amount if the APPLICATION is selected for funding.
- May include note takers, facilitators, and multi-lingual translation, transportation, equipment, supplies, etc. for MEETINGS and other OUTDOOR PROGRAM planning purposes.
- See the bottom of the Grant Scope/Cost Estimate Summary Form to add a planning cost estimate.
- Also see the definition of PRE-AWARD PLANNING COSTS.

#### POST-AWARD ACTIVITY COSTS

The rest of this section below provides rules and guidance for implementing the ACTIVITIES IN THE COMMUNITY and NATURAL AREA TRIPS as proposed in Grant Selection Criteria 3 and 4.

These are not planning costs. POST-AWARD ACTIVITY COSTS are direct costs to conduct the ACTIVITIES IN THE COMMUNITY and NATURAL AREA TRIPS.

These POST-AWARD ACTIVITY COSTS become eligible on the start date provided by OGALS. See the definition of POST-AWARD ACTIVITY COSTS.

#### **The next pages provide guidance about:**

- A) Supplies, Equipment, and Activity Fees/Admissions**
- B) Travel Costs**
- C) Labor Costs**
- D) Insurance for all activities necessary for the OUTDOOR PROGRAM**



**A) Supplies, Equipment, and Activity Fees/Admissions**

- Activity Fees:** Location entrance fees for places such as museums, parks, campground reservations, zoos, aquariums, botanical gardens, parking, ski lifts, special events; specific experiences such as horseback riding, paddling, rafting, rock climbing, birding; renting or leasing vehicles or equipment for the actual activity fits in this category such as whale watching and safety equipment.
- Activity supplies and equipment (examples):** include but are not limited to backpacks, tents, mountain bikes, kayaks, surfboards, bodyboards, stand up paddle boards, life jackets, helmets, wetsuits, snowboard/ski's, canopy, sleeping bags, stoves, 2-way radios, binoculars, water filters, snowshoes, hiking boots, gloves, goggles, compasses, fire starters, bug repellent, sunblock, poison oak protectant, first aid supplies, canteens, flashlights, batteries, lanterns, interpretive materials, trash/recycling bags, safety whistle, bear spray, utensils, etc. that are necessary to support an activity.
- Most Economical use of State Funds** - For supplies and equipment that will cost over \$500 per single unit item, and which can be purchased, leased, or rented, the most economical use of state funds must be applied. This means that the grantee will use the most affordable option to complete the OUTDOOR PROGRAM during the GRANT PERFORMANCE PERIOD by either renting, leasing, or purchasing the supplies and equipment.
- Supplies and equipment may come from GRANTEE'S central stock if claimed costs are no higher than supplies or equipment purchased elsewhere. For audit purposes, a report or source document must describe the work performed, indicate the hours used, relate the use to the GRANT SCOPE, and must be signed by the operator or supervisor.

**B) Travel Costs**

- Travel must be within California only.**
- Overnight accommodations (camping or lodging):** Campsite rentals, yurts, and hotels, following the most economical use of State funds, including travel to and from the destination of the NATURAL AREA TRIP. The cost cannot exceed the state per diem set in each County where the overnight accommodation will take place. [calhr.ca.gov/employees/pages/travel-reimbursements.aspx](http://calhr.ca.gov/employees/pages/travel-reimbursements.aspx)
- Food and food storage:** The purchase of food, and purchase or rental of food storage for safety compliance during the NATURAL AREA TRIP. This means the PARTICIPANTS will learn how to prepare the food as an EDUCATIONAL health activity of the OUTDOOR PROGRAM.
- Meal per diem for NATURAL AREA TRIPS only:** Breakfast, lunch, and dinner meals during the path of travel and overnight stays are eligible [up to the State's per diem rates or actual cost](#), whichever is less. Keep receipts for audit purpose.  
Food related to ACTIVITIES IN THE COMMUNITY is ineligible.
- Passenger Ticket purchases:** Trains, boats, airplanes, or other public transportation for PARTICIPANTS to and from the planned activity.

- **Vehicle use for transportation of PARTICIPANTS may involve:**
  - Taking PARTICIPANTS to and from the COMMUNITY HOME BASE to NATURAL AREA TRIPS.
  - Taking PARTICIPANTS to and from the COMMUNITY HOME BASE and their schools and neighborhoods for ACTIVITIES IN THE COMMUNITY related to the Grant Selection Criteria.
- **Vehicles chartered or rented by GRANTEE:**
  - Chartered transportation paying for a charter company's standard rate is an ELIGIBLE COST.
  - Rental of vehicles at market value, including low Greenhouse Gas (GHG) emission vehicles, are an ELIGIBLE COST.
- **Vehicles owned/leased by GRANTEE:**
  - [Mileage incurred on a GRANTEE'S own vehicles can be charged at the State's rate](#) that is in effect at the time of the trip. Maintenance and repair cost necessary to safely operate vehicles are built into the State's rate of the allowable charge per mile.
  - A Mileage Log must record the trips charged to the GRANT. For audit purposes, the Mileage Log must describe the miles driven, OUTDOOR PROGRAM purpose related to the GRANT SCOPE, and must be signed by the operator and supervisor.

### C) Labor

- **Employee services:** See accounting rules for employee services explained in the GRANT ADMINISTRATION GUIDE.
- **Internships consistent with Grant Selection Criterion #4:** Internships will be administered as employee services of the GRANTEE. The GRANTEE must follow applicable laws for employee services, including internships. Contact California's Division of Labor Standards and Enforcement at [dir.ca.gov/dlse/](http://dir.ca.gov/dlse/) for internship rules.
- **Program activity providers:** Including physical activity instructors, trainers, nature guides, career pathway educators, language translators, drivers, etc.
- **Program management:** Including site inspections, coordinating partners, scheduling activities, directing equipment, materials, activity instructors, and transportation personnel.
- **Communication and training:** Including outreach to RESIDENTS, training of program activity providers for cultural awareness, and risk management.
- **Reporting:** Including data collection, photography, and videography which can include interviews with PARTICIPANTS.
- **GRANT administration and accounting**
- **Miscellaneous costs:** Including economical use of State funds cost comparison for equipment, supplies, and NATURAL AREA TRIPS related expenses, transporting materials, equipment, personnel, and communications and video documentation of the program achievements.

- D) Insurance:** Premiums on hazard and liability insurance including aggregate coverage for all activities necessary for the OUTDOOR PROGRAM. See the Grant Administration Guide for an Insurance Policy Checklist that lists the insurance policy requirements for GRANTEES.

### **Keep all records of all costs for audit purpose.**

- ✓ For labor charged to the GRANT, maintain timesheets recording specific time spent on the OUTDOOR PROGRAM.
- ✓ Keep invoices, receipts, and payment records **for all** purchases, leases, and rentals.

## INELIGIBLE COSTS

- **Outside the GRANT PERFORMANCE PERIOD:** Costs incurred before or after the GRANT PERFORMANCE PERIOD.
- **CAPITAL PROJECTS:** Construction/development of land. Vehicle or land acquisition.
- **Indirect costs:** Overhead business expenses of the GRANTEE'S fixed or ordinary operating costs: (rent, mortgage payments, property taxes, utilities, office supplies).
- **Routine park maintenance** by the GRANTEE'S existing staff is an ineligible activity. Examples include routine restroom cleaning, garbage removal, groundskeeping, scheduled maintenance, graffiti removal, etc.
- **Fundraising.**
- **Food:** If not related to a NATURAL AREA TRIP. Food for ACTIVITIES IN THE COMMUNITY is ineligible. See Eligible Costs, heading B, Travel Costs, for eligible food costs only during NATURE AREA TRIPS.
- **Grant Writing.**
- **Programs imposed on an APPLICANT through legal mitigation.**

### Lack of Record Keeping:

**During an Audit, lack of record keeping can make claimed costs ineligible.**

#### Examples include:

- Charging employee services without documentation of actual time spent on the OUTDOOR PROGRAM.
- Lack of source documents (no evidence of invoices, bid process, payment receipts, etc.).
- See the GRANT ADMINISTRATION GUIDE'S "Accounting Requirements" for additional guidance.

### As a reminder, keep all records of all costs for audit purpose.

- ✓ For labor charged to the GRANT, maintain timesheets recording specific time spent on the OUTDOOR PROGRAM.
- ✓ Keep invoices, receipts, and payment records for all purchases, leases, and rentals.
- ✓ See the GRANT ADMINISTRATION GUIDE'S "Accounting Requirements" for additional guidance.

## IV. Appendices

### TECHNICAL ASSISTANCE FOR APPLICANTS

This page summarizes the assistance available to APPLICANTS.

To ensure a fair process, OGALS' Competitive Project Officers will provide all APPLICANTS with correct and consistent guidance.

All statewide APPLICANTS are encouraged to access the following:

#### Application Workshops by OGALS

Application Workshops will be offered featuring a page-by-page review of this Application Guide, including time for questions.

#### Access to Program Competitive Project Officers

OGALS' Competitive Project Officers provide a range of customer service options to all applicants in a timely manner. APPLICANTS are encouraged to email, call, or schedule meetings when guidance is needed. A list of OGALS' Competitive Project Officers is available at [parks.ca.gov/oep](https://parks.ca.gov/oep).

#### Assistance with Incomplete Application Documents

OGALS may contact APPLICANTS to explain what corrections are needed. OGALS does not automatically disqualify an APPLICATION if a document is incomplete or needs a correction with the exception of the Grant Selection Criteria. OGALS' Competitive Project Officers can also preview Checklist Items 1, and 3-10 before the APPLICATION deadline.

#### Strengths and Weaknesses

APPLICANTS that do not receive a GRANT award can get strengths and weaknesses feedback based on the Grant Selection Criteria after GRANT awards are announced. This feedback may be useful to APPLICANTS if another ROUND of funding is available.

#### Grant Administration Workshop

APPLICANTS who receive a GRANT award must attend a mandatory GRANT administration workshop. During the workshop, OGALS and DPR auditors provide an in-depth review of the GRANT ADMINISTRATION GUIDE that explains the requirements and forms necessary for administration. OGALS' Grant Administration Project Officers are also available to answer administrative questions through the final payment process.

#### Outdoor Recreation Leadership Training

The Department's Office of Community Involvement offers interactive, hands-on training that equips adults with the skills and confidence to lead outdoor recreation activities with an emphasis on camping. This training is optional for GRANTEES. Visit [parks.ca.gov/oci](https://parks.ca.gov/oci) for more information.

## GRANT SELECTION CRITERIA GUIDANCE

This section gives technical assistance for Grant Selection Criteria 1 through 6 found on pages 14 to 22.

### GRANT SELECTION CRITERION 1 {COMMUNITY HOME BASE} ON PAGE 14

The goal of OEP is to provide access to RESIDENTS who otherwise would be financially, imaginatively (due to a lack of awareness), or physically unable to benefit from the proposed experience(s) described in Grant Selection Criterion 3.

The COMMUNITY HOME BASE should be strategically located near where a majority of the targeted population lives in the underserved community. PARTICIPANTS can also live further than a half-mile radius from the COMMUNITY HOME BASE. For example, a school in a rural area may be the central gathering place for PARTICIPANTS.

#### Part A – Community FactFinder Report:

The COMMUNITY HOME BASE half-mile radius will be used to evaluate data within the community. The APPLICANT may choose any point in or on the boundary of the proposed COMMUNITY HOME BASE to place the blue pin point to establish the half-mile radius.

The use of the half-mile radius helps steer APPLICANTS towards selecting a COMMUNITY HOME BASE that best meets the intent of this funding opportunity. The FactFinder's half-mile radius uniformly quantifies per capita income, people below poverty, and public-school data using consistent data available statewide.

If the radius were larger, it could encompass higher income areas, which would disadvantage many statewide APPLICATIONS.

#### Part B – Other Challenges:

Review the definition for CHALLENGES and use it as a guide to describe the community's story.

This Criterion is the APPLICANT'S chance to describe the need for the OUTDOOR PROGRAM not covered by the data found in the Community FactFinder. There may be other circumstances affecting the need for the OUTDOOR PROGRAM in addition to the examples listed in the definition for CHALLENGES. If so, describe those circumstances as well.

For rural areas where PARTICIPANTS may need to commute further distances from their neighborhoods to the COMMUNITY HOME BASE, explain why the COMMUNITY HOME BASE is centrally located and accessible.

#### GRANT SELECTION CRITERION 2 {COMMUNITY PLANNING} ON PAGE 16

This criterion is about planning the OUTDOOR PROGRAM goals, activities, and logistics through an exchange of ideas and feedback with RESIDENTS.

APPLICANTS are encouraged to partner with community-based organizations that can help engage the RESIDENTS. A BROAD REPRESENTATION of RESIDENTS should be engaged through at least 2 MEETINGS. While a specific MEETING may not have a BROAD REPRESENTATION, when each MEETING is added with others, the combination should.

MEETINGS can promote a group dynamic, with RESIDENTS building upon the ideas of one another. Engaging and interactive group discussions can lead to a more in-depth understanding of the RESIDENTS' needs. A survey may be used during the process as another way of gathering input from RESIDENTS in addition to MEETINGS. However, while a survey can be a tool, it is not by itself a MEETING where RESIDENTS have discussions.

