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Date: September 9, 2021  
To: Board of Directors  
From: Richard J. Benson, General Manager  
Katherine Korsak, Finance Director  
Subject: Request to apply the Per Capita Grant (Proposition 68) to the past community center remodel project

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**Recommendation:**

Approve Resolution No. 2021-18 approving the application for the per capita grant funds to be used for the past community center remodel project. The per capita grant funds can be applied retroactively for capital projects that started any time after July, 2018.

**Rationale for Recommendation:**

The deadline to have a new project proposal submitted for use of the Per Capita Grant funds is December 31, 2021. With all the staff changes, it might pose a challenge to develop an entirely new project that qualifies to use these grant funds. Staff has done research and has found that parts of the community center project completed in June 2020 qualify for use with this grant. Staff recommends using the community center project so that these funds are not lost. The board can decide not to use these funds towards the past community center project; however, a new project must be developed and submitted no later than the above stated December 31, 2021 deadline.

**Background:**

The Per Capita Program is a grant program under the California State Parks Department. This program originates from Proposition 68, placed on the ballot via Senate Bill 5 (DeLeon, Chapter 852, statutes of 2017), and approved by voters on June 5, 2018. Funds for this program were appropriated via State Budget item 3790-101-6088(b). Legislative program information is found in the Public Resources Code (PRC) beginning at §80000. The Office of Grants and Local Services Mission (OGALS) retains the right to waive requirements not mandated by statute. Funds are provided for two programs, as described below:

General Per Capita Program: \$185,000,000

Funds are available for local park rehabilitation, creation, and improvement grants to local governments on a per capita basis. Grant recipients are encouraged to utilize awards to rehabilitate existing infrastructure and to address deficiencies in neighborhoods lacking access to the outdoors (PRC §80061(a)).

**Discussion and Analysis:**

Staff has been working with a project officer, Erin Spencer Parks, from the Office of Grants and Local Services. Together, they have determined that parts of the community center project will qualify for the grant funding and will have no problem reaching the total awarded amount of \$181,055.

**Fiscal Impact:**

The total amount of the grant award is \$181,055. \$177,952 is the amount awarded to Kensington Community Services District with an additional \$3,103 since the district resides in an urban county for a total grant award of \$181,055. Since the district is not in a low income area there is a required match of 25% or \$45,463. This will not pose any issues as the total amount of the community center renovation project will meet this match requirement.

**Attachment:**

1. Resolution No. 2021-18;
2. Application Packet Checklist;
3. Per Capita Project Application Form (this is the form due by December 31,2021 to not forgo the grant funding);
4. Development Project Scope/Cost Estimate Form;
5. Funding Sources Form.

**RESOLUTION NO. 2021-18**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
KENSINGTON POLICE PROTECTION AND COMMUNITY  
SERVICES DISTRICT APPROVING APPLICATIONS FOR THE PER  
CAPITA GRANT FUNDS**

The Board of Directors of the Kensington Police Protection and Community Services District (“Board of Directors”) does find as follows:

*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 Per Capita Grant Program, setting up necessary procedures governing application(s); and

*WHEREAS*, said procedures established by the State Department of Parks and Recreation require the grantee’s Governing Body to certify by resolution the approval of project application(s) before submission of said applications to the State; and

WHEREAS, the grantee will enter into a contract(s) with the State of California to complete project(s);

NOW, THEREFORE, THE BOARD OF DIRECTORS DOES RESOLVE AS FOLLOWS:

