



COMMUNITY SPACES MATCHING GRANT PROGRAM PRE-APPLICATION

The Matching Grant Program (MGP) Pre-Application's purpose is to:

- Establish relationships with applicants early in the application process to support the development of urban open space projects aligned with the Matching Grant Program goals;
- Determine project eligibility; and
- As needed, offer grant application Technical Assistance (TA) to project sponsors serving economically disadvantaged communities and who otherwise lack the resources required to submit a MGP full application.

Process

1. Prior to completing the Pre-Application, please review the **MGP Guidelines** for direction regarding eligible activities, funding, evaluation criteria, award pre-conditions, and compliance requirements
2. Please email MatchingGrant@sonoma-county.org with MGP project and application process questions.
3. Pre-Applications are accepted on a continuous, rolling basis. To be considered for MGP funding recommendations for the next funding recommendations, Pre-Applications must be received by < [REDACTED] >. Pre-Applications received after this date will be considered in the following funding recommendations.
4. **Complete Pre-Application and submit to MatchingGrant@sonoma-county.org.**
5. Once received, staff will review Pre-Applications for eligibility, project readiness, and determine next steps which may include:
 - a. Invitation to complete a Full Application;
 - b. Technical assistance completing the Full Application;
 - c. Discussion with project applicant regarding project eligibility and readiness;
 - d. Consideration of other opportunities if project is not eligible for MGP funding consideration.
6. Applicants will be contacted regarding project application status within one month of Pre-Application submittal.

A. CONTACT INFORMATION

1. **Applicant Organization:** (Public Agency, Nonprofit, Federally Registered Tribe)
2. **Contact Person/s:**
3. **Email:**
4. **Phone:**

B. PROJECT INFORMATION

1. **Project Name:**
2. **Project Type:** (Acquisition, Improvement, Combination)
3. **Specific Location:**
 - a. **Site Address:**
 - b. **Assessor's Parcel Number(s)** (see the Parcel Look-up map in the [MGP Web Map](#) or <https://common1.mptsweb.com/mbap/sonoma/asr>)

ATTACHMENT 5

4. **Urban Open Space:** Confirm project proximity within a half-mile of existing urban growth boundary, urban service area boundary, or census block with a population of greater than 100 (see the *Project Area* map in the [MGP Web Map](#)).
5. **Estimated MGP Funding Request:**
6. **Proposed Match:**
7. **Proposed Project Total Cost Estimate:**

Briefly describe total project costs and sources (known and pending). Please be specific about portion of the project that would be funded by MGP.

C. PROJECT OVERVIEW

1. **Briefly describe project.** (*Word Limit 250 words*)
 - a. **Primary Goals** - Outline the primary project goals for proposed MGP project
 - b. **Project Phase** – status of project and estimated projected start and completion dates; and include:
 - i. **Acquisition Projects** – willing seller status
 - ii. **Improvement Projects** – site control status
 - c. **Project Partners** – Include key project partners and respective roles
 - d. **Primary Eligible Activities** - Major tasks involved in the project (see *Guidelines Appendix A-3 Eligible Activities*)
 - e. **Public Access** – If the project includes *public access*, include brief description
 - f. **Community Need** – community role, organizations/tribes/partners, engagement, needs

2. **Authorization** (See *Guidelines Appendices* for Resolution Sample) (*Word limit 100 words*)

Please confirm (yes/no) you will be able to secure a resolution/letter from your governing body that includes:

 - a. Affirmation of applicant’s ability to complete project as presented;
 - b. Confirmation project is consistent with the jurisdiction’s general plan and zoning; and
 - c. Verification applicant has reviewed and will be compliant with all stated Matching Grant Agreement conditions including Conservation Easement and Recreation Covenant, as applicable.

C. CA ENVIRONMENTAL QUALITY ACT (CEQA) COMPLIANCE

Please provide current project status. CEQA review does not need to be complete to apply, but Ag + Open Space will need to review and approve CEQA documentation *prior* to Board of Directors' action on full application.

The proposed project.... (select appropriate answer below):

- Is not a project under CEQA. Briefly specify why:

- Is exempt. Provide CEQA exemption number and specify how the project meets exemption terms:

- Requires a Negative Declaration, Mitigated Negative Declaration, or Environmental Impact Report. Specify the lead CEQA agency (the agency preparing the document) and the (expected) completion date:

- We don't know the answer to this question and need help determining what CEQA review is required.

D. STATEMENT OF MATCH COMMITMENT

Please confirm (**yes/no**) if project applicant will be able to meet the **Match** requirements (50%)?

Variance Request: (word limit 100 max)

If your organization is not able to meet the match requirement and the proposed project serves an economically disadvantaged community, please describe the reason, and if you intend to request a match variance.

E. ORGANIZATION FISCAL SOLVENCY (100 WORD LIMIT)

Attach most recent annual audit, or if your organization does not conduct audits, please provide an end of fiscal year financial statement. Briefly provide any needed descriptions below.

F. TECHNICAL ASSISTANCE FOR FULL APPLICATIONS (200 WORD LIMIT)

Technical Assistance is available to applicants with a proposed project that will serve an economically disadvantaged community. Technical Assistance services up to \$15,000 in value may include but are not limited to preliminary project design, planning, site assessment, application coaching and review, mapping/GIS, CEQA and permitting guidance, and real estate support. If desired, please complete information below:

1. Need for technical assistance:

2. Economically disadvantaged community served (see the *Economically Disadvantaged Communities* map in the [MGP Web Map](#)): Please note census tract.

3. Specific technical assistance tasks requested: