



MATCHING GRANT PROGRAM

2009 APPLICATION PROCESS AND EVALUATION TIMELINE

The Sonoma County Agricultural Preservation and Open Space District is pleased to offer matching grants to Cities, the County, other public agencies and non-profit organizations for open space projects that provide local open space, community recreation or public access opportunities to Sonoma County residents. The Matching Grant Program commences annually with a workshop that provides interested parties with the opportunity to ask questions about the program. It is not necessary to attend the workshop to apply for the program.

APPLICATION PROCESS

- The 2009 Matching Grant Program workshop will be held on **Tuesday, September 22, 2009** from 2pm to 4pm in the Hearing Room at the Sonoma County Permit and Resource Management Department offices located at 2550 Ventura Avenue, Santa Rosa.
- Applications will be available at the workshop, by mail upon request, at the District's office and online at the District's website at www.sonomaopenspace.org.
- Applications must be received at the District office by **5:00 pm on Friday, October 30, 2009** by mail or hand delivery.

EVALUATION PROCESS

2 - 3 MONTHS

- Following submission, applications will be reviewed and evaluated by District staff and members of the District's Citizens Advisory Committee based on the Matching Grant Program Guidelines. During this period, staff may request more information from Applicants or arrange for a site visit of the project property.
- District staff will make project recommendations to the Citizens Advisory Committee in a public meeting.
- District staff will then present the recommendations to the Board of Directors for their approval, which signifies acceptance into the Matching Grant Program.
- District staff will notify Applicants regarding their acceptance into the Matching Grant Program. Applicants representing projects not recommend for funding will also be notified at this time.

FINAL APPROVAL PROCESS

1 - 2 YEARS

- For acquisition projects, after a property appraisal is completed and reviewed by District staff, District staff will present the project and appraisal to the Open Space Authority in a closed session for acceptance of the appraisal.
- For all projects, District staff will present the project to the Open Space Authority in an open session for authorization of the expenditure of the recommended grant amount.
- For all projects, once the Matching Grant Agreement and the Conservation Easement are finalized, District staff will present the project and its recommended grant amount to the Board of Directors for approval of the Grant Agreement, execution of the Conservation Easement and determination of General Plan consistency.

SUMMARY

UP TO 2 YEARS

Each project must obtain the following approvals, in the following order, in order to be fully accepted into the Matching Grant Program with a specific funding amount allocated. District staff manages the process and notifies Applicants of upcoming meeting dates.

For all 2009 recommended projects:

- Citizens Advisory Committee (recommendations of 2009 projects to Board of Directors)
- Board of Directors (2009 projects acceptance)

For each individual recommended project:

- Open Space Authority (appraisal acceptance in closed session, if necessary)
- Open Space Authority (expenditure of funds approval)
- Board of Directors (Grant Agreement approval, Conservation Easement execution and General Plan consistency determination)