**Outreach Methods:** Cost effective approaches and inclusive approaches to engaging RESIDENTS for OUTDOOR PROGRAM planning includes:

1. Identifying a RESIDENT that is seen as a leader who can assist with outreach and even with language translation. YOUTH may be able to assist with outreach and language translation. Or, due to COVID-19 restrictions, YOUTH can help with technology/webinar MEETINGS.
2. Using MEETING locations RESIDENTS, such as sidewalk meetings. APPLICANTS or a partnering community group can set up a banner, easels, and tables on a Saturday morning and knock door-to-door inviting residents to join neighbors and discuss OUTDOOR PROGRAM ideas.
3. Having MEETINGS where RESIDENTS will already be present. For example, facilitate MEETINGS with students in their classes, or a MEETING at a senior center or retirement community complex, or add OEP planning to the agendas of neighborhood/community-based organization meetings where RESIDENTS will be available.
4. Scheduling MEETINGS to accommodate RESIDENTS with different employment and family schedules, including weekend or evening hours.

#### **Capturing Ideas:**

- It is recognized that awareness of opportunities can be a barrier to getting fully informed ideas from RESIDENTS. To overcome this barrier, APPLICANTS or partners can consider a brainstorming approach with RESIDENTS. The APPLICANT or partner and RESIDENTS can share ideas and feedback with each other to make fully informed decisions.
- Capture ideas about ACTIVITIES IN THE COMMUNITY and logistics for planning NATURE AREA TRIPS. See Grant Selection Criteria 3-6 which can be a basis for planning topics to discuss.
- To help the RESIDENTS prioritize the selection of their preferred activities, make budget limitations and projections clear to RESIDENTS.

The MEETINGS or other planning efforts must take place before the APPLICATION is sent to OGALS. Make it clear to RESIDENTS that OEP may be highly competitive, that funding is not guaranteed, and be prepared to discuss other options for funding the activities.

## GRANT SELECTION CRITERION 3 {OUTDOOR PROGRAM ACTIVITIES} ON PAGE 18

Design the activities to strengthen the PARTICIPANTS' connection with the natural world.

- 1) EDUCATION and SELF-DISCOVERY activities with structured and unstructured time allows PARTICIPANTS to develop personal connections to nature.
- 2) Activities for population groups with unique needs and interests may be scheduled:
  - a. For example, different types of activities may serve OLDER ADULTS compared to YOUTH.
  - b. Families may go on one nature experience trip, and a youth leadership group may go on another trip.
  - c. Activities that bring different generations together are also encouraged.
- 3) Partnerships may help to provide additional experience or serve other age groups or abilities.
- 4) The majority of activities should take place outdoors; however, indoor EDUCATION classes or some indoor activities due to weather constraints are acceptable.
- 5) Transportation is an eligible cost if it meets the following purpose:
  - a. Taking PARTICIPANTS to and from the COMMUNITY HOME BASE to NATURAL AREA TRIPS.
  - b. Taking PARTICIPANTS to and from the COMMUNITY HOME BASE, their schools, and neighborhoods.
- 6) For potential ENVIRONMENTAL JUSTICE community reporting, a web-based tool will be available at [parks.ca.gov/oep](https://parks.ca.gov/oep).

### **The following examples may occur during ACTIVITIES IN THE COMMUNITY or during NATURAL AREA TRIPS:**

EDUCATION topics may include but are not limited to these examples:

1. Natural resources and interpretation.
2. ENVIRONMENTAL JUSTICE data collection, analysis and reporting. For example, testing water and soil, and identifying other environmental health factors.
3. Guided nature walks.
4. Art instruction such as videography, graphic design, photography, painting and drawing  
NATURAL AREA TRIPS or ENVIRONMENTAL JUSTICE scenes.
5. Cultural heritage and historic exploration, including museums
6. Tribal land visits.
7. Building awareness of parks, recreation, and resource protection benefits.
8. Water conservation and solutions to prevent pollution.
9. Climate change and potential solutions.
10. Coastal protection.
11. Safety (CPR, wilderness first responder, first aid, etc.).
12. Camping skills.
13. Wildlife viewing, and other outdoor pursuits.
14. Wilderness survival skill building.



Recreation activities may include but are not limited to:

1. Activities in nature: Hiking, biking, horseback riding, paddling, swimming, surfing, skiing, sledding, and off-highway motorized vehicle recreation in designated areas, etc.
2. Teamwork and leadership building activities in nature.
3. Therapeutic recreation in nature to heal from the effects of PTSD, trauma, and other physical and emotional conditions.
4. Cooking and learning sound nutrition habits and food storage safety for camping trips. (Note: The purchase of food and food storage through the GRANT program is only eligible during NATURAL AREA TRIPS. (See page 38).
5. Cultural activities such as performing arts, music, dance, visual art activities, tribal gatherings, etc.
6. Other recreation-based multi-generational activities that bring together families, YOUTH, OLDER ADULTS, and other diverse populations.

Planned activities may also include service learning, career pathway, and leadership opportunities; see examples of these on page 47.

### **Developing Cost Estimates for Criterion #3**

Use the following guidance to respond to items i through l on page 18 and j through m on page 19.

- For equipment, supplies, activity fees and travel start the phrase with “Purchase,” “Lease,” or “Rent” and include the number to be purchased and name of the item, multiplied by the cost per item. The most economical use of state funds is required between these options to achieve the goals during the GRANT PERFORMANCE PERIOD only.
- For labor include the type of work, number of workers and titles, estimated hours per worker, multiplied by hourly salary.
- Contingency for costs can be folded into the lump sum cost estimate. Do not list “contingency” as its own separate item.

### **Estimated Costs Examples:**

- **Equipment, supplies, and activity fees**
  - Purchase 100 tents x \$250/tent = \$25,000 (costs such as shipping, tax, warranty, etc. should be folded into the above lump sum estimated cost.)
- **Travel**
  - Rent 3 vans x \$200/day x 4-day trip = \$2,400 (costs such as gas, parking, insurance, tolls, etc. should be folded into the above lump sum estimated cost.)
- **Labor**
  - 10 Camp Guides x 30 hours each x \$20/hour = \$6,000 (see employee services costs and ineligible costs on pages 39 to 41):

## GRANT SELECTION CRITERION 4 {SERVICE LEARNING, CAREER PATHWAY, AND LEADERSHIP OPPORTUNITIES} ON PAGE 20

This criterion encourages and is designed to give RESIDENTS, especially YOUTH or under-employed adults, opportunities that can be used for employment resumes or college admissions.

- ✓ The opportunities may also be unpaid opportunities.
- ✓ Employment of RESIDENTS through internships is only eligible if the activities are consistent with the GRANT SCOPE to achieve the goals of the OUTDOOR PROGRAM.

The series of activities offered through the OUTDOOR PROGRAM can introduce PARTICIPANTS to the fields of therapeutic recreation, services for Adverse Childhood Experiences, natural science, park or resource management, and community engagement or public service. Leadership development will cultivate diverse adaptive leaders who prioritize outdoor EDUCATIONAL and recreational experiences, healthy lifestyles, exercise, value of and participation in nature, and community development.

The opportunities may also include activities designed to influence the community's health and quality of life (environmental, recreational, EDUCATIONAL, and cultural) if consistent with the GRANT SCOPE to achieve the goals of the OUTDOOR PROGRAM.