1. Approves the filing of project application(s) for Per Capita program grant project(s); and
2. Certifies that said grantee has or will have available, prior to commencement of project work utilizing Per Capita funding, sufficient funds to complete the project(s); and
3. Certifies that the grantee has or will have sufficient funds to operate and maintain the project(s), and
4. Certifies that all projects proposed will be consistent with the park and recreation element of Kensington residing within Contra Costa County, general or recreation plan (PRC §80063(a)), and
5. Certifies that these funds will be used to supplement, not supplant, local revenues in existence as of June 5, 2018 (PRC §80062(d)), and
6. Certifies that it will comply with the provisions of §1771.5 of the State Labor Code, and (PRC §80001(b)(8)(A-G)). To the extent practicable, as identified in the “Presidential Memorandum-- Promoting Diversity and Inclusion in Our National Parks, National Forests, and Other Public Lands and Waters,” dated January 12, 2017, Kensington residing within Contra Costa County, will consider a range of actions that include, but are not limited to, the following:
  - a) Conducting active outreach to diverse populations, particularly minority, low- income, and disabled populations and tribal communities, to increase awareness within those communities and the public generally about specific programs and opportunities.
  - b) Mentoring new environmental, outdoor recreation, and conservation leaders to increase

- diverse representation across these areas.
  - c) Creating new partnerships with state, local, tribal, private, and nonprofit organizations to expand access for diverse populations.
  - d) Identifying and implementing improvements to existing programs to increase visitation and access by diverse populations, particularly minority, low-income, and disabled populations and tribal communities.
  - e) Expanding the use of multilingual and culturally appropriate materials in public communications and educational strategies, including through social media strategies, as appropriate, that target diverse populations.
  - f) Developing or expanding coordinated efforts to promote youth engagement and empowerment, including fostering new partnerships with diversity-serving and youth-serving organizations, urban areas, and programs.
  - g) Identifying possible staff liaisons to diverse populations.
7. Agrees that to the extent practicable, the project(s) will provide workforce education and training, contractor and job opportunities for disadvantaged communities (PRC §80001(b)(5)).
  8. Certifies that the grantee shall not reduce the amount of funding otherwise available to be spent on parks or other projects eligible for funds under this division in its jurisdiction. A one-time allocation of other funding that has been expended for parks or other projects, but which is not available on an ongoing basis, shall not be considered when calculating a recipient's annual expenditures. (PRC §80062(d)).
  9. Certifies that the grantee has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Procedural Guide; and
  10. Delegates the authority to the (designated position, not name of person occupying position), 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(s); and
  11. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.

PASSED AND ADOPTED by the Board of Directors of the Kensington Police Protection and Community Services District upon motion by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, on Thursday, the 9<sup>th</sup> day of September, 2021, by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAINED:

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Sylvia Hacaj  
President, Board of Directors

HEREBY CERTIFY the foregoing resolution was duly and regularly adopted by the Board of Directors of the Kensington Police Protection and Community Services District at the regular meeting of said Board held on Thursday, the 9<sup>th</sup> day of September, 2021.

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Lynelle M. Lewis  
District Clerk of the Board

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Richard J. Benson  
Interim General Manger



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

### Application Packet Checklist

GRANTEES must complete the checklist below and submit it with the APPLICATION PACKET.  
An APPLICATION PACKET is not complete unless all items on the checklist are submitted.  
Each PROJECT requires its own APPLICATION PACKET.

Check if included	Check if not applicable	Application Item	Procedural Guide Page #	Check when signed by AUTHORIZED REPRESENTATIVE	Application Packet Page #
<input checked="" type="checkbox"/>		Application Packet Checklist Digital file name: checklist.pdf	Pg. 11		Pg. <u>1</u>
<input checked="" type="checkbox"/>		Application Digital file name: application.pdf	Pg. 12	<input type="checkbox"/>	Pg. <u>2</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Development Project Scope/Cost Estimate, or Digital file name: devscope.pdf	Pg. 19	<input type="checkbox"/>	Pg. <u>3</u>
<input type="checkbox"/>	<input type="checkbox"/>	Acquisition Requirements Digital file names: acqscope.pdf & acqdocs.pdf	Pg. 14	<input type="checkbox"/>	Pg. <u>NA</u>
<input checked="" type="checkbox"/>		Funding Sources Form Digital file name: fundingsources.pdf	Pg. 20	<input type="checkbox"/>	Pg. <u>4</u>
<input checked="" type="checkbox"/>		Per Capita Match Calculator Digital file name: match.pdf	Pg. 13	<input type="checkbox"/>	Pg. <u>5</u>
<input type="checkbox"/>	<input type="checkbox"/>	CEQA Compliance Certification Digital file name: ceqa.pdf	Pg. 21	<input type="checkbox"/>	Pg. <u>      </u>
<input type="checkbox"/>	<input type="checkbox"/>	Land Tenure documentation Digital file names: ownership.pdf or nonownership.pdf	Pg. 21		Pg. <u>      </u>
<input type="checkbox"/>	<input type="checkbox"/>	Sub-Leases or Agreements Digital file name: otheragreements.pdf	Pg. 24		Pg. <u>      </u>
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan Digital file name: siteplan.pdf	Pg. 24		Pg. <u>      </u>
	<input type="checkbox"/>	GHG Emissions Reduction Worksheet (at completion) Digital file name: emissions.pdf	Pg. 24		Pg. <u>      </u>
<input type="checkbox"/>		Photos Digital file name: photos.pdf	Pg. 24		Pg. <u>      </u>



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

**Per Capita Project Application Form**

PROJECT NAME Kensington Community Center Renovation	REQUESTED GRANT AMOUNT \$ 181,055
PROJECT SITE NAME and PHYSICAL ADDRESS where PROJECT is located including zip code (substitute latitude and longitude where no street address is available)  59 Arlington Ave Kensington, CA 94707	MATCH AMOUNT (if project is not serving a severely disadvantaged community) \$ 45,263
	LAND TENURE (☑ all that apply) <input checked="" type="checkbox"/> Owned in fee simple by GRANTEE <input type="checkbox"/> Available (or will be available) under a ( ) year lease or easement

NEAREST CROSS STREET	Arlmont Dr and Kensington Park Rd
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Project Type (Check one) Acquisition <input type="checkbox"/>	Development <input checked="" type="checkbox"/>
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COUNTY OF PROJECT LOCATION	Contra Costa County
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GRANTEE NAME AND MAILING ADDRESS Kensington Police Protection and Community Service District (Kensington Community Services District) 217 Arlington Ave., Kensington, CA 94707
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**AUTHORIZED REPRESENTATIVE AS SHOWN IN RESOLUTION**

Name (typed or printed) and Title	Email address	Phone
Richard J Benson, General Manager	rbenson@kppcsd.org	510-526-4141

**GRANT CONTACT-For administration of grant (if different from AUTHORIZED REPRESENTATIVE)**

Name (typed or printed) and Title	Email address	Phone
Vivian Sanderson , Accountant	vsanderson@kppcsd.org	707-332-5090

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

Signature of AUTHORIZED REPRESENTATIVE as shown in Resolution	Date
Print Name: Richard J. Benson	
Title: General Manager	



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

### Development Project Scope/Cost Estimate Form

GRANTEE: Kensington Community Services District	PROJECT Name Kensington Community Center Renovation
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**Development project scope** (Describe the project in 30 words or less):  
To rennovate or replace community center.

**Project Scope Items** -  all that apply:

Install new	Renovate existing	Replace existing	Recreation Element
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pool, aquatic center, splash pad
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trails or walking paths
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Landscaping or irrigation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Group picnic, outdoor classrooms, other gathering spaces
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Play equipment, outdoor fitness equipment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sports fields, sports courts, court lighting
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Community center, gym, other indoor facilities
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Restroom, concession stand
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Minor elements which support one or more of the recreation elements checked above: benches, lighting, parking, signage, etc.

PRE-CONSTRUCTION (costs incurred prior to ground-breaking, such as design, permits, bid packages, CEQA); up to 25% of total PROJECT cost.	\$
Construction	\$ 181,055
Total PROJECT cost	\$ 1,975,827
Subtract GRANTEE match if not in severely disadvantaged community (20% of total PROJECT cost, see page 13)	Less match -\$ 45,263
Total GRANT amount requested	\$ 181,055

The GRANTEE understands that all elements listed on this form must be complete and open to the public before the final grant payment will be made.

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

Richard J. Benson  
\_\_\_\_\_  
Print Name and Title





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

### Funding Sources Form

GRANTEE: Kensington Community Services District	PROJECT Name Kensington Community Center Renovation
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PROJECTS funded by the program are not complete until the PROJECT SCOPE is complete, and the PROJECT is open to the public. PROJECTS will:

- Be entirely funded by the GRANT, *or*
- Require funds in excess of the GRANT.

If the PROJECT requires funds in excess of the GRANT, the SCOPE of the PROJECT may be either the SCOPE of the larger project, or a subset of the larger project.

For example, if the PROJECT is \$100,000 towards construction of a \$500,000 park, the SCOPE can be the \$500,000 park, or a \$100,000 element of the park, such as a playground, that can be complete and open to the public.

- The PROJECT will be entirely funded by the GRANT, *or*
- The PROJECT requires funds in excess of the GRANT:
  - The SCOPE is the same as the scope of the larger project, *or*
  - The SCOPE is a subset of a larger project, the scope of that larger project is:

Larger project cost: \$ 1,975,827                      Anticipated completion date: June 30, 2020

List all funds that will be used. Submit revised Funding Sources form should funding sources be added or modified.

Funding Source	Date Committed	Amount
Per Capita/State of California	July 1, 2018	\$ 181,055
		\$
		\$

I represent and warrant that I have full authority to execute this Funding Sources Form on behalf of the GRANTEE. I declare under penalty of perjury, under the laws of the State of California, that this status report, and any accompanying documents, for the above-mentioned GRANT is true and correct to the best of my knowledge.

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

Richard J. Benson  
\_\_\_\_\_  
Print Name and Title

# California State Parks Per Capita Match Calculator

Project ID: 103428  
Coordinates: 37.9103, -122.2796  
Date: 5/21/2021

This is the Per Capita Match Report for the site you have selected. Please review to ensure that the pin lies within the boundaries of an existing or proposed park, and submit to OGALS with your Project Application.

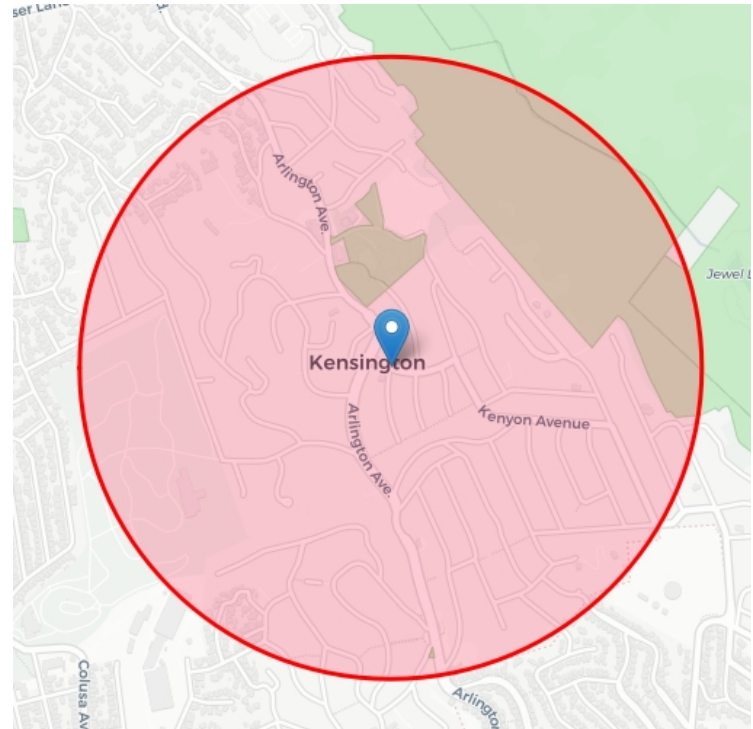
## PROJECT AREA STATISTICS

County	Contra Costa
Median Household Income	\$131,339
Agency Type	Other Agency

The community served does not qualify as Severely Disadvantaged. Match IS required.

- Park or Preserved Area
- Disadvantaged Community
- Severely Disadvantaged Community
- No Data

## 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).

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

