

THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS  
ACTION AGENDA SUMMARY

DEPT: Parks and Recreation

BOARD AGENDA # \*B-7

Urgent

Routine

AGENDA DATE October 1, 2013

CEO Concurs with Recommendation YES  NO

4/5 Vote Required YES  NO

(Information Attached)

SUBJECT:

Approval to Accept Funding in the Amount of \$317,311 for Fiscal Year 2013-2014 from the State of California Department of Parks and Recreation, Off-Highway Motor Vehicle Recreation Division Grants and Cooperative Agreements Program for Operations and Maintenance at Frank Raines and La Grange Regional Parks

STAFF RECOMMENDATIONS:

1. Authorize the Director of Parks and Recreation, or designee, to accept funding in the amount of \$317,311 from the State of California Department of Parks and Recreation, Off-Highway Motor Vehicle Recreation Division for ground operations at the Off-Highway Vehicle Areas of Frank Raines Regional Park and La Grange Regional Park.
2. Authorize the Director of Parks and Recreation, or designee, to sign and administer the State of California Department of Parks and Recreation, Off-Highway Motor Vehicle Recreation Division Grants and Cooperative Agreements Program for the project performance period from July 8, 2013 through July 7, 2014.

(Continued on Page 2)

FISCAL IMPACT:

The Department of Parks and Recreation has been awarded grant funding in the amount of \$91,517 for ground operations at La Grange Regional Park Off-Highway Vehicle Area and \$225,794 for ground operations at Frank Raines Regional Park Off-Highway Vehicle Area. The total award is \$317,311 for Fiscal Year 2013-2014.

The grant required a minimum of 25% matching funds; however, the decision was made by the Department to include a match slightly higher than 25% for both Frank Raines (Continued on Page 2)

BOARD ACTION AS FOLLOWS:

No. 2013-489

On motion of Supervisor Withrow, Seconded by Supervisor O'Brien  
and approved by the following vote,

Ayes: Supervisors: O'Brien, Withrow, Monteith, De Martini and Chairman Chiesa

Noes: Supervisors: None

Excused or Absent: Supervisors: None

Abstaining: Supervisor: None

- 1)  Approved as recommended
- 2)  Denied
- 3)  Approved as amended
- 4)  Other:

MOTION:

*Christine Ferraro*

ATTEST:

CHRISTINE FERRARO TALLMAN, Clerk

File No.

Approval to Accept Funding in the Amount of \$317,311 for Fiscal Year 2013-2014 from the State of California Department of Parks and Recreation, Off-Highway Motor Vehicle Recreation Division Grants and Cooperative Agreements Program for Operations and Maintenance at Frank Raines and La Grange Regional Parks

**STAFF RECOMMENDATIONS: (Continued)**

3. Direct the Auditor-Controller to increase appropriations and revenue as detailed on the attached budget journal Fiscal Year 2013-2014.

**FISCAL IMPACT: (Continued)**

and La Grange so the County could earn additional points in the competitive grant scoring process. The match requirement of \$82,501 will be met with off-highway vehicle revenue, and green sticker in-lieu of revenue. Revenue and expenses will be carefully tracked in the Off-Highway Vehicle Fund budget to appropriately reflect revenue and expenditures for services at the off-highway vehicle areas. State funds reimburse the Department for off-highway vehicle expenses and the Parks and Recreation General Fund is reimbursed for staff costs related to the Off-Highway Vehicle Program.

The Department requests that a budget for estimated revenue and appropriations be created to establish the Parks and Recreation Off-Highway Vehicle Fund budget for Fiscal Year 2013-2014. In the Fiscal Year 2013-2014 Adopted Proposed Budget, the Department indicated that it would return to the Board to establish the budget for the Off-Highway Vehicle Fund upon final notification of the grant award and amount. Estimated revenue from the grant, green sticker in-lieu of fees, and entrance fees are budgeted in the Off-Highway Vehicle Fund budget. The Department anticipates a return to fund balance in the amount of \$47,081 in Fiscal Year 2013-2014 as a result of estimated revenue being more than projected expenditures. The available fund balance as of July 1, 2013 is \$343,335.

**DISCUSSION:**

The State of California Resources Agency, Department of Parks and Recreation, Off-Highway Motor Vehicle Recreation Division, Grants and Cooperative Agreements Program, administers Operations and Maintenance grants to cities, counties, and other governmental or non-profit organizations that provide facilities relating to off-highway vehicle (OHV) activities. An OHV is defined in the California Vehicle Code as a motorcycle, snowmobile, all-terrain vehicle, jeep, sand buggy or dune buggy, and any street licensed motor vehicle being used off-highway. The Off-Highway Motor Vehicle Recreation Act of 2003 authorizes the allocation of grant funds for the purpose of establishing, maintaining, managing, and rehabilitating OHV areas, trails, and facilities in California.

Individuals and several off-road vehicle enthusiast groups enjoy both these OHV areas of La Grange and Frank Raines Regional Parks including, but not limited to: Over the Hill Gang, Central Coast RUTS, Modesto 4-Wheel Drive, California Motor Cross Association, California Outdoor Recreation Vehicle Association, East Bay High Tailers,

Approval to Accept Funding in the Amount of \$317,311 for Fiscal Year 2013-2014 from the State of California Department of Parks and Recreation, Off-Highway Motor Vehicle Recreation Division Grants and Cooperative Agreements Program for Operations and Maintenance at Frank Raines and La Grange Regional Parks

American Motocross Promotions, Mutant Motor Sports, Merced Dirt Riders, and the Escarabajo Buggy Club.

On November 6, 2012, the Board of Supervisors authorized the Director of Parks and Recreation, or designee, to apply for a grant in the amount of \$440,000 from the California Resources Agency, OHV Division, Grants and Cooperative Agreements Program for Operations and Maintenance for the Off-Highway Vehicle Areas of Frank Raines and La Grange Regional Park. Staff recently received notification of the successful award of this grant in the amount of \$317,311. La Grange Off-Highway Vehicle Area was awarded a ground operations grant in the amount of \$91,517 (Attachment A) and Frank Raines Off-Highway Vehicle Area was awarded the same type of grant in the amount of \$225,794 (Attachment B). The decision to request a lesser amount was made after a pre-grant meeting when the grantees were given specific instructions to pare down requests due to limited funding. The original request was \$255,794 for Frank Raines and \$91,994 for La Grange, with a total request of \$317,788. The difference of \$477 came from an adjustment made to the indirect costs line item in the La Grange application.

