



URBAN OPEN SPACE
MATCHING GRANT PROGRAM

FULL APPLICATION

1. Process

The Matching Grant Program application process involves a 2-step process intended to support and expedite the development of project-ready, community-centered open spaces while reducing overall applicant administrative burden.

First, applicants complete a brief pre-application to assess eligibility and project readiness, and to request technical assistance for those organizations that lack capacity and whose proposed project serves an economically disadvantaged community. If the project pre-application is found eligible and ready, the applicant will be invited to complete a Full Application. If project is not found eligible and/or ready, staff will work with applicants to identify potential remedies.

2. Applications Accepted on a Rolling Basis

Full Applications are accepted on a rolling basis. Following initial review, staff will contact applicants to provide support through the application process. Applications are batched annually for funding consideration. Dates and deadlines related to specific funding recommendations and approval will be posted on the Ag + Open Space website. Applications received after those dates will be considered for the following funding recommendation process.

3. Format

- a. Label each item and number all pages in sequential order.
- b. **Electronic submission.** Please submit the following:
 - One (1) Microsoft Word version (.docx or compatible) Matching Grant Program (MGP) Application
 - Individual files of required Supporting Documentation (Section 6. Checklist)
 - Individual .jpg files of all photos and PDFs of maps
- c. Submit online to matchinggrant@sonoma-county.org.

4. Questions

Pamela Swan, Grant Coordinator
(707) 565.7348, matchinggrant@sonoma-county.org

5. Application Content

For ease of review and to facilitate evaluation, the application submittal should be organized and presented in the order provided in the application below. If supporting documentation does not apply to your project, please note (N/A). For related questions, please contact the Grant Coordinator (contact information above).

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SECTION 2. APPLICATION FORM

Project title:

[Click here to enter text.](#)

Name of agency/organization requesting funding:

Name:					
Address:					
City:		State:		Zip:	

Project Manager representing agency/organization:

Name:		Title:	
Signature:		Phone:	
Email:			

Authorized person representing agency/organization:

Name:		Title:	
Signature:		Phone:	
Email:			

Type of Project:

[Click here to choose a project type.](#)

Project location/address:

Location:	
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Assessor's Parcel Number(s): Copy from Pre-Application. To confirm:
<https://common1.mptsweb.com/mbap/sonoma/asr>

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Acreage:

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Supervisorial District: [\(click latest Supervisor map\)](#)

[Click here to choose a Supervisorial District.](#)

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General Plan (GP) Designation:

List GP land use designation. Project must be aligned with applicable General Plan (County, or incorporated city), as noted in Guidelines.

Zoning Designation:

Project must be aligned with site jurisdiction’s zoning designation, as noted in Guidelines.

Funding Request: Copy from Pre-Application. Amend if needed.

	Grant Funding Request:	\$	<input style="width: 95%; height: 20px;" type="text"/>
	Matching Funds:	\$	<input style="width: 95%; height: 20px;" type="text"/>
	Total Matching Grant Project Cost:	\$	<input style="width: 95%; height: 20px;" type="text"/>
	TOTAL PROJECT COST:	\$	<input style="width: 95%; height: 20px;" type="text"/>

If the MGP project is part of a larger or multi-phased project, provide a brief explanation below of the full extent and cost of the larger project, and how the MGP project fits into the larger context. *Limit 100 words max.*

[Click here to enter text.](#)

SECTION

3. PROJECT SUMMARY STATEMENT

Summarize (300 words): project purpose and objectives, building on Pre-Application content.

- a. **Primary goals** – Please outline goals of proposed project
- b. **Project Phase** – Status of project
- c. **Project Partners** – Include key project partners and respective roles
- d. **Primary Eligible Activities** - Major tasks involved in the project
- e. **Public Access** – If the project includes *public access*, include brief description
- f. **Community Need** – Engagement, community role, organizations
- g. **Quantified expected outcomes** – i.e., # of acres purchased, feet of creek restored, length trail constructed

[Click here to enter text.](#)

SECTION

4. MINIMUM ELIGIBILITY QUALIFICATIONS

The Pre-application has determined *initial* project eligibility by meeting minimum qualifications below, please:

- 1. Confirm the following qualifications and amend as needed.
- 2. Expand briefly on qualification requirements as requested below.
- 3. Submit Supportive Documentation listed below (See Checklist p.15)

1. Eligible Applicant:

[Click here to choose an applicant type.](#)

2. Eligible Project Type:

[Click here to choose a project type.](#)

Acquisition Project: *(Limit 300 words)*

Provide brief narrative descriptions on the following aspects of the acquisition project as needed.

