Museum Grant Program

FUNDED BY

California Clean Water, Clean Air,
Safe Neighborhood Parks, and Coastal Protection
Act of 2002
Proposition 40

May 2017
GUIDELINES
Round 2

Application Deadline: Tuesday, August 15th, 2017

California Cultural and Historical Endowment
c/o CALIFORNIA NATURAL RESOURCES AGENCY
1416 Ninth Street, Suite 1311
Sacramento, CA 95814

Dear Prospective Applicant:

The California Cultural and Historical Endowment (CCHE) is pleased to announce the release of the Guidelines, Application and Forms for the 2017-18 grant cycle of the *Round 2* Museum Grant Program, as authorized by Assembly Bill 482.

CCHE grants help preserve the tangible aspects of California's history: the artifacts, collections, archives, historic structures and properties that cultivate understanding of our collective past, and preserve the many historic treasures that are California's cultural legacy.

The Museum Grant Program was established in statute to assist and enhance the services provided by California's museums, and other groups and institutions that undertake cultural projects that are deeply rooted in and reflective of previously underserved communities.

There are nearly 3,000 museums in the State of California, according to recent projections by the Institute of Museum and Library Services, in disciplines ranging from art and history to science and technology. In 2013, the California Association of Museums and partner organizations identified ten critical issues for California's museums. Issues include:

1. The future of funding for California museums.
2. Perception of museums as "special occasion places" rather than "essential places."
3. The need to sustain human resources.
4. Lack of infrastructure and know-how to participate fully in a digital world.
5. Absence of practices to help museums adapt to change.
6. Few opportunities to collaborate on marketable, high quality exhibits and programs.
7. Expanding engagement and public access in response to changing demographics.
9. Questions about the future of volunteerism in California museums.
10. Restraints on education affecting museum and school learning programs.

The grant program furthers the vision of Governor Edmund G. Brown Jr. and the California Legislature to "enhance opportunities for superior museum and cultural programs." It is designed to address many of the concerns above, from encouraging school and public programs, to helping museums diversify and expand audiences, and in general, to become 'essential places' within their communities.

The CCHE seeks sustainable opportunities for California museums so that they can continue to make art, science, history and culture available to California residents, provide an economic benefit within their localities, and preserve our diverse cultural identities which form the legacy of our great state.

John Laird,
Secretary for Natural Resources

1416 Ninth Street, Suite 1311, Sacramento, CA 95814 Ph. 916.653.5656 Fax 916.653.8102 http://resources.ca.gov

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Energy Resources, Conservation & Development Commission • Native American Heritage Commission • Sacramento-San Joaquin Delta Conservancy • San Diego River Conservancy
San Francisco Bay Conservation & Development Commission • San Gabriel & Lower Los Angeles Rivers & Mountains Conservancy • San Joaquin River Conservancy
Santa Monica Mountains Conservancy • Sierra Nevada Conservancy • State Lands Commission • Wildlife Conservation Board

The **California Cultural and Historical Endowment** is pleased to announce the release of the Guidelines and Application for the **2017 Museum Grant Program**. Solicitation is now open.

To obtain a copy of the Guidelines, Application and Forms, visit the website at http://resources.ca.gov/grants/california-museum/

These Guidelines include information to assist you in preparing an application for funding. Please be sure to read these Guidelines, including the Application and Forms, in their entirety for important information on project eligibility, evaluation criteria and submission requirements.

Five **Technical Assistance Workshops** are planned to provide help in preparing grant applications. **Applicants are strongly encouraged to attend.**

Sacramento Workshop Monday, June 12 , 2017, 9-12 pm Resources Agency, First Floor 1416 Ninth Street, Sacramento, CA 95814	**Los Angeles Workshop** Tuesday, June 27, 2017 10-1 pm LA Plaza de Cultura y Artes 501 N Main St Los Angeles, CA
Central Valley June 29, 2017, 10-1 pm Tulare County Museum 5953 S Mooney Blvd Visalia, CA 93277	**Bay Area Workshop** July 06, 2017, 10-1 pm City of Oakland: City Hall Hearing Room 41 Frank H Ogawa Plz Fl 1 Oakland, CA 94612
San Diego Workshop July 18, 2017, 10-1 pm San Diego Museum of Art Board Room 1450 El Prado Balboa Park San Diego, CA 92101	**PLEASE RSVP** ***(Not mandatory, but helpful)*** **Submit RSVP using the following link** https://goo.gl/forms/3vOsc9bi2LWdqdyw1 **or via email at** **mpgcoordinator@resources.ca.gov**

THE ONLINE APPLICATION DEADLINE IS TUESDAY, August 15, 2017

The online system will not accept submissions after **5:00 pm on August 15, 2017**.

A printed original (with wet ink signature) and one copy must also be sent to the Bonds and Grants Unit with a **postmark** no later than **August 17, 2017**. Send to:

Museum Grant Program Coordinator
California Cultural and Historical Endowment
c/o California Natural Resources Agency
1416 Ninth Street, Suite 1311
Sacramento, CA 95814

For questions regarding the Museum Grant Program, contact the Program Coordinator at (916) 653-2812 or by email at mgpcoordinator@resources.ca.gov.

One-Page Concept Summary

Potential applicants **may** complete a short concept summary (no more than one page) and email it to mgpcoordinator@resources.ca.gov any time before July 26, 2017. Feedback will generally be provided via phone within 1-2 weeks. The concept summary is to help the potential applicant determine if the project is a good fit for this grant program before committing the necessary resources to complete and submit a full application. The concept summary is outside of the competitive process and as such, supporting details should be included in the full application if and when one is submitted later on.

The concept summary should include the following:

- Amount of funding requested
- Applicant Name
- Project Name
- Brief Project Description/Scope of Work (focus on tasks for which funding is requested).
- How does the applicant meet the definition of a museum?
- What is the need for the project?

HOW TO SUBMIT

Submit Online Applications: Applications must be submitted through the California Natural Resources Agency's System for Online Application Review (SOAR) found at https://soar.resources.ca.gov.

The SOAR system will not accept submissions for this program after **5:00 pm on Tuesday, August 15, 2017.**

A printed original (with wet signature) and one copy must also be sent to the Bonds and Grants Unit with a postmark no later than **Thursday, August 17, 2017**.

Send to:
California Natural Resources Agency
Attn: Museum Program Coordinator
1416 Ninth Street, Suite 1311
Sacramento, CA 95814

In order to submit an application, applicants must sign up for a SOAR user account. A detailed guide on how to use SOAR and submit applications is located on our website at: http://resources.ca.gov/grants/.

SOAR System Questions

For technical assistance with the SOAR website, please contact the SOAR help desk: 8:00 AM - 5:00 PM Monday thru Friday.

Phone Number: (916) 653-6138 Email: SOAR.ADMIN@resources.ca.gov.

A Help Desk representative will contact you regarding your email or call as soon as they are available to do so.

When contacting the SOAR help desk, please provide the following
- ✓ Proposal Identification Number (PIN) assigned to the application
- ✓ Name of the funding program (Museum Grant Program)
- ✓ Short description of the problem, including where in the application the problem is occurring
- ✓ A screen shot of the error received, if applicable

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SECTION 1. INTRODUCTION / OVERVIEW

PURPOSE AND AUTHORITY

California Cultural and Historical Endowment

The California Cultural and Historical Endowment (CCHE) is a state entity tasked with preserving and protecting California's cultural resources. In 2002, Assembly Bill 716 (Firebaugh) CCHE was established within the California State Library. In 2013, Governor Jerry Brown signed Assembly Bill 482 (Atkins), which transferred CCHE to the California Natural Resources Agency (Agency), and authorized creation of a specified competitive grant program to support small capital projects in museums. A ten-member Board governs the activities of CCHE.

CCHE's funding came from voter-approved Proposition 40, the California Clean Water, Clean Air, Safe Neighborhood Parks, and Coastal Protection Act of 2002, which included $267.5 million in bond funds for Historical and Cultural Resource Preservation. CCHE's share ($122 million) was distributed competitively to government entities, non-profit organizations, and Federally Recognized Indian Tribes for the acquisition, restoration, preservation, and interpretation of historical and cultural resources.

These property acquisition and construction grants helped preserve the tangible aspects of California's history: the artifacts, collections, archives, historic structures and properties that cultivate understanding of our collective past, and preserve the many treasures that are California's cultural legacy.

CCHE PRIORITIES

CCHE programs seek to preserve, interpret, and enhance understanding and appreciation of the significant elements that add to the State's cultural, social, and economic evolution, such as,

- significant events occurring in the 20th century
- unique identifiable ethnic and other communities
- culturally significant changes
- illustrations of California's economic strength
- factors contributing to the national defense
- California's living cultural heritage and folk life
- geologic and oceanographic history, including paleontology
- Native American archeology, history and culture
- natural history resources
- California history, archeology and culture

Other priorities include preserving, documenting, interpreting or enhancing the understanding of California's story and communities that are absent or underrepresented in existing historical parks, monuments, museums and other facilities.

In addition, through this program, CCHE seeks to achieve a balance geographically, among communities and organizations large and small size, among different types of museums, and among diverse ethnic groups.

MUSEUM GRANT PROGRAM

The purpose of the Program is to assist and enhance the services of California's museums, and other groups and institutions, which undertake cultural projects deeply rooted in and reflective of previously underserved communities.

In 2012, CCHE sponsored a new Special Interest License Plate featuring the image of Snoopy, licensed by Jean Schulz and Peanuts Worldwide through the assistance of the California Association of Museums. Proceeds from sales of the plates will be made available in future years to fund the program.

The program is being implemented in two phases.

Phase 1 - Funding of approximately $4 million for small capital projects over two cycles. Approximately $2.5 million of funding from Proposition 40 appropriations was awarded in the first cycle for the acquisition of real property, or construction projects at museum facilities or venues. Approximately $1.5 million is anticipated to be awarded in this current cycle.

Phase 2 – Funding will be available on a biennial basis for projects once revenues generated by the special interest Snoopy license plate become available.

LEGISLATIVE OBJECTIVES

AB 482 directed CCHE to establish a program to assist and enhance the services of California's museums. The legislation also prioritized the program's objectives. Therefore, the museum acquisition or construction project should be in support of **one** of the following Legislative Objectives.

1. **Superior Programs**
2. **Services to School Pupils**
3. **Services to the Public**
4. **Increased Accessibility to Programs**

For more information on Legislative Objectives, see Sections 2 and 9.

ELIGIBLE APPLICANTS

Museums located in the State of California may apply for and receive grants if they are either a:

1. Public agency (federal, state, city, county, district, association of governments, joint powers or Federally Recognized Indian Tribe); **or**
2. Nonprofit organization that has, among its principal charitable purposes, the preservation of historic or cultural resources for cultural, scientific, historic, educational, recreational, agricultural, or scenic opportunities.

For more information on Eligible Applicants see Section 2.

ELIGIBLE PROJECTS

This program is a competitive grant program to support small capital asset projects in museums. For purposes of this program "capital asset" means tangible physical property with an expected useful life of 15 years or more. A capital asset project may be either a development project or an acquisition project.

For information on Project Requirements see Section 2, for Eligible Costs see Appendix I.

GRANT AMOUNTS AND MATCHING REQUIRMENT

Grant requests for individual projects must be between **$50,000** and **$ 250,000.**

Matching funds are required as evidence of community commitment to the project. The match shall be equal to amount of the grant.

For more information on Eligible Costs and Match Requirements see Section 2 and Section 8, Appendix K.

SELECTION PROCESS

Applicants submit application packages through the System for Online Application Review (SOAR). See page 5 for more information.