The Off-Highway Vehicle Fund budget is used to track expenses and meet the grant's match requirements. Stanislaus County provides General Fund contributions in the amount of \$577,000 for law enforcement for the entire parks department which includes both of these regional facilities. Revenue is generated from fees collected for camping, dogs, horses, recreation hall use, OHV use, exclusive use, and contract agreements. The facilities generate approximately \$134,745 in revenue annually, which supports the maintenance and operations of these facilities.

Funding is used for a wide range of projects for both La Grange and Frank Raines Regional Parks. Projects include but are not limited to fencing repair and maintenance, signage, labor, purchasing office supplies and small equipment, equipment rentals, water system testing and maintenance, utilities, and administrative overhead.

**POLICY ISSUE:**

Approval of these actions supports the Boards' priorities of Effective Partnerships, A Well Planned Infrastructure System, A Healthy Community, and the Efficient Delivery of Public Services by providing special recreation facilities to County residents and visitors through partnerships with organizations that provide grant funding resources for maintenance and operations of park lands and facilities.

**STAFFING IMPACTS:**

The recommended action will fund 74% of 1 FTE and extra-help staff time of approximately 6,900 hours between the two parks for Fiscal Year 2013-2014.

Approval to Accept Funding in the Amount of \$317,311 for Fiscal Year 2013-2014 from the State of California Department of Parks and Recreation, Off-Highway Motor Vehicle Recreation Division Grants and Cooperative Agreements Program for Operations and Maintenance at Frank Raines and La Grange Regional Parks

**CONTACT PERSON:**

Jami Aggers, Director of Parks and Recreation Telephone: 209-525-6770

**PROJECT AGREEMENT**

PROJECT AGREEMENT NUMBER: G12-03-20-G02      PROJECT TYPE: Ground Operations

GRANTEE: Stanislaus County Parks and Recreation Department

PROJECT TITLE: Ground Operations - La Grange

PROJECT PERFORMANCE PERIOD: FROM 07/08/2013 THROUGH 07/07/2014

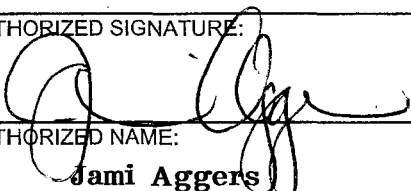
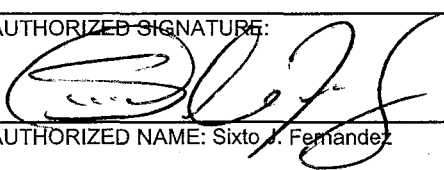
MAXIMUM AMOUNT PAYABLE SHALL NOT EXCEED \$91,517.00 (Ninety One Thousand Five Hundred Seventeen and 00/100)

THIS PROJECT AGREEMENT is made and entered into, by and between the State of California, acting by and through the Department of Parks and Recreation, Off-Highway Motor Vehicle Recreation Division and Grantee.

The Grantee agrees to complete the project as described in the Project Description. The Grantee's Application, the Off-Highway Motor Vehicle Act of 2003 and the California Code of Regulations, Division 3, Chapter 15, Sections 4970-4970.26 are hereby incorporated into this agreement by reference.

The parties hereto agree to comply with the terms and conditions of the following attachments which by reference are made a part of the Project Agreement.

- ATTACHMENT 1 - PROJECT COST ESTIMATE
- ATTACHMENT 2 - GENERAL PROVISIONS

| GRANTEE  | STATE OF CALIFORNIA   |
|--|---|
| AUTHORIZED SIGNATURE:<br> | AUTHORIZED SIGNATURE:<br> |
| AUTHORIZED NAME:<br><b>Jami Aggers</b>   | AUTHORIZED NAME: Sixto J. Fernandez   |
| TITLE: <b>Director</b>   | TITLE: Grants Manager   |
| DATE: <b>10-2-2013</b>   | DATE: <b>11-8-13</b>  |


**CERTIFICATION OF FUNDING (FOR STATE USE ONLY)**

|                                |                     |                   |                               |   |  |
|--------------------------------|---------------------|-------------------|-------------------------------|---|--|
| CONTRACT NUMBER:<br>C32-20-030 |                     | VENDOR NUMBER:    |                               | FUND:<br>Off-Highway Vehicle Trust Fund |  |
| INDEX:<br>1550                 | OBJECT CODE:<br>702 | PCA:<br>62669     | CONTRACT AMOUNT:<br>91,517.00 | APPROPRIATION:<br>Local Assistance      |  |
| ITEM:<br>3790-101-0263         |                     | CHAPTER:<br>20/13 | STATUTE:<br>2013              | FISCAL YEAR:<br>2013/2014               |  |

I hereby certify upon my own personal knowledge that budgeted funds are available for this encumbrance.

SIGNATURE OF DPR ACCOUNTING OFFICER:

DATE:



**11/25/13**

**ATTACHMENT 1**

**Project Cost Estimate for Grants and Cooperative Agreements Program - 2012/2013  
Agency: Stanislaus County Parks and Recreation Department  
Application: Ground Operations - La Grange**

|                              |  |   |               |
|------------------------------|--|---|---------------|
| <b>APPLICANT NAME :</b>      | Stanislaus County Parks and Recreation Department  |   |               |
| <b>PROJECT TITLE :</b>       | Ground Operations - La Grange  | <b>PROJECT NUMBER (Division use only) :</b> | G12-03-20-G02 |
| <b>PROJECT TYPE :</b>        | <input type="checkbox"/> Acquisition <input type="checkbox"/> Development <input type="checkbox"/> Education & Safety <input checked="" type="checkbox"/> Ground Operations<br><input type="checkbox"/> Law Enforcement <input type="checkbox"/> Planning <input type="checkbox"/> Restoration   |   |               |
| <b>PROJECT DESCRIPTION :</b> | <p>The project consists of OHV-related ground operations within the jurisdiction of the Stanislaus County La Grange Off-Highway Vehicle Park. Activities include, but are not limited to: maintenance of support facilities, sign repair and/or replacement, water system maintenance and testing, volunteer support, fencing repairs, trash collection, and restroom cleaning. This agreement provides for support of personnel; contracts for heavy equipment and an operator; and equipment use expenses.</p> <p>The project will include activities to conform to the Stanislaus County Parks and Recreation Department soils conservation plan. A soils conservation standard compliance report shall be provided to the OHMVR Division at the conclusion of this project as part of the closing documents.</p> <p>The grantee is required to provide a minimum of 26% of the total project cost in matching funds.</p> |   |               |