Where applicable, provide additional information in Supporting Documentation section of application as attachments (See p. 16 Checklist).

- a. **Submit signed purchase and sales agreement or letter of intent** documenting willing seller;
- b. **State status of negotiations** with seller;
- c. **Submit Appraisal¹ or Opinion of value** (if an appraisal is not available at time of application, an Opinion of Value is acceptable, though a full appraisal aligned with Ag +Open Space Appraisal Guidelines and Standards will be required if the project is accepted into the program);
- d. **Submit any lease or other key agreements** related to ownership, use, or maintenance;
- e. **Submit documentation of any known historic and existing uses** of the property;

¹ To be provided for Ag + Open Space staff review only. Staff will not keep a copy of the appraisal, which shall remain confidential unless otherwise disclosed by the applicant or other third parties.

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- f. **Submit documentation of title conditions** or other property restrictions that could affect successful completion of the project;
- g. **Describe required approvals** for implementation of the project and/or any and permits, zoning requirements, CEQA status update (e.g. City /County planning, Board/City Council);
- h. **Describe permits and/or zoning requirements**
- i. **Describe CEQA status** (e.g. type of CEQA review)
- j. **Submit visual depiction of project and describe** type and total area of impervious/hardscape surface, if relevant (e.g. conceptual designs)
- k. **Submit Location map** indicating project site in relation to major geographic features (cities, highways, roads) as well as nearby protected and public lands if possible.
- l. **Submit Site map** aerial image of project site with existing elements clearly marked (e.g. property boundary, access points, streets, waterways, existing structures, proposed improvements, project phases).
- m. **Submit Parcel Map** from the County Assessor's office: [Assessor's Parcel Map](#)
- n. **Document Public outreach** for input and comment on project design (meeting agendas, outreach plan, public comments summary).

[Click here to enter text.](#)

Improvement Project : (Limit 300 words)

Provide brief narrative descriptions on the following aspects of the improvement project as needed.

Where applicable, provide additional information in Supporting Documentation section of application as attachments (See p. 16 Checklist).

- a. **Submit** documentation of site control; either ownership or agreement with landowner.
- b. **Submit Visual depiction** (conceptual design) of project and/or construction/restoration plans with description of type and total are of impervious/hardscape surface, if relevant.
- c. **Submit Location map** indicating project site in relation to major geographic features (cities, highways, roads) as well as nearby protected and public lands if possible.
- d. **Submit Site map** aerial image of project site with existing elements clearly marked (e.g. property boundary, access points, streets, waterways, existing structures, proposed improvements, project phases).
- e. **Submit Parcel map** with project parcels highlighted <https://common1.mptsweb.com/mbap/sonoma/asr>
- f. **Provide any agreements related to ownership, use, or maintenance** (leases, licenses, easements, etc.).
- g. **Submit documentation of historical and current property uses.**
- h. **Provide documentation of title conditions** or other property restrictions impactful on project completion.
- i. **Describe required project approvals** (City, County planning, Board, Councils).
- j. **Describe required permits and/or zoning requirements.**
- k. **Describe required review by other agencies.**
- l. **Provide any CEQA compliance updates** (e.g. type of CEQA review based on potential impacts of applicable exemptions).
- m. **Describe Public outreach for input and comment on project design** (meeting agendas, outreach plan, public comments summary).

Click here to enter text.

3. Authorization Resolution: Attach Executed Resolution authorization in supporting documents section, and add any needed explanations *(Limit 100 words)*

Click here to enter text.

SECTION 5. EVALUATION CRITERIA

1. Program Intent

Extent to which project aligns with *MGP Authorizing Language* and *Vital Lands Initiative (See Appendices)*.

a. Creation and Improvement of Open Space Land

- i. Does the project **acquire and improve** land for public open space land for agriculture, recreation and/or natural resource restoration? Please explain. *(Limit 100 words)*

Click here to enter text.

- ii. Does the project **acquire** open space land for public open space for agriculture, recreation and/or natural resource restoration? *(Limit 100 words)*

Click here to enter text.

