



STATE OF CALIFORNIA – STATE LANDS COMMISSION
Funding Request Summary

APPLICANT / PORT NAME: _____
AMOUNT REQUESTED: _____

PERSON WE CAN CONTACT FOR QUESTIONS ABOUT THE INFORMATION PROVIDED ON THIS FORM

NAME: _____
TITLE: _____
EMAIL: _____
PHONE: _____
MAILING ADDRESS: _____

The terms “you” and “your” as used herein shall refer to the applicant/port named above. Responses may be provided on this document or on attached pages.

1. **COSTS INCURRED AS A RESULT OF DIRECT COVID-19 PANDEMIC RESPONSE AND SUPPORT**

Did you incur any costs as a result of direct pandemic response and support you provided in calendar year 2020?

YES NO

If “Yes,” please specify the pandemic response and support you provided including dates.

Response/Support Provided

Dates Provided

If “Yes,” please list the cost types/categories and the total amounts associated with each.

Cost Type/Category

Amount

Provide a list of the specific documentation (i.e. financial statements, salary or payroll reports, invoices, receipts, cash flow statements, or other financial or accounting documentation, etc.) along with copies of the same, supporting each of the cost categories/types and amounts listed above. Please also specify the applicable page number of each supporting documentation containing the relevant information.

2. REVENUE LOSSES

Did you experience any declines in your 2020 calendar year revenues?

YES NO

If "Yes," please calculate 2020 calendar year revenue decline as follows:

- a. Identify revenues collected in the most recent full fiscal year prior to the public health emergency (i.e., last full fiscal year before January 27, 2020), called the base year revenue.
- b. Estimate 2020 counterfactual revenue, which is equal to base year revenue $\times [(1 + 4.1\% \text{ growth adjustment})^{(n/12)}]$, where n is the number of months elapsed since the end of the base year to the calculation date December 31, 2020.
- c. Identify 2020 calendar year actual revenues, which equals total revenues collected over the past twelve months as of the calculation date.
- d. The extent of the reduction in revenue is equal to 2020 counterfactual revenue less 2020 calendar year actual revenue. If actual revenue exceeds counterfactual revenue, the extent of the reduction in revenue is set to zero for that calculation date.
- e. The 4.1% growth adjustment is a standard baseline rate for all ports. However, if a port believes the growth rate exceeds the baseline rate, ports can submit a worksheet detailing their calculated growth rate along with all supporting documentation for the calculation. (Provide a list of the specific documentation (i.e. Financial Statements and/or Revenue reports for 2019 and 2020 ...etc.) along with copies of each, supporting the alternate calculation. Please also specify the applicable page number of each supporting documentation containing the relevant information.)
- f. The State Lands Commission has the discretion to utilize and rely upon any reasonable method to calculate revenue losses/growth rates, including methods which may differ from those utilized by the ports. If a requesting port believes there is a more applicable way to determine revenue losses than the method described, it may provide the calculation and explanation of why it should be considered. The port must also provide revenue calculations as described in subdivisions (a) through (e).

3. OTHER AID. Did the port receive aid from any other pandemic-related stimulus or aid programs (for example, compensation you received from FEMA, local fiscal recovery funds, or other pandemic-related stimulus/aid programs)?

YES NO

If "Yes," please specify the total amount of compensation/monies you received from all other pandemic-related stimulus or aid programs: _____

Provide a list of the specific aid or stimulus programs and the amount received, and a list of current and anticipated applications for funding (including the COVID-19 Fiscal Relief for Special Districts program, if applicable).

3. **DESCRIBE PROPOSED USE OF THESE FUNDS.** Please provide a summary of anticipated/proposed activities that will be undertaken by the port and related cost estimates if full funding requested is approved by the Commission. For items identified below, the port will be required to track the actual cost, expected outcomes, outputs, and performance measures. If the total requests exceed the funds awarded to the port, the port will have 30 days to revise the summary of proposed activities. While each proposal will be at the port's discretion, activities may include, but are not limited to the following:
- a. Number of staff that can be rehired
 - b. Number of layoffs that are avoided
 - c. Projects that will support compliance with COVID-19 safety standards and guidelines for public access to the port's waterfront
 - d. Incentives or assistance to businesses to reopen, expand hours, or rehire staff within the port
 - e. Restoration of services at the port
 - f. Investments that result in additional economic activity within the port
 - g. Environmental initiatives and/or expenditures within Port boundaries that benefit disadvantaged communities
 - h. Other planned uses
4. **NONCOMPLIANCE RISK FACTORS.** Please attach a brief written statement to assist the Commission in assessing noncompliance risk factors that outlines:
- a. Prior experience in managing Federal funds.
 - b. Prior experience in managing State funds.
 - c. Previous audit findings showing misuse of funds.
 - d. Policies, processes, and procedures the port will use to track these funds to ensure expected outcomes, outputs, and performance indicators are achieved.