| Line Item  | Qty     | Rate   | UOM | Grant Req. | Match    | Total     |
|--|---------|--------|-----|------------|----------|-----------|
| <b>DIRECT EXPENSES</b>   |         |        |     |            |          |           |
| <b>Program Expenses</b>  |         |        |     |            |          |           |
| <b>1 Staff</b>   |         |        |     |            |          |           |
| Park Manager/Supervisor<br>Notes : Last year we had a total of 700 hours for this position. We reduced the position by 200 hours for this year's grant for indirect costs, to adequately reflect what the position would be accomplishing on the ground. I have also rewritten the paragraph below to better reflect the duties of the Park Manager. | 500.000 | 61.960 | HRS | 25,125.00  | 5,855.00 | 30,980.00 |

**ATTACHMENT 1**

**Project Cost Estimate for Grants and Cooperative Agreements Program - 2012/2013  
Agency: Stanislaus County Parks and Recreation Department  
Application: Ground Operations - La Grange**

| Line Item   | Qty      | Rate   | UOM | Grant Req. | Match     | Total     |
|---|----------|--------|-----|------------|-----------|-----------|
| <p>The Park Manager is responsible for the management of the park. This position could also be called a "working" supervisor. Due to the limited number of people in the department, his duties include but are not limited to the following: project supervision of maintenance, training, building fences, oversees volunteers, trail maintenance, soil conservation, and ordering of parts and supplies.</p> |          |        |     |            |           |           |
| <p>Park Maintenance Worker<br/>Notes : Senior Maintenance Worker, Parks Maintenance Worker II/III-<br/>Responsible for operations and maintenance of the campground and OHV area. This position is responsible for entrance station operations, water system maintenance, project management, as well as the instruction and training of seasonal maintenance workers, ect.</p>                                 | 150.000  | 46.230 | HRS | 5,131.00   | 1,803.00  | 6,934.00  |
| <p>Seasonal Maintenance Worker<br/>Notes : Seasonal Maintenance Worker -<br/>Performs and or assists</p>  | 3152.000 | 15.000 | HRS | 34,987.00  | 12,293.00 | 47,280.00 |

**ATTACHMENT 1**

**Project Cost Estimate for Grants and Cooperative Agreements Program - 2012/2013  
Agency: Stanislaus County Parks and Recreation Department  
Application: Ground Operations - La Grange**

| Line Item   | Qty     | Rate     | UOM | Grant Req. | Match     | Total     |
|---|---------|----------|-----|------------|-----------|-----------|
| with all aspects of campground and OHV operations and maintenance, ie: runs the entrance station, field collects user fees, cleans restrooms, empties trash, installs fencing, performs trail repair/maintenance, ect.<br><br>Normally, we hire three to four seasonal workers to help with maintenance and fee collection. Due to new government regulations regarding health care this number could be increased by one or two. |         |          |     |            |           |           |
| Volunteer<br>Notes : Volunteers explain park rules and regulations and provide information and maps as needed. They also assist with fee collection and park and trail maintenance.   | 200.000 | 15.000   | HRS | 0.00       | 3,000.00  | 3,000.00  |
| <b>Total for Staff</b>  |         |          |     | 65,243.00  | 22,951.00 | 88,194.00 |
| <b>2 Contracts</b>  |         |          |     |            |           |           |
| Heavy Equipment and Operator<br>Notes : We utilize heavy equipment and an operator to do track and trail maintenance around the winter holidays. This allows staff to focus on other maintenance issues during that time.   | 1.000   | 9000.000 | YR  | 6,660.00   | 2,340.00  | 9,000.00  |
| <b>3 Materials / Supplies</b>   |         |          |     |            |           |           |



**ATTACHMENT 1**

**Project Cost Estimate for Grants and Cooperative Agreements Program - 2012/2013  
Agency: Stanislaus County Parks and Recreation Department  
Application: Ground Operations - La Grange**

| Line Item   | Qty   | Rate     | UOM | Grant Req. | Match    | Total    |
|---|-------|----------|-----|------------|----------|----------|
| Fencing Supplies<br>Notes : We will be purchasing supplies to repair damaged fencing and gates.   | 1.000 | 1500.000 | YR  | 1,110.00   | 390.00   | 1,500.00 |
| Signage<br>Notes : We plan on replacing damaged or missing OHV Park signs.  | 1.000 | 500.000  | YR  | 370.00     | 130.00   | 500.00   |
| Structures, Grounds & Maintenance<br>Notes : This line item includes supplies and maintenance costs for the OHV Park. The following are some of those maintenance costs:<br>We purchase janitorial supplies such as: toilet paper and holders, rubber gloves, brooms, squeegees, hoses, and disinfectant sprayers. Other supplies include paint, pesticides such as wasp spray, hardware such as nuts, bolts, pad locks, nails and lumber. Maintenance costs include drip and sprinkler irrigation and plumbing repair parts, light bulbs, ballasts, electrical repair parts, carpentry, sewer, electrical or well repairs. Small tools such as shovels, rakes, litter sticks, hammers, drills and bits. We also purchase other items that are necessary to | 1.000 | 5000.000 | YR  | 3,700.00   | 1,300.00 | 5,000.00 |