Examples of meaningful opportunities for RESIDENTS consistent with the purpose of the GRANT SCOPE include:

1. YOUTH leadership and community organizing in outreach to RESIDENTS during community-based planning.
2. Language translators.
3. MEETINGS assistance or web-based technical assistance (IT) for RESIDENTS.
4. Internships, training positions, or paid positions for those to gain experience as nature guides, interpreters, rangers, natural scientists, physical activity coaches, therapists, trainers, etc.
5. Developing communication related to water, parks, climate, coastal protection, and other outdoor pursuits (graphic art, messaging/writing, photography, videography, painting/drawing, social media or website development, etc.).
6. Reporting on or interviewing PARTICIPANTS, including using technical skills such as videography.
7. Leadership can be developed by PARTICIPANTS sharing their skills, insight, and experiences with other RESIDENTS.
8. Community development to work across boundaries (cross-disciplinary, cultural, generational, geographic) to strengthen community connections and action. Working with people and institutions to equip them to address access related CHALLENGES and work together to solve them.

## GRANT SELECTION CRITERION 5 {PARTNERSHIPS AND CAPACITY BUILDING} ON PAGE 21

**Time period:** To receive up to ten points, the PARTNERSHIP contributions should occur starting from July 1, 2020 onward. A PARTNERSHIP can involve a public agency, non-profit organization, or company that is assisting the APPLICANT to achieve one or more goals related to Grant Selection Criteria 2, 3, 4, and 6.

### Partnership Examples

1. Assisting with outreach and MEETINGS with RESIDENTS (see Criterion 2).
2. Capacity building such as teaching the APPLICANT or another partner a service skill, cultural awareness training, administrative assistance, mentoring, etc.
3. Fiscal Sponsors can qualify as a partnership. This is when the APPLICANT/GRANTEE will serve as the fiscal sponsor of community organizations. The APPLICANT/GRANTEE will administer the GRANT funds and ensure compliance. The community organizations can conduct OUTDOOR PROGRAM activities on behalf of the GRANTEE as a PARTNERSHIP.
4. Conducting one or more activities related to Grant Selection Criteria 3, 4, and 6, such as providing EDUCATION or outdoor skills.
5. Transportation services.
6. A group that specializes in serving a specific age or cultural group, foster youth, or language translation/interpretation.
7. Contributing volunteer services.
8. Contributing materials, equipment, supplies, etc.
9. Contributing cash donations, or providing a grant.

**There is no point advantage for greater amounts of COMMITTED FUNDS. Cash contributions are not required to receive the maximum 10 points.**

### Partnership with a HEALTH ORGANIZATION

AB 209 includes the following priority: *“Contribute to healthy lifestyles, sound nutritional habits, and improved outdoor educational and recreational experiences.”*

Forming a partnership with a HEALTH ORGANIZATION is encouraged, but not required for the response to this criterion.

“HEALTH ORGANIZATION” is broadly defined to mean a government, foundation or community-based organization, or private entity with a primary mission of supporting clean air, water, and land, physical activity, therapeutic recreation, active transportation, nutrition, social and mental wellness, or ENVIRONMENTAL JUSTICE.

To form new partnerships with the HEALTH sector, APPLICANTS may want to consider local health departments, health insurance companies or local hospitals and clinics, NON-PROFIT health advocates or community-based organizations, and even statewide or national health foundations.

California’s 2021-2026 Statewide Comprehensive Outdoor Recreation Plan (SCORP) recognizes shared goals between park agencies and HEALTH ORGANIZATIONS. Visit [ParksforCalifornia.org](https://ParksforCalifornia.org) to read the SCORP and learn more.

## GRANT SELECTION CRITERION 6 {MENTORING YOUTH LEADERS AFTER THE GRANT PERFORMANCE PERIOD} ON PAGE 22

This criterion encourages, but does not require, APPLICANTS to develop a plan to mentor YOUTH for civic engagement, leadership roles, and career pathways after the GRANT PERFORMANCE PERIOD.

For example, an annual community needs assessment about ENVIRONMENTAL JUSTICE may be conducted and reported by YOUTH.

- A web-based tool that allows for community reporting will be available at [parks.ca.gov/oep](https://parks.ca.gov/oep).

APPLICANTS have an option to describe why it will not be possible to mentor YOUTH after the GRANT PERFORMANCE PERIOD by answering part B instead of part A.

### GRANT SELECTION CRITERIA REQUIREMENTS

If the GRANT is awarded, responses to the Criteria listed below will be included in a Status Report sent to GRANTEES every six months until final grant payment.

The Status Report will serve as a reminder of what the APPLICANT committed to during the competitive process. It will list responses to the following Grant Selection Criteria:

- Criterion 2 (use of RESIDENTS' ideas)
- Criterion 3 (activity plan)
- Criterion 4 (service learning, career pathway, leadership opportunities)
- Criterion 5 (partnerships and capacity building)
- Criterion 6 (engagement with YOUTH leaders after the GRANT PERFORMANCE PERIOD)

### DEFINITIONS FOR ALL WORDS AND TERMS IN SMALL CAPS

**ACTIVITY IN THE COMMUNITY** – outdoor or indoor EDUCATION components designed to teach PARTICIPANTS about the community’s environment, and the community’s link to clean air, water, and land, that achieves one or more of the following goals:

1. ENVIRONMENTAL JUSTICE analysis and reporting that may involve YOUTH leadership development in the community.
2. Solution-based learning about the community’s connection to climate change and other environmental issues such as stormwater runoff, air quality, brownfields, land-use planning, urban heat island effect, groundwater supply, energy and water efficiency.
3. Discovering nature in action in the community through educational walks looking for flora (trees/plants) and fauna (animals/insects), and visits to local resources such as a community park, creek, zoo, science or nature center etc.
4. Curriculum based activities at the COMMUNITY HOME BASE. (See definition of EDUCATION)
5. Preparing participants for NATURAL AREA TRIPS.

**APPLICANT** – an entity requesting GRANT funding through a competitive process.

**APPLICATION** – the required attachments listed in the Application Checklist on page 10.

**APPROPRIATION DATE** – begins on July 1<sup>st</sup> of the State fiscal year when OEP funds are authorized by the legislature.

**AUTHORIZED REPRESENTATIVE** – the position appointed by the APPLICANT’S governing body to sign all required GRANT documents. The AUTHORIZED REPRESENTATIVE can designate an alternate by informing OGALS in writing.

**BROAD REPRESENTATION** – RESIDENTS who may have different recreational, physical activity, and career pathway education needs, including YOUTH, families, OLDER ADULTS, people with disabilities, single adults, etc.

**CAPITAL PROJECT** – land acquisition, land construction, or acquisition of vehicles. Capital projects as defined for purpose of this grant program are not eligible.

**CHALLENGES** – conditions present within a half mile of the COMMUNITY HOME BASE affecting the HEALTH and quality of life for RESIDENTS. Examples include: a lack of safe or affordable recreational opportunities, under-performing schools, low household incomes, high crime rates, blighted land, brownfield land, residential overcrowding, lack of transportation, barriers such as freeways and rivers disconnecting neighborhoods, or physical challenges which make it difficult to access remote destinations.

**COMMITTED FUNDS** – the APPLICANT has secured all additional funds needed to complete the proposed OUTDOOR PROGRAMS. Secured funds are cash in hand or having a contract or other binding agreement with another entity(s) obligating the additional funds. Future fundraising plans are not COMMITTED FUNDS.

**COMMUNITY HOME BASE** – a central gathering place for RESIDENTS of an underserved community where the *majority of targeted* PARTICIPANTS live. For example, a school, recreation center, community meeting space, or local park may serve as the central gathering place in the underserved community. See pages 5 to 6 and Project Selection Criterion 1.

## DEFINITIONS FOR ALL WORDS OR TERMS IN SMALL CAPS

**CONTRACT** – an agreement specifying the GRANT obligations between the GRANTEE and DPR.

**EDUCATION(AL)** – integrating one or more of the following learning opportunities during the OUTDOOR PROGRAM.

1. Instruction in arts, science, technology, engineering, and mathematics that connects the nature experiences, or environmental stewardship.

**or**

2. Foster stewardship of the environment using curriculum pursuant to Public Resources Code, Division 34, Part 4: Statewide Environmental Education (Sections 71300-71305).

**or**

3. Curriculum that is aligned to the content standards for California public schools adopted by the State Board of Education, including, but not limited to, the Next Generation Science standards, or the California History-Social Science Standards.

4. Additional Learning Opportunities may also include the following, however either 1, 2, or 3 above must be accomplished.

- Coordinate instructional resources and strategies for providing active pupil participation with onsite conservation efforts.
- Promote service-learning opportunities between schools and local communities.
- Assess the impact to participating pupils of the unified education strategy on pupil achievement and resource conservation.
- Healthy lifestyles and sound nutritional habits.
- Community outreach methods and civic engagement related to ENVIRONMENTAL JUSTICE.
- Career pathway mentoring related to natural resource agencies, environmental protection agencies, park operations, and therapeutic recreation.

**ELIGIBLE COSTS** – expenses during the GRANT PERFORMANCE PERIOD to complete the GRANT SCOPE approved by OGALS through a fully executed CONTRACT. Also see the definition of PRE-AWARD PLANNING COSTS and POST-AWARD ACTIVITY COSTS.

**ENVIRONMENTAL JUSTICE** – As defined by the United States Environmental Protection Agency: “Environmental justice is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income, with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. This goal will be achieved when everyone enjoys:

- the same degree of protection from environmental and health hazards, and
- equal access to the decision-making process to have a healthy environment in which to live, learn, and work.”
- *For purpose of this program, Environmental Justice also means planning and community engagement for parks, greenspaces, tree canopy, active transportation, healthy food sources, and other improvements to the community’s environment.*

## DEFINITIONS FOR ALL WORDS AND TERMS IN SMALL CAPS

**GRANT** – amount of funds made available to a GRANTEE for completion of the GRANT SCOPE during the GRANT PERFORMANCE PERIOD.

**GRANTEE** – an entity having a CONTRACT with DPR for a GRANT funded by this program.

**GRANT ADMINISTRATION GUIDE** – the document titled the “GRANT ADMINISTRATION GUIDE for the Outdoor Equity Program” that explains GRANT procedures and requirements.

**GRANT PERFORMANCE PERIOD** – the period of time, starting with the APPROPRIATION DATE, when ELIGIBLE COSTS may be incurred by the GRANTEE and charged to the GRANT. Dates for each round will be posted at [parks.ca.gov/oeep](https://parks.ca.gov/oeep).

**GRANT SCOPE** – the OUTDOOR PROGRAM deliverables listed in the GRANT SCOPE/Cost Estimate Forms that must be completed prior to final GRANT payment. Also see the definitions of TOTAL PROGRAM COST.

**HEALTH** – a state of physical, mental and social well-being and not merely the absence of disease.

**HEALTH ORGANIZATION** – a government, foundation or community-based organization, or private entity with a primary mission of supporting clean air, water, and land, physical activity, therapeutic recreation, active transportation, social and mental wellness, nutrition, and ENVIRONMENTAL JUSTICE.

**JOINT POWERS AUTHORITY** – an agreement between a City, County, and/or a DISTRICT to perform services, cooperate with, or lend powers for the operation of PARK and open space land. For a joint powers authority to be eligible, one of the following must be a member: a City, or a County, or an eligible DISTRICT.

**MEETING** – RESIDENTS worked together with the APPLICANT or with the APPLICANT’S partnering community-based organization(s) to plan the OUTDOOR PROGRAM.

The type of MEETING can be creative, cost effective, and non-traditional. Formal public hearings are not required.

**NATURAL AREA TRIP** – a location at least five miles from the COMMUNITY HOME BASE that is challenging to access by RESIDENTS such as beaches, rivers, lakes, forests, mountains, deserts, tribal land, and state and national parks within California.

**NON-PROFIT** – any non-profit entity qualified to do business in California under Section 501(c)(3) of Title 26 of the United States Code.

**OLDER ADULTS:** a person who is 60 years of age or older, as defined in the California Code of Regulations §7135.

**OUTDOOR PROGRAM**— a series of activities (sub-programs) proposed through one APPLICATION that promote EDUCATION, physical activities, leadership, and career pathways that strengthen PARTICIPANTS’ connection with the natural world. These include ACTIVITIES IN THE COMMUNITY and transporting RESIDENTS to NATURAL AREA TRIPS from the COMMUNITY HOME BASE. These do not involve actual construction projects of buildings or land infrastructure.

- SELF-DISCOVERY activities that empower PARTICIPANTS to develop a sense of connection with nature, which may include unstructured time spent in the NATURAL AREA TRIP.
- Activities that contribute to healthy lifestyles, sound nutritional habits, and improved outdoor EDUCATIONAL and recreational experiences.
- Integrating instruction in science, technology, engineering, arts, and mathematics that connects to the nature experiences stewardship.
- Activities that foster stewardship of the environment using curriculum pursuant to:
  - Coordinate instructional resources and strategies for providing active pupil participation with onsite conservation efforts.
  - Promote service-learning opportunities between schools and local communities.
  - Assess the impact to participating pupils of the unified EDUCATION strategy on pupil achievement and resource conservation.
- Curriculum that is aligned to the content standards for California public schools adopted by the State Board of Education, including, but not limited to, the Next Generation Science standards, or the California History-Social Science standards.
- Service learning and community outreach activities related to strengthening the connection to the natural world.
- Therapeutic recreation using nature to help people heal.

**PARTICIPANTS** – RESIDENTS who will join the OUTDOOR PROGRAM if the GRANT is awarded. People living outside the COMMUNITY HOME BASE half-mile radius may also be included.

