

PLACER COUNTY PARK DEDICATION FEE PROGRAM

(Including: Application Outline, Policies and Procedures, Evaluation Criteria)

APPLICATION OUTLINE

A. Project Title

Indicate the following:

1. Name of applicant;
2. Provide contact information for the agency requesting funds from the County Park Dedication Fee Program (hereinafter referred as "Program");
3. Show the project title; and
4. Show the amount of funding requested.

B. Project Summary

1. Provide a summary of the project.
2. Indicate how many acres are at the site and list current facilities.
3. Indicate the seasons and hours that facilities will be available.

C. Need for the Project

1. Explain why this project is needed.
2. List who supports and who will benefit from the project. Include names of groups and explain what the groups have committed to do to help with the project.
3. State whether a needs analysis or survey was done that indicates a need for this project.
4. State whether the project is consistent with the recreation element of the General Plan, applicable community plan or other applicable document.
5. Identify if there is any known opposition. Include the name of person(s) or group(s) and state the person(s) or group opposition.
6. Explain the plan to carry out the project should Program funding not be provided as requested.
7. Include letters of support.

D. Maintenance Plan

1. Explain what maintenance tasks, tools, and materials will be required to keep the recreational facility well maintained.
2. Show the labor that will be committed to provide for maintenance of the facility.
3. Explain how long-term funding will be provided to keep the facility well maintained.

E. Budget

1. Explain what County Park Dedication Fees would fund.

2. Show what other funding sources would pay for.
3. Project Cost Estimates – Provide your project cost estimates by line item.
Note: The amount of the Program is not sufficient to pay for full costs of new parks and recreation facilities; therefore, substantial funding from applicants is strongly encouraged.
4. Funding Sources – Indicate the amounts and whether the funding has been secured or whether you are seeking the funding.
 - a. Requesting agency contribution;
 - b. County Park Dedication Fees;
 - c. Grants secured or being pursued;
 - d. Fundraisers;
 - e. Labor, material to be donated or discounted, and their value. List all entities contacted and indicate whether or not they will provide funds for the project; and
 - f. Any/all other funding sources and amounts;

Note: The total project cost estimate and the total of the funding sources must balance.

F. Background Information

1. Land tenure information – Who owns the site? If applicable, provide a copy of your lease or other document that shows your long-term right to the land.
2. List use fees for the facilities and indicate whether County residents will be charged a different rate than other users.
3. Public outreach is required. Provide information on efforts made to notify the public of your project.
4. Identify qualified inspectors and coordinators for this project.
5. Identify considerations the project will implement for safety.
6. Explain what is unique or creative about this project.

G. Recommendation of Municipal Advisory Council (or other appropriate advisory body in the region)

1. Recommendation of a Municipal Advisory Council or other area advisory group in the area is required prior to presentation to the Parks Commission (Refer to the County web site for a list of MAC's and their contact information).
2. Submit a copy of a letter from the MAC or minutes indicating their recommendation on your funding request.

H. Regulatory Requirements

1. List any regulatory approvals and permits required; and
2. Describe the status of each process.

I. California Environmental Quality Act

1. What type of environmental document will be required (EIR, Negative Declaration, Notice of Exemption, etc.). If you have already completed the environmental review process, please include a copy of the CEQA document in your application package.
2. Explain the status of environmental review.

J. Project Completion Information

1. List tasks required to complete the project.
2. Submit a schedule for construction of the project.

K. Attachments

1. Location Map – Show how one would get to the property.
2. Authorization to Apply – Resolution Authorization for the request in the form of a resolution or meeting minutes from governing body such as school board, district board of directors, etc.;
3. Letters of Support;
4. Photographs of the project site;
5. Site Plan
 - a. Show the proposed new or rehabilitated recreation facility.
 - b. Provide details of the project, such as site drainage, orientation to the sun for sports fields, consideration for low water use, considerations for maintenance requirements, etc.
 - c. Show how this project will comply with Americans with Disability Act requirements.

END OF APPLICATION OUTLINE

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POLICIES AND PROCEDURES

1. The County shall receive the application package at least one month prior to the next regularly scheduled Parks Commission meeting in order to allow sufficient time for the County to thoroughly review the request and for the County and the applicant to properly document the project.
2. The Parks Commission gives recommendations for funding to the Board of Supervisors (hereinafter referred as "BOS"). Before Park Dedication Fee expenditures can be incurred, the request for Park Dedication Fees must be approved by the BOS. A formal agreement must be executed with Placer County. The Agreement will specify the period of time the new facility must be completed and maintained.
3. Funds shall be utilized only as approved by the BOS. Departmental staff may authorize minor changes in use of the funding as originally approved by the BOS as long as such changes are consistent with the original project description.
4. Park Dedication Fees are released on a reimbursement basis after the project is completed, inspected and approved by the Parks Division.
5. The Parks Commission meets every other month on the second Tuesday of the month unless the meeting is rescheduled by the Chairman.
6. Agencies requesting Park Dedication Fee funds must send a representative to attend the Parks Commission meeting.
7. If the Parks Commission recommends a project not be approved for Park Dedication Fee funding, the applicant may either choose not to pursue the matter further or can ask that the request be presented to the County Board of Supervisors. The Parks Division would include the Park Commission's recommendation on the memo to the Board of Supervisors.
8. The same request is not to be heard at a subsequent Parks Commission meeting unless there is **substantial** new information obtained which would have a bearing on the decision of the Parks Commission. This policy does not apply to a situation where the applicant is seeking additional Park Dedication Fees for a new phase of the same project or where the applicant has been directed to return to the Parks Commission by the Board of Supervisors.
9. Any expenditure above the amount approved by the Board of Supervisors, or in the opinion of County Park staff inconsistent with the approved scope of work, shall be at the cost of the applicant.

END OF POLICIES AND PROCEDURES

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EVALUATION CRITERIA

A. General

The following is provided to let applicants know the importance the Parks Commissioners will place upon the information provided in Park Dedication Fee funding applications.

The Parks Commission will screen applications and reserves the right to select those deemed most appropriate to receive Park Dedication Fees funding.

- * Only projects which can be shown to have a nexus between those paying the fees and where the fee is utilized are eligible to be considered for Park Dedication Fee funds.
- * The criteria shown below will be applied to projects to make the determination as to which projects should be funded.
- * The Parks Commission will consider these criteria on a project by project basis.

B. Support from the Public

A higher consideration will be given to those projects that have strong support from the public. Support is best shown through commitments of volunteer labor, funds or discounts on materials.

C. Need For the Project

Preference will be given to how well the need is substantiated in the application. Preference will be given to projects that provide new recreational facilities.

D. Maintenance Plan

The applicant needs to clearly explain the plan and funding that is in place to ensure the improvements will be well maintained throughout the expected useful life of the facility. If the maintenance plan is vague and no commitments are given, Program funding should be denied.

E. Budget

Projects will be ranked higher if they include contributions from the requesting agency, and other sources such as grants, fundraisers, donated labor and donated material. If County residents are charged a higher use fee for use of a facility, the project will receive a lower ranking.

F. Plans, Specifications and Required Permits

Projects will be given higher consideration in how advanced the project is in the planning and design process.

G. Innovation, Creativity and Environmental Suitability

Forethought that was put into a project's design to make it unique, such as a creatively designed multiple-use trail is encouraged.

H. Ability to Complete the Project in a Timely Manner

The Parks Commission will consider how well the applicant shows they will be able to complete the project in a timely manner and, also review the success of earlier projects.

END OF EVALUATION CRITERIA