- iii. Does the project **improve** open space land for public open space for agriculture, recreation and/or natural resource restoration? *(Limit 100 words)*

Click here to enter text.

b. Other MGP Program Intent – Please describe how the project will accomplish the following MGP program intentions. *(Limit 500 words)*

- i. **Link communities to open space** via property adjacency, trails or other connections. Preference given to projects that include regional trail connections. *(Acquisition projects)*
- ii. **Implement restoration techniques** to restore or enhance natural and native habitats. *(Improvement projects)*
- iii. **Construct outdoor public community gathering space** in a natural setting. Preference given to projects where no community gathering space currently exists. *(Improvement projects)*
- iv. **Develop new, outdoor, nature-based, recreational opportunities.** Preference given to projects that are located where no outdoor recreation opportunities currently exist. *(Improvement projects)*
- v. **Construct amenities to provide opportunities for public education** about the natural world and/or local agriculture.) *(Improvement projects)*
- vi. **Protect and/or improve open space in a significantly impacted fire or flood community** *(Acquisition, Improvement projects)*
- vii. **Protect and/or design climate resilience**, project located and/or that builds resilience to climate change. *(Acquisition, Improvement projects)*

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- viii. **Protects, creates and/or enhances** public access to the Russian River, Pacific Ocean, or other waterways. (*Acquisition, Improvement projects*)
- ix. **Protects** native plant and/or animal species. (*Acquisition projects*)
- x. **Protects** of farmland that provides urban green space and access to locally grown food and fiber and provide opportunities for the public to experience farming, agricultural production, and/or food and fiber production. (*Acquisition, Improvement projects*)

[Click here to enter text.](#)

2. Need

Extent project fulfills well identified needs within project's geographic area. (*Word Limit 250 each for a-e*).

a. Community Based Support

What community and/or environmental need(s) does this project address? **Attach** documentation of community-based support (public workshops, letters, rallies). Please describe any opposition or unintended negative impacts, and how that will be addressed.

[Click here to enter text.](#)

b. Public Sector Documentation

Will this project advance the policies of an adopted local and/or regional plan(s)? Please cite and describe.

[Click here to enter text.](#)

c. Community where MGP funding has not been awarded in the last three MGP cycles

Measured at the census tract level. Open the *Recent MGP Awards* map in the [MGP Web Map](#), navigate to the project location, and click within the project area to determine if project is located in a census tract within which an MGP project *has not been awarded* in the last three MGP cycles. Indicate status below.

[Click here to enter text.](#)

d. Underserved Open Space Community

Will this project be located in an open space underserved community?

Open the *Park Gap Analysis* map in the [MGP Web Map](#), navigate to the project location, and click within the project area to determine if project is located in one of the county's communities lacking open space (without access to a park within a 10-minute walking distance). Indicate status below.

[Click here to enter text.](#)

3. County Strategic Priorities (*Word Limit 100 each for a-d*).

Extent to which project is aligned with County strategic priorities, including equity and climate justice pillars.

a. Project Status: Environmentally Vulnerable Community

Open the *CalEnviro Screen 4.0* map in the [MGP Web Map](#), navigate to the project location, and click within the project area to determine if project is located in one of the county's top 25% environmentally vulnerable census tracts. Indicate project % below.

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[Click here to enter text.](#)

b. Project Status: Portrait of Sonoma County Community: Health and Well-Being

Open the *Portrait of Sonoma Human Development Index (HDI)* map in the [MGP Web Map](#), navigate to the project location, and click within the project area to determine if project is in a census tract below the county average HDI score (6.19). Indicate HDI of the project location's census tract below.

[Click here to enter text.](#)

c. Project Status: Economically Disadvantaged Community

Open the *Economically Disadvantaged Community* map in the [MGP Web Map](#), navigate to the project location, and click within the project area to determine if project is in a low-income community, defined as less than 80% of the county's median income. Indicate the mean household income of the project location's census tract below.

[Click here to enter text.](#)

d. Project Status: Sensitive to Climate Change Impacts Community

Impact of climate change on high social sensitivity communities, a new metric of the Environmental Justice and Safety Element of the General Plan. **Staff will complete.**

[Click here to enter text.](#)

4. Project Design

a. Planning and Design

Application demonstrates sound planning, consistent with applicable jurisdiction's (e.g. City, County) plans, and understanding of approvals/permits/CEQA/ADA requirements and development process. *(Word Limit 150 for each question i. – vii)*

- i. **Describe the process for planning and design of the project** to date, including permitting requirements (Federal, State, Local) CEQA, ADA compliance.

[Click here to enter text.](#)

- ii. **How will the project design limit the amount of impervious surfaces** and/or hardscape in the design? What percentage of the property (as designed) is impervious (sport courts, pavers)?

