

Measure Q Urban Open Space Grant Program Guidelines

2016/2017 Grant Cycle

APPLICATION DEADLINE:
Friday, August 26, 2016



SUMMARY

The Santa Clara Valley Open Space Authority is seeking high quality grant proposals for projects that create healthy and safe open space and park areas in cities and unincorporated urban areas within the Authority's boundaries. The proposals must fall within one or more categories:

- Environmental Stewardship and Restoration
- Parks, Trails, and Public Access
- Environmental Education
- Urban Agriculture / Food Systems

AWARD INFORMATION

- Total funding for FY 16/17: \$1,000,000.
- Anticipated grants awarded: 10-15 grants, aiming for a diversity of project types, project locations, and project size.
- Length of funding: 1-4 years, depending on size of grant.

ELIGIBILITY INFORMATION

Eligible applicants for Measure Q grant funding are:

- Public agencies and special districts located within the Authority's boundaries.
- Schools and school districts located within the Authority's boundaries.
- Non-profit organizations whose project is located within the Authority's boundaries.

PUBLIC WORKSHOPS

The Authority will hold two public information workshops to provide an overview of the grant and the application process. Participation is recommended but not mandatory.

Tuesday, July 19 5:30 – 7:00 pm Tully Branch Library, 880 Tully Rd, San Jose. Please [RSVP](#) to attend. If you would like a real-time Spanish translator at this meeting, please select the [Spanish Translation RSVP](#) by Wednesday, July 6, 2016.

Wednesday, July 20 1:00 – 2:30pm ONLINE ONLY, please [RSVP](#) to receive the link and access code.

DEADLINE

The complete proposal and all supporting documentation must be submitted by 11:59 pm on **Friday, August 26, 2016**. The application is online at: <http://www.openspaceauthority.org/urban>.

CONTACTS

For questions about this Grant Program, please contact Megan Dreger, Grants Administrator by email at mdreger@openspaceauthority.org.

This document, mailing list information, and any program updates can be found at: <http://www.openspaceauthority.org/urban>

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About the Santa Clara Valley Open Space Authority

The Santa Clara Valley Open Space Authority (Authority) was founded in 1993 for the purpose of balancing rapid development and ensuring protection of valuable open space lands and productive farm and ranchland. A small, diverse group of citizen activists together with community, business and government leaders sowed the seeds for the founding of the Santa Clara Valley Open Space Authority during the 1970s and '80s through advocacy and education about the threats to the environment from development and the urgent need to protect open space lands. Their tireless efforts on behalf of open space culminated with Governor Pete Wilson signing the Authority into being in 1993. The Authority's jurisdiction includes the cities of San Jose, Santa Clara, Milpitas, Campbell, Morgan Hill, and parts of

Mission Statement

The Open Space Authority conserves the natural environment, supports agriculture and connects people to nature, by protecting open spaces, natural areas, and working farms and ranches for future generations.

unincorporated Santa Clara County. The Authority protects the County's quality of life by preserving open space and natural resources; it does so through well-planned land preservation, state-of-the-art resource management, educational programs, and collaborative partnerships.

Today, the Open Space Authority is governed by a seven-member Board of Directors elected to four-year terms. Each director represents one of the Authority's seven governing districts. The Board oversees all Authority

business including approval of policies, work plans, and budgets. The Board conducts business at regular meetings on the second and fourth Thursdays of each month.

In addition, a Citizens' Advisory Committee (CAC) provides public input to the Board and helps educate the public about the Authority's goals and accomplishments. Members of the CAC are appointed by the Board to serve two-year terms. Seven of the members represent each of the Authority's districts; nine more represent various interest groups: agriculture, business, civic organizations, development community, education, environmental/open space, labor, parks, and trails.

About Measure Q

In November 2014, voters within the Authority's jurisdiction approved the Open Space, Wildlife Habitat, Clean Water and Increased Public Access Measure (Measure Q). Measure Q is intended to increase the capacity of the Authority to protect and preserve natural open space areas for future generations by: improving parks, open spaces and trails; protecting land around creeks, rivers and streams to prevent pollution and improve local water quality; preserving and restoring wildlife habitat and natural areas; expanding public access; enhancing environmental education; and protecting scenic hillsides. Through a \$24 annual parcel tax, Measure Q will generate approximately \$7.9 million per year for open space protection through 2030.

Funding from Measure Q will help achieve the goals and objectives of the *Santa Clara Valley Greenprint*, which serves as the Authority's strategic vision to inform investments in open space protection. Based on the latest conservation science and developed through an extensive community engagement process, the *Santa Clara Valley Greenprint* highlights the importance of conservation investments in multi-benefit projects that result in more livable, environmentally sustainable, and climate-resilient communities. The *Santa Clara Valley Greenprint* is available on the Authority's website at <http://openspaceauthority.org>

The *Measure Q Expenditure Plan* [Appendix F] describes four key programs that emerged from the *Santa Clara Valley Greenprint*, including an Urban Open Space Grants Program.

Purpose of the Measure Q Urban Open Space Grant Program

The purpose of this Grant Program is to create healthy and safe open space and park areas in cities and unincorporated urban areas within the Authority's boundaries by:

- Preserving open space through acquisition of fee title or conservation easements
- Establishing or improving parks, trails, or other recreational facilities that connect people to nature
- Enhancing and restoring habitat, natural resources and water resources
- Enhancing access to healthy food through urban farms and gardens
- Developing environmental education programs or facilities

The Grant Program is also intended to promote investments in underserved, disadvantaged, and park-poor neighborhoods and to more equitably distribute the benefits of nature throughout the diverse communities and neighborhoods within the Authority's jurisdiction. Through the *Understanding Our Community* assessment project [see Appendix G: Deep Engagement Communities Map], the Authority identified several priority "Deep Engagement Communities," which are areas with the greatest barriers to access of open space (due to, for example, language barriers and lack of personal vehicles) and the greatest environmental burdens (such as air pollution levels). Projects that address open space needs of Deep Engagement Communities or sensitive populations will be awarded bonus points.

GRANT GUIDELINES AND PROJECT EVALUATION CRITERIA

The purpose of these Grant Guidelines is to outline the process and criteria the Authority will use to solicit grant applications, evaluate proposals, and award grants. All projects funded by the Authority with Measure Q funds must be consistent with the Authority's enabling legislation, the *Measure Q Expenditure Plan*, and the Evaluation Criteria included in these Guidelines. Funds from this grant program can only be used for projects and programs that benefit urban communities within the Authority's boundaries. These Guidelines may be updated periodically by the Authority's Board of Directors.

FUNDING AVAILABILITY

As outlined in the *Measure Q Expenditure Plan*, no more than 25 percent of the revenues generated by Measure Q will be made available for this Grant Program. Grant funds will be expended throughout the 15-year term of Measure Q until 2030. The Authority's Board of Directors will solicit proposals at least once annually. Each year, the Board of Directors will determine the appropriate amount to be released in grant funds. The amount of funding allocated each year may vary based on the total funding accrued to-date, to take advantage of available matching funds, and to provide flexibility in addressing emerging issues. Grant allocations will strive to reward a diversity of projects and be balanced geographically across the Authority's jurisdiction. The grant allocation process and the individual projects shall be subject to approval by the Authority's Board of Directors.

The Grant Program will be evaluated annually and redesigned as needed in future funding cycles.

Application Process

Each grant cycle, a call for applications will be announced on the Authority's website <http://www.openspaceauthority.org/urban> and social media, distributed to agency partners, and through outreach by the Authority. Applications and related materials are available at the Authority's website. The Authority will maintain a list of interested parties to receive updates or notices. To receive these notices, go to <http://www.openspaceauthority.org/urban>.

SUBMISSION DATE

All applications for funding must be received by 11:59 pm on **Friday, August 26, 2016**.

The online application is available at <http://www.openspaceauthority.org/urban>. If an alternative format is required, please contact Megan Dreger, Grants Administrator, at mdreger@openspaceauthority.org.

SCHEDULE AND KEY DATES:

July 8, 2016	Solicitation period begins
July 8 – August 12, 2016	Question and Answer period. Answers to questions submitted will be posted to http://www.openspaceauthority.org/urban
July 19, 2016 5:30 – 7:00pm July 20, 2016 1:00 – 3:30pm	Public Workshops, details below
August 26, 2016	Solicitation period closes at 11:59 pm
August 27 – September 16, 2016	Staff reviews applications and makes award recommendations
September 26, 2016	Anticipated date staff recommendations presented to the Citizens Advisory Committee (CAC)
October 13, 2016	Anticipated date staff recommendations and CAC feedback presented to the Board of Directors

PUBLIC WORKSHOPS

The Authority will hold two public information workshops to provide an overview of the grant and the application process. Participation is recommended but not mandatory. RSVP and other information is available at <http://www.openspaceauthority.org/urban>.

