

# County of Sonoma

Clerk of the Board Use Only

Meeting Date

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## Agenda Item

Agenda Item No:

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## Summary Report

Department: Sonoma County Agricultural Preservation and Open Space District

( ) 4/5 Vote Required

Contact: Misti Arias,  
DeAnna Kamber

Phone:  
(707) 565-7360

Board Date:  
8/11/09

Deadline for Board Action:

### Agenda Short Title:

Update of the Matching Grant Program Guidelines and Application

### REQUESTED BOARD ACTION:

Resolution approving an update of the Matching Grant Program Guidelines and Application

### CURRENT YEAR FINANCIAL IMPACT

#### EXPENDITURES

#### SOURCE OF ADDITIONAL FUNDS REQUESTED

|                       |    |        |                        |    |        |
|-----------------------|----|--------|------------------------|----|--------|
| Estimated Cost        | \$ | 000.00 | Contingencies          | \$ | 000.00 |
|                       |    |        | (Fund Name: )          |    |        |
| Amount Budgeted       | \$ | 000.00 | Unanticipated Revenue  | \$ | 000.00 |
|                       |    |        | (Sources: )            |    |        |
| Other Avail. Approp.  |    |        | Other Transfer(s)      | \$ | 000.00 |
| (Explain below)       |    | 0.00   | Total Source of Funds: | \$ | 0.00   |
| Additional Requested: | \$ |        |                        |    |        |

Explanation (if required):

### Prior Board Action(s)

On February 6, 2007, by Resolution No. 07-0110, the District Board of Directors approved an update of the Matching Grant Program.

### Alternatives - Results of Non-Approval:

Implementation of the 2009 revisions to Matching Grant Program will be postponed.

**Background:**

*Note: Notice of Exemption is on file with the Clerk of the Board.*

The District has administered a Matching Grant Program (MGP) in accordance with the voter-approved Expenditure Plan since creation of the District in 1990. The MGP provides funding for land acquisition, development of recreational amenities, and restoration of open space within or near urban areas. The District has provided funding for 19 projects under the MGP, including Prince Memorial Gateway, Windsor Town Green, Cloverdale River Park and Petaluma Marsh projects.

In February 2007, the Board approved an update to the MGP, which included refinements to the program documents as well as other program components. This previous update established an annual application process that commences with a workshop to provide better efficiency and effectiveness in evaluating projects. The District has since administered the MGP as updated.

The District is now proposing revisions to the MGP guidelines and application. The proposed revisions respond to common questions asked by program applicants; guide the application process; provide better clarity for project implementation; and outline the program requirements in more detail, including the grant agreement, the conservation easement, and the appraisal process.

The draft revised guidelines and application documents were presented to the Citizens Advisory Committee for review at its May 2009 meeting; subsequently considered by the Urban Open Space Subcommittee; and approved by the full committee at its June 2009 meeting. Additionally, the proposed revisions have been reviewed by District Counsel to ensure their conformance with the Expenditure Plan.

**Summary of Proposed Revisions**

In general, the proposed revisions to the MGP guidelines and application are intended to ensure project readiness to achieve successful completion. The revisions also ensure better leverage of the District's funding. Key components of the proposed revisions include:

- *The funding match should be no less than a one-to-one ratio.* This new requirement defines and formalizes the amount of match the District will require of applicants applying under the program. The requirement has been relatively consistent with the criteria the District has used in project selection. It will allow applicants to use cash and non-cash contributions, including in-kind services, donations, grants, and long-term operations and maintenance costs for their match obligation.
- *No more than 50 percent of the funding match can be associated with operations and maintenance of the project into the future.* This is a new requirement to the guidelines. By limiting the amount of operations and maintenance costs allowed as a match, it is the District's intent to ensure that applicants have taken into consideration the total costs of project implementation, and that they have a demonstrated ability to afford completion of the project within a reasonable timeframe, and with funds available to do so.
- *For most projects, development improvements that result in an impervious surface will be limited to a specific percentage of the project site.* This defines and formalizes limits on intensive structural improvements in order to ensure protection of open space.
- *Certain recreational improvements will not be considered for funding.* The District will continue to consider projects that include intensive recreational improvements, however, those specific improvements will not be eligible for funding by the District.
- *Acquisition projects will require that the property be purchased within two years of the initial Board of Directors' recommendation of the project.* This minor revision assures the timeliness of the land acquisition transactions by establishing a timeframe in which grant funds must be expended.

**Recommendation**

The District's Interim General Manager recommends that the Board of Directors approve the revised guidelines and application for the Matching Grant Program.

**Attachments:**

1. Resolution
2. Revised Matching Grant Program Guidelines and Application

**On File With Clerk:**

Notice of Exemption

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**Board Action (If other than "Requested")**

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**Vote:**