[Click here to enter text.](#)

- iii. **How does the project incorporate natural elements in design** (e.g. grassy areas, trees, vegetation, waterways, etc.)

[Click here to enter text.](#)

- iv. **Do you anticipate impediments to project completion?** How will they be addressed? Examples include: cloud on title, toxins on property, significant cultural resources, community opposition.

[Click here to enter text.](#)

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5. Readiness

Applicant shows ability to successfully fund, complete and sustain a long-term MGP project.

a. Application Project Workplan – Activities/Schedule/Budget

Using the tables below, create a detailed workplan including the project activities, timeline and budget including discrete milestones. Be sure that proposed activities, timelines, and budget include MGP Eligible Activities and Expenses aligned with the MGP Guidelines, please see Appendices. Applicant should demonstrate that the MGP grant request with the match, and other pending and secured funding will be sufficient to complete the MGP project.

PROJECT TIMELINE

PROJECT COST

Activity 1					AG + OPEN SPACE REQUESTED FUNDS		MATCH FUNDS					TOTAL
Project Administration ¹					AMOUNT	% OF TOTAL	MATCH SOURCE	AMOUNT	STATUS ²	DATE ²	% OF TOTAL	AG + OPEN SPACE FUNDS + MATCH
TASKS	DESCRIPTION	MILESTONES	START DATE	END DATE								
1.1	Enter description.	Enter milestones.	Start date.	End date.	\$ 0	%	Match A.	\$ 0	Choose status.	Enter date.	%	\$ 0
							Match B.	\$ 0	Choose status.	Enter date.	%	
							Match C.	\$ 0	Choose status.	Enter date.	%	
1.2	Enter description.	Enter milestones.	Start date.	End date.	\$ 0	%	Match A.	\$ 0	Choose status.	Enter date.	%	\$ 0
							Match B.	\$ 0	Choose status.	Enter date.	%	
							Match C.	\$ 0	Choose status.	Enter date.	%	
1.3	Enter description.	Enter milestones.	Start date.	End date.	\$ 0	%	Match A.	\$ 0	Choose status.	Enter date.	%	\$ 0
							Match B.	\$ 0	Choose status.	Enter date.	%	
							Match C.	\$ 0	Choose status.	Enter date.	%	
SUBTOTAL					\$ 0	0%		\$ 0		0%	\$ 0	

NOTES:
¹ Activity 1 Project Admin and Activity 2. Planning, Design, compliance, permitting *combined* cannot exceed 25% of total Grant Funds, 25% of total Match Funds

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- 2** Identify Match Status as "Secured" or "Anticipated" and enter date of receipt of funds
- 3** Operations & Maintenance Costs are not eligible for Grant funding and cannot exceed 50% of Match Funds

Activity 2					AG + OPEN SPACE REQUESTED FUNDS		MATCH FUNDS					TOTAL
Planning, Design, Environmental Compliance & Permitting ¹					AMOUNT	% OF TOTAL	MATCH SOURCE	AMOUNT	STATUS ²	DATE ²	% OF TOTAL	AG + OPEN SPACE FUNDS + MATCH
TASKS	DESCRIPTION	MILESTONES	START DATE	END DATE								
2.1	Enter description.	Enter milestones.	Start date.	End date.	\$ 0	%	Match A.	\$ 0	Choose status.	Enter date.	%	\$ 0
							Match B.	\$ 0	Choose status.	Enter date.	%	
							Match C.	\$ 0	Choose status.	Enter date.	%	
2.2	Enter description.	Enter milestones.	Start date.	End date.	\$ 0	%	Match A.	\$ 0	Choose status.	Enter date.	%	\$ 0
							Match B.	\$ 0	Choose status.	Enter date.	%	
							Match C.	\$ 0	Choose status.	Enter date.	%	
2.3	Enter description.	Enter milestones.	Start date.	End date.	\$ 0	%	Match A.	\$ 0	Choose status.	Enter date.	%	\$ 0
							Match B.	\$ 0	Choose status.	Enter date.	%	
							Match C.	\$ 0	Choose status.	Enter date.	%	
SUBTOTAL					\$ 0	0%		\$ 0		0%		\$ 0

- NOTES:
- 1** Activity 1 Project Admin and Activity 2. Planning, Design, compliance, permitting *combined* cannot exceed 50% of total Grant Funds, 25% of total Match Funds
 - 2** Identify Match Status as "Secured" or "Anticipated" and enter date of receipt of funds
 - 3** Operations & Maintenance Costs are not eligible for Grant funding and cannot exceed 50% of Match Funds

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Activity 3					AG + OPEN SPACE REQUESTED FUNDS		MATCH FUNDS					TOTAL
Project Implementation/Construction/Acquisition					AMOUNT	% OF TOTAL	MATCH SOURCE	AMOUNT	STATUS ²	DATE ²	% OF TOTAL	AG + OPEN SPACE FUNDS + MATCH
TASKS	DESCRIPTION	MILESTONES	START DATE	END DATE								
3.1	Enter description.	Enter milestones.	Start date.	End date.	\$ 0	%	Match A.	\$ 0	Choose status.	Enter date.	%	\$ 0
							Match B.	\$ 0	Choose status.	Enter date.	%	
							Match C.	\$ 0	Choose status.	Enter date.	%	
3.2	Enter description.	Enter milestones.	Start date.	End date.	\$ 0	%	Match A.	\$ 0	Choose status.	Enter date.	%	\$ 0
							Match B.	\$ 0	Choose status.	Enter date.	%	
							Match C.	\$ 0	Choose status.	Enter date.	%	
3.3	Enter description.	Enter milestones.	Start date.	End date.	\$ 0	%	Match A.	\$ 0	Choose status.	Enter date.	%	\$ 0
							Match B.	\$ 0	Choose status.	Enter date.	%	
							Match C.	\$ 0	Choose status.	Enter date.	%	
					0	0						0
SUBTOTAL					\$ 0	0%						\$ 0

- NOTES:
- ¹ Activity 1 Project Admin and Activity 2. Planning, Design, compliance, permitting *combined* cannot exceed 50% of total Grant Funds, 25% of total Match Funds
 - ² Identify Match Status as "Secured" or "Anticipated" and enter date of receipt of funds
 - ³ Operations & Maintenance Costs are not eligible for Grant funding and cannot exceed 50% of Match Funds

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ACTIVITY 4					AG + OPEN SPACE REQUESTED FUNDS		MATCH FUNDS					TOTAL
Operation & Maintenance ³					AMOUNT	% OF TOTAL	MATCH SOURCE	AMOUNT	STATUS ²	DATE ²	% OF TOTAL	AG + OPEN SPACE FUNDS + MATCH
TASKS	DESCRIPTION	MILESTONES	START DATE	END DATE								TOTAL
4.1	NA	Enter milestones.	Start date.	End date.	\$ 0	%	Match A.	\$ 0	Choose status.	Enter date.	%	\$ 0
							Match B.	\$ 0	Choose status.	Enter date.	%	
							Match C.	\$ 0	Choose status.	Enter date.	%	
4.2	NA	Enter milestones.	Start date.	End date.	\$ 0	%	Match A.	\$ 0	Choose status.	Enter date.	%	\$ 0
							Match B.	\$ 0	Choose status.	Enter date.	%	
							Match C.	\$ 0	Choose status.	Enter date.	%	
4.3	NA	Enter milestones.	Start date.	End date.	\$ 0	%	Match A.	\$ 0	Choose status.	Enter date.	%	\$ 0
							Match B.	\$ 0	Choose status.	Enter date.	%	
							Match C.	\$ 0	Choose status.	Enter date.	%	
TOTAL					\$ 0	0%		\$ 0			0%	\$ 0

SUBTOTAL \$ 0 0% \$ 0 0% \$ 0

- NOTES:
- ¹ Activity 1 Project Admin and Activity 2. Planning, Design, compliance, permitting *combined* cannot exceed 50% of total Grant Funds, 25% of total Match Funds
 - ² Identify Match Status as "Secured" or "Anticipated" and enter date of receipt of funds
 - ³ Operations & Maintenance Costs are not eligible for Grant funding and cannot exceed 50% of Match Funds

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b. Project Funding/Match Security:

Demonstrate that the grant request combined with the match will be sufficient to provide for successful completion of the Matching Grant Program project. Responses should correspond to the Project Cost information provided in the Project Tasks/Schedule Budget table above. *(Word Limit 200 (i, ii)).*

- i. Using the information provided in the table above, describe the specific project components that would be completed using the requested Ag + Open Space MGP funds, as well as the specific project components that would be completed using matching funds. Briefly, describe how these costs were estimated.

[Click here to enter text.](#)

- ii. Describe the status of all match funding identified in the Project Cost section above, including source of the match and whether the match is secured or pending (provide expected date). If operations and maintenance (O&M) costs have been identified as a match in the budget, describe the specific O&M activities included in the estimate and how the amount has been calculated. If volunteer services are included, describe the services, who will provide them and how the value of the services was derived. For in-kind contributions, describe how the value was derived.

[Click here to enter text.](#)

a. Long-Term Sustainability:

MGP projects are long-term community resource projects, ideally 30 years or more. Applicants will be evaluated based on project sustainability plan. *(Word Limit 200 each section,)*

1. Identify and describe the steps that you will take immediately following the project's acceptance into the Matching Grant Program.

[Click here to enter text.](#)

2. How will the project be maintained and operated long term? Please outline sustainability plan, partners, and long-term operation and maintenance funding plan.

[Click here to enter text.](#)

3. At times, Ag + Open Space may offer partial funding awards to MGP applicants. If awarded less than your funding request, are there components of the project that could still be completed? Please describe.

[Click here to enter text.](#)

SECTION 6. CHECKLIST AND SUPPORTING DOCUMENTATION

Please include the following supporting documentation in digital forms (as noted below), as applicable.

- Certified Authorizing Resolution from Governing Body.** A Sample Resolution is found in the [MGP Guidelines, Appendix A-3](#).
- Location Map.** Map must clearly indicate project site in relation to major geographic features (e.g., cities, major highways, roads) as well as nearby protected and public lands, if possible.
- Site Map.** Aerial image of project site with existing elements clearly marked (e.g., property boundary, access points, streets, waterways, existing structures, proposed improvements, project phases).
- Parcel Map** <https://common1.mptsweb.com/mbap/sonoma/asr>
With project parcel(s) highlighted.
- Photographs.** Please provide project .jpeg files of up to four 8 ½" x 11" pages of photos of the project site, reflecting its current condition and the surrounding area. Label photos with a one sentence description.
- Visual Depiction of Project.** **For all projects**, provide any **draft or final concept, master or management plans** completed for the project. At a minimum, provide a drawing showing proposed features identified in the **project budget**, estimation of percentage and description of impervious/hardscape surfaces.
- Title Report.** Provide a preliminary title report that covers all project parcels.
- Site Control: Improvement Projects: Legal Ownership.** provide property or legal interest-holder name and proof of ownership, such as a recorded easement or grant deed.
- Site Control: Acquisition Projects: Willing Seller Letter.** Submit documentation, such as a letter of intent or a purchase agreement, demonstrating the willingness of the landowner to negotiate the sale of the property to the applicant.
- Landowner Agreement.** If applicable, provide agreement between applicant and landowner (e.g., land tenure agreement, lease, memorandum of understanding). Refer to [MGP Guidelines](#) for specific content requirements for the agreement. If an agreement has not yet been executed, a signed letter by all parties indicating their intent to enter into such an agreement is acceptable at time of initial grant application.
- Operations and Maintenance.** If operations and maintenance will be performed by *an entity other than the applicant*, provide evidence that such entity has agreed to do so, such as through an operational agreement, letter of intent, or memorandum of understanding signed by all parties.
- Sub-leases or Agreements.** If applicable, provide a list of all other leases or agreements affecting the project property or the project's operation and maintenance.
- Appraisal or Other Identification of Value (electronic copy only).**
For **Acquisition projects**, provide a completed appraisal of the property conducted in accordance with the Ag + Open Space Appraisal Guidelines and Standards, see *Appendix A-9*. If an appraisal is not

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available at the time of application, applicant may submit other identification such as an opinion of value from an appraiser. Please explain the timeframe for securing an appraisal.

- Matching Funds Commitments.** Provide supporting documentation for all matching funds identified in the budget as committed or secured (max 1 page each). Examples of commitments include grant award letter, grant agreement, and letter of commitment.
- Permits/Approvals.** If applicable, provide list of permits/approvals obtained in connection with the project, and staff contact. Staff will verify permit status.
- Environmental Compliance.** Provide a copy for all documents that were filed pursuant to CEQA for this project (e.g., Notice of Exemption, Notice of Determination, Mitigated Negative Declaration, or Environmental Impact Report). If a document is lengthy (more than 2 pages) please provide a list and include the first page of each document in hard copy. Include documents in their entirety electronically.
- Nonprofit Organization Requirements.** Provide copies of the following:
1) evidence that the corporation is qualified under Section 501(c) (3) of the Internal Revenue Service Code; 2) Articles of Incorporation
- Community Support.** Provide letters of support, and other related documents from participating agencies, officials, and organizations and individuals.