Tuesday, July 19 5:30 – 7:00 pm Tully Branch Library, 880 Tully Rd, San Jose. Please RSVP to attend. If you would like a real-time Spanish translator at this meeting, please select the Spanish Translation RSVP by Wednesday, July 6, 2016.

Wednesday, July 20 1:00 – 2:30pm ONLINE ONLY, please RSVP to receive the link and access code.

Questions:

Megan Dreger, Grants Administrator
408.224.7476
mdreger@openspaceauthority.org

Grant Funding

The total funding available for 2016/17 awards is \$1,000,000. The Authority expects to award between 10 and 15 grants, aiming for a diversity of project types, project locations, and project size.

Grant awards fall in two broad ranges:



*Small Grants have a shorter grant period and require fewer financial statements to apply, as noted below.

Eligible Applicants

Eligible applicants for Measure Q grant funding are:

- Public agencies, including the cities of Campbell, Milpitas, Morgan Hill, Santa Clara and San Jose, Santa Clara County, and special districts.
- Private, non-profit organizations that qualify under Section 501(c)(3) of the United States Internal Revenue Code. The Authority will accept applications from non-profit organizations headquartered outside of its boundaries, but all projects and programs funded through Measure Q must provide a direct, measurable benefit to the urban areas within the Authority's boundaries.
- Local schools and school districts located within the Authority's boundaries.

Details about the Authority's boundaries can be found on our Board District Map at <http://www.openspaceauthority.org/about/boardmap.html>

If the organization does not fall under these categories, the applicant will need to work with a fiscal sponsor, which is a tax-exempt 501(c)(3) organization that agrees to accept and be responsible for grant funds on behalf of another organization. The fiscal sponsor is responsible for the general management of grant funds, which can include keeping financial records, disbursing funds in accordance with the grant, fulfilling reporting requirements, and ultimately ensuring compliance with grant project terms and conditions.

Grant Project Categories

The *Santa Clara Valley Greenprint* and the *Measure Q Expenditure Plan* include numerous examples of projects that are eligible for funding through the Grants Program, and which can be characterized by elements that fall within the four Project Categories shown below. Examples of the types of project elements that could be considered for funding within each of the Project Categories are provided for illustrative purposes only. Proposed projects must demonstrate elements within one or more of these Categories to qualify for the Program.

ENVIRONMENTAL STEWARDSHIP AND RESTORATION

In general, this broad category includes green infrastructure and natural resources projects. Some examples include:

- Planning, design, and/or implementation of habitat restoration and enhancement projects
- Acquisition and/or restoration of wetlands, floodplains, riparian areas
- Urban forestry, canopy census, and tree planting projects
- Integrating open space with stormwater management using raingardens, bioswales, permeable pavement, green roofs, etc.

PARKS, TRAILS, AND PUBLIC ACCESS

This includes parks and trails projects as well as projects which add to the connectivity between existing open space areas. Some examples include:

- Acquisition of property for parks and open space
- Planning, design and construction of new parks, trails, and open space facilities
- Conversion of brownfields or vacant lots into parks or preserves
- Conversion of underutilized parking, street width, or public right of way into pocket parks, parklets, or linear parks
- Trails, bike lanes, and bicycle transit programs including bike share programs
- Trail sections which close gaps in the existing trail network
- Public nature-themed art that inspires understanding and appreciation of nature

ENVIRONMENTAL EDUCATION

This includes both education facilities and educational programs. Some examples include:

- Nature centers and environmental education facilities
- Life labs, gardens, and school greening projects
- Transportation and access to Authority preserves
- Job training for youth and young adults related to protection and stewardship of the natural environment, wildlife, water resources and agricultural lands
- Citizen science programs
- Nature-based learning through field tours and hands-on stewardship projects
- Nature-based playgrounds for unstructured outdoor play

URBAN AGRICULTURE / FOOD SYSTEMS

This includes projects related to cultivating, and distributing food grown within the urban areas. Some examples include:

- Planning, design and implementation of urban farms and community gardens
- Farm education and access programs such as farm trails
- Acquisition of property for urban farms and community gardens
- On-farm research and demonstration projects that balance agricultural production with environmental protection and enhancement

Grant Project Requirements

ELIGIBLE PROJECTS MUST

- Be consistent with the Authority's enabling legislation [[Division 26, Sections 35100-35174 of the Public Resources Code](#)]
- Achieve *at least* one of the purposes established in the *Measure Q Expenditure Plan* [Appendix F]:
 - Protect and enhance open space, wildlife habitat and wildlife corridors, and develop land for nature-based parks, open space preserves, trails and greenbelts.
 - Create, develop and implement pedestrian and bicycle trail connections to connect urban communities to local and regional parks, Open Space Preserves, creeks and flood control channels, to improve public health.
 - Implement urban tree planting and tree protection/maintenance.
 - Create and expand urban farms and community gardens to support public health and local agriculture.
 - Expand nature and science-based environmental education programs and hands-on youth engagement projects.
- Support the *Santa Clara Valley Greenprint* goals and objectives [see Appendix H: Planning Documents]
- Meet all Grant Project Requirements outlined in this section

HIGHLY DESIRED PROJECT ELEMENTS

- Projects that enhance wildlife habitat and provide other environmental benefits. This includes appropriate plant selection, with a strong preference for native species wherever possible.
- Projects with multiple benefits (i.e. provides benefits in more than area: wildlife, habitat, water quality, education, social justice, etc.)
- Projects featuring sustainable materials and practices

- Projects benefitting underserved communities
- Projects implemented through partnerships with other agencies and groups
- Projects with strong public support
- Projects with emphasis on community building
- Projects in more than one category (e.g. Environmental Education and Urban Agriculture)
- Projects that provide opportunities for free public access

ELIGIBLE GRANT EXPENSES

- Projects may include land acquisition from willing sellers, site development/restoration, and related capital costs within the Authority's boundaries
- Projects can include staff time if it is demonstrated that it is required to effectively implement the project. The title of each staff member must be included in the Project Budget and the staff should be described in the Organizational Capacity questions.
- Indirect costs (administrative overhead) are eligible for 501(c)(3) non-profit organizations only. However, the indirect costs are limited to 5% of the grant award. See Appendix C for more information.
- Projects may include initial maintenance during a one-year establishment period only.
- Projects may NOT include long term maintenance or any practices that are required as mitigation of any kind.
- Developed facilities (structures, parking lots, etc) may be included but will be evaluated in the to ensure that the developed footprint is balanced with the overall benefits.

LOCATION

- Projects must be within the Authority's boundaries and in an urban area or within one mile of an urban area. Urban areas are, for the purposes of these guidelines, "urban areas" as currently defined by the United States Census Bureau. See Appendix A: Map of Eligible Grant Area.

TERM OF GRANT AGREEMENT

- Small grants (\$2,500 - \$25,000) must be completed within **one year**. If the project includes an additional year to successfully establish plants on a project site, the grant period is extended to two years.
- All other grants (\$25,001 - \$250,000) must be completed within **three years**. If the project includes an additional year to successfully establish plants on the project site, the grant period is extended to four years.

- If awarded, the project must be completed within the grant period unless the Authority provides written permission for an extension.