**ATTACHMENT 1**

**Project Cost Estimate for Grants and Cooperative Agreements Program - 2012/2013  
Agency: Stanislaus County Parks and Recreation Department  
Application: Ground Operations - La Grange**

|                                       | <b>Line Item</b>  | <b>Qty</b> | <b>Rate</b> | <b>UOM</b> | <b>Grant Req.</b> | <b>Match</b> | <b>Total</b> |
|---------------------------------------|---|------------|-------------|------------|-------------------|--------------|--------------|
|                                       | maintain the La Grange OHV Park.  |            |             |            |                   |              |              |
|                                       | Water System Testing, Fees, & Supp<br>Notes : We are required by the state to test the OHV Parks drinking water quartely for bacteria and annually for nitrates.  | 1.000      | 150.000     | YR         | 111.00            | 39.00        | 150.00       |
| <b>Total for Materials / Supplies</b> |   |            |             |            | 5,291.00          | 1,859.00     | 7,150.00     |
| <b>4</b>                              | <b>Equipment Use Expenses</b>   |            |             |            |                   |              |              |
|                                       | Equipment Maintenance<br>Notes : Equipment maintenance includes: fuel and minor maintenance cost associated with our off-road equipment and power tools. Vehicle maintenance based on actual OHV mileage use is also included for the 6-8 pickup trucks used for OHV maintenance and entrance station operations. | 1.000      | 7000.000    | YR         | 5,180.00          | 1,820.00     | 7,000.00     |
| <b>5</b>                              | <b>Equipment Purchases</b>  |            |             |            |                   |              |              |
| <b>6</b>                              | <b>Others</b>   |            |             |            |                   |              |              |
| <b>Total Program Expenses</b>         |   |            |             |            | 82,374.00         | 28,970.00    | 111,344.00   |
| <b>TOTAL DIRECT EXPENSES</b>          |   |            |             |            | 82,374.00         | 28,970.00    | 111,344.00   |
| <b>INDIRECT EXPENSES</b>              |   |            |             |            |                   |              |              |
| <b>Indirect Costs</b>                 |   |            |             |            |                   |              |              |
| <b>1</b>                              | <b>Indirect Costs</b>   |            |             |            |                   |              |              |
|                                       | Indirect Costs- Administrative Overhead<br>Notes : Administrative expenses are included in indirect costs as well as  | 1.000      | 12356.000   | YR         | 9,143.00          | 3,213.00     | 12,356.00    |

**ATTACHMENT 1**

**Project Cost Estimate for Grants and Cooperative Agreements Program - 2012/2013  
 Agency: Stanislaus County Parks and Recreation Department  
 Application: Ground Operations - La Grange**

| Line Item  | Qty | Rate | UOM | Grant Req.       | Match            | Total             |
|--|-----|------|-----|------------------|------------------|-------------------|
| costs such as utilities, cell phones, garbage collection, Portable toilet service, office supplies, credit card processing, and internet connection. |     |      |     |                  |                  |                   |
| <b>Total Indirect Costs</b>  |     |      |     | 9,143.00         | 3,213.00         | 12,356.00         |
| <b>TOTAL INDIRECT EXPENSES</b>   |     |      |     | 9,143.00         | 3,213.00         | 12,356.00         |
| <b>TOTAL EXPENDITURES</b>  |     |      |     | <b>91,517.00</b> | <b>32,183.00</b> | <b>123,700.00</b> |
| <b>TOTAL PROJECT AWARD</b>   |     |      |     | <b>91,517.00</b> |                  |                   |

**PROJECT AGREEMENT**

PROJECT AGREEMENT NUMBER: G12-03-20-G01      PROJECT TYPE: Ground Operations

GRANTEE: Stanislaus County Parks and Recreation Department

PROJECT TITLE: Ground Operations - Frank Raines

PROJECT PERFORMANCE PERIOD: FROM 07/08/2013 THROUGH 07/07/2014

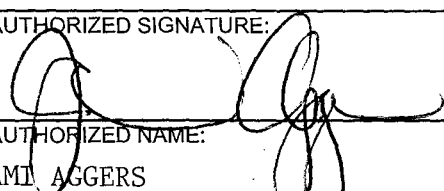
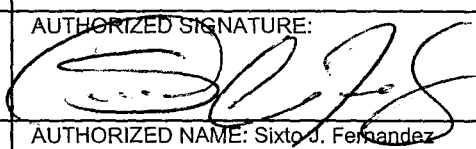
MAXIMUM AMOUNT PAYABLE SHALL NOT EXCEED \$225,794.00 (Two Hundred Twenty Five Thousand Seven Hundred Ninety Four and 00/100)

THIS PROJECT AGREEMENT is made and entered into, by and between the State of California, acting by and through the Department of Parks and Recreation, Off-Highway Motor Vehicle Recreation Division and Grantee.

The Grantee agrees to complete the project as described in the Project Description. The Grantee's Application, the Off-Highway Motor Vehicle Act of 2003 and the California Code of Regulations, Division 3, Chapter 15, Sections 4970-4970.26 are hereby incorporated into this agreement by reference.

The parties hereto agree to comply with the terms and conditions of the following attachments which by reference are made a part of the Project Agreement.

- ATTACHMENT 1 - PROJECT COST ESTIMATE
- ATTACHMENT 2 - GENERAL PROVISIONS

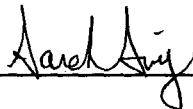
|  |   |
|--|---|
| <b>GRANTEE</b>   | <b>STATE OF CALIFORNIA</b>  |
| AUTHORIZED SIGNATURE:<br> | AUTHORIZED SIGNATURE:<br> |
| AUTHORIZED NAME:<br>JAMI AGGERS  | AUTHORIZED NAME: Sixto J. Fernandez   |
| TITLE: DIRECTOR  | TITLE: Grants Manager   |
| DATE: 10-2-2013  | DATE: 11-8-13   |

| CERTIFICATION OF FUNDING (FOR STATE USE ONLY) |                     |                  |                                |   |
|---|---------------------|------------------|--------------------------------|---|
| CONTRACT NUMBER:<br>C32-20-031                |                     | VENDOR NUMBER:   |                                | FUND:<br>Off-Highway Vehicle Trust Fund |
| INDEX:<br>1550                                | OBJECT CODE:<br>702 | PCA:<br>62669    | CONTRACT AMOUNT:<br>225,794.00 | APPROPRIATION:<br>Local Assistance      |
| ITEM:<br>3790-101-0263                        | CHAPTER:<br>20/13   | STATUTE:<br>2013 | FISCAL YEAR:<br>2013/2014      |   |

I hereby certify upon my own personal knowledge that budgeted funds are available for this encumbrance.

SIGNATURE OF DPR ACCOUNTING OFFICER:

DATE:



11/25/13

**Grantee**

**ATTACHMENT 1**

**Project Cost Estimate for Grants and Cooperative Agreements Program - 2012/2013  
Agency: Stanislaus County Parks and Recreation Department  
Application: Ground Operations - Frank Raines**

|                              |   |   |               |
|------------------------------|---|---|---------------|
| <b>APPLICANT NAME :</b>      | Stanislaus County Parks and Recreation Department   |   |               |
| <b>PROJECT TITLE :</b>       | Ground Operations - Frank Raines  | <b>PROJECT NUMBER (Division use only) :</b> | G12-03-20-G01 |
| <b>PROJECT TYPE :</b>        | <input type="checkbox"/> Acquisition <input type="checkbox"/> Development <input type="checkbox"/> Education & Safety <input checked="" type="checkbox"/> Ground Operations<br><input type="checkbox"/> Law Enforcement <input type="checkbox"/> Planning <input type="checkbox"/> Restoration  |   |               |
| <b>PROJECT DESCRIPTION :</b> | <p>The project consists of OHV-related ground operations within the jurisdiction of the Stanislaus County Frank Raines Off-Highway Vehicle Park. Activities include, but are not limited to: maintenance of support facilities, water system maintenance and testing, fee collection, sign repair and/or replacement, volunteer support, fencing supplies and restroom cleaning. This agreement provides for staff costs; training; and equipment use expenses.</p> <p>The project will include activities to conform to the Stanislaus County Parks and Recreation Department soils conservation plan. A soils conservation standard compliance report shall be provided to the OHMVR Division at the conclusion of this project as part of the closing documents.</p> <p>The grantee is required to provide a minimum of 26% of the total project cost in matching funds.</p> |   |               |

| Line Item  | Qty      | Rate     | UOM | Grant Req. | Match     | Total      |
|--|----------|----------|-----|------------|-----------|------------|
| <b>DIRECT EXPENSES</b>   |          |          |     |            |           |            |
| <b>Program Expenses</b>  |          |          |     |            |           |            |
| <b>1 Staff</b>   |          |          |     |            |           |            |
| Senior Maintenance Worker  | 2080.000 | 49.250   | HRS | 98,440.00  | 4,000.00  | 102,440.00 |
| Seasonal Maintenance Worker  | 6240.000 | 15.000   | HRS | 69,264.00  | 24,336.00 | 93,600.00  |
| Volunteer  | 2080.000 | 15.000   | HRS | 0.00       | 31,200.00 | 31,200.00  |
| <b>Total for Staff</b>   |          |          |     | 167,704.00 | 59,536.00 | 227,240.00 |
| <b>2 Contracts</b>   |          |          |     |            |           |            |
| Toilet pumping   | 1.000    | 1000.000 | YR  | 740.00     | 260.00    | 1,000.00   |
| <b>3 Materials / Supplies</b>  |          |          |     |            |           |            |
| Maintenance Supplies<br>Notes : Materials and supplies for Frank Raines OHV Park include: small tools like saws, blades, chain | 8000.000 | 1.000    | YR  | 5,920.00   | 2,080.00  | 8,000.00   |

**ATTACHMENT 1**

**Project Cost Estimate for Grants and Cooperative Agreements Program - 2012/2013  
Agency: Stanislaus County Parks and Recreation Department  
Application: Ground Operations - Frank Raines**

| Line Item   | Qty      | Rate  | UOM | Grant Req.       | Match           | Total            |
|---|----------|-------|-----|------------------|-----------------|------------------|
| saws, hammers, wrenches, rakes and shovels, maintenance parts for tools on hand<br>Supplies also include string for weed eaters, irrigation supplies, painting supplies, paint, supplies to cover graffiti, breakers, plugs for pedestals, valves for water distribution system   |          |       |     |                  |                 |                  |
| Janitorial  | 500.000  | 1.000 | YR  | 370.00           | 130.00          | 500.00           |
| Signs   | 1000.000 | 1.000 | YR  | 740.00           | 260.00          | 1,000.00         |
| Water System Maintenance<br>Notes : Water System Maintenance includes: chlorine for water treatment, chlorine pump, water pump, electrical panel, filters, turbidity meters, lenses, and fluids.<br><br>We are working an OHV Development Grant that will build a Water Filtration Plant that will need additional maintenance on items yet to be determined. | 3000.000 | 1.000 | YR  | 2,220.00         | 780.00          | 3,000.00         |
| Fencing Supplies  | 5000.000 | 1.000 | YR  | 3,700.00         | 1,300.00        | 5,000.00         |
| <b>Total for Materials / Supplies</b>   |          |       |     | <b>12,950.00</b> | <b>4,550.00</b> | <b>17,500.00</b> |
| <b>4 Equipment Use Expenses</b>   |          |       |     |                  |                 |                  |
| Equipment Rental<br>Notes : Rent attachments for backhoe (Auger for fencing projects-\$350.00 a month, Dozer for -  | 4000.000 | 1.000 | YR  | 2,960.00         | 1,040.00        | 4,000.00         |

**ATTACHMENT 1**

**Project Cost Estimate for Grants and Cooperative Agreements Program - 2012/2013  
Agency: Stanislaus County Parks and Recreation Department  
Application: Ground Operations - Frank Raines**

| Line Item   | Qty      | Rate   | UOM | Grant Req. | Match    | Total     |
|---|----------|--------|-----|------------|----------|-----------|
| \$4,000 a month for trail maintenance)  |          |        |     |            |          |           |
| Vehicle Use<br>Notes : The County has (3) 4x4 trucks - OHV vehicles. In order to maintain these vehicles it takes; oil changes, tire changes, full service scheduled maintenance, drive train related repairs. This amount also would help pay for fuel to transport employees and equipment in the course of their operations and maintenance of the park. | 2000.000 | 12.000 | YR  | 17,760.00  | 6,240.00 | 24,000.00 |
| UTV/ATV Maintenance<br>Notes : Perform annual maintenance and any needed repairs on (1) ATV and (1) UTV. This includes but is not limited to: tires, drive train repairs, brakes, standard maintenance like oils and fluid changes.   | 500.000  | 1.000  | YR  | 370.00     | 130.00   | 500.00    |
| <b>Total for Equipment Use Expenses</b>   |          |        |     | 21,090.00  | 7,410.00 | 28,500.00 |
| <b>5 Equipment Purchases</b>  |          |        |     |            |          |           |
| <b>6 Others</b>   |          |        |     |            |          |           |
| Training<br>Notes : Training includes: continuing education for water treatment, certified applicators for use of pesticides and herbicides, 4x4/ATV OHV training, and any other specialty  | 1500.000 | 1.000  | YR  | 1,110.00   | 390.00   | 1,500.00  |