For reporting purpose and to develop cost estimates, an individual may be counted multiple times if the individual engages in multiple ACTIVITIES IN THE COMMUNITY and NATURE AREA TRIPS. For example, if an individual will participate in five REOCCURRING NATURE AREA TRIPS, the individual would be counted as five participants for cost and reporting purposes.

**PARTNERSHIP** – a public agency, non-profit organization, company, community organization, or other entity, that is assisting the APPLICANT to achieve one or more goals related to Grant Selection Criteria 2-6.

**POST-AWARD ACTIVITY COSTS** – program operation costs such as admission fees, travel, equipment, supplies, and staffing for ACTIVITIES IN THE COMMUNITY and NATURAL AREA TRIPS during the GRANT PERFORMANCE PERIOD.

The start date for these costs will be based on both:

- The start date provided in a GRANT agreement approved by OGALS.
- The date when a GRANTEE provides evidence of insurance approved by OGALS. See the Grant Administration Guide for insurance policy requirements.



## DEFINITIONS FOR ALL WORDS AND TERMS IN SMALL CAPS

**PRE-AWARD PLANNING COSTS** – costs associated with planning the OUTDOOR PROGRAM during the GRANT PERFORMANCE PERIOD only. Planning costs dating back to the APPROPRIATION DATE are eligible for a reimbursement of up to 5% of the GRANT amount if the APPLICATION is selected for funding. This is for planning-costs only. Planning includes an exchange of ideas and insight between the APPLICANT, PARTNERS, and RESIDENTS to help define the vision and logistics for the OUTDOOR PROGRAM. Planning topics should include goals and logistics for Grant Selection Criteria 3-6. Please see Grant Selection Criteria #2 on page 16 and technical assistance on page 44 for more information about planning the proposed OUTDOOR PROGRAM.

**REOCCURRING ACTIVITY IN THE COMMUNITY** - achieving a goal below through a series of events that will occur multiple times at the same location during the GRANT PERFORMANCE PERIOD. EDUCATION objectives and other learning experiences may be adjusted for each repeat ACTIVITY IN THE COMMUNITY.

1. ENVIRONMENTAL JUSTICE analysis and reporting which may involve YOUTH leadership development in the community.
2. Solution-based learning about the community's connection to climate change and other environmental issues such as stormwater runoff, air quality, brownfields, land-use planning, urban heat island effect, groundwater supply, energy and water efficiency.
3. Discovering nature in action in the community through educational walks looking for flora (trees/plants) and fauna (animals/insects), and visits to local resources such as a community park, creek, water treatment facility, zoo, science or nature center etc.
4. Curriculum based activities at the COMMUNITY HOME BASE. (See definition of EDUCATION)
5. Preparing participants for NATURAL AREA TRIPS.

**REOCCURRING NATURAL AREA TRIP** – Repeat trips to the same state or national park or other location outside of the community during the GRANT PERFORMANCE PERIOD.

**RESIDENTS** – the population *living primarily within* a half-mile of the COMMUNITY HOME BASE including YOUTH, families, and adults of all ages. This includes but is not limited to migrant working families, foster youth, and families who are homeless. It is recognized that *some PARTICIPANTS may also commute from more distant neighborhoods or rural towns.*

**SELF-DISCOVERY** – time provided for PARTICIPANTS in a NATURAL AREA TRIP to explore or play and form a personal connection with nature.

**TOTAL PROGRAM COST** – the combined dollar amount of all funding sources to cover costs listed in the GRANT SCOPE/Cost Estimate Forms to achieve the OUTDOOR PROGRAM during the GRANT PERFORMANCE PERIOD.

**YOUTH** – an emphasis on K-12 students who are eligible for Free/Reduced priced meals, and pupils with limited English proficiency (English Learners) as defined in Education Code Section 42238.01. This also includes but is not limited to children of migrant working families, foster youth, and children who are homeless.

# California State Parks Outdoor Equity Program Report

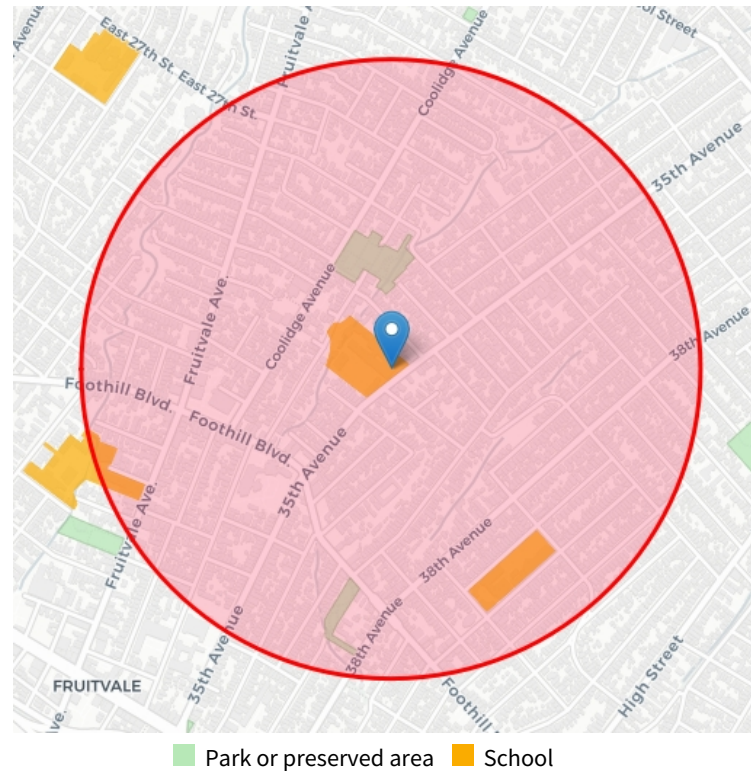
Project ID: 10311  
Coordinates: 37.7847, -122.2166  
Date: 10/7/2021

This is your project report for the site you have defined. Please refer to your Project ID above in any future communications about the project.

## PROJECT AREA STATISTICS

|                                    |          |
|------------------------------------|----------|
| County                             | Alameda  |
| City                               | Oakland  |
| Total Population                   | 17,260   |
| Youth Population                   | 4,062    |
| Senior Population                  | 1,942    |
| Households Without Access to a Car | 1,021    |
| Number of People in Poverty        | 4,945    |
| Median Household Income            | \$45,152 |
| Per Capita Income                  | \$20,801 |
| Park Acres                         | 6.00     |
| Park Acres per 1,000 Residents     | 0.35     |
| Free/Reduced Priced Meals          | 90.1%    |
| English Learners                   | 52.2%    |

## PROJECT AREA MAP



## REPORT BACKGROUND

The project statistics have been calculated based on half mile radius around the point location selected. Only park acres within the project area's half mile radius are reported.

Population and people in poverty are calculated by determining the percent of any census block-groups that intersect with the project area. The project area is then assigned the sum of all the census block-group portions. An equal distribution in census block-groups is assumed. Rural areas are calculated at a census block level to improve results.

Median household and per capita income are calculated as a weighted average of the census block- group values that fall within the project area.

More information on the calculations is available on the methods page.

**Demographics**—American Community Survey (ACS) 5-year estimates 2014-2018; Decennial 2010 Census; the margin of error (MOE) was not analyzed.

**Parks**—California Protected Areas Database 2020a CFF adjusted (6/2020) - more information at <http://www.CALands.org>. Parks and park acres area based on best available source information but may not always contain exact boundaries or all parks in specific locations. Parks are defined further in the 2015 SCORP (pg. 4).

**Schools**—California Department of Education, 2019-2020.

Users can send updated information on parks to [SCORP@parks.ca.gov](mailto:SCORP@parks.ca.gov)



SCORP Community FactFinder is a service of the California Department of Parks and Recreation  
[www.parks.ca.gov](http://www.parks.ca.gov)

SCORP Community FactFinder created by GreenInfo Network [www.greeninfo.org](http://www.greeninfo.org) in consultation with CA Dept. of Parks and Rec



State of California – Natural Resources Agency  
DEPARTMENT OF PARKS AND RECREATION



**COMMUNITY FACTFINDER CERTIFICATION**

I certify that the Community FactFinder Report submitted at the time of APPLICATION meets the following requirements:

- ✓ The Community FactFinder Report was generated with the blue pin tip located on or in the boundary of the COMMUNITY HOME BASE.

I understand if the above requirement was not met, OGALS will generate a new report with the blue pin tip located in the middle of the COMMUNITY HOME BASE to create the new half-mile radius and will use this new data for the purposes of Grant Selection Criterion 1.

A handwritten signature in black ink, appearing to read "Cynthia Hong", written over a horizontal line.

AUTHORIZED REPRESENTATIVE Signature

A handwritten date "2/19/22" in black ink, written over a horizontal line.

Date

AUTHORIZING RESOLUTION (CHECKLIST #4)

**RESOLUTION OF THE OAKLAND UNIFIED SCHOOL DISTRICT SCHOOL BOARD OF EDUCATION  
Approving the Application for OUTDOOR EQUITY GRANTS PROGRAM 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 Outdoor Equity Grants Program, setting up necessary procedures governing the application; and

WHEREAS, said procedures established by the State Department of Parks and Recreation require the Applicant to certify by resolution the approval of the application before submission of said application to the State; and

WHEREAS, successful Applicants will enter into a contract with the State of California to complete the Grant Scope program;

NOW, THEREFORE, BE IT RESOLVED that the **Oakland Unified School District School Board of Education** hereby: APPROVES THE FILING OF AN APPLICATION FOR THE **Oakland Goes Outdoors - Calvin Simmons Outdoors**; AND

1. Certifies that said Applicant has or will have available, prior to commencement of any work on the program(s) included in this application, the sufficient funds to complete the program(s); and
2. Certifies that if the grant is awarded, the Applicant has or will have sufficient funds to operate the program(s) as described in the Grant Selection Criterion response, and
3. Certifies that the Applicant has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Grant Administration Guide; and
4. Delegates the authority to **the Chief Academic Officer 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; and
5. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.
6. Will consider promoting inclusion per Public Resources Code §80001(b)(8 A-G).

Approved and adopted the **27** day of **April**, **2022**, I, the undersigned, hereby certify that the foregoing Resolution Number 2122-0195 was duly adopted by the **Oakland Unified School District Board of Education** following a roll call vote:

Ayes: Aimee Eng, VanCedric Williams, Clifford Thompson, Vice President Benjamin "Sam" Davis, President Gary Yee

Noes: None

Abstentions: Mike Hutchinson


Absent: Student Director Samantha Pal, Student Director Natalie Gallegos Chavez, Shanthi Gonzales

 Gary Yee, President, Board of Education

4-28-2022

Authorized Representative Signature

Date

 Kyla Johnson Trammell, Superintendent and Secretary, Board of Education

4-28-2022

Authorized Representative Signature

Date

## AUTHORIZING RESOLUTION (CHECKLIST #4)

The Authorizing Resolution is currently being submitted to the Oakland Unified School District (OUSD)'s Board of Education meeting by the February 25, 2022 deadline. The Authorizing Resolution will be reviewed and voted on at the March 23, 2022 OUSD School Board Meeting. The Authorizing Resolution will be submitted as soon as all of the documents are processed and returned to the Authorized Representative, Clifford Hong.

### GRANT SCOPE/COST ESTIMATE FORM

Follow the directions starting on page 28. Use the response to Grant Selection Criteria #3-4 on pages 18 to 21 to summarize the TOTAL PROGRAM COST and deliverables on this form.

See the ELIGIBLE COSTS section starting on page 37 before creating a cost estimate

| <b>ACTIVITY IN THE COMMUNITY:</b> In the column below, list each Activity Goal Title and number of intended PARTICIPANTS consistent with the response to Grant Selection Criterion 3(a) and 3(e) on page 18. |                    | <b>Total Cost for ACTIVITY IN THE COMMUNITY</b> consistent with the response to Grant Selection Criterion 3(l) on page 18 |
|--|--------------------|---|
| Activity Goal Title:   | # of PARTICIPANTS: |   |
| School Family Campouts   | 400                | \$ 86,000   |
|  |                    | \$  |
|  |                    | \$  |
|  |                    | \$  |
|  |                    | \$  |
| <b>NATURE AREA TRIP:</b> In the column below, list each Trip Title/Destination and number of intended PARTICIPANTS consistent with the response to Grant Selection Criterion 3(a) and 3(e) on page 19.       |                    | <b>Total Cost for NATURE AREA TRIP</b> consistent with the response to Grant Selection Criterion 3(m) on page 19          |
| Trip Title/Destination:  | # of PARTICIPANTS: |   |
| Camp Arroyo  | 1,320              | \$ 430,200  |
| Nature Family Campouts   | 400                | \$ 97,000   |
|  |                    | \$  |
|  |                    | \$  |
|  |                    | \$  |
| <b>(1) Total cost of all ACTIVITIES IN THE COMMUNITY and NATURE AREA TRIPS</b>   |                    | \$ (1) 614,000  |
| <b>(2) Internships</b> from Grant Selection Criterion # 4(C) on page 21 if applicable  |                    | \$ (2) 18,000   |
| <b>(3) PRE-AWARD PLANNING COSTS</b> for planning the OUTDOOR PROGRAM (up to 5% of the requested GRANT amount):   |                    | \$ (3) 0  |
| <b>(4) Hazard and liability insurance premium</b> that will cover the OUTDOOR PROGRAM:   |                    | \$ (4) 0  |
| <b>(5) TOTAL PROGRAM COST = (1) + (2) + (3) + (4)</b>  |                    | \$ (5) 632,000  |
| <b>Requested GRANT Amount:</b>   |                    | <b>\$ 632,000</b>   |

The APPLICANT understands that this form will be used to establish the expected GRANT deliverables for POST-AWARD ACTIVITY COSTS.

  
 AUTHORIZED REPRESENTATIVE Signature

2/27/22  
 Date

### FUNDING SOURCES FORM

|   |     |            |
|---|-----|------------|
| Outdoor Equity Grant Request  | TBD | \$ 632,000 |
| PARTICIPANT Fees (total estimated if applicable)                          |     | \$         |
|   |     | \$         |
|   |     | \$         |
|   |     | \$         |
|   |     | \$         |
|   |     | \$         |
|   |     | \$         |
|   |     | \$         |
|   |     | \$         |
|   |     | \$         |
|   |     | \$         |
|   |     | \$         |
|   |     | \$         |
| <b>Grand Total All Funding Sources:</b><br>(Estimated TOTAL PROGRAM COST) |     | \$ 632,000 |

The APPLICANT understands that the OUTDOOR PROGRAM cannot be funded unless the requested GRANT equals the estimated cost needed to complete the OUTDOOR PROGRAM, or, the requested GRANT plus the total amount of additional COMMITTED FUNDS equals the estimated cost of the OUTDOOR PROGRAM. Except for PARTICIPANT fees, additional funds must be secured no later than three months after the APPLICATION deadline if not yet COMMITTED at time of APPLICATION. If the GRANT is awarded, there will be no need for additional fundraising. The costs must be incurred before the final GRANT payment is processed. If funding sources change from the time of APPLICATION until final GRANT payment, the APPLICANT understands this form must be updated within 30 days.

*Clifford Hong*  
 AUTHORIZED REPRESENTATIVE Signature

2/19/22  
 Date

## APPLICANT CAPACITY (CHECKLIST #7)

1. Oakland Goes Outdoors has the capacity to achieve the plan set out in Criterion #3 of School Family Campouts, Nature Family Campouts, and Outdoor School with Camp Arroyo. Oakland Goes Outdoors is entering its third year serving middle school students within Oakland Unified School District (OUSD). When the COVID-19 pandemic began in March 2020, school sites shut down in-person learning and all outdoor day and overnight trips that had been planned were put on hold indefinitely or canceled due to shelter-in-place orders and because, during the 2020-2021 school year, the majority of instruction at the secondary level was virtual. As a result, many students missed spending time together outdoors on overnight trips with their classmates, teachers, and friends. Due to the success of the pilot program despite the strain of COVID-19, what began as a pilot program serving only middle school students will be expanding into a program serving all students K-12 in OUSD. Oakland Goes Outdoors is ready for an expansion because it has the infrastructure and buy-in from school sites and partner organizations. Due to this expansion, a project lead who is solely dedicated to this project was hired in March 2021. This project lead is working in collaboration with the Bay Area Wilderness Training, the Middle School Network Superintendent, Secondary Science Coordinator, Expanded Learning After School Program, and The Center. This collaboration will enable the success of the program, with all parties deeply invested in the work of Oakland Goes Outdoors and the plan set out in Criterion #3 of the Outdoor Equity Grants Program.
2. Oakland Goes Outdoors is a partnership between the San Francisco Foundation, Oakland Unified School District (OUSD), Oakland Public Education Fund, and the Bay Area Wilderness Training (BAWT). Since 2018, the San Francisco Foundation, through the Youth Access to Nature Fund, has funded the pilot program, Oakland Goes Outdoors as a program within OUSD. The purpose of this grant seeks to provide equitable outdoor experiences for every student in OUSD. Beginning in 2018, the San Francisco Foundation has funded Oakland Goes Outdoors with \$830,760, granted to the Bay Area Wilderness Training and the Oakland Public Education Fund. To date, nearly 1,700 middle school students have served on 36 outdoor trips, with 64 OUSD staff trained by the Bay Area Wilderness Training's Frontcountry Leadership Training. The Youth Access to Nature Fund has awarded the grant to BAWT to assist with outdoor leadership training and access to the gear library
3. The Applicant and the Partnering Organizations are located near the Community Home Base. Oakland is a moderately sized city and the community home base can be reached within a 10-15 minute drive from the OUSD District Office, the Bay Area Wilderness Training office, and the Center. Nearly all of the members of the Oakland Goes Outdoor Lead Team have worked with the school site located on the community home base, as teachers, after school service providers, or school site administrators. Members of the Oakland Goes Outdoors Lead Team regularly visit school sites and these connections are continually being built and reinforced as school sites and Oakland Unified School District work to serve youth and provide students with equitable outdoor opportunities. Additionally, the Bay Area Wilderness Training office is nearby to the community home base, and is relatively easy for residents to access.
4. The Outdoor Program will take place at school sites, at campgrounds located in the East Bay Regional Parks, and at Camp Arroyo. Conversations about using school sites for family campouts have begun, and, once dates have been set, permits can be reserved through the school site. Permits to utilize the school site for an event outside of academic classes can be secured as soon as dates are set with school sites. Camping reservations can be made at group campsites through the East Bay Regional Parks, and conversations have begun about reservations with Camp Arroyo beginning as early as Fall 2022. As soon as funding is secured, we can work with the school site to reserve group campsites at East Bay Regional Parks and secure dates at Camp Arroyo's Outdoor School.



PHOTOS AND COPYRIGHT LICENSE AGREEMENT (CHECKLIST #8)

No photos will be submitted as part of this application since permission was not received from parents of students.

**REPORTING CERTIFICATION (CHECKLIST ITEM #9)****Certification Form**

The following reporting requirements are only applicable if the GRANT is awarded. By signing this form, the APPLICANT agrees to keep reporting requirements, #1-5, listed below, during the GRANT PERFORMANCE PERIOD. To meet AB 209 reporting requirements, GRANTEES will submit the following information to OGALS through an online reporting system before the final grant payment will be approved.

## Reporting Requirements:

1. Total number of YOUTH served.
2. Partnerships formed through the OUTDOOR PROGRAM, including a description of partnership accomplishments and lessons learned.
3. EDUCATIONAL goals achieved through the OUTDOOR PROGRAM per the definition of EDUCATION found on page 51, and how the objective was met.
4. Videos and/or photos that provide a sample of highlights with quotes, captions, or testimonials about the impact of the OUTDOOR PROGRAM.
5. To inform future OUTDOOR PROGRAMS, provide tips and lessons-learned:
  - o successful methods used,
  - o unforeseen challenges and recommended solutions.
  - o These tips will be made available online to help build capacity statewide.

The APPLICANT understands that if the GRANT request is approved, GRANTEES will respond to the Reporting Requirement #1-5 above through an online reporting system that will be made available at \_\_\_\_\_ before the final grant payment will be approved.

  
\_\_\_\_\_  
AUTHORIZED REPRESENTATIVE Signature

10/07/2021

\_\_\_\_\_  
Date