MATCHING FUNDS

- A minimum match of **25%** of project cost is required. This can be through a cash match and/or an in-kind match.
- **Cash match** is a monetary contribution and can be from:
 - The grantee's own funds (general revenue).
 - Cash donations from third parties (i.e. partner organizations).
 - Other grants.
- **In-kind match** is a non-cash contribution from the grantee organization and can include:
 - Staff time spent on the project.
 - Volunteer hours- valued at \$27.59 per hour for general volunteer hours (more for volunteers with specialized skills). For more information, see https://www.independentsector.org/volunteer_time.
 - Staff on loan from another organization.
 - Use of existing equipment.
 - Goods or services donations from third parties.
 - Other unfunded indirect costs. See Appendix C: Direct and Indirect Cost Examples.
- Match is calculated as: $.25 * \left(\frac{\text{Grant Amount}}{.75} \right)$
- Sample Match Requirements:

GRANT AMOUNT	GRANTEE MATCH (25%)	TOTAL PROJECT COST	GRANT AMOUNT	GRANTEE MATCH (25%)	TOTAL PROJECT COST
\$5,000	\$1667	\$6,667	\$100,000	\$33,334	\$133,334
\$10,000	\$3,334	\$13,334	\$125,000	\$41,667	\$166,667
\$25,000	\$8,334	\$33,334	\$150,000	\$50,000	\$200,000
\$50,000	\$16,667	\$66,667	\$200,000	\$66,667	\$266,667
\$75,000	\$25,000	\$100,000	\$250,000	\$83,334	\$333,334

LAND OWNERSHIP/SITE CONTROL

- For development projects, applicants must have a legal interest in the property (ownership or easement) that ensures their right to implement the project, or otherwise demonstrate that they have site control sufficient to implement the project. This site control should generally be permanent, though exceptions may be made for non-profit applicants who demonstrate that the project can be in place for at least five years and can be relocated afterwards.
- For acquisition or conservation easement projects, applicants must submit a letter from a willing seller, an executed Purchase and Sale agreement, or otherwise demonstrate there is a willing seller; grant assistance is not available for land that will be acquired through eminent domain or any other method whereby the landowner is not a willing participant in all aspects of the sale.
- For acquisition or conservation easement projects, applicants must submit a Title Report, a recent qualified independent appraisal, as well as appropriate maps (location, parcel, site, etc).
- For acquisition and development projects, a conservation easement or other use restriction may be required to ensure open space use continues.

PROJECT SUSTAINABILITY

- Maintenance is critical for projects that include plantings or other landscaping. Grant funding may cover plant maintenance during a one-year establishment period. In order to be eligible for reimbursement, maintenance must be included in the Project Work Plan, Budget, and Project Timeline.
- Ongoing maintenance after a one-year plant establishment period is NOT included.
- For acquisition and development projects, applicants must submit a Maintenance Plan describing long-term site maintenance for a period of at least 10 years.

COMMUNITY ENGAGEMENT / STAKEHOLDER SUPPORT

- The project should have demonstrated public support and/or have been developed with widespread community participation and engagement.
- Development projects should include letters of support from local jurisdiction(s), stakeholders, and/or or interested parties.
- If there are project partners, please include letters from the partners describing their role.

PLANNING AND ENVIRONMENTAL REVIEW

- The project must be based on sound planning. Appendix H: Planning Documents includes a number of planning documents with open space elements that may be useful. Applicants are encouraged to review these to see how their project may relate to relevant local plans.
- The project must comply with the California Environmental Quality Act (CEQA), and all other local, state, and federal environmental and permitting requirements. Any necessary approvals or permits must be obtained in a timely manner.

- Projects requiring a substantial level of environmental review may be scored lower relative to other projects in terms of project readiness.
- For development projects, plans and design documents should be included.

PROJECT RECOGNITION

- Authority/Measure Q funding of projects shall be recognized through appropriate site signage (if applicable) as well as on all publications, press releases, web sites, and other electronic media associated with the project.
- Authority shall be invited to any ribbon cutting ceremony.

AUTHORIZATION

- Applicants must have the support of their governing body as evidenced by a formal resolution or formal statement. Resolutions or statements must include:
 - Authorization for submission of the application to the grant program.
 - Acknowledgement that the applicant has or will have available the required match and sufficient funds to complete the project.
 - Delegation of authority to conduct all negotiations and submit and sign all documents necessary to complete project.
- If the governing body's meeting schedule prevents the applicant from obtaining a signed resolution before the filing deadline, submit a draft resolution with the application package and indicate the meeting date when the resolution will be adopted.
- See Appendix E: Sample Resolution for more information.

FINANCIAL STATEMENTS

- Small grants (\$2,500 - \$25,000): Non-profits should provide the most recent IRS Form 990 or internally-prepared financial statements; Schools, school districts and public agencies should provide the most recent annual budget.
- Large grants (\$25,001 - \$250,000): Non-profits should provide the IRS Form 990 or internally-prepared financial statements (preferably audited) for the previous two years; Schools, school districts and public agencies should provide the annual budget for the previous two years.

PROJECT MONITORING AND REPORTING

- During the grant period, projects are required to submit quarterly performance reports using a template provided at the time of the award.
- A Final Report is due by the end of the grant period. A report template will be provided at the time of the award.
- Acquisition projects must submit a conformed copy of the recorded deed within 45 days after closing.

FUND DISBURSEMENT

- The Authority generally reimburses grantees for expenses after they are incurred. However, exceptions may be made for acquisition projects or for organizations with demonstrated financial hardship.
- Invoices can be submitted monthly and reimbursement typically occurs within one month. Disbursements of grant funds are made incrementally, as work is satisfactorily completed. Ten percent of each invoice will be held back from each payment to ensure satisfactory completion of the project. This holdback money will be paid after the final report is submitted and the project is properly closed out. Acquisition projects are not subject to the ten percent retention.
- All reimbursement requests must be supported by appropriate invoices, purchase orders, canceled warrants/checks, payroll documents and other approved documents. Only actual and direct project-related costs incurred during the approved term of the grant agreement and other costs specified in the grant agreement budget (i.e., indirect costs/administrative overhead) are eligible for reimbursement.
- For acquisition projects, funds shall only be deposited in an escrow account specially set up for the approved acquisition.
- Expenses incurred before the grant agreement is executed cannot be billed to the grant.
- Please note: The Authority's approval is required for any major amendments to the project, such as changes in the scope of work, budget, major personnel, and the grant period.

ACCOUNTING REQUIREMENTS

- Grantees should be familiar with and maintain financial operations, records, systems, and procedures, and maintain sufficient documentation to support their expenses.

RECORDS RETENTION

- Applicants must retain all records pertaining to the project for audit purposes for a period of three (3) years after completion of the project or until all project-related claims have been fully and finally settled, whichever occurs last. Applicants shall make all project records and data available to the Authority within five (5) business days of the Authority's written request.

Evaluation Criteria

Authority staff will evaluate the applications based on the how well it meets the Evaluation Criteria. Additional factors in award recommendations may include: the total funding available, the geographic distribution of awards, and the variety of project types awarded.

As stated above, the purpose of this Grant Program is to create healthy and safe open space and park areas in cities and unincorporated urban areas within the Authority's boundaries by:

- Preserving open space through acquisition of fee title or conservation easements
- Establishing or improving parks, trails, or other recreational facilities that connect people to nature
- Enhancing and restoring habitat, natural resources and water resources
- Enhancing access to healthy food through urban farms and gardens
- Developing environmental education programs or facilities

EVALUATION CRITERIA

	Maximum Points
PROJECT FOCUS <ul style="list-style-type: none">• Multi-benefit (i.e. provides benefits in more than area: wildlife, habitat, water quality, education, social justice, etc.)• Promotes OSA's <u>mission and vision</u>• Supports the goals and objectives of the <u><i>Santa Clara Valley Greenprint</i></u>• Achieves multiple objectives of the <u><i>Measure Q Expenditure Plan</i></u>	10 pts
COMMUNITY ENGAGEMENT / STAKEHOLDER SUPPORT <ul style="list-style-type: none">• Has strong public support and/or was developed with widespread community participation and engagement• Provided letters of support and/or commitment from local governments (employees/officials), Board members, Board of Supervisors, stakeholders, etc.	10 pts
PROJECT PLANNING <ul style="list-style-type: none">• Project includes a well-defined work plan with clear deliverables and project milestones• Work plan is aligned with budget• Project readiness	15 pts

PROJECT BUDGET <ul style="list-style-type: none"> • Budget is cost-effective • Budget includes appropriate matching funds • Budget is aligned with work plan 	15 pts
PROJECT GOALS <ul style="list-style-type: none"> • Measurable goals and measures of success are well defined (eg. # visitors, etc.) • Measurable goals are realistic and appropriate to project • Project provides clear environmental benefits • Project includes native plants wherever possible • Project features sustainable materials and practices 	15 pts
IMPACT <ul style="list-style-type: none"> • The likelihood that the project will have a profound social and/or environmental impact • Project effectively addresses identified need 	15 pts
PROJECT SUSTAINABILITY <ul style="list-style-type: none"> • Applicant has demonstrated resources to ensure ongoing stewardship of land, management of facilities, and continuing programs • Project must include a plan for maintenance and care of the project 10 years beyond the grant period (if applicable) 	10 pts
ORGANIZATIONAL CAPACITY <ul style="list-style-type: none"> • Applicant has demonstrated resources, capacity, expertise, and support to ensure project completion. This can be demonstrated through evidence of successful projects or by providing references of individuals knowledgeable about the organization's work 	10 pts
TOTAL	100 pts

BONUS POINTS (IF APPLICABLE)

Bonus points will be added to total score.

UNDERSERVED COMMUNITIES <ul style="list-style-type: none">• Project addresses open space needs for sensitive populations such as residents of park-poor neighborhoods, underserved or disadvantaged communities, youth, and seniors, or is located within a Deep Engagement Community (see Appendix G: Deep Engagement Communities Map)• Project provides job training or skills development opportunities for youth, underserved populations, or at-risk populations	5 pts
COMMUNITY BUILDING <ul style="list-style-type: none">• Project actively encourages community building by engaging or accommodating local residents in novel and creative ways	5 pts
LEADERSHIP & INNOVATION <ul style="list-style-type: none">• Employs new or innovative approaches resulting in greater efficiency, energy savings, climate resilience or advances in the field of parks, open space, urban agriculture and land conservation• Encourages collaboration and partnership between agencies and organizations or promotes leadership in the field of conservation	2 pts
FUNDING <ul style="list-style-type: none">• Leverages funding with <i>more than 25% match</i> by grantees (can be cash or in-kind)	2 pts

Application Review and Grant Award Process

APPLICATION REVIEW

Authority staff will review, evaluate and recommend projects for funding based on the how well it meets the Evaluation Criteria. Additional factors in award recommendations may include: the total funding available, the geographic distribution of awards, and the variety of project types awarded. Applicants may be contacted to arrange site visits or to provide additional information during the review process. Authority staff may seek assistance from outside agencies and organizations in evaluating proposals.

These recommendations will be summarized along with essential information for each project and presented at a publicly-noticed Citizen's Advisory Committee (CAC) meeting. The CAC will review and provide feedback to staff for inclusion in final recommendations to the Board of Directors.

Staff will present the recommendations and CAC feedback to the Authority's Board of Directors. The Board will make the determination about project funding at a publicly-noticed meeting in consideration of staff recommendations, CAC feedback, and any public comments. The Board of Directors reserves the right not to award all the funds allocated.

GRANT AWARD

Following Board approval of a grant award, staff will prepare a grant agreement with detailed conditions specific to the project, including a Scope of Work and a Project Budget based on the grant application. The grant agreement must be signed by the grantee before funds will be disbursed.

Grantees will be required to reimburse the Authority for some or all of the disbursed grant funds if the project is not completed according to the provisions of the agreement.

Application Checklist

The Grant Application is available online at <http://www.openspaceauthority.org/urban>. The application includes four tabs:

Applicant Information – questions about the organization

Project Description – detailed questions about the project

Project Goals – the measures of the project’s goals, benefits, and measures of success

Documents – form to upload supporting documents

Required documents for all applicants:

- ☐ Budget, using the template provided in the online application
- ☐ Financial statements (see p. 11)
- ☐ Authorizing Resolution from Governing Body (see p.11 and Appendix E: Sample Resolution)

Additional supporting documentation that may be required:

- ☐ Letters of Support (see p. 10)
- ☐ Project Partner Letters (see p. 10)
- ☐ Fiscal Sponsorship Agreement (see p.5)

Acquisition projects:

- ☐ Title Report (see p. 10)
- ☐ Willing Seller Letter or other documentation (see p. 10)
- ☐ Recent qualified independent appraisal (see p. 10)
- ☐ Maps: Location, Parcel, Site, etc. (see p. 10)
- ☐ Photographs, if applicable

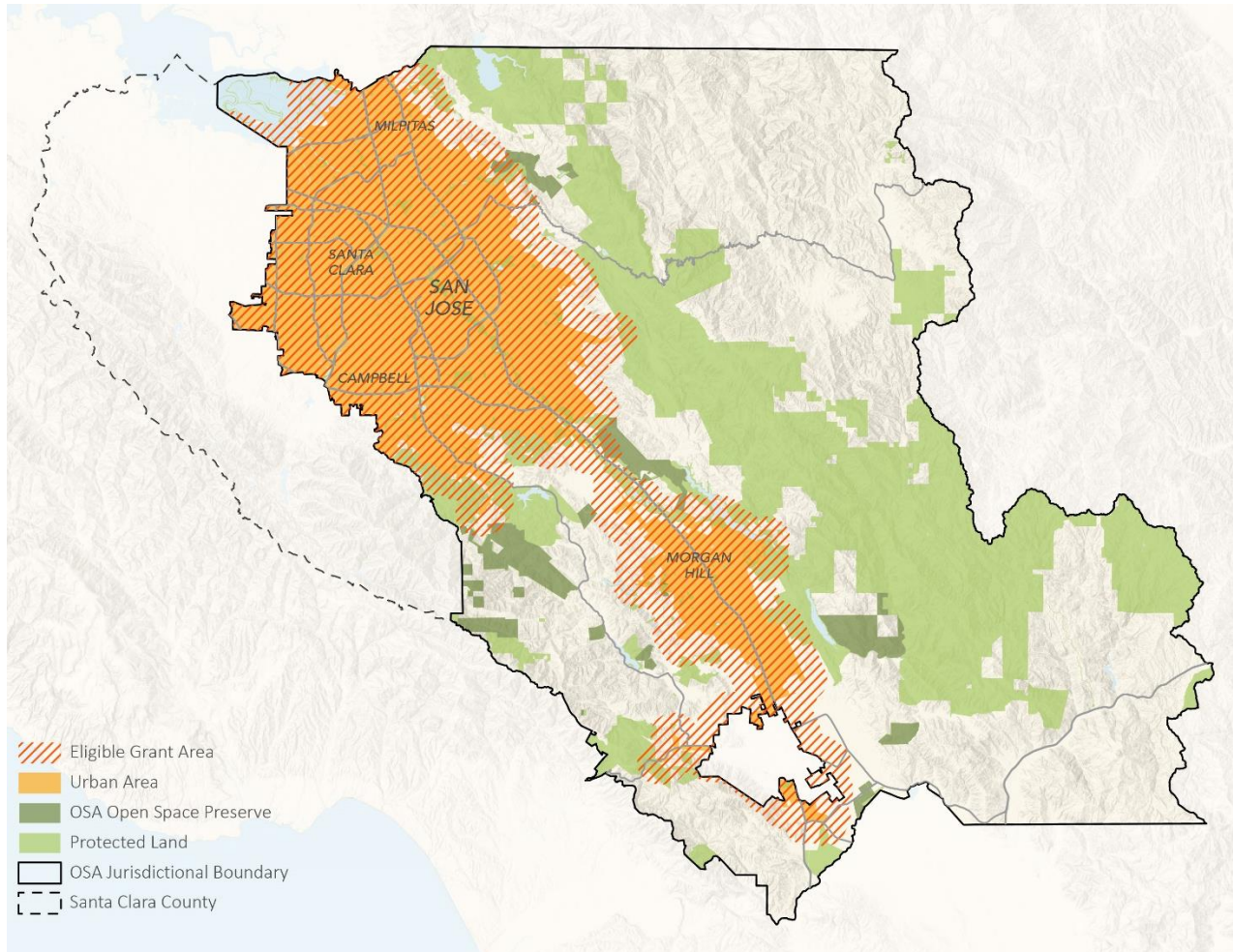
Development Projects

- ☐ Project Plans (see p. 10)
- ☐ Permits/Approvals (see p.10)
- ☐ Environmental Compliance (see p.10)
- ☐ Photographs, if applicable

Appendix A: Map of Eligible Grant Area

Below is a map showing the eligible grant areas. There is also an interactive version of this map available at <http://www.openspaceauthority.org/urban>.

If you have questions about whether a project is in an eligible grant area, please contact Megan Dreger, Grants Administrator at mdreger@openspaceauthority.org.



Appendix B: Glossary

California Environmental Quality Act (CEQA) is a statute that requires state and local agencies to identify the significant environmental impacts of their actions and to avoid or mitigate those impacts, if feasible. Most proposals for physical development in California are subject to the provisions of CEQA. For more information, see <http://resources.ca.gov/ceqa/more/faq.html>.

Conservation easements are legal agreements between a landowner and a land trust or government agency that permanently limit the use of the land in order to protect its conservation values.

Direct costs are the labor, material, and other expenses directly related to a project or service.

Grant period is the period of time between the effective date and the expiration date of a grant.

Indirect costs are expenses that are not directly related to a particular project or service, such as depreciation or administrative costs. These are often referred to as general operating expenses.

Matching funds Cash or in-kind support contributed by the applicant to augment grant funds in order to attain project objectives. In-kind support, also called “soft” match, is goods, services or other things of value that will benefit the project (e.g. staff time).

Urban areas are defined by the US Census Bureau as densely settled areas that meet minimum population density requirements. For more information, see http://www.census.gov/geo/reference/gtc/gtc_urbanrural.html#ua.

Appendix C: Direct and Indirect Cost Examples

The *Measure Q Expenditure Plan* limits administrative expenses, or INDIRECT COSTS, to no more than 5% [See Appendix F]. The following table is provided differentiate DIRECT COSTS, which are generally eligible for grant funding, and INDIRECT COSTS, which are eligible only in limited circumstances.

DIRECT COSTS	INDIRECT COSTS
<p>Direct costs are eligible for grant funding provided they are <u>directly attributable</u> to the project. This applies to all project types: programs, development, acquisition, and planning. These costs should be included in the project budget.</p> <p>The following costs are generally eligible:</p> <ul style="list-style-type: none">➔ Hourly rate for employees<ul style="list-style-type: none">• CAN include salary plus fringe benefits, workers' compensation, payroll tax, etc.• CANNOT include indirect costs• Includes employees working directly on the project, including Project Management, Grant Management, and <u>directly attributable</u> administrative support, legal or accounting functions.➔ Travel for employees➔ Consultants or contractors➔ Grant service fees for fiscal sponsorship➔ Supplies and materials <p>The following may be included as direct costs only if they are <u>directly attributable</u> to the project AND are <u>newly acquired</u> specifically for the project:</p> <ul style="list-style-type: none">➔ Equipment purchases [Note that all existing equipment would be indirect costs]➔ Newly-acquired facilities [Note all existing facilities would be indirect costs]➔ Newly acquired Information Technology equipment and support for the project	<p>Indirect costs are eligible for grant funding ONLY FOR 501(c)(3) NONPROFITS and are limited to 5% of grant funding.</p> <ul style="list-style-type: none">➔ Existing facilities costs (e.g. rent, maintenance, etc)➔ Utilities➔ Existing Information Technology equipment and support➔ Existing equipment➔ Existing equipment maintenance➔ Depreciation on equipment➔ Insurance➔ Communications expenses (e.g. phones, etc.)➔ Administrative office supplies➔ General administrative support:<ul style="list-style-type: none">• Executive management (CEO, etc) unless DIRECTLY attributable to the project• Executive administrators• General financial management staff• General ledger accounting• Institutional legal support• Information Technology support staff• Facilities support personnel• Scientific support functions• Environmental health/safety personnel• Human resources• Shared procurement resources• General logistics support• Other shared resources not directly attributable to the project

Appendix D: Sample Goals

This list includes examples to describe and evaluate the goals of a project. For example, if a project includes trail construction, one goal might be to build 2 miles of trail. This is not an exhaustive list; some projects may need to use alternate measures.

ENVIRONMENTAL STEWARDSHIP AND RESTORATION EXAMPLES

Project Element	Number of	Result
People	People	Attending public meeting
People	People	Engaged
Land acquisition	Acres	Protected
Habitat restoration	Acres	Restored
Planning project	Percent	Design completed
Planning project	Stakeholders	Engaged
Cleanup	Pounds	Trash removed
Cleanup	Square feet or acres	Cleaned
Site development	Percentage	Pervious surface
Site development	Square feet	Pavement replaced by pervious material
Planting	Square feet	CA native plants planted
Planting	Square feet	Invasive plants removed
Planting	Trees	Planted
Water	Gallons	Stormwater treated/retained/reused on site
Volunteers	Volunteers	Participating

PARKS, TRAILS, AND PUBLIC ACCESS EXAMPLES

Project Element	Number of	Result
People	People	Attending public meeting
People	People	Engaged
Site Development	Miles	Trails constructed
Site Development	Square feet	Pavement replaced by pervious material
Site Development	Pounds	Construction material repurposed/reused
Site Development	Pounds	Construction material made from recycled material
People	People	Using trail
People	People	Using park
People	People	Living within ½ mile

Water	Gallons	Stormwater treated/retained/reused on site
Water	Gallons	Rainwater stored/used on site
Water	Gallons	Water conserved
Water	Gallons	Recycled water used
Planting	Square feet	CA native plants planted
Planting	Square feet	Invasive plants removed
Planting	Square feet	Drought tolerant plants planted
Planting	Trees	Planted
Volunteers	Volunteers	Participating

ENVIRONMENTAL EDUCATION EXAMPLES

Project Element	Number of	Result
People	People	Attending public meeting
People	People	Engaged
Education facilities	People	Using facility
Education facilities	Youth (age 0-18)	Using facility
Education facilities	Programs	Scheduled
Educational programs	People	Participating
Volunteers	Volunteers	Participating

URBAN AGRICULTURE / FOOD SYSTEMS EXAMPLES

Project Element	Number of	Result
People	People	Attending public meeting
People	People	Engaged
People	Families	Served
Urban Farms/ Community Gardens	Pounds	Food produced
Urban Farms/ Community Gardens	Pounds	Produce distributed to local community
Urban Farms/ Community Gardens	New plots	Available for community
Water	Gallons	Rainwater stored/used on site
Water	Gallons	Water conserved
Water	Gallons	Recycled water used

Water	Gallons	Stormwater treated/retained/reused on site
Planting	Square feet	CA native plants planted (eg around perimeter)
Planting	Square feet	Drought tolerant plants planted (eg around perimeter)
Planting	Trees	Planted
Volunteers	Volunteers	Participating

Appendix E: Sample Resolution

RESOLUTION NO. _____

Resolution of the [INSERT NAME OF GOVERNING BODY] of the [INSERT NAME OF AGENCY, ORGANIZATION, OR OTHER], authorizing the submittal of an application for funding for a \$ [INSERT GRANT AMOUNT] grant to the Santa Clara Valley Open Space Authority's Measure Q Urban Open Space Grant Program for [PROJECT NAME], located at [PROJECT LOCATION];

Whereas, in accordance with the voter-approved Measure Q Expenditure Plan, the Santa Clara Valley Open Space Authority (Authority) has established a competitive Urban Open Space Grant Program (the Program) for projects that provide healthy and safe open space and park areas within and near urban areas of Santa Clara County; and

Whereas, the [INSERT NAME OF AGENCY, ORGANIZATION, OR OTHER] has identified [PROJECT NAME] (Project) at [PROJECT LOCATION] as a priority project; and

Whereas, the [INSERT NAME OF AGENCY, ORGANIZATION, OR OTHER] believes that the Project meets the criteria for the Authority's Measure Q Urban Open Space Grant Program; and

Whereas, the total project cost for the implementation of the Project is [INSERT TOTAL PROJECT COST]; and

Whereas, the Authority's Program requires applicants to provide at least 25% match of project cost; and

Whereas, the [INSERT NAME OF AGENCY, ORGANIZATION, OR OTHER] has secured (or will secure if not) [INSERT MATCHING FUNDS AMOUNT] from [DESCRIBE AMOUNT AND SOURCE OF MATCHING FUNDS]; and

Whereas, if implemented, the [INSERT NAME OF AGENCY, ORGANIZATION, OR OTHER] will operate and maintain the Project; and

Now, Therefore, Be It Resolved that this [INSERT NAME OF GOVERNING BODY] of [INSERT NAME OF AGENCY, ORGANIZATION, OR OTHER] hereby finds, determines, declares, and orders as follows:

- 1. Truth of Recitals.** That the forgoing recitations are true and correct.
- 2. Authorization.** The [INSERT TITLE] of the [INSERT NAME OF AGENCY, ORGANIZATION, OR OTHER] is hereby authorized to submit an application for funding to the Authority's Program in the amount of \$[INSERT GRANT AMOUNT] for [PROJECT NAME].
- 3. Measure Q Consistency.** That the Project is consistent with the Measure Q Expenditure Plan.

4. Grant Agreement. [INSERT TITLE] of the [INSERT NAME OF AGENCY, ORGANIZATION, OR OTHER] is hereby authorized to conduct all negotiations and submit and sign all documents, including but not limited to, application, conservation easement, amendments, reimbursement requests and so on, which may be necessary for completion of the project.

5. Matching Funds. If awarded funding, the [INSERT NAME OF AGENCY, ORGANIZATION, OR OTHER] has or will have available [INSERT MATCHING FUND AMOUNT] for matching funds as cash or in-kind and sufficient funds to complete the project.

6. Operation and Maintenance. The [INSERT NAME OF AGENCY, ORGANIZATION, OR OTHER] has or will have available sufficient funds to operate and maintain the project, if awarded funding.

7. Program Guidelines. The [INSERT NAME OF AGENCY, ORGANIZATION, OR OTHER] has reviewed, understands, and agrees to the provisions contained in the Program Guidelines.

8. Legal Compliance. The [INSERT NAME OF AGENCY, ORGANIZATION, OR OTHER] acknowledges that if the Project is funded, it will be required to comply with all federal, state and local laws.

Passed and adopted at a meeting of the [INSERT NAME OF GOVERNING BODY] of [INSERT NAME OF AGENCY, ORGANIZATION, OR OTHER] on [INSERT DATE].

Authorized Original Signature: _____

Printed Name: _____

Title: _____

Clerk/Secretary: _____

Appendix F: Measure Q Expenditure Plan

‘The Open Space, Wildlife Habitat, Clean Water and Increased Public Access Expenditure Plan

A. Summary

Since its creation in 1993, the Santa Clara County Open Space Authority (“OSA”) has protected over 16,000 acres of open space and natural areas, preserving the natural beauty and health of our area, and protecting our region’s water resources, air quality, wildlife and scenic views for residents today and future generations. Governed by a publicly elected board of directors, OSA has used funds wisely, bringing in state, federal, and private grant money, and providing annual audits in a transparent public process.

However, the Santa Clara County Open Space Authority currently faces significant challenges. As our region continues to grow, protecting hillsides and open spaces are increasingly important to our community. If adopted by voters, the Open Space, Wildlife Habitat, Clean Water, and Increased Public Access Measure (“Measure”) would allow OSA to protect and preserve natural open space areas for future generations by: improving parks, open spaces and trails; protecting land around creeks, rivers and streams to prevent pollution and improve local water quality; preserving wildlife habitat; expanding public access; enhancing environmental education; and protecting scenic hillsides.

The Santa Clara County Open Space Authority will ensure that the revenue generated is spent in the most efficient and effective manner possible, consistent with serving the public interest and in accordance with existing law. The Authority shall use the funding only for the purposes set forth in this Expenditure Plan (“Plan”) and it shall give priority to projects in this Plan.

The high priority potential projects listed in the Plan are the result of a broad public engagement process to create a shared vision for the future of the region’s open space. This vision plan developed by the Santa Clara County Open Space Authority, called the *Santa Clara Valley Greenprint*, identifies high priority open space and natural resource lands as identified in this Plan. If approved, the proceeds from the parcel tax would be allocated to fund high priority projects distributed throughout the Santa Clara County Open Space Authority’s jurisdiction such as those listed below.

The Authority may annually review and propose amendments to the Plan to provide for the use of additional federal, state and local funds, to account for unexpected revenues, or to take into consideration unforeseen circumstances, provided, however, that all funds collected pursuant to the Measure shall be used solely for the purposes of this Plan as presented to the voters.

B. Program Descriptions

1. Protect Open Space, Redwood Forests, Wildlife Habitat, Scenic Hillside and Agricultural Land

The purpose of this program is to permanently protect new open space lands essential to completing connections in the region's park, open space and habitat systems as identified in the Authority's *Santa Clara Valley Greenprint*, the *County Parks Acquisition Plan*, *Santa Clara Valley Habitat Plan*, and other adopted plans.

- a. Ensure permanent protection of essential open space, water resources and wildlife habitat. Areas for open space protection can include but are not limited to Baylands, East San Jose Foothills, Upper Alameda Creek Watershed, Coyote Ridge, Coyote Valley, Upper Coyote Creek Watershed, Southern Santa Cruz Mountains, Sargent Hills, Upper Pajaro River Watershed, Pacheco Creek Watershed. Protect, restore and enhance critical habitat to implement the Valley Habitat Plan such as serpentine grasslands, wetlands, redwood forests and riparian areas along creeks, rivers and streams.
- b. Leverage public and private funding and coordinate protection efforts to complete critical open space preservation
- c. Conserve the region's last remaining farmland and rangelands in and around areas such as the Coyote Valley, Morgan Hill, Gilroy and Pajaro River to protect local food and maintain environmental benefits provided by agricultural lands including water supply, groundwater recharge, flood risk reduction, and habitat protection.
- d. Conserve high priority farmland and rangelands through voluntary agreements with willing landowners.
- e. Provide grants to resource conservation districts ("RCDs") and other agricultural organizations to work with farmers and ranchers to promote natural resource stewardship.

2. Protect Land around Creeks, Rivers and Streams to Prevent Pollution and Improve Local Water Quality and Supply

The purpose of this program is to protect and restore natural areas that buffer our rivers, lakes and streams, including the Guadalupe River, Coyote Creek, Fisher Creek, Penitencia Creek, Upper Alameda Creek, Uvas Creek, Llagas Creek, Pacheco Creek, Pescadero Creek and the Pajaro River to protect water supply and water quality.

- a. Protect clean, safe drinking water supplies by restoring and enhancing natural areas around local creeks, rivers and streams from their headwaters in the hills to the Bay.
- b. Preserve key open space areas to enhance local water supply and recharge groundwater.
- c. Protect water resources, floodplains, wetlands and riparian corridors.

3. Open, Improve and Maintain Parks, Open Space, and Trails

The purpose of this program is to maintain existing Open Space Preserves, safeguard the health of natural areas and wildlife habitat; reduce the risk of wildfires; provide more walking, hiking, biking and equestrian trails and increase opportunities for environmental education experiences.

- a. Open and expand Preserves on existing lands, including more trails for walking, hiking, biking and equestrian uses and more access points for residents; develop science-based environmental education programs and facilities, trails, and other public access facilities in appropriate locations including East San Jose/Penitencia Creek/Milpitas Foothills, Coyote Ridge, Coyote Valley, Morgan Hill El Toro Peak, Almaden Valley/Santa Teresa Hills.
- b. Construct new trails and close gaps in regional hiking, bicycle and equestrian trails (such as the Bay Area Ridge Trail, San Francisco Bay Trail, Coyote Creek Trail and Guadalupe River).
- c. Reduce the risk of wildfire near communities; protect air and water quality and control invasive, non-native weeds through vegetation management in coordination with fire districts, cities and the County.
- d. Provide safe, well-maintained Open Space Preserves and recreational trails, including the Bay Area Ridge Trail, San Francisco Bay Trail, Guadalupe River Trail and Coyote Creek Trail.
- e. Work with qualified organizations and entities, including, but not limited to, the California Conservation Corps, the San Jose Conservation Corps, AmeriCorps and others, to maintain facilities in Open Space Preserves including, but not limited to, cultural and historic structures, bridges, roads, and other infrastructure.
- f. Prevent pollution and vandalism of open space, water resources and wildlife habitat.

4. Urban Open Space, Parks and Environmental Education Program

The purpose of this Grant Program is to assist municipalities, schools and applicable non-profit organizations within the cities of Milpitas, Santa Clara, San Jose, Campbell, Morgan Hill and urban County areas to create healthy and safe open space and park areas for their communities by: creating or improving parks; preserving open space and maintaining or creating trails; enhancing and restoring habitat, natural resources and water resources; and enhancing access to healthy food through urban farms and gardens.

No more than 25 percent of the revenues generated by this funding measure will be made available for this Grant Program. The Grant Program would provide grants to cities, the County, schools and non-profit organizations on a competitive basis for the types of projects listed below within the boundaries of the OSA. Funds shall be available through an annual grant allocation process designed by the Santa Clara County Open Space Authority, in coordination with cities, the County, schools and non-profit organizations within the boundaries of the OSA. Grant allocations shall reward a diversity of projects and be balanced geographically across the Santa Clara County Open Space Authority's jurisdiction. The grant allocation process and the individual projects shall be subject to approval by the Authority's Governing Board of Directors ("Board").

Urban Open Space Project Criteria:

- a. Protect and enhance open space, wildlife habitat and wildlife corridors, and develop land for nature-based parks, open space preserves, trails and greenbelts.
- b. Create, develop and implement pedestrian and bicycle trail connections to connect urban communities to local and regional parks, Open Space Preserves, creeks and flood control channels, to improve public health (i.e. San Francisco Bay Trail, Coyote Creek, Guadalupe River, Silver Creek, Thompson Creek, Penitencia Creek, Three Creeks Trail, Five Wounds Trail).
- c. Implement urban tree planting and tree protection/maintenance.
- d. Create and expand urban farms and community gardens to support public health and local agriculture.
- e. Expand nature and science-based environmental education programs and hands-on youth engagement projects.

EXAMPLES OF HIGH PRIORITY POTENTIAL PROJECTS AND GEOGRAPHIC DISTRIBUTION

1. San Francisco Baylands Restoration: Increase wildlife habitat and reduce pollution by restoring salt ponds to tidal marsh, provide enhanced flood control, and develop new public access to the Bay
2. Alviso Adobe and Higuera Adobe Parks: Establish Alviso Adobe as a historical museum, and refurbish the historic Caretaker's Cottage in Higuera Adobe Park in collaboration with the City of Milpitas
3. San Francisco Bay Trail: Increase public access by closing gaps in Bay Trail walking and biking trail connections
4. San Francisco Bay Area Water Trail: Provide Water Trail public access amenities at Alviso Marina
5. Ulistac Natural Area: Increase educational programming, and restore natural habitat
6. Sierra Vista: Establish staging area and trails, convert historic residence to visitor hostel, restore pond and wildlife habitats for endangered species
7. Penitencia Creek Trail: Complete trail linking Penitencia Creek community to Alum Rock Park and Sierra Vista Open Space Preserve
8. Guadalupe River Nature Center and Environmental Programming: Partner with nonprofits to establish outdoor environmental education learning center and interpretive programming for youth and families
9. Five Wounds Trail: Develop additional trails connecting to future public transit station
10. Coyote Creek Trail: Expand walking and biking trail connections and restore natural habitats
11. Silver Creek Trail: Increase walking and biking opportunities by creating connections to regional trails, parks and transit
12. Three Creeks Trail: Complete eastern trail alignment
13. San Tomas Aquino/Saratoga Creek Trail: Construct walking and biking trails through cities of Campbell and Santa Clara
14. Thompson Creek Trail Improvements: Complete walking and biking trail improvements
15. Guadalupe River Trail: Expand walking and biking trail connections

16. Martial Cottle Park: Partner with County Parks to develop trail link to Blossom Hill Light Rail Station and implement recreation and wetland restoration projects
17. Santa Teresa Hills: Partner with City of San Jose, County and Santa Teresa Foothills Neighborhood Association to protect land and develop regional ridgeline trail connections to create more access to local trails
18. Coyote Ridge: Establish new open space preserve with parking and regional trails, and protect and restore habitat for endangered species
19. Calero County Park: Partner with County to establish a staging area, public access and trails at Rancho San Vicente and at McKean Road
20. Coyote Valley Open Space Preserve: Build an outdoor learning center and a loop trail accessible to seniors and people with disabilities, and restore and enhance wetland habitat
21. Coyote Valley Agriculture and Natural Resource Reserve: Preserve agricultural lands, enhance natural resources, establish public access, and protect wildlife corridor
22. Youth Agricultural Education and Demonstration Farm: Partner with Cities of San Jose, Morgan Hill, Sobrato High School, nonprofits and agricultural organizations to establish an agricultural education and demonstration farm in the Coyote Valley Greenbelt
23. Rancho Cañada del Oro Open Space Preserve: Restore wildlife habitat, build an interactive education center, and construct new staging area and regional trails for increased public access
24. El Toro Peak: Partner with City of Morgan Hill to establish an open space preserve with staging area and trails, and restore natural habitat
25. Southern Santa Cruz Mountains: Establish regional trail connections between Uvas Reservoir, Uvas County Park and Rancho Cañada del Oro Open Space Preserve, develop staging area, and protect wildlife corridor
26. Uvas Creek: Protect wildlife habitat and corridor, protect natural lands for water supply and water quality, and increase trails to close gaps in regional trails
27. Palassou Ridge: Establish open space preserve, restore historic stone house for visitor center, develop multi-use trails connecting to Henry Coe State Park; implement wildfire prevention and habitat restoration projects
28. Diablo Foothills: Establish open space preserve, restore wetlands and bird habitat, implement public access improvements
29. Sargent Hills: Protect wildlife corridor, create staging area, public access and regional trail connections to the Bay Area Ridge Trail
30. South County Agriculture: Conserve working farms and ranches near Morgan Hill, Gilroy and Pajaro River for greenbelts and agricultural viability and to enhance flood control, water quality, wildlife habitat and connectivity

C. Administrative Provisions and Fiscal Safeguards

1. Citizen Oversight and Independent Financial Audits

In order to ensure accountability, transparency and public oversight of all funds collected and allocated under this Measure and to comply with state law, all of the following shall apply:

- a. On or before January 1 of each fiscal year, the Authority's chief fiscal officer shall file an annual report with the Board that explains (1) the amount of funds collected and expended under this Measure, and (2) the status of the projects authorized to be funded by this revenue in compliance with Government Code Sections 50075.1(d), 50075.3.
- b. No later than June 30, 2015, or the first collection of revenue pursuant to the Measure, whichever is later, an Independent Oversight Committee shall be convened to review the expenditures of all parcel tax revenues collected under this Measure. The Board shall establish by resolution the terms, composition, and specific duties of the Oversight Committee, consistent with the "Citizen Oversight and Independent Financial Audits" provisions set forth in this Part C(1). The Oversight Committee will consist of seven at-large members. In making appointments to the Oversight Committee, the Board will seek to reflect the demographic diversity of its jurisdiction.
- c. Members of the Oversight Committee shall be appointed by the Board and shall be residents within the Santa Clara County Open Space Authority's jurisdiction who are neither elected officials of any government, nor employees from any agency or organization that directly benefits financially from the proceeds of the parcel tax.
- d. Oversight Committee meetings will be announced in advance and will be open to the public. The Oversight Committee shall meet at least once but no more than four times per year.
- e. The responsibilities of this Committee include:
 - Reviewing Plan expenditures on an annual basis to ensure they conform to the Plan.
 - Reviewing the annual audit and report prepared by an independent auditor and submitting its recommendations and oversight report thereon.
- f. All actions, including decisions about selecting projects for funding, will be made by the Board in public meetings in compliance with the Brown Act
- g. Annual levies of the parcel tax would start in 2015.
- h. To the extent allowable by law, all residential and non-residential parcels will be uniformly taxed.
- i. The revenue raised by the Measure for the purposes described in this Plan will be administered by the Santa Clara County Open Space Authority. All funds shall be placed in a separate account to hold all funds collected pursuant to the Measure.

2. Additional Allocation Criteria and Community Benefits

The Santa Clara Open Space Authority shall ensure that the revenue generated by the Measure is spent in the most efficient and effective manner possible, consistent with serving the public interest and in accordance with existing law and this Plan.

- a. The Santa Clara Open Space Authority shall make all final decisions regarding implementation of the Plan and funding for any specific high priority projects. The Board shall give priority to projects within its jurisdiction that meet multiple objectives of the *Santa Clara Valley Greenprint*, including one or more of the following objectives:

- i. Have a significant positive effect on the health of land, water, and wildlife habitat, safety and quality of life for OSA residents.
 - ii. Provide for geographic distribution of projects across OSA's jurisdiction.
 - iii. Increase impact by leveraging state and federal resources as well as public/private partnerships.
 - iv. Strengthen connections between communities and open space through regionally-significant trails and transit access.
 - v. Benefit the economy and sustainability of the region by investing in nature-based infrastructure and local workforce development.
 - vi. Engage youth and young adults in local workforce development and assist them in gaining skills and experience related to protection and stewardship of the natural environment, wildlife, water resources and agricultural lands.
- b. The Board shall conduct one or more public meetings annually to gain public input on selection of project grants on which to expend revenues generated by the Measure.
- c. The Santa Clara County Open Space Authority may accumulate revenue over multiple years so that sufficient funding is available for larger and long-term projects. All interest income shall be used for the purposes identified in this Plan.
- d. No more than 5% of the revenue generated by this measure and provided to the Santa Clara County Open Space Authority may be used for administrative expenses.
- e. Costs of performing or contracting for project related work shall be paid from the revenues of the measure allocated to the appropriate purpose and project.
- f. An annual independent audit shall be conducted to assure that the revenues expended by the Santa Clara County Open Space Authority under this Plan are necessary and reasonable in carrying out its responsibilities under this Plan.
- g. To the extent permitted by law, up to one-tenth of one percent (0.1 %) of the gross proceeds of the parcel tax shall be made available for the Oversight Committee's activities.
- h. Parcel tax proceeds are intended to augment annual support for the Santa Clara County Open Space Authority and do not substitute for individual city or County obligations. Monies from this program may not go to a city's or the County's "General Fund."

Appendix G: Deep Engagement Communities Map

The Santa Clara Valley Open Space Authority is proud to be a part of this unique region and works diligently to provide an equitable balance of services to all those living here. *Understanding Our Community: A Community Assessment Project* is a report created by the Authority in Fall, 2015 that provides a detailed picture of the Authority's jurisdiction —the people and organizations in it, and their barriers to engaging with open space or benefiting from the Authority's services.

As part of this project, we mapped a variety of data sets representing population demographics and environmental burdens.

The data was analyzed to identify those areas with the greatest barriers to access of open space (due to, for example, language barriers and lack of personal vehicles) and the greatest environmental burdens (such as air pollution levels). The six areas identified by this analysis have been named "Deep Engagement Communities" (DECs). These communities are outlined in the map below. These DECs have the following characteristics:

1. **Population**- we focused on residential areas with significant population, particularly higher density neighborhoods, to ensure the investment would impact a large constituency.
2. **Income and CalEnviroScreen**- by considering low income and high CalEnviroScreen scores, we hoped to capture areas that lacked resources and were disproportionately impacted by environmental burdens.
3. **Linguistic Isolation, Age, Vehicle Access** - within each of these DECs, we found significant barriers that make communities more vulnerable. Additionally, these communities are lacking opportunities to access open space or outdoor programming. For example, linguistic isolation in many of these communities is high, making information about opportunities, events, and advocacy difficult; many of these communities have a disproportionately high population of very young or elderly, making access more difficult and yet very important; and some of these communities have higher numbers of households without access to a vehicle, making outings to open space outside of the neighborhood more difficult.
4. **Local Partners (Opportunity)** - based on conversations with community leaders and additional research, we believe each of these DECs presents an opportunity to leverage the Authority's work through strategic partnerships. There are organizations and community leaders within each DEC that could serve as important allies for this work.

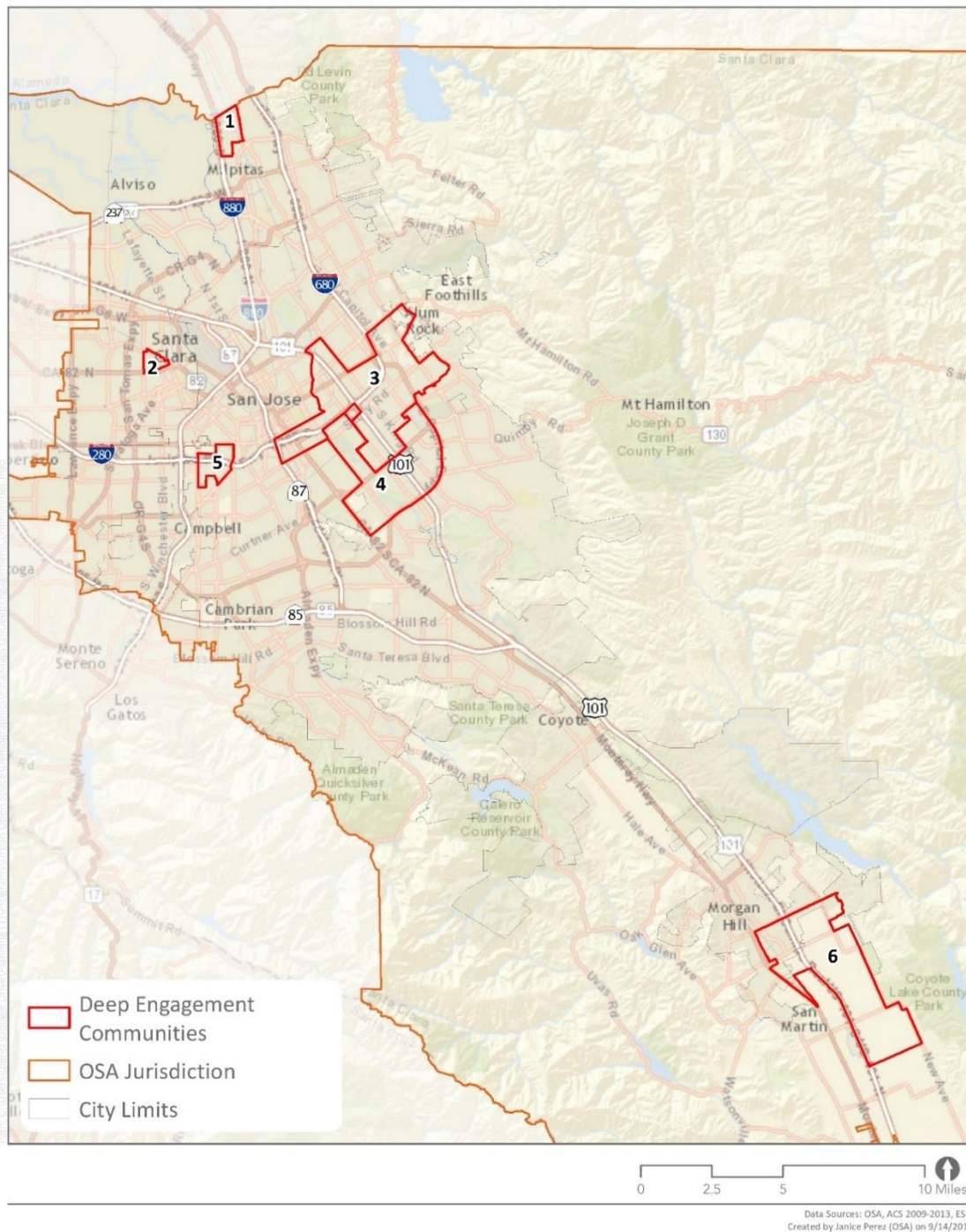
This map is an excerpt from the *Understanding Our Community* report. The Six Deep Engagement Communities include approximately 205,000 residents, or 15% of the total population in the Authority's jurisdiction.

The entire *Understanding Our Community* report is available here:

<http://www.openspaceauthority.org/urban/pdf/OSA%20Understanding%20our%20Community%20Report.pdf>

Deep Engagement Communities

There is also an interactive version of this map available at <http://www.openspaceauthority.org/urban>.



DEC #1- Milpitas: Dixon Landing Park

DEC #2- Santa Clara: Main to Scott

DEC #3- San José: Story and King

DEC #4- San José: Kelley Park and Senter

DEC #5- Burbank/Unincorporated: S. Bascom to W. San Carlos

DEC #6- Morgan Hill: 101 and Tennant

Appendix H: Planning Documents

This is a partial list of local planning documents that may be useful in preparing project documentation.

Association of Bay Area Governments (ABAG). 2013. *Plan Bay Area: Regional Transportation Plan and Sustainable Communities Strategy for the San Francisco Bay Area 2013-2040*. Oakland, CA.

City of Campbell. 2015. *The City of Campbell General Plan*. Campbell, CA.

City of Milpitas. 2002. *Milpitas General Plan*. Milpitas, CA.

City of Morgan Hill. 2010. *Morgan Hill General Plan*. Morgan Hill, CA.

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City of San Jose. 2011. *Envision San José 2040: General Plan*. San Jose, CA.

City of Santa Clara. 2010. *Celebrating Our Past, Present and Future: City of Santa Clara 2010 – 2035 General plan*. Santa Clara, CA.

County of Santa Clara. 1994. *Santa Clara County General Plan: Charting a Course for Santa Clara County's Future: 1995-2010*. San Jose, CA.

County of Santa Clara. 1995. *Santa Clara County Countywide Trails Master Plan Update*. Santa Clara County Trails Plan Advisory Committee. San Jose, CA.

County of Santa Clara, City of San Jose, City of Morgan Hill, City of Gilroy, Santa Clara Valley Water District, Santa Clara Valley Transportation Authority. 2012. *Final Santa Clara Valley Habitat Plan (HCP/NCCP)*. San Jose, CA.

Santa Clara Valley Open Space Authority. 2014. *The Santa Clara Valley Greenprint: A guide for protecting open space and livable communities*. San Jose, CA.