**ATTACHMENT 1**

**Project Cost Estimate for Grants and Cooperative Agreements Program - 2012/2013  
 Agency: Stanislaus County Parks and Recreation Department  
 Application: Ground Operations - Frank Raines**

|                                | Line Item   | Qty           | Rate  | UOM | Grant Req.        | Match            | Total             |
|--------------------------------|---|---------------|-------|-----|-------------------|------------------|-------------------|
|                                | equipment like the 410 backhoe purchased in last year's grant.  |               |       |     |                   |                  |                   |
| <b>Total Program Expenses</b>  |   |               |       |     | 203,594.00        | 72,146.00        | 275,740.00        |
| <b>TOTAL DIRECT EXPENSES</b>   |   |               |       |     | 203,594.00        | 72,146.00        | 275,740.00        |
| <b>INDIRECT EXPENSES</b>       |   |               |       |     |                   |                  |                   |
| <b>Indirect Costs</b>          |   |               |       |     |                   |                  |                   |
| <b>1</b>                       | <b>Indirect Costs</b>   |               |       |     |                   |                  |                   |
|                                | Indirect Costs-<br>Management, Utilities,<br>Ad<br>Notes : Included in these<br>costs are the following:<br>Administration<br>Accounting<br>Management<br>Utilities<br>Telephone bills<br>postage | 30000.00<br>0 | 1.000 | YR  | 22,200.00         | 7,800.00         | 30,000.00         |
| <b>Total Indirect Costs</b>    |   |               |       |     | 22,200.00         | 7,800.00         | 30,000.00         |
| <b>TOTAL INDIRECT EXPENSES</b> |   |               |       |     | 22,200.00         | 7,800.00         | 30,000.00         |
| <b>TOTAL EXPENDITURES</b>      |   |               |       |     | <b>225,794.00</b> | <b>79,946.00</b> | <b>305,740.00</b> |
| <b>TOTAL PROJECT AWARD</b>     |   |               |       |     | <b>225,794.00</b> |                  |                   |



## PAYMENT REQUEST

Complete the following with the information from the Project Agreement:

PROJECT AGREEMENT NUMBER: \_\_\_\_\_ CONTRACT NUMBER: \_\_\_\_\_ PCA: \_\_\_\_\_ STATUTES: \_\_\_\_\_

GRANTEE: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_ VENDOR NUMBER: \_\_\_\_\_

PROJECT PERFORMANCE PERIOD: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

1. PAYMENT REQUEST NUMBER: \_\_\_\_\_  **FINAL** (Check box if FINAL) Final payment requests must be submitted within 120 days after the completion of the project or end of the project performance period, whichever comes first.

2. INVOICE NUMBER / BILL FOR COLLECTION NUMBER (For Grantee use): \_\_\_\_\_

3. PAYMENT REQUEST PERIOD: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

4. PAYMENT REQUEST TYPE (Check one):

**ADVANCE** All advance requests except Law Enforcement projects **must** include a written justification explaining the need for the advance and a list of planned expenditures. Subsequent advance requests **must** include supporting documentation for the prior advance. **Note: Advance requests may not exceed half the total grant amount.**

**REIMBURSEMENT** All supporting documents for reimbursement costs claimed **must** be attached.

5. PROJECT EXPENDITURE AND MATCH DOCUMENTATION SUBMITTED FOR THIS REQUEST:

| a. Amount to be <u>REIMBURSED</u> / <u>ADVANCED</u> :   | b. Amount applied to <u>MATCH</u> requirement: |        |       |          |           |          |                      |          |                        |          |                     |          |       |          |                |          |                                      |                 |   |          |        |       |          |           |          |                      |          |                        |          |                     |          |       |          |                |          |                    |                 |
|---|--|--------|-------|----------|-----------|----------|----------------------|----------|------------------------|----------|---------------------|----------|-------|----------|----------------|----------|--------------------------------------|-----------------|---|----------|--------|-------|----------|-----------|----------|----------------------|----------|------------------------|----------|---------------------|----------|-------|----------|----------------|----------|--------------------|-----------------|
| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">CATEGORY</th> <th style="width: 40%;">AMOUNT</th> </tr> </thead> <tbody> <tr><td style="text-align: right;">Staff</td><td style="text-align: right;">\$ _____</td></tr> <tr><td style="text-align: right;">Contracts</td><td style="text-align: right;">\$ _____</td></tr> <tr><td style="text-align: right;">Materials / Supplies</td><td style="text-align: right;">\$ _____</td></tr> <tr><td style="text-align: right;">Equipment Use Expenses</td><td style="text-align: right;">\$ _____</td></tr> <tr><td style="text-align: right;">Equipment Purchases</td><td style="text-align: right;">\$ _____</td></tr> <tr><td style="text-align: right;">Other</td><td style="text-align: right;">\$ _____</td></tr> <tr><td style="text-align: right;">Indirect Costs</td><td style="text-align: right;">\$ _____</td></tr> <tr><td style="text-align: right;"><b>TOTAL REIMBURSEMENT / ADVANCE</b></td><td style="text-align: right;"><b>\$ _____</b></td></tr> </tbody> </table> | CATEGORY                                       | AMOUNT | Staff | \$ _____ | Contracts | \$ _____ | Materials / Supplies | \$ _____ | Equipment Use Expenses | \$ _____ | Equipment Purchases | \$ _____ | Other | \$ _____ | Indirect Costs | \$ _____ | <b>TOTAL REIMBURSEMENT / ADVANCE</b> | <b>\$ _____</b> | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">CATEGORY</th> <th style="width: 40%;">AMOUNT</th> </tr> </thead> <tbody> <tr><td style="text-align: right;">Staff</td><td style="text-align: right;">\$ _____</td></tr> <tr><td style="text-align: right;">Contracts</td><td style="text-align: right;">\$ _____</td></tr> <tr><td style="text-align: right;">Materials / Supplies</td><td style="text-align: right;">\$ _____</td></tr> <tr><td style="text-align: right;">Equipment Use Expenses</td><td style="text-align: right;">\$ _____</td></tr> <tr><td style="text-align: right;">Equipment Purchases</td><td style="text-align: right;">\$ _____</td></tr> <tr><td style="text-align: right;">Other</td><td style="text-align: right;">\$ _____</td></tr> <tr><td style="text-align: right;">Indirect Costs</td><td style="text-align: right;">\$ _____</td></tr> <tr><td style="text-align: right;"><b>TOTAL MATCH</b></td><td style="text-align: right;"><b>\$ _____</b></td></tr> </tbody> </table> | CATEGORY | AMOUNT | Staff | \$ _____ | Contracts | \$ _____ | Materials / Supplies | \$ _____ | Equipment Use Expenses | \$ _____ | Equipment Purchases | \$ _____ | Other | \$ _____ | Indirect Costs | \$ _____ | <b>TOTAL MATCH</b> | <b>\$ _____</b> |
| CATEGORY  | AMOUNT   |        |       |          |           |          |                      |          |                        |          |                     |          |       |          |                |          |                                      |                 |   |          |        |       |          |           |          |                      |          |                        |          |                     |          |       |          |                |          |                    |                 |
| Staff   | \$ _____                                       |        |       |          |           |          |                      |          |                        |          |                     |          |       |          |                |          |                                      |                 |   |          |        |       |          |           |          |                      |          |                        |          |                     |          |       |          |                |          |                    |                 |
| Contracts   | \$ _____                                       |        |       |          |           |          |                      |          |                        |          |                     |          |       |          |                |          |                                      |                 |   |          |        |       |          |           |          |                      |          |                        |          |                     |          |       |          |                |          |                    |                 |
| Materials / Supplies  | \$ _____                                       |        |       |          |           |          |                      |          |                        |          |                     |          |       |          |                |          |                                      |                 |   |          |        |       |          |           |          |                      |          |                        |          |                     |          |       |          |                |          |                    |                 |
| Equipment Use Expenses  | \$ _____                                       |        |       |          |           |          |                      |          |                        |          |                     |          |       |          |                |          |                                      |                 |   |          |        |       |          |           |          |                      |          |                        |          |                     |          |       |          |                |          |                    |                 |
| Equipment Purchases   | \$ _____                                       |        |       |          |           |          |                      |          |                        |          |                     |          |       |          |                |          |                                      |                 |   |          |        |       |          |           |          |                      |          |                        |          |                     |          |       |          |                |          |                    |                 |
| Other   | \$ _____                                       |        |       |          |           |          |                      |          |                        |          |                     |          |       |          |                |          |                                      |                 |   |          |        |       |          |           |          |                      |          |                        |          |                     |          |       |          |                |          |                    |                 |
| Indirect Costs  | \$ _____                                       |        |       |          |           |          |                      |          |                        |          |                     |          |       |          |                |          |                                      |                 |   |          |        |       |          |           |          |                      |          |                        |          |                     |          |       |          |                |          |                    |                 |
| <b>TOTAL REIMBURSEMENT / ADVANCE</b>  | <b>\$ _____</b>                                |        |       |          |           |          |                      |          |                        |          |                     |          |       |          |                |          |                                      |                 |   |          |        |       |          |           |          |                      |          |                        |          |                     |          |       |          |                |          |                    |                 |
| CATEGORY  | AMOUNT   |        |       |          |           |          |                      |          |                        |          |                     |          |       |          |                |          |                                      |                 |   |          |        |       |          |           |          |                      |          |                        |          |                     |          |       |          |                |          |                    |                 |
| Staff   | \$ _____                                       |        |       |          |           |          |                      |          |                        |          |                     |          |       |          |                |          |                                      |                 |   |          |        |       |          |           |          |                      |          |                        |          |                     |          |       |          |                |          |                    |                 |
| Contracts   | \$ _____                                       |        |       |          |           |          |                      |          |                        |          |                     |          |       |          |                |          |                                      |                 |   |          |        |       |          |           |          |                      |          |                        |          |                     |          |       |          |                |          |                    |                 |
| Materials / Supplies  | \$ _____                                       |        |       |          |           |          |                      |          |                        |          |                     |          |       |          |                |          |                                      |                 |   |          |        |       |          |           |          |                      |          |                        |          |                     |          |       |          |                |          |                    |                 |
| Equipment Use Expenses  | \$ _____                                       |        |       |          |           |          |                      |          |                        |          |                     |          |       |          |                |          |                                      |                 |   |          |        |       |          |           |          |                      |          |                        |          |                     |          |       |          |                |          |                    |                 |
| Equipment Purchases   | \$ _____                                       |        |       |          |           |          |                      |          |                        |          |                     |          |       |          |                |          |                                      |                 |   |          |        |       |          |           |          |                      |          |                        |          |                     |          |       |          |                |          |                    |                 |
| Other   | \$ _____                                       |        |       |          |           |          |                      |          |                        |          |                     |          |       |          |                |          |                                      |                 |   |          |        |       |          |           |          |                      |          |                        |          |                     |          |       |          |                |          |                    |                 |
| Indirect Costs  | \$ _____                                       |        |       |          |           |          |                      |          |                        |          |                     |          |       |          |                |          |                                      |                 |   |          |        |       |          |           |          |                      |          |                        |          |                     |          |       |          |                |          |                    |                 |
| <b>TOTAL MATCH</b>  | <b>\$ _____</b>                                |        |       |          |           |          |                      |          |                        |          |                     |          |       |          |                |          |                                      |                 |   |          |        |       |          |           |          |                      |          |                        |          |                     |          |       |          |                |          |                    |                 |

6. PAYMENT INFORMATION:

a. TOTAL GRANT AMOUNT ..... \$ \_\_\_\_\_

b. REIMBURSEMENT / ADVANCE REQUESTED TO DATE ... \$ \_\_\_\_\_

c. CURRENT AMOUNT AVAILABLE (6a minus 6b) ..... \$ \_\_\_\_\_

d. **REIMBURSEMENT / ADVANCE AMOUNT (From step 5a) . . . \$**  

e. REMAINING GRANT FUNDS AVAILABLE (6c minus 6d) ... \$ \_\_\_\_\_

f. TOTAL AMOUNT APPLIED TO MATCH TO DATE ..... \$ \_\_\_\_\_

7. SEND WARRANT TO: AGENCY NAME .....  
STREET ADDRESS / P.O. BOX .....  
CITY ..... STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
ATTENTION .....

8. **CERTIFICATION:** I represent and warrant that I have full authority to execute this payment request on behalf of the Grantee. I declare under penalty of perjury that the information provided on this form and any accompany documents are true and correct to the best of my knowledge and that all funds received have or will be expended in accordance with the conditions set forth by the State.

GRANTEE: \_\_\_\_\_ DATE: \_\_\_\_\_  
SIGNATURE (Authorized Representative)

9. STATE APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

10. SUBMIT REQUEST TO: CALIFORNIA DEPARTMENT OF PARKS AND RECREATION  
OFF-HIGHWAY MOTOR VEHICLE RECREATION DIVISION  
ATTENTION: (NAME OF GRANT ADMINISTRATOR)  
1725 23rd STREET, SUITE 200  
SACRAMENTO, CA 95816-7100

Database FMSDBPRD.CO.STANISLAUS.CA.US.PROD  
 Balance Type Budget  
 Data Access Set County of Stanislaus

Ledger \* List - Text County of Stanislaus  
 Budget List - Text LEGAL BUDGET  
 Category \* List - Text Budget - Upload  
 Source \* List - Text DER AJH  
 Currency \* List - Text USD  
 Period List - Text SEP-13  
 Batch Name Text  
 Journal Name Text DER AJH  
 Journal Description Text INCREASE APPROP AND REVENUE  
 Journal Reference Text PKS LA GRANGE  
 Organization List - Text Stanislaus Budget Org  
 Chart Of Accounts Accounting Flexfield

| Upl     | Fund<br>(4 char) | Org<br>(7 char) | Account<br>(5 char) | GL Project<br>(7 char) | Location<br>(6 char) | Misc.<br>(6 char) | Other<br>(5 char) | Debit<br>incr appropriations<br>decr est revenue<br>* Number | Credit<br>decr appropriations<br>incr est revenue<br>* Number | Line Description<br>Text |
|---------|------------------|-----------------|---------------------|------------------------|----------------------|-------------------|-------------------|--|---|--------------------------|
| Rb      | 1702             | 0035457         | 60400               | 0000000                | 000000               | 000000            | 00000             | 250.00   |   | Communications           |
| Rb      | 1702             | 0035457         | 60855               | 0000000                | 000000               | 000000            | 00000             | 2,000.00   |   | Garbage Collection       |
| Rb      | 1702             | 0035457         | 61600               | 0000000                | 000000               | 000000            | 00000             | 2,500.00   |   | Maintenance - Equip      |
| Rb      | 1702             | 0035457         | 61800               | 0000000                | 000000               | 000000            | 00000             | 5,000.00   |   | Maint. Structures &      |
| Rb      | 1702             | 0035457         | 62600               | 0000000                | 000000               | 000000            | 00000             | 1,000.00   |   | Office Supplies          |
| Rb      | 1702             | 0035457         | 64215               | 0000000                | 000000               | 000000            | 00000             | 150.00   |   | Water Testing - Pot      |
| Rb      | 1702             | 0035457         | 65100               | 0000000                | 000000               | 000000            | 00000             | 9,000.00   |   | Rents/Leases - Equip     |
| Rb      | 1702             | 0035457         | 66095               | 0000000                | 000000               | 000000            | 00000             | 1,800.00   |   | Portable Toilets         |
| Rb      | 1702             | 0035457         | 67200               | 0000000                | 000000               | 000000            | 00000             | 2,208.00   |   | Utilities                |
| Rb      | 1702             | 0035457         | 73710               | 0000000                | 000000               | 000000            | 00000             | 90,292.00  |   | Govt Fund- Admin S       |
| Rb      | 1702             | 0035457         | 74160               | 0000000                | 000000               | 000000            | 00000             | 4,500.00   |   | Vehicle Expenses         |
| Rb      | 1702             | 0035457         | 25000               | 0000000                | 000000               | 000000            | 00000             |  | 91,517.00   | State - Other            |
| Rb      | 1702             | 0035457         | 35440               | 0000000                | 000000               | 000000            | 00000             |  | 28,110.00   | Parks - La Grange        |
| Rb      | 1702             | 0035457         | 40865               | 0000000                | 000000               | 000000            | 00000             |  | 10,000.00   | Special Events           |
| Rb      | 0100             | 0035110         | 38000               | 0000000                | 000000               | 000000            | 00000             |  | 90,292.00   | Govt Interfund Reve      |
| Rb      | 0100             | 0035110         | 50020               | 0000000                | 000000               | 000000            | 00000             | 47,280.00  |   | Extra Help               |
| Rb      | 0100             | 0035110         | 50000               | 0000000                | 000000               | 000000            | 00000             | 43,012.00  |   | Salaries & Wages         |
| Totals: |                  |                 |                     |                        |                      |                   |                   | 208,992.00   | 219,919.00  |                          |

Tip: This is not the end of the Template. Unprotect the sheet and insert as many rows as needed.

|   |  |  |  |
|---|--|--|--|
| <b>Explanation:</b> Establish budget, set up appropriations, estimated revenue and transfers for La Grange OHV. |  |  |  |
| <b>Requesting Department:</b><br>Merry Rorabaugh<br>Prepared by<br>8/22/2013<br>Date                            |  | <b>CEO</b><br>T. Chamberlayne<br>Supervisor's Approval<br>9/25/13<br>Date      |  |
| <b>Data Entry</b><br>Keyed by<br>Date   |  | <b>Auditors Office Only</b><br>Prepared By<br>Approved By<br>9/25/2013<br>Date |  |