Applicants submit one hardcopy original (with wet signature) and one copy of the complete grant application package to the State by the deadline.

The California Natural Resources Agency (Agency) prescribes procedures and criteria to evaluate grant proposals, and submits a list of proposals recommended for funding to the CCHE Board, which awards grants to projects from Agency's list.

All application packages are reviewed by staff; eligible and complete applications are evaluated by a peer review committee, using the criteria identified in these guidelines. The committee is composed of professionals in the field with relevant knowledge and expertise in the types of project activities identified in the applications.

In order to select a combination of projects which serve the overall interest and objectives of the State and the Museum Program, the range of project applications as a whole are considered when making final awards.

ENVIRONMENTAL COMPLIANCE

If applicable, projects must comply with the California Environmental Quality Act, Division 13 (commencing with Section 21000; 14 California Code of Regulations section 15000 *et seq*. ["CEQA"]) and, if appropriate, the National Environmental Policy Act (NEPA).

A public entity (state, local or federal) must act as Lead Agency for environmental review of the project proposed in the application. As a funder, the State will typically act as a Responsible Agency for purposes of CEQA.

Copies of environmental compliance documents must be included in the application package.

NOTE: If CEQA is not complete at the time of application, **for application purposes only**, a DRAFT Initial Study or a **draft** Notice of Exemption will be acceptable. If CEQA is not triggered, applicant must explain why. Completion of CEQA may take place during the project performance period and may be an eligible expense.

For more information on Environmental Compliance see Appendix O.

LAND TENURE/LONG TERM SITE CONTROL

The State recognizes that specific activities may change over time; however, the property must remain available for compatible Program activities, as follows:

Acquisition Projects – The Grantee or the Grantee's successor in interest will hold **in perpetuity** the real property only for the purpose for which the grant was made and make no other use or sale or other disposition of the property without the written permission of the State.

Development Projects – The Grantee will maintain and operate the project developed pursuant to this grant for **at least 15 years**.

Encumbrances – Properties developed or acquired with these funds are to be free and clear from encumbrances – e.g., mortgages, liens, etc.

For project properties not owned in fee simple by the applicant, a copy of the land tenure agreement (lease, easement, MOU, etc.) must be submitted to the State before any grant funds will be distributed.

For more information on Land Tenure see Section 5 and Appendix M.

DISADVANTAGED POPULATIONS

Consistent with CCHE's goal to assist and enhance services for previously underserved communities, additional points will be awarded for museums that serve disadvantaged populations.

For more information on Disadvantaged Populations see Appendix R.

SECTION 2: PROJECT ELIGIBILITY AND REQUIREMENTS

ELIGIBLE APPLICANTS

Museums located in the State of California may apply for and receive grants if they are either a

1. Public agency (federal, state, city, county, district, association of governments, joint powers or Federally Recognized Indian Tribe); **or**
2. Nonprofit organization that has, among its principal charitable purposes, the preservation of historic or cultural resources for cultural, scientific, historic, educational, recreational, agricultural, or scenic opportunities.

A public agency, nonprofit entity or Federally Recognized Tribe responsible for the operation of a museum may apply on behalf of the museum; **or**, a museum located within a parent organization (i.e., a municipality, university, historical society or cultural center) may apply on its own if it **independently** fulfills all the eligibility requirements.

The applicant must be able to demonstrate adequate charter or enabling authority to carry out the type of project proposed.

Partnerships are encouraged; however, applicants may not apply for funding jointly with other organizations. Only one organization may serve as the entity responsible for the overall project, including the financial, administrative and managerial needs.

The applicant must be free of any legal challenges that could undermine progress on the project and must certify on the Application Form that there are no potentially delaying legal challenges to the project.

The applicant must be in compliance and good standing on all previously awarded CCHE grants.

Applicants may submit only one application per funding cycle.

Definition of Museum

For purposes of this program, "museum" means a public or private nonprofit institution that is organized on a permanent basis for essentially educational or aesthetic purposes and that owns or uses tangible objects, cares for those objects, and exhibits them to the general public on a regular basis.

Museum applicants should be incorporated as a:

1. Museum; **or**
2. Group or institution undertaking cultural projects which are deeply rooted in and reflective of previously underserved communities **and** which meets the definition for museum.

In general, museums fall within the following categories:

- Art museums
- History and heritage museums (including historical societies, historic preservation organizations, and history museums)
- Children's museums
- Science and technology museums (including planetariums; discovery centers; natural history and natural science museums)
- General museums

- Living collections (such as arboretums, botanical gardens, nature centers, zoos, aquariums, and wildlife conservation centers)

Museums of any size and discipline are eligible to participate, but **must** have been **open to the public for at least two years**, and have the institutional and financial capacity to complete the project and create the outputs described in their proposal.

ELIGIBLE PROJECTS

This program funds small capital asset projects in museums. For purposes of this program "capital asset" means tangible physical property with an **expected useful life of 15 years or more**. A capital asset project may be either an

Acquisition of real property, that is, tangible physical property, including easements; **or**

Development of real (tangible physical) property. "Development" includes but is not limited to, improvement, rehabilitation, restoration, enhancement, preservation and protection.

Restrictions: State funded expenditures are subject to certain limitations.

- Proceeds from the sale of bond funds may be used only for the costs of construction or acquisition of capital assets.
- Applicants may **not** apply for acquisition **and** development within the same funding cycle.

All Projects

Environmental Compliance: All projects must comply with the California Environmental Quality Act, Division 13, and, if appropriate, the National Environmental Policy Act (NEPA). However, if CEQA is not complete at the time of application, **for application purposes only**, a DRAFT Initial Study or a DRAFT Notice of Exemption will be acceptable (Appendix O). If CEQA is not triggered, applicant must explain why.

Deed Restriction: The State requires an agreement sufficient to protect the public interest in improvements or development constructed under a grant, which shall be recorded in the county in which the real property is located (Appendix Q).

Do No Harm: Projects must follow the Secretary of the Interior's Standards for the Treatment of Historic Properties, where applicable, to ensure the historical integrity of the Project. In addition, any state and local ordinances must be followed to ensure the historical integrity of the project. CCHE funds may NOT be used for demolition or non-historic treatment of historic structures or resources that are determined eligible for listing on the National Register of Historic Places or the California Register of Historical Resources.

Laws and Regulations: All projects involving construction, renovation, repair, rehabilitation, or ground or visual disturbances must comply with all current laws and regulations which apply to the project, including, but not limited to, labor codes related to prevailing wage, legal requirements for construction contracts, building codes, environmental laws, health and safety codes, disabled access and historic preservation laws. Grantee will be required to certify that, prior to commencement of construction, all applicable permits and licenses (e.g., state contractor's license) have been obtained.

Applicants should familiarize themselves with all applicable laws in order to conform to the requirements in plans and specifications. Grantees will be required to provide documentation needed as grant funds cannot be released until all applicable legal requirements are met.

Religious institutions or structures: The California Constitution places limits on the State's authority to provide assistance to religious organizations, particularly for projects involving structures used for religious purposes and/or owned by a religious institution. The Attorney General's Office has provided CCHE with a detailed analysis to determine whether an applicant is considered eligible if it is affiliated with a religious institution or structure. The Opinion Letter is available on the CCHE website and can be downloaded at http://resources.ca.gov/cche/

Waiver of Sovereign immunity: For enforcement purposes, the governing entity of the Indian Tribe that has the authority to expressly waive immunity will be asked to approve a Waiver of Sovereign Immunity acceptable to the State before entering into a grant agreement.

Development Projects

Development of real (tangible physical) property includes, but is not limited to, improvement, rehabilitation, restoration, enhancement, preservation and protection and interpretation. It includes:

a) Construction of a building or permanent structure
b) Permanently installed exhibits or exhibit space
c) Reconstruction or preservation of a building
d) Permanent landscape/ hardscape
e) Any combination of these activities

For purposes of this program, 'buildings' include a museum's interior and exterior facilities, venues and public spaces, and are not restricted to brick and mortar structures.

Capital asset projects are generally of four kinds:

1. **Structural Integrity Improvements to an existing facility**. Examples include a new roof, repair of water or termite damage, foundation work to repair damage or wear, faulty or dangerous wiring, replacing windows.

2. **Expansions**. Examples include construction of completely new buildings and the expansion of existing buildings.

3. **Interior or operational enhancements needed at an existing facility**. Examples include new walls/physical dividers, wiring light, HVAC or similar changes to support new layout, the addition of photovoltaic power or other energy efficient enhancements, changes to safety or to improve access. Also eligible are permanent exhibits, which meet or will be in use for the required lifespan, and exterior landscapes, gardens and outdoor plazas.

4. **Preservation** - Examples include activities such as construction or major repairs to a building that is used for physical protection and preservation of a collection of archives.

Capital projects funded by the State are **required** to be '**permanent'**, that is, meet the 15 year lifespan required by California law. However, permanent does not mean **fixed**. Movable elements may be part of the proposed project, as long as they have a 15 year lifespan, **and** will be in use for the purpose stated in the application during that time.

Non-Construction Costs allowable under this section include costs incidentally but directly related to construction or acquisition, such as planning, engineering, construction management, permitting, architectural, and other design work, environmental impact reports, surveys and assessments, moving and storage costs, required mitigation expenses, appraisals, legal expenses, site acquisitions, and necessary easements.

Acquisition Projects

Grant funds may be awarded for acquisition of facilities and permanent exhibits.
Priority consideration will be given to benefits of a one-time or limited opportunity, acquisition of a considerable size, substantial leveraging, and/or projects with statewide significance.

Applicants **must** adhere to all of the following:

1. The purchase price of any interest in real property acquired may not exceed the fair market value as established by an appraisal approved by the California Department of General Services (DGS). Applicant should budget for the appraisal and/or transaction review, which is an eligible project cost.

2. Property must be acquired from a willing seller and in compliance with current laws governing relocation and acquisition of real property by public agencies. A Willing Seller Letter is required from **each landowner** indicating they are a willing participant in the proposed real estate transaction (Appendix P).

3. Interest in land acquired may not be used as security for any debt to be incurred by the organization.

4. Transfer of land acquired shall be sufficient to protect the interest of the people of California. The State requires a **Deed Restriction**, sufficient to protect the public interest in any acquisition funded by this program, to be recorded in the county in which the real property is located (Appendix Q).

5. If any essential term or condition is violated, title to all interest in real property acquired with state funds shall immediately vest in the State.

6. Once funds are awarded and an agreement is signed with Agency, another property cannot be substituted for the property specified in the application. Therefore, it is imperative the Applicant demonstrate the seller is negotiating in good faith and that discussions have proceeded to a point of confidence.

LEGISLATIVE OBJECTIVES

Each capital asset project must serve **one** of the following objectives set by the legislature. The application narrative should clearly identify which statutory requirement the capital asset project will meet and how this will be accomplished.

1. **Superior Programs**: Enhancing opportunities for superior museum and cultural program services.

2. **Services to School Pupils:** Encouraging museums and cultural programs to provide services to school pupils, including any of the following:
   a. Curriculum development
   b. Schoolsite presentations or workshops
   c. Teacher training
   d. Reduced price or free admission of pupils to museums

3. **Services to the Public:** Collaborative projects and technical assistance to coordinate the work of eligible museums and cultural programs and to enhance the ability of museums and cultural programs to serve the public. Priority shall be given to any project that does any of the following:
   a. Assists an eligible museum or cultural program in serving an historically underserved population
   b. Aids a museum or cultural program in diversifying or expanding its audience
   c. Aids a museum or cultural program in raising its professional standards in order to better serve the public

4. **Increased Access:** Projects that increase accessibility to museums' and cultural programs' collections and services.

EXAMPLES OF ELIGIBLE PROJECTS

Eligible projects may include:

- Construction or acquisition of new buildings
- Renovation or restoration of venues to expand space for exhibition, educational activities or cultural program services
- Expansion or improvements to exhibition space i.e., interpretive and educational enhancements
- Environmental improvements to facilities for collections storage and exhibition, such as installation of climate control, security, lighting or fire protection systems
- Construction and installation of permanent exhibits
- Facility upgrades for environmental conservation, energy and water efficiency, e.g., converting to photovoltaic power
- Exterior landscapes, gardens and outdoor plazas
- Replacement or repairs to roof, foundation, water or termite damage, windows, walls/physical dividers etc.
- Safety retrofits such as replacing faulty or dangerous wiring or asbestos abatement

Ineligible projects include:

- Cultural or educational programs or museum services
- Planning activities, Internships or residencies
- Program research, development, and delivery
- Publication research, design, and printing
- Acquisition or restoration of objects for display (e.g., collections, specimens, artifacts, animals, plants)
- Website and social media development or delivery
- Institutional development or capacity building (e.g., training for staff, volunteers, interns or educators
- Community outreach or events or forums
- Programs outside the museum facility
- Sub-granting or regranting
- Conservation surveys and research
- Acquisition of a long-term lease or equipment (e.g., computers or computer programs, TVs or furniture
- Operation and maintenance costs
- Digitization of collections
- Production of film or audio-visual products
- Non-historic treatment of historic structures
- Lobbying or Lawsuits
- Payment of a debt or mortgage
- Out of state travel or activities
- Hospitality or food costs
- Projects with religious or sectarian purposes
- Cash reserves, endowments or fundraising activities
- General operating expense (e.g., salaries, overhead or other expenditures not directly related to the project)

The program does not fund cultural or educational programs, museum services, training, institutional development or capacity building, community outreach, website development or artist residencies, among other things.

However, the capital project may support the above activities in order to meet one of the objectives set by the legislature. For example:

- An improved HVAC system for collection storage and exhibition may raise programming standards by making the museum eligible to contract for traveling exhibits
- An outdoor amphitheater with drought tolerant landscaping may improve services to school pupils by providing space for student workshops or teacher trainings
- Safety improvements to an historic venue may increase access to services for people with disabilities
- Expanding interior or exterior space may allow a museum to increase its audience through special events and programs.

MATCHING REQUIREMENT

Matching funds are **required** as evidence of community commitment to the project. The match requirement applies to all categories of applicants, including non-profit organizations and public agencies. The match may include resources obtained from other funding agencies, and may include in-kind resources.

The match **shall** be equal to amount of the grant. That is, for every one dollar provided by the grant, the grantee must provide one dollar in matching funds. For example:

Project	Grant	Grantee
$100,000 =	$50,000 +	$50,000

Of the grantee's match obtained from other sources, **up to one half may** be from in-kind contributions (donations of goods and services) but **at least one half must** be in cash contributions. For example:

Match	Cash	In-Kind
$50,000 =	$25,000 +	$25,000

Match resources should be **available** at the time the applicant submits the grant application.

To qualify as a match, in kind elements must be considered an eligible cost under the Guidelines.

Applicants may not use a loan or line of credit to fulfill their matching requirement.
At the discretion of the State, for small nonprofit and Tribal museums with annual budgets of less than $500,000, a lower than usual match **may** be requested and granted if necessary to make a project realistic for underserved communities.

For more information on Match Requirements see Section 7, Appendix L.

SECTION 3. PROPOSAL NARRATIVE

PROPOSAL NARRATIVE

Questions are to be answered in the Proposal Narrative Questions attachment and uploaded in SOAR. Please go to: http://resources.ca.gov/grants/california-museum/ **to locate the template for your use.**

The Proposal Narrative is the primary basis for the peer reviewers' evaluation of your application. It demonstrates your organizations ability to carry out the grant, provides details on the proposed project, and demonstrates how effectively your project will meet the goals of the Program. The project should be well thought out, and the project narrative should be clear, concise, and well organized, with a minimum of technical jargon.

The narrative must correspond with the cost estimate and documentation provided as attachments and appendices.

Applicants should address all questions and topics in the order listed and clearly label each question and answer. Limit the Narrative to **7 (seven)** single-spaced pages.

If the **applicant** is an entity of government responsible for the operation of the museum, answer the narrative questions and provide attachments, **as the museum**.

The Narrative includes Parts A (Organizational Description) and Part B (Project Description). Applicants must answer both parts. Applications will be evaluated on both criteria by assigning values based on a point system, according to the criteria and scoring allocation described in **Section 4.** A maximum of 100 points may be obtained.

See Section 4 for information on Review Criteria.

Legislative Objectives

The project narrative must clearly describe the capital asset project while establishing how it will accomplish **one** of the Legislative Objectives described in Section 2. Choose the Objective that **best** corresponds to your capital asset project, and can be supported by your documentation.

If the capital asset was previously improved with funding from CCHE, applicant should explain how these new funds will significantly **enhance** the previously funded project.

PART A – ORGANIZATION DESCRIPTION QUESTIONS (40 Points)

Address all questions and topics in narrative form. Respond to questions in the order listed and clearly label each question and answer. Provide quantitative explanations whenever possible.

1. **Mission and Purpose.** Briefly summarize the mission and purpose of the applicant organization. Provide an overview of the institution and clarify what the museum does, for whom, and why. Provide a brief history, including year established and date opened to the public. (If longer than one page, excerpt or summarize to convey the essential points.) Summarize the key elements of the museum's strategic plan, highlighting the institutional goals and objectives to be furthered by the capital asset project. When and by whom was the plan approved? (**Do not** submit a copy of the entire strategic plan. Summary must not exceed one page.)

2. **Programs and Audiences**. Describe the regularly sponsored programs, activities, services and exhibits at the museum, and the audience(s) served by each. Which of these are ongoing and which are special programs? Describe the service area, communities and/or target groups, population, demographics and geographic area (city, county and neighborhoods) of participants in museum programs, activities and services.

3. **Public Access**. How do the museum's audiences have access to the facility, collections and public programs? Explain how the museum engages individuals and communities that have been traditionally marginalized from such services (i.e., limited English speakers, persons with disabilities, disadvantaged individuals, youth at risk, veterans, the elderly, people living in institutions, etc.)

4. **Organizational Capacity.** Describe the museum's governance structure, including the decision making and planning process. What are the roles of the board of directors, executive and professional staff, project managers, etc.? Describe the fiscal position of the museum, including income sources, endowments, community support, etc. Describe the applicant's capacity to oversee a project comparable to the one proposed. Describe the applicant's capacity to manage a state grant, including its fiscal system and expertise of staff dedicated to financial operations. Address cash flow and how the museum will handle the process of reimbursement grants. If applicable, describe progress and successful completion of a CCHE-funded project or a similar capital improvement project.

PART B – PROJECT DESCRIPTION QUESTIONS (60 Points)

Answer all questions in narrative form. Respond to questions in the order listed and clearly label each question and answer. Provide quantitative explanations whenever possible. Remember to explain how one of the Legislative Objectives will be met by the capital asset project.

1. **Statement of Need**. Why is the capital assets project necessary? What need or challenge prompted the applicant to submit a proposal? Why was this project chosen over other possible solutions? (Indicate if a resource is at risk of loss due to destruction, neglect or other jeopardy.) Summarize the planning process for the capital asset project. What needs assessments and other planning documents have been relied on for decision making? What further planning needs to take place in order to implement the expansion or improvement?

2. **Project Description & Goals.** Provide a concise description of the proposed capital asset or acquisition project. What is the scope and nature of the capital improvements? Using specific details, describe how the project will be executed from beginning to end. Provide sufficient detail to show thoughtful planning, consideration of how the project will be executed, and the intended results. Clearly identify which project elements will be completed with grant funds, and which will be accomplished with other funding sources. How will the project be completed within the grant performance period?

3. **Impact of Project**. How will the project impact the museum, the community or beyond? In what ways will it advance the museum's goals? In what way will it improve services to the public, such as access to collections and/or programs? Describe the target audience(s) which will benefit from the project. Have they participated in the planning process? Will current audiences change as a result of this project? Will the project help the museum engage new or underserved populations, such as those whose opportunities to experience the museum are limited by geography, ethnicity, economics, or disability?

   Explain how one of the Legislative Objectives will be fulfilled by the capital asset project, and how it relates to the mission or goals of the organization? If appropriate, how will the project serve the overall purpose of the CCHE to preserve and protect California's cultural and historical resources?

4. **Project Team.** Describe the required roles (project manager, architect, engineer, general contractor, etc.) and responsibilities (fiscal oversight, construction management, grants administration, etc.). Which units will be directly involved and who will be responsible for implementing each activity. Describe the project team's background, experience and expertise, and establish its ability to complete the project successfully. What expertise is missing and how will the museum secure it? What is the process for recruiting and selecting new staff, vendors, consultants and contractors?

5. **Budget Justification.** Describe the diversity of funding sources for the capital asset project. Include public and private funding sources for planning, implementation and sustainability. What fundraising activities has the museum utilized? Which commitments have been obtained and which still need to be secured? Provide an explanation of the cost estimate. How does the proposed budget meet the project objectives? Clearly identify funds to be expended during the project performance (grant) period. Describe any efficiencies and identify where the budget is cost effective. Summarize how the estimate was determined to be sufficient to complete the project (such as third-party service providers, bids etc.).

6. **Operations & Maintenance.** How will the applicant fund ongoing operations and maintenance of the capital project for the 15 year period required by the grant? (Examples include diversifying the funding base, increasing roles for volunteers, identifying cost efficiencies, securing additional investments, etc.) Identify realistic means to ensure long-term sustainability. Include existing internal resources and/or identify new outside funding. How will staff and funding for the Legislative Objective be sustained in the years to come?

For required attachments to support the narrative see What to Submit, Section 5 and Checklist, Appendix A.

SECTION 4. SUBMITTING APPLICATION

TIMELINE FOR APPLICATION SUBMITTAL

Complete the online application (see page 5), upload all attachments, and print two hardcopies (1 original, 1 copy) to be sent in by mail.

- Applications are due in SOAR by **August 15, 2017** with hardcopies required to be postmarked by **August 17, 2017**.
- Applications are reviewed for completeness and evaluated by a peer review committee.
- Applicants are notified if they are selected to receive a site visit.
- Site visits are conducted at selected projects.
- Recommendations for funding are presented to the CCHE Board in May 2018.
- Agency executes a Grant Agreement with the Grantee and administers the grant.

If awarded funding, grant recipients should **not** initiate their project until a signed grant agreement is in place.

PREPARING YOUR APPLICATION PACKAGE

The Application and forms are included in these **Addenda**. You may download digital copies at: http://resources.ca.gov/grants/california-museum/.

If you have difficulties or cannot access the forms online, contact us at 916-653-2812 or via email at mgpcoordinator@resources.ca.gov.

CHANGES TO APPLICATION

Applicant may not modify or amend applications once submitted to the State, and projects undergoing a material change from the original application will be asked to withdraw.

A material change includes but is not limited to:

- A significant change or alteration in the budget or matching fund structure
- A change of geographical location
- A change of circumstances affecting the applicant's ability to implement the project
- Change of key personnel that would no longer make it feasible to carry out the project
- Change in focus so that project no longer reflects the Legislative Objective as submitted

FORMS, ATTACHMENTS & SUPPORTING DOCUMENTS

The following identifies the required forms, documents and support material which are part of your application package. Complete the online application (see page 5), upload all attachments, and print two hardcopies (1 original, 1 copy) to be sent in by mail. Hardcopies should be bound with a binder clip only and all pages should be printed on 8½ x 11 inch paper. Compile your application package in the order specified on the "CHECKLIST FOR WHAT TO SUBMIT" (Appendix A).

A. APPLICATION FORM: completed and printed directly from SOAR (Appendix B)
Provides general information, location, etc. plus certifications and assurances. Fill in the Application form completely. Be sure the certifications and assurances are signed by the person authorized in the Resolution or Letter of Certification. The applicant is the organization that takes formal responsibility and assumes liability for the capital asset project. Only one organization can serve as the responsible

entity for the overall project, which includes the financial, administrative and managerial needs. All correspondence regarding the application process will be sent to the contact person listed on the application.

B. ELIGIBILITY CHECKLIST: completed and printed directly from SOAR (Appendix C)

C. PROJECT DATA: completed and printed directly from SOAR (Appendix D)

D. EXECUTIVE SUMMARY: completed and print directly from SOAR (Appendix E)
Provide a brief overview of the museum, describe the target audience, and summarize the scope of the proposed capital asset project, the project budget and timeline. Be sure to address the need for the project, and the Legislative Objective it serves, the expected impact on the community, and how the project relates to the mission of the organization.

1. PROJECT PROPOSAL NARRATIVE: answer all project evaluation questions that apply to the proposed project in a separate Word file or PDF and upload the attachment in SOAR
(Refer to Section 3)
The Proposal Narrative is the primary basis for reviewers' evaluation of your application. It provides details on the proposed project, demonstrates your organization's ability to carry out the grant, and demonstrates how effectively your project will meet the goals of the Program. Applicants must answer both Part A (Organizational Description) and Part B (Project Description). See Section 3.

2. SIGNED AUTHORIZING RESOLUTION OR CERTIFICATION FORM: uploaded into SOAR(Appendix F or G)
Provide a signed authorizing resolution from the museum governing board or Certification Letter for agencies without a governing board.

Resolutions may be submitted later than the application filing deadline **only** if the board meeting schedule prohibits the applicant from obtaining a signed resolution at application filing. (In such a case, submit a draft resolution and indicate the meeting date when the resolution will be adopted. Provide the adopted Resolution as soon as it becomes available.)

3. ELIGIBILITY FOR NONPROFIT APPLICANTS: uploaded into SOAR if applicable
Attach the following to establish the nonprofit is in good standing:
A. IRS Letter Determination of Section 501(c)(3) Letter
B. CA Secretary of State – Active Business Entity Record
C. Letter of Incorporation (or equivalent founding document).

4. ELIGIBILITY FOR PUBLIC AGENCIES: uploaded into SOAR if applicable
If the **applicant** is a unit of government responsible for the operation of the museum, answer the narrative questions and provide attachments **as the museum**. Provide documentation for the mission statement, verified by a letter from the department or city manager. This documentation should clarify the parent organization's role.

5. ELIGIBILITY FOR TRIBAL ORGANIZATIONS: uploaded into SOAR if applicable
Attach the following to establish the nonprofit is in good standing: Constitution (or document showing Governance Laws or procedures).

6. WORK PLAN (Appendix H): uploaded into SOAR
This chart details the steps and tasks required to actualize the capital assets project. It specifies who will plan, implement and manage the project; when and in what sequence the activities will occur, and which personnel and resources will be needed to carry out the project.

7. COST ESTIMATE (Appendix J or K): uploaded into SOAR as a MS Excel document

All cost elements described in the project narrative should be clearly identified in the cost estimate. Costs should be based on estimates received for proposed construction or acquisition tasks. Use only whole dollars; do not include fractional amounts (cents).

The cost estimate should show only the project tasks funded with the grant and required match. The applicant may describe broader project efforts and funding in the Narrative sections of the application.

The cost estimate establishes the project budget, request amount and grantee match. Identify all funding sources necessary to complete the project including those required for the grantee match.

For development projects, identify all costs associated with the project. Show line item costs by type, unit, quantity and total dollar amount. Projects using in-house services must also detail the labor, materials and equipment costs as separate line items. Include grant acknowledgement signage as an individual line item (Appendix I).

For acquisition projects, submit a separate Cost Estimate & Timeline for Land Acquisitions for each escrow. Detail all costs associated with the project. Include grant acknowledgement signage as an individual line item (Appendix J).

8. **MATCHING FUNDS** (Appendix L): uploaded into SOAR as a MS Excel document
   Applicants must list all sources of match and the amount of match being provided by each source. Include cash contributions, in-kind services, volunteer hours, donated labor and materials, technical expertise, etc. Cite specific dollar amounts and the percentages of the total project funding provided from all sources. Be sure the match adds up to the required 50% of the project cost.

   Support Documentation. Attach award letters, commitment lists, staff reports, resolutions etc. as evidence that each source of matching funds are committed and available to the applicant.

9. **IN-KIND CONTRIBUTIONS FORM** (Appendix M): uploaded into SOAR as a MS Excel document
   As support documentation for donated services and supplies, include a signed and completed Contribution Form for EACH donor as evidence of commitment. List goods, services and estimated value. Use only whole dollars. Be sure the donations are aligned with elements in the cost estimate and those described in the Narrative sections of the application.

10. **LOCATION MAP:** uploaded into SOAR
    Submit a directional map, with enough detail to allow a person unfamiliar with the area to locate the project site, showing highway and street access. Streets and other notable landmarks should be clearly marked to allow for easy identification. Maps or images must fit into an 8½" x 11" format.

11. **ASSESSOR'S PARCEL MAP**: uploaded into SOAR
    Photocopy from Assessor's Office, with project parcels **highlighted** and full parcel number(s) **clearly labeled.**

12. **SITE PLAN, FLOORPLAN, ENGINEERING OR DESIGN SPECIFICATIONS**: uploaded into SOAR
    Project site plans should contain details of the property to be developed or acquired and show where each of the features and amenities listed in the scope/cost estimate will be located at the project site. Blueprints and other images must fit into an 8½" x 11" format.

    A. Include floor plans for implementation projects to expand facilities, rehouse and improve storage of collections, etc.
    B. Include technical specifications for building envelope improvements, equipment, or systems. Attach sample product data and specifications for proposed materials, equipment, and systems.
    C. Include design specifications plans for exterior landscaping or hardscape.

13. **PHOTOGRAPHS:** uploaded into SOAR
    Provide five (5) labeled color photographs of different views of the project site (interior and exterior) reflecting current conditions. Identify and label locations of planned construction or acquisition. Pictures should be no larger than 8 ½ by 11 inches.

14. **ENVIRONMENTAL REVIEW COMPLIANCE DOCUMENTS** (Appendix P): uploaded into SOAR
    Applicants must demonstrate CEQA / NEPA compliance by providing either:
    A. **Notice of Determination**, filed and stamped, with the Negative Declaration, Mitigated Negative Declaration, or Environmental Impact Report (Findings and Statement of Overriding Considerations); **or**
    B. **Notice of Exemption**, filed and stamped, showing the project is exempt from CEQA / NEPA, **or**
    C. **Explanation that CEQA not triggered**

NOTE: If CEQA is not complete at the time of application, *for application purposes only*, a DRAFT Initial Study or a DRAFT Notice of Exemption will be acceptable. Completion of CEQA may take place during the project performance period and may be an eligible expense.

For more information on Environmental Compliance see Appendix P.

15. **LETTERS FROM ENTITIES WITH JURISDICTION**: uploaded into SOAR
    Applicants that are not a city or county must provide evidence of collaboration and support from the local jurisdiction, if applicable.

16. **LETTERS OF ENDORSEMENT**: uploaded into SOAR
    Provide support letters **only** from key organizations, community groups or funding partners whose substantive contribution is essential to the project implementation.

17. **DISADVANTAGED POPULATIONS** (Appendix S): uploaded into SOAR
    Museums serving disadvantaged populations may apply for additional points by completing Appendix R and attaching it to the application.

For more information on Disadvantaged Communities see Appendix S.

<u>FOR DEVELOPMENT PROJECTS ONLY</u>

18. **PROPERTY DATA SHEET** (Appendix N-1): uploaded into SOAR
    For development projects only, complete the property data sheet for **all** property/parcels to be developed in the capital asset project and attach assessor parcel maps.

19. **LAND TENURE/ SITE CONTROL**: uploaded into SOAR
    Provide copies of documents identifying current ownership information associated with every property/parcel involved in the project. Documents may include recorded deeds, tax records, and owner data sheets from county records, title reports or other documents that verify ownership. All documents verifying ownership must have the parcel numbers clearly indicated on the document (handwritten acceptable).

    If the project site is owned by a party other than the applicant: provide a copy of the land tenure agreement (lease, easement, MOU, etc.) which gives the applicant legal access, permission to construct and maintain the project, and public access to the resultant project for the required number of years.

    For the purposes of the application, it will be sufficient to submit a letter from each landowner identifying the property/parcel(s), and indicating that, if awarded funding, the owner is willing to enter into a long-term agreement with the applicant to allow long-term access for construction, maintenance

and public use of project on the affected parcel(s).

For more information on Land Tenure/Site Control see Appendix N.

20. **OPERATIONS AND MAINTENANCE**: uploaded into SOAR
    If operations and maintenance will be performed by an entity other than the applicant, explain and provide evidence of concurrence from that entity (e.g., memoranda of understanding, operational agreement, letters of intent, etc., signed by all parties). If an agreement has not yet been executed, a signed letter by the other party indicating their intent to enter into such an agreement is acceptable.

21. **PROJECT PERMIT/APPROVAL STATUS** (Appendix O): uploaded into SOAR
    For development projects, indicate the types of permits necessary to complete the project, permitting submittal and acquisition status, and potential project delays due to permitting.

<u>FOR ACQUISITION PROJECTS ONLY:</u>

22. **EVIDENCE OF WILLING SELLER** (Appendix Q): uploaded into SOAR if applicable
    For acquisitions, provide a letter signed by each landowner, indicating they are a willing participant in the proposed real property transaction. The letter should clearly identify the parcels owned by each willing seller, and state that if grant funds are awarded, the seller is willing to enter into negotiations for the sale of the property at a purchase price not to exceed fair market value.

    If the grantee has plans to immediately transfer title to the property, a letter of agreement between the grantee and the eventual title holder must also be included with the application. All transfers must be approved by the State.

23. **OTHER:** uploaded into SOAR if applicable
    If available, submit the following:
    1. Purchase Agreement
    2. Appraisal
    3. Preliminary Title Report

SECTION 5. ADMINISTRATION

GRANT PROCESS IF AWARDED FUNDING

The following is an overview of the grants administration process once awarded funding.

1. The State sends grant agreement and materials for project grant administration to grantee.

2. Grantee signs and returns all required copies to the State (one fully executed original will be returned to the grantee).

3. Grantee does not expend any funds until the grant agreement is in place.

4. Acquisition Projects:
   a. Grantee submits appraisal, purchase documents, preliminary title report, etc., for DGS review.
   b. DGS review fees are an eligible cost and may be reimbursed. (For estimating purposes, applicant should use $10,000 per escrow as an estimate in their Cost Estimate to cover these fees).
   c. Grantee submits CEQA compliance documentation. NO implementation costs will be reimbursed until CEQA is complete.

5. Development Projects:
   a. Grantee submits final site control documents for State approval before **any** reimbursements will be made.
   b. Grantee commences preliminary work (planning, design, permitting, etc.) on the project and submits requests for reimbursements, as applicable.
   c. Grantee submits CEQA compliance documentation. NO implementation costs will be reimbursed until CEQA is complete.
   d. Grantee submits final site plan, timeline and budget for State review prior to commencing construction.
   e. Grantee posts a Funding Acknowledgement Sign at the project site (see Appendix P-R).

6. Grantee begins site preparation, construction, fabrication or escrow.

7. Grantee submits payment requests for **reimbursement** of eligible expenditures.

8. Grantee submits Quarterly Progress Reports electronically.

9. At its discretion, the State schedules periodic progress visits to the project site.

10. Grantee completes project and submits completion documentation to the State.

11. State makes final project inspection and approves final payment and release of retained funds.

REIMBURSEMENT PAYMENT PROCESS

All payments are made on a **reimbursement** basis (i.e., the grantee pays for the services, products or supplies and is reimbursed by the State) with the exception of advances to escrow.

1. Direct project related costs incurred during the project performance period and specified in the grant agreement budget will be eligible for reimbursement.

2. Funds will not be reimbursed until a fully executed grant agreement is in place.

3. No costs incurred outside of the project performance period, specified in the grant agreement, will be reimbursed.

4. All requests for reimbursement must be supported by appropriate documentation including vendor invoices, canceled warrants, etc.

5. Each request for reimbursement must be supported by the required match. Grantee should retain all invoices and receipts to document match expenditures so they are available for State Audit. Grantee will complete a Certification of Match Requirement (Appendix K-1) with each Payment Request to certify the matching requirement has been met.

6. Grantee must have sufficient funds to start the project and pay for expenditures in advance, AND grantee must have sufficient cash flow to await reimbursement from the State.

7. Periodic progress payments may be contingent upon satisfactory documentation of stated objectives in the grant agreement, and administrative benchmarks (e.g., collaboration efforts, outreach, funding acknowledgement signs, final design, etc.).

8. Once an executed grant agreement is in place, grantee may invoice for expenses on a regular basis, but not more frequently than once a quarter.

9. At the sole discretion of the State, ten percent (10%) of the amounts submitted for reimbursement will be retained and released as a final payment upon satisfactory project completion.

Acquisition Projects Only

1. Payments are contingent on the DGS approving the appraised fair market value of the property.

2. State-approved purchase price (not to exceed fair market value) may be advanced into an escrow account within 60 days of the anticipated close of escrow.

3. At the sole discretion of the State, all disbursements are subject to a ten percent (10%) retention.

4. The remainder of the Grant, if any, shall be available on a reimbursable basis for other eligible costs as approved by State.

SITE CONTROL/LAND TENURE

The State recognizes that specific activities may change over time; however, the property should remain available for compatible Program use in accordance with the following requirements:

Acquisition Projects: The grantee or the grantee's successor in interest shall hold **in perpetuity** the real property only for the purpose for which the grant was made and make no other use or sale or other disposition of the property without the written permission of the State.

Development Projects: The grantee shall maintain and operate the project developed pursuant to this grant for a minimum of **15 years**, per the definition of 'capital asset project'.

All Projects

1. Grantee shall not use or allow the use of any portion of the real property for mitigation (i.e., to compensate for adverse changes to the environment elsewhere) without the written permission of the State.

2. Grantee shall not use or allow the use of any portion of the real property as security for any debt.

3. With the approval of the State, the grantee or the grantee's successor in interest in the property may enter into an agreement with another party to maintain and operate the property in accordance with this program. At a minimum, the agreement must

   a. Clearly spell out the roles and responsibilities of each party in detail,
   b. Be signed by all parties signifying their acceptance,
   c. Not terminate prior to the length of site control/land tenure required by the grant agreement, and
   d. Include language that the grantee would resume responsibility for ongoing operations and maintenance in the event of termination of said agreement.

4. Grantee may be excused from its obligations for operation and maintenance only upon the written approval of the State for good cause. "Good cause" includes, but is not limited to, natural disasters that destroy the project improvements and render the Project obsolete or impracticable to rebuild.

5. Grantee will be required to accept, sign, and record against the subject property, whether the grantee owns the property or not, Deed Restrictions to define the State's interest in the property. (Appendix Q).

6. Exceptions to the above may be granted as appropriate at the sole discretion of the State.

REPORTING AND TECHNOLOGY

Grantees will be required to submit quarterly progress reports that detail accomplishments to date, using the form provided in grant agreement.

Grantee is expected to secure and/or maintain reliable access to electronic mail and the Internet, as the majority of reporting requirements and communications with grantee is completed through the Internet and electronic mail.

Grantee should have a website that lists its hours of operation, free or reduced admission day(s), if applicable, and their address, directions, and public transportation options. It should also, where possible, describe the capital project being funded by CCHE, and its importance to the community.

ACCOUNTING

To ensure appropriate stewardship of State funds entrusted to it, the grantee should maintain a financial management system that provides accurate, current, and complete disclosure of the project. To meet this requirement, grantee should have adequate accounting practices and procedures, internal controls, audit trails, and cost allocation procedures. The accounting system should:

1. Accurately reflect fiscal transactions, with the necessary controls and safeguards, including original source documents such as purchase orders, receipts, progress payments, invoices, time cards, evidence of payment, etc.

2. Provide accounting data so the total cost of each individual project can be readily determined.

RECORD KEEPING

Grantee is required to keep source documents for all expenditures related to each grant for at least three (3) years following project completion and one year following an audit. A project is considered complete upon receipt of final grant payment from the State.

SITE VISITS

The State may make periodic visits to the project site, including a final inspection of the project. The State will determine if the work is consistent with the approved project scope and ensure compliance with the signage requirements.

CHANGES TO APPROVED PROJECT

A grantee seeking changes or amendments to an approved project must **first** obtain approval from the State. Changes in the project scope should continue to meet the Legislative Objective cited in the original application. The grantee jeopardizes funding should changes be made without approval. Substitution of parcels to be acquired is **not** permitted.

STATE AUDIT

Projects are subject to audit by the State of California annually and for three (3) years following the final payment of grant funds.

1. If the project is selected for audit, advance notice will be given. The audit shall include all books, papers, accounts, documents, or other records of the grantee, as they relate to the project for which the funds were granted.

2. Grantee must have the project records, including the source documents and evidence of payment, readily available, and provide an employee with knowledge of the project to assist the auditor. The grantee must provide a copy of any document, paper, record, or the like, requested by the auditor.

LOSS OF FUNDING

Prior to the completion of project construction, either party may terminate the grant agreement by providing the other party with thirty (30) days written notice of such termination.

The State may also terminate the grant agreement for any reason at any time if it learns of or otherwise discovers that there are allegations supported by some reasonable evidence that a violation of any state or federal law or policy by the grantee which affects performance of this or any other grant agreement or contract entered into with the State.

The following are some examples of actions that may result in a grantee's loss of funding:

1. Applicant fails to execute a grant agreement.
2. Grantee withdraws from the grant program.
3. Grantee loses willing seller(s).
4. Grantee fails to complete the funded project within the project performance period specified in the grant agreement.
5. Grantee fails to submit all documentation within the time period specified in the grant agreement.
6. Property cannot be acquired at or below approved fair market value (pursuant to appraisal review by DGS).

7. Grantee fails to demonstrate project sustainability to meet minimum required useful life.
8. Grantee is unable to secure adequate land tenure/site control.
9. Grantee fails to submit evidence of compliance with CEQA.
10. Grantee changes project scope without approval of the State, or, the modified project doesn't meet intent of award.
11. Grantee loses matching funding from one or more sources.
12. Grantee cannot provide ongoing assurance that the project will be completed prior to the **stated deadline**. Assurance includes but is not limited to: bid advertisement schedule, escrow schedule for acquisitions, or award letter from other funding sources, etc.
13. If the project cannot be completed before **the stated deadline**, the grant may be retracted.

SECTION 6. ADDITIONAL INFORMATION

SIGN GUIDELINES

All Grantees are required to post a sign at the project site. The sign must be available for the final inspection of the project. There is no minimum or maximum size other than the minimum size for the logo as long as the sign contains the required wording.

Types of Signs

1) A sign is required during construction.
2) A sign must be posted upon completion (1 & 2 can be the same if sign is durable)

Language for Signs

All signs will contain the following minimum language:

Project Title/Description

Another project funded by the
Museum Grant Program under the

CALIFORNIA
Cultural & Historical
ENDOWMENT

EDMUND G. BROWN, JR., GOVERNOR
John Laird, Secretary for Natural Resources

The name of the director of the local agency or other governing body may also be added. The sign may also include the names (and/or logos) of other partners, funding organizations, individuals and elected representatives.

Logo

All signs must include the California Cultural and Historical Endowment logo, which should be mounted in an area to maximize visibility and durability. The logo should be a minimum of 1' (12 inches) high -- exceptions may be approved by the State, when appropriate. The logo is available at: http://resources.ca.gov/grant_programs.html

Sign Construction

All materials used shall be durable and resistant to the elements and graffiti. The California Department of Parks and Recreation and California Department of Transportation standards can be used as a guide for gauge of metal, quality of paints, mounting specifications, etc.

Sign Duration

Project signs should be in place for a minimum of four (4) years from date of project completion.

Sign Cost

The cost of the sign(s) is an eligible project cost. More permanent signage is also encouraged (e.g., bronze memorials mounted in stone at entryways, on wall plaques, on structures, etc., at exhibit site).

Appropriateness of Signs

For projects where the required sign may be out of place or where covered by local sign ordinances, the grants administrator in consultation with the Grantee may authorize a sign that is appropriate to the project in question.

State Approval

The Grantee shall submit proposed locations, size, number of signs and language for review **prior to** ordering signs. Funds for development projects will not be reimbursed until signage has been approved and installed.

38 CHARACTERISTICS OF 'SUPERIOR' MUSEUMS

From the American Alliance of Museums

Public Trust and Accountability

- The museum is a good steward of its resources held in the public trust.
- The museum identifies the communities it serves, and makes appropriate decisions in how it serves them.
- Regardless of its self-identified communities, the museum strives to be a good neighbor in its geographic area.
- The museum strives to be inclusive and offers opportunities for diverse participation.
- The museum asserts its public service role and places education at the center of that role.
- The museum demonstrates a commitment to providing the public with physical and intellectual access to the museum and its resources.
- The museum is committed to public accountability and is transparent in its mission and its operations.
- The museum complies with local, state, and federal laws, codes, and regulations applicable to its facilities, operations, and administration

Mission and Planning

- The museum has a clear understanding of its mission and communicates why it exists and who benefits as a result of its efforts.
- All aspects of the museum's operations are integrated and focused on meeting its mission.
- The museum's governing authority and staff thinks and act strategically to acquire, develop, and allocate resources to advance the mission of the museum.
- The museum engages in ongoing and reflective institutional planning that includes involvement of its audiences and community.
- The museum establishes measures of success and uses them to evaluate and adjust its activities.

Facilities and Risk Management

- The museum allocates its space and uses its facilities to meet the needs of the collections, audience, and staff.
- The museum has appropriate measures to ensure the safety and security of people, its collections and/or objects, and the facilities it owns or uses.
- The museum has an effective program for the care and long-term maintenance of its facilities.
- The museum is clean and well-maintained, and provides for the visitors' needs.
- The museum takes appropriate measures to protect itself against potential risk and loss.

Financial Stability

- The museum legally, ethically, and responsibly acquires, manages and allocates its financial resources in a way that advances its mission.
- The museum operates in a fiscally responsible manner that promotes its long-term sustainability.

Leadership and Organizational Structure

- The governance, staff and volunteer structures and processes effectively advance the museum's mission.
- The governing authority, staff and volunteers have a clear and shared understanding of their roles and responsibilities.
- The governing authority, staff, and volunteers legally, ethically and effectively carry out their responsibilities.
- The composition, qualifications, and diversity of the museum's leadership, staff, and volunteers enable it to carry out the museum's mission and goals.

- There is a clear and formal division of responsibilities between the governing authority and any group that supports the museum, whether separately incorporated or operating within the museum or its parent organization.

Collections Stewardship

- The museum owns, exhibits, or uses collections that are appropriate to its mission.
- The museum legally, ethically, and effectively manages documents, cares for, and uses the collections.
- The museum's collections-related research is conducted according to appropriate scholarly standards.
- The museum strategically plans for the use and development of its collections.
- Guided by its mission, the museum provides public access to its collections while ensuring their preservation.

Education and Interpretation

- The museum clearly states its overall educational goals, philosophy, and messages, and demonstrates that its activities are in alignment with them.
- The museum understands the characteristics and needs of its existing and potential audiences and uses this understanding to inform its interpretation.
- The museum's interpretive content is based on appropriate research.
- Museums conducting primary research do so according to scholarly standards.
- The museum uses techniques, technologies, and methods appropriate to its educational goals, content, audiences, and resources.
- The museum presents accurate and appropriate content for each of its audiences.
- The museum demonstrates consistent high quality in its interpretive activities.
- The museum assesses the effectiveness of its interpretive activities and uses those results to plan and improve its activities.

For additional standards and best practices to help museums achieve excellence see http://www.aam-us.org/resources/ethics-standards-and-best-practices/characteristics-of-excellence-for-u-s-museums

SECTION 7. APPENDICES

APPENDIX A – CHECKLIST FOR WHAT TO SUBMIT

Submit one Application Package for each Project. Application Packages should be organized in the following order. Clearly label each item. The appropriate number of copies should be provided. Bind packages with binder clips only. Do not put in folders or notebooks. **Submit two (2) unbound copies (one original and one copy) of all items besides CEQA (one only.)** All items will also be submitted online through SOAR (see page 5 for instructions).

TITLE OF DOCUMENT	APPENDIX *(If applicable)*
Application Form – Completed and Signed by person authorized in Resolution or Certification Letter (print out from SOAR)	**B**
Eligibility Checklist (print out from SOAR)	**C**
Project Data (print out from SOAR)	**D**
Executive Summary (print out from SOAR)	**E**
Project Proposal Narrative: General & Project Criteria Questions	
Resolution or Certification Letter from CEO	**F or G**
Nonprofits:	
• IRS Determination Letter of Section 501(C)(3)	
• CA Secretary of State – Active Business Entity Record	
• Letter of Incorporation	
Public Agencies:	
• Mission Statement	
• Verification letter from Director or City Manager	
Tribes: Constitution or Governance Laws	
Work Plan Chart plus attachments:	**H**
• Planning documents	
Cost Estimate (Development or Acquisition)	**J or K**
Matching Funds Chart plus attachments	**L**
• Evidence of commitment (award letters, etc.)	
In Kind Contributions Form(s)	**M**
• Annual appropriation to Agency/Department	
Project Location Map	
Assessor's Parcel Map	
Concept Level Site Plans, Floor plans, Design Specifications etc.	
Photos of Project Site	
Environmental Review Compliance Form plus attachments	**P**
Letters/Agreements from entities with jurisdiction (City, Utilities, etc.)	
Letters of Endorsement from *significant* project partners only	
Disadvantaged Population Form	**S**
Development Only – in addition to the above provide:	
• Property Data Sheet listing all parcels to be developed, plus	**N-1**
• Land Tenure/Site Control	**N-2**
○ Ownership Documents (deeds, tax records, county recorder, etc.)	
○ Letter of permission from landowner if applicant does not own the property.	
○ Lease Agreement, MOU, etc. (for property owned by a party other than the applicant)	
• Operations and Maintenance	
• Permit Approval Status	**O**
Acquisitions Only – in addition to the above provide:	
• Willing Seller Letter	**Q**
• Purchase Agreement (if available)	
• Appraisal (if available)	
• Preliminary Title Report (if available)	

APPENDIX B – APPLICATION FORM

Below is a sample of the program application form. The application form will be printed directly from SOAR. Applicants are to provide one signed original and one copy of the form with their hardcopies.

RFP Title

Project Title	Estimated Date of Completion: Funds Requested: $ Local Cost Match: $ Total Budget: $
Applicant Organization Applicant Address Federal Tax ID	County / Nearest City/Town Project Address (or nearest cross street) Senate Dist. / Assembly Dist. / US Congressional Dist.
6) Project Description	
Latitude / Longitude	Coordinates Represent Coordinates Determined Using
Project Director (Applicant's Representative Authorized In Resolution) (Signature required at bottom of this page) Name: Title: Phone: Email Address:	
Project Manager - Person with day to day responsibility for project (if different from authorized representative) Name: Title: Phone: Email Address:	
I certify that the information contained in this project application, including required attachments, is complete and accurate Signed: _____ _____ Applicants Authorized Representative as shown in Resolution Date	
Print Name:	Print Title:

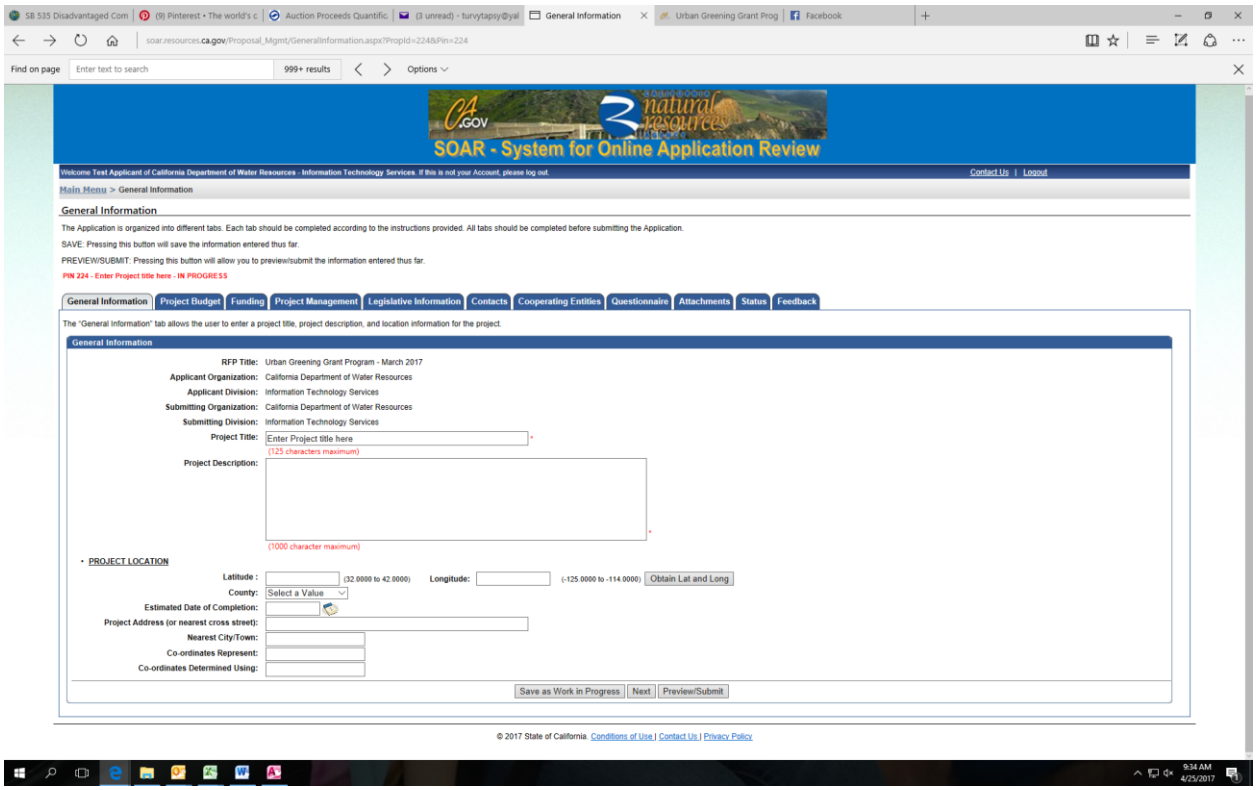
APPENDIX B (CONTINUED)

SOAR Application Form Instructions

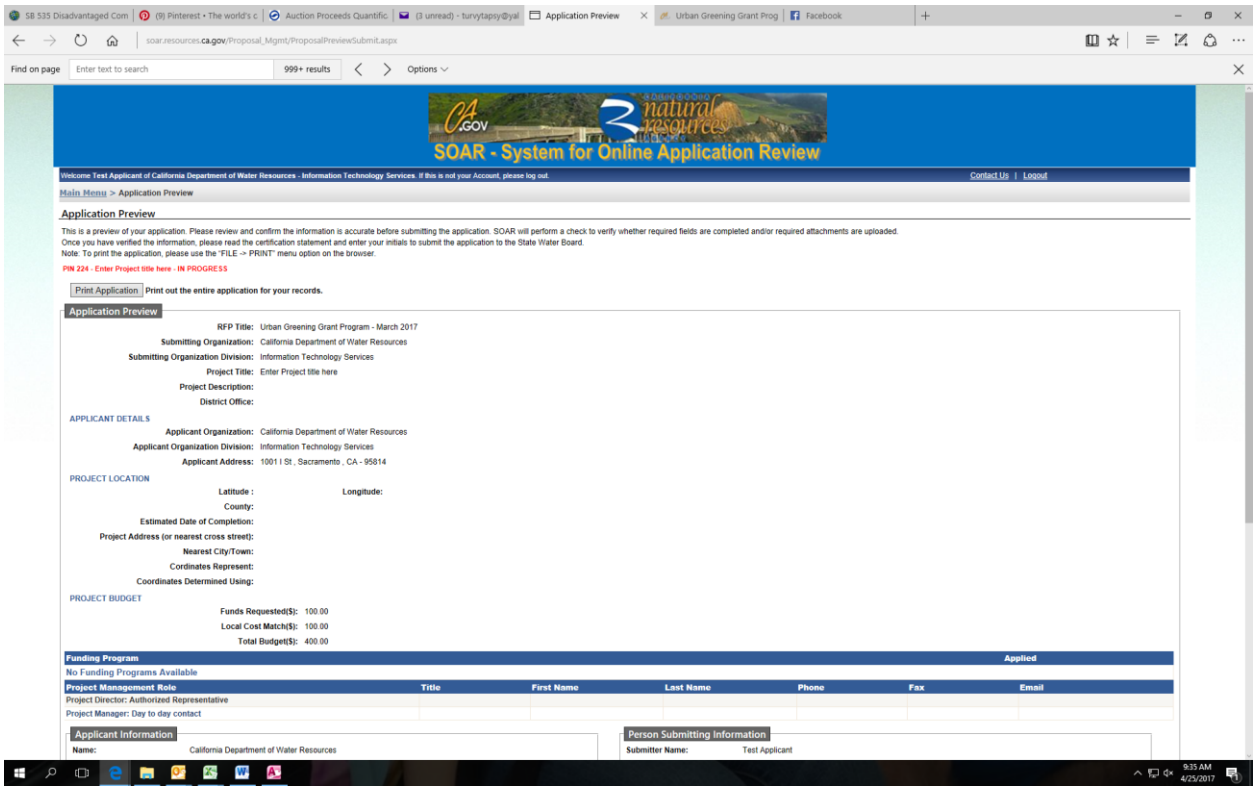
To print your Museum Grant Program Application Form from SOAR, please follow the steps below.

1. Log into SOAR and enter your active Museum Grant Program Application

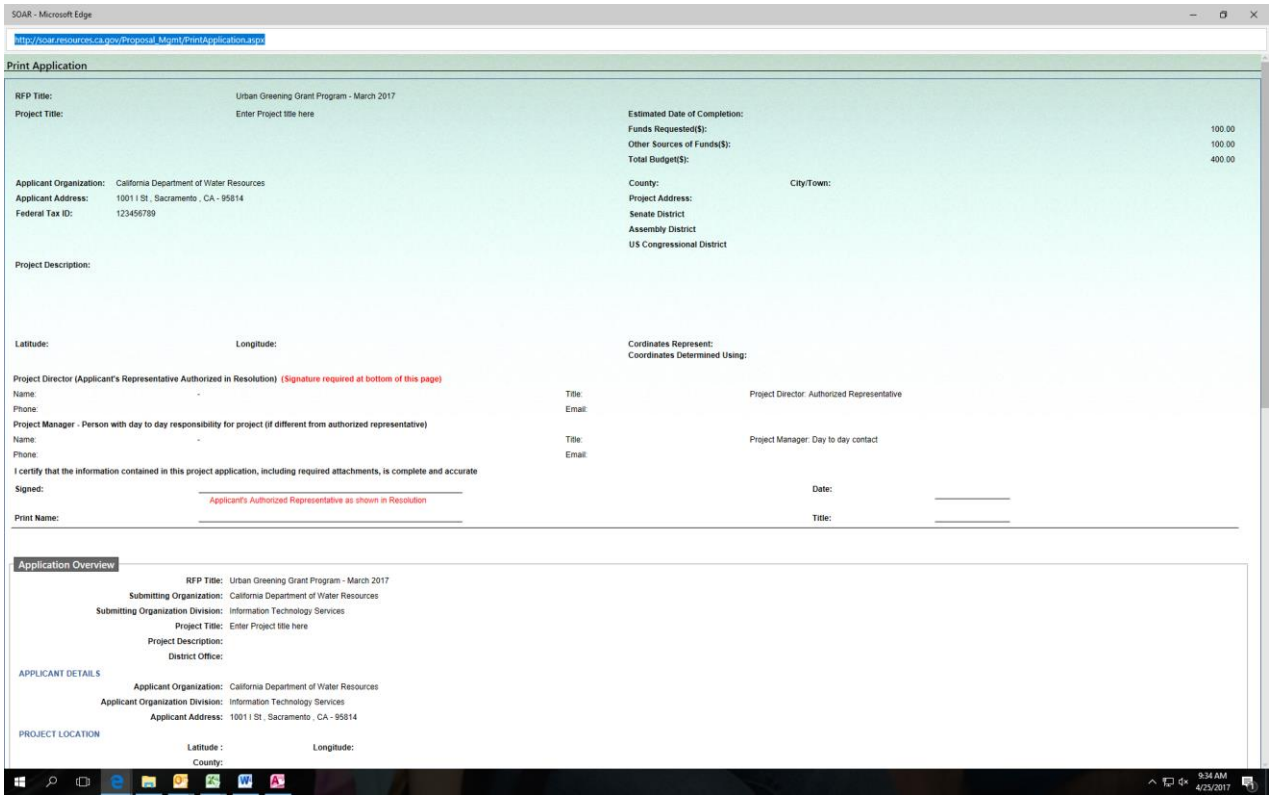
2. On the General Information tab, scroll down to the bottom of the page and select the Preview/Submit button. (NOTE: Clicking this button will not submit your application)



3. On the new Application Preview page, select the Print Application button on the top.



A pop-up box with your application will appear.



4. Select Ctrl+ P, to print the application. Click Print. The first page of the print out is the application form and includes a signature line for the Authorized Representative.

APPENDIX C – ELIGIBILITY CHECKLIST

To help determine eligibility, prior to completing a full application, answer the following questions. Please answer these directly in SOAR and print out.

MUSEUM ELIGIBILITY:		**Yes/No**
	Is the applicant located in the State of California and either a Public Agency (federal, state, city, county, district, association of governments, joint powers, or Federally Recognized Indian Tribe) or a Nonprofit organization that has, among its principal charitable purposes, the preservation of historic or cultural resources for cultural, scientific, historic, educational, recreational, agricultural, or scenic opportunities?	
	Does the applicant meet the definition of a museum according to these Guidelines?	
	Has the museum been open at least two years?	
	Is the museum open to the public at least 120 days per year?	
PROJECT ELIGIBILITY:		
	Is the project a capital improvement (no acquisition or restoration of artifacts, collections, specimens, etc.)?	
	Is the project an acquisition OR development project only? (Cannot be both, nor can it be for programming, planning, research, training, outreach, etc.)	
	Does the project have at least a 15 year life span (no acquisition or long term lease of equipment such as computers, TVs, cameras, etc.)?	
	Is the project within the museum grounds?	

APPENDIX D – PROJECT DATA

Below is a sample of the Project Data questions. These will be inputted and printed directly from SOAR.

1. **TYPE OF AGENCY**
   ☐ *Public Agency:* ☐ *Local* ☐ *State* ☐ *Joint Powers* ☐ *Federal* ☐ *Federally Recognized Tribe* ☐ *Nonprofit Corporation*
2. **DATE MUSEUM WAS ESTABLISHED** (i.e., received EIN from IRS):
   _____
3. **DATE MUSEUM OPENED TO THE PUBLIC:**_____
4. **ANNUAL OPERATING BUDGET:** $_____.00
5. **DISCIPLINE OF MUSEUM**
   ☐ **Art** ☐ **History/Heritage** ☐ **Children** ☐ **Science/Technology** ☐ **Living Collections** ☐ **General**
   ☐**Other** _____
6. **TYPE OF CAPITAL ASSET PROJECT** ☐ Development **or** ☐ Acquisition
7. **LEGISLATIVE OBJECTIVE TO BE FULFILLED** (check **one**)
   ☐ Superior Programs ☐ Services to School Pupils ☐ Services to the Public ☐ Increased Access to Program & Collections
8. **ANTICIPATED PROJECT** Start Date: _____ Completion Date: _____
9. **LAND TENURE / LONG TERM SITE CONTROL**
   Does applicant own the property where the Project will take place? ☐ Yes ☐ No
   If no, indicate type of arrangement: ☐MOU ☐Lease ☐Easement ☐Other: _____
   Name / Address of Property Owner: _____
   _____
10. **FACILITY QUESTIONAIRE**
    a) What is the square footage of the facility currently occupied by the museum? _____
    b) What date did the applicant organization occupy the current facility? _____
    c) If the current facility is to be remodeled, what is the square footage of the remodeled area? _____
    d) If the current facility is to be expanded, what is the square footage of the expanded area? _____
    e) What will be the overall square foot increase resulting from this Project? _____
    f) If a new facility is proposed, what is the square footage? _____
    g) If an acquisition of property is planned, what is the acreage? _____
    h) If an acquisition of property is planned, what is the square footage? _____
    i) If a permanent exhibit will be created, what is the square footage? _____
    j) What is the current FTE/PTE staff assigned to manage and operate the Project? _____
    k) After completion of the Project, will the staff of the program change? _____
    l) If yes, indicate the number and types of additional PTE and FTE staff: _____
11. **HISTORIC STRUCTURE**
    Does the Project involve real property that is listed, or is eligible to be listed, as a historic resource or historic landmark or in a historic area-neighborhood with historic significance? ☐ Yes ☐ No
12. **ENVIRONMENTAL COMPLIANCE STATUS**
    If applicable, projects considered for funding must be in compliance with the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA) prior to disbursement of construction funds. (Appendix O) Check applicable box:
    ☐ CEQA/NEPA Not Triggered ☐ CEQA/NEPA Completed ☐ CEQA/NEPA approval expected by _____ (date)
    Name of Lead Agency _____
    Contact/Phone No. _____

APPENDIX E – EXECUTIVE SUMMARY FORM

Using SOAR, provide a brief overview of your institution and your proposed capital asset project. If the **applicant** is a unit of government responsible for the operation of the museum, answer the application narrative and attachments **as the museum**.

1. Provide a brief paragraph summarizing the museum mission, history, location, facilities and primary collections, activities or services (30 words).

2. Summarize the proposed capital asset project, including the Statutory Requirement it addresses. Explain the need for the project, the expected impact on the community served, and how it relates to the mission of the organization (60 words).

3. Summarize major budget components of the capital asset project in the following chart:

Line Item Categories	A. Grant Request	B. Applicant Match	C. Other Sources	D. Total Cost
Non-Construction – Planning, Design, Permits, Direct Project Administration, etc. (25% cap)				
Implementation: Construction				
Implementation: Land Acquisition				
Other Costs				
Contingency (10% cap)				
Totals				

APPENDIX F - RESOLUTION TEMPLATE

Resolution No: _____
Resolution (Governing Body of Applicant)
Approving the Application for Grant Funds for
The California Cultural and Historical Endowment's
Museum Grant Program under the
California Clean Water, Clean Air, Safe Neighborhood Parks, And
Coastal Protection Act Of 2002 (Proposition 40)

WHEREAS, the Legislature and Governor of the State of California have provided funds for the program shown above; and
WHEREAS, the California Cultural and Historical Endowment has been delegated the responsibility for the administration of this grant program, establishing necessary procedures; and
WHEREAS, said procedures established by the California Cultural and Historical Endowment require a resolution certifying the approval of application(s) by the Applicants governing board before submission of said application(s) to the State; and
WHEREAS, the applicant, if selected, will enter into an agreement with the State of California to carry out the Project

NOW, THEREFORE, BE IT RESOLVED that the_____ (Governing Body)

1. Approves the filing of an application for the (name of the project); and
2. Determines Applicant Is eligible to apply for a State grant due to status as a 501 (c) 3 non-profit organization, government entity, or Federally Registered tribe; and
3. Certifies that applicant understands the assurances and certification in the application herein, and
4. Certifies applicant organization has long-term control of the property and will provide satisfactory documentation of the long-term control as part of the grant agreement development process; and
5. Certifies that applicant or title holder will have sufficient funds to operate and maintain the project consistent with the land tenure requirements; or will secure the resources to do so; and
6. Certifies the proposed project/organization is free of any legal challenges that could undermine progress on the project; and
7. Gives State permission to publish any provided digital image to its website and to crop or resize the image; and
8. Agrees to acknowledge State's support in any news media, brochures, articles, publications, seminars, exhibits, buildings, displays, products, or other promotion materials about the funded project; and
9. Certifies that it will comply with the provisions of Section 1771.5 of the State Labor Code regarding payment of prevailing wages on Projects awarded Proposition 40 Funds, and
10. Agrees that projects involving construction, renovation, repair, rehabilitation, or ground or visual disturbances must comply with all current laws and regulations which apply to the Project, including, but not limited to, labor codes related to prevailing wage, legal requirements for construction contracts, building codes, environmental laws, health and safety codes, disabled access and historic preservation laws and environmental laws. Grantee will be required to certify that, prior to commencement of construction, all applicable permits and licenses (e.g., state contractor's license) will be obtained; and
11. Agrees to adhere to the Americans with Disabilities Act of 1990 (ADA) and the 2010 ADA Standards for Accessible Design. Title III of the ADA covers places of public accommodation (such as museums, libraries, and educational institutions) and includes a specific section regarding new construction and alterations in public accommodations; and
12. Agrees that projects involving construction, renovation, repair, rehabilitation, or ground or visual disturbances must comply with the National Historic Preservation Act and NAGPRA (Native American Graves Protection and Repatriation Act); and
13. Waives all rights to privacy and confidentiality of the material submitted to State, and
14. Agrees to execute a grant agreement prior to the encumbrance deadline of June 30, 2019, and will caused work on the project to be commenced within a reasonable time after encumbering the funds, so that the project will be complete and the final invoice submitted to the State by May 1 of the stated year; and
15. Agrees that for all property acquired or developed with Museum Grant funds, applicant will accept, sign, notarize and record a declaration of covenants, conditions and restrictions (deed restrictions) which attaches the conditions of the grant, as set forth in the grant agreement, on the use and enjoyment of the property until the end land tenure date specified in the grant agreement; and
16. Appoints the (**designate position**, not person occupying position) _____ , or designee, as agent to conduct all negotiations, execute and submit all documents including, but not limited to applications, agreements, payment requests and so on, which may be necessary for the completion of the aforementioned project(s).

Approved and adopted the _____day of _____ 20____. I, the undersigned, hereby certify that the foregoing Resolution Number _____ was duly adopted by the _____. (Governing Body)

Following Roll Call Vote: Ayes: _____
Nos: _____
Absent: _____

_____
Clerk/Secretary for the Governing Board

APPENDIX G - CERTIFICATION LETTER REQUIREMENTS

If an Applicant does not have a governing board, a certification letter from the organization's Director or Chief Executive Officer must be furnished. The letter should:

1. Approve the filing of an application for the (name of the project); and
2. Certify Applicant Is eligible to apply for a State grant due to status as a 501 (c) 3 non-profit organization, government entity, or Federally Registered tribe; and
3. Certify that applicant understands the assurances and certification in the application herein, and
4. Certify applicant organization has long-term control of the property and will provide satisfactory documentation of the long-term control as part of the grant agreement development process; and
5. Certify that applicant or title holder will have sufficient funds to operate and maintain the project consistent with the land tenure requirements; or will secure the resources to do so; and
6. Certify the proposed project/organization is free of any legal challenges that could undermine progress on the project; and
7. Give State permission to publish any provided digital image to its website and to crop or resize the image; and
8. Agree to acknowledge State's support in any news media, brochures, articles, publications, seminars, exhibits, buildings, displays, products, or other promotion materials about the funded project; and
9. Certify that it will comply with the provisions of Section 1771.5 of the State Labor Code regarding payment of prevailing wages on Projects awarded Proposition 84 Funds, and
10. Agree that projects involving construction, renovation, repair, rehabilitation, or ground or visual disturbances must comply with all current laws and regulations which apply to the Project, including, but not limited to, labor codes related to prevailing wage, legal requirements for construction contracts, building codes, environmental laws, health and safety codes, disabled access and historic preservation laws and environmental laws. Grantee will be required to certify that, prior to commencement of construction, all applicable permits and licenses (e.g., state contractor's license) will be obtained; and
11. Agree to adhere to the Americans with Disabilities Act of 1990 (ADA) and the 2010 ADA Standards for Accessible Design. Title III of the ADA covers places of public accommodation (such as museums, libraries, and educational institutions) and includes a specific section regarding new construction and alterations in public accommodations; and
12. Agree that projects involving construction, renovation, repair, rehabilitation, or ground or visual disturbances must comply with the National Historic Preservation Act; and
13. Waive all rights to privacy and confidentiality of the material submitted to State, and
14. Agree to execute a grant agreement prior to the encumbrance deadline, and will caused work on the project to be commenced within a reasonable time after encumbering the funds, so that the project will be complete and the final invoice submitted to the State by May 1 of the stated year; and
15. Agree that for all property acquired or developed with Museum Grant funds, applicant will accept, sign, notarize and record a declaration of covenants, conditions and restrictions (deed restrictions) which attaches the conditions of the grant, as set forth in the grant agreement, on the use and enjoyment of the property until the end land tenure date specified in the grant agreement; and
16. Appoint the (**designate position**, not person occupying position) _____ , or designee, as agent to conduct all negotiations, execute and submit all documents including, but not limited to applications, agreements, payment requests and so on, which may be necessary for the completion of the aforementioned project(s).
17. Contain the signature of the Director or Chief Executive Officer.

APPENDIX H –WORK PLAN INSTRUCTIONS & CHART

The Work Plan details the steps and tasks required to actualize the capital asset project. It specifies who will plan, implement and manage the project; when and in what sequence the activities will occur; and, which personnel and what resources will be needed to carry out the project.

The Work Plan also establishes benchmarks with target completion dates. If the Project is funded, the Work Plan will be used to develop the Project Scope, Timeline and Budget of the Grant Agreement.

The Work Plan reinforces the project narrative and aligns with the cost estimate to establish:

- Goals and objectives of the proposed Project including implementation (e.g., strategy, timeline, committed resources, municipal and partner support).
- Assessments previously conducted or to be completed as part of the work plan.
- Project deliverables and when the State can expect them.
- That the Project can be developed within allotted timeframes.
- That the Project can be completed for the grant amount plus other committed funds.
- Reasonable benchmarks and target completion dates.
- Alignment with the Narrative, Cost Estimate and other support documentation.
- Provisions for periodic review by the State and modifications if needed.

Use the Work Plan Chart on the following page to identify specific benchmarks, activities, tasks, responsible parties and timeline for the capital assets project that will be funded by this grant. Provide the best estimated dates within the funding timelines. Use as many rows as needed, and add or subtract activities as appropriate.

Take cash flow into consideration and the ability to await reimbursement when planning the schedule.

Attach up to 3 pages of copies or excerpts from the following reports to support the Work Plan. Include as supplementary information to help reviewers envision the project. Do not use attachments to answer narrative questions.

- Assessments and specialized studies that are directly relevant to the project. (i.e., preservation needs assessment, energy audit, termite report, etc.)
- Reports from planning activities (such as visioning sessions, charrettes, strategic plans.)
- Organization policies that directly support the proposed capital asset project.
- Organization policies that directly support the Legislative Objective being served.

If the **applicant** is a unit of government responsible for the operation of the museum, complete the attachment **as the museum.**

APPENDIX H –WORK PLAN INSTRUCTIONS & CHART

BENCHMARK 1 – PLANNING. ADMINISTRATION & PRE-CONSTRUCTION ACTIVITIES				
Activity	Task	Entity Performing Task	Start	Completion
Needs Assessments, Surveys, Planning				
Develop Project Goals, Objectives, and Action Steps				
Stakeholder Meetings and Public Outreach				
Develop architectural plans, design specifications, property appraisal, etc.				
Complete Environmental Review				
Secure / Finalize all funding				
Finalize all Agreements, MOUs				
Coordinate with jurisdictional entities for ROW, permits, etc.				
State review of the above				
BENCHMARK 2 - CONSTRUCTION & IMPLEMENTATION[1]				
	Task	Entity Performing Task	Start	Completion
Bid and Award Contract				
Demolition and Site Preparation				
Construction, Fabrication, Acquisition Escrow , etc.				
Installations				
Inspections				
BENCHMARK 3 - COMPLETION & CLOSEOUT				
	Task	Entity Performing Task	Start	Completion
Completion of the Project, Celebration Event				
Closeout Site Visit and Final Documentation to State				
BENCHMARK 4 - OPERATIONS & MAINTENANCE				
	Task	Entity Performing Task	Start	N/A
Ongoing Operations and Maintenance				

[1] Per Public Resources Code Section 75126 (a) the project cost estimate and schedule, if awarded funding, should be of sufficient detail to allow assessment of the progress of the work plan at regular intervals.

APPENDIX I – ELIGIBLE COSTS

A Cost Estimate is part of the Application Package, and if funded, is used as the basis for the Grant Budget. The Cost Estimate should show all project expenses **line item by line item** and include other sources of funds in separate columns, **specifying** each source. (Appendix I or J)

Only direct costs are eligible. General administration, overhead (e.g., costs calculated as a percentage of other direct costs, such as telephone, fax, and space rental, etc.) or endowments for ongoing project maintenance are not allowed and will not be reimbursed.

1. Only costs incurred during the project performance period specified in the grant agreement are eligible for reimbursement. Costs incurred outside of the project performance period are not eligible.

2. Contingency (up to 10% of the grant) may be budgeted for use on eligible items. Contingency funds may not be used to increase non-construction expenses beyond the 25% cap.

3. Funding acknowledgement signage and interpretive signs are eligible costs, including fabrication and installation. (Appendix R).

4. If the State recommends funding for less than the amount requested, the cost estimate should be revised. The State reserves the right to limit its support of a project to a particular portion(s) or cost(s).

<u>Eligible Costs for Development Projects</u>

1. **Non-construction Costs** (up to 25% of grant funds) including preliminary planning and pre-construction are eligible costs. These include but are not limited to planning and design, architectural drawings, engineering specifications, construction documents, permitting and direct project administration.
   a. **Planning** costs must be incurred during the project performance period of the grant; no pre-award costs will be reimbursed.
   b. **CEQA** costs associated with environmental review compliance for the proposed project.
   c. **Assessments** or surveys (i.e., energy audit, preservation needs assessment) if **directly** related to the proposed project.

2. **Personnel or Employee Services** of the grantee's employees directly engaged in project execution are eligible for reimbursement.
   a. Personnel costs charged to the project should be computed according to the grantee's prevailing wage or salary scales. Include benefits (vacation, sick leave, Social Security contributions, etc.) customarily charged to the recipient's various projects.
   b. **Exclude** all overhead allocations.
   c. Compute personnel costs on actual time spent on the project and document by time and attendance records describing the work, supported by payroll records.
   d. Overtime may be allowed under the recipient's established policy provided the regular work time was devoted to the same project.
   e. Projects must comply with **Labor Code Section 1771.5**, regarding prevailing wage determinations. Refer to the Department of Industrial Relations' Division of Labor Statistics and Research website at http://www.dir.ca.gov/DLSR/PWD/index.htm
   f. Salaries and wages claimed for employees working on State grant funded projects should not exceed the grantee's established rates for similar positions.

3. **Contracted Services:** The cost of contracted services may be reimbursed if invoices are presented that identify the specific project activities, and are supported by evidence of payment.

4. **Construction Labor** for activities to complete the project is eligible, including site preparation, fabrication, installation, onsite/field supervision, etc.

5. **Moving and storage** costs associated with relocating collections during construction and/or acquisition.

6. **Equipment** – Equipment may be leased, rented, or purchased, whichever is most economical. **If equipment is purchased, its residual market value must be credited to the grant upon completion of the project.** Equipment owned by the grantee may be charged to the project if documentation is provided **for each use**. Use charges should be made in accordance with the Grantee's normal accounting practices, and should describe the work performed, indicate the hours used, relate the use to the project, and be signed by the operator and supervisor.

7. **Supplies and Materials** – Supplies and materials may be purchased for a specific project or may be drawn from a central stock, providing they are claimed at a cost no higher than that paid by the Grantee.

8. **Exhibitions** – Production, fabrication and installation of object **display** elements including materials.

9. **Interpretive signs** – Exhibit labels and graphics.

10. **Other Expenditures –** Funding may be provided for miscellaneous costs necessary for execution of the Project. These costs may include:
    a. Premiums on hazard and liability insurance to cover personnel and/or property.
    b. Work performed by another section or department of the grantee's agency that can be documented as direct costs to the project.
    c. Transportation costs for moving equipment, personnel or fabricated elements.

Note: For purposes of this program **permanent** is defined as meeting the required 15 year lifespan, and does *not* require the element to be **fixed**.

Eligible Costs for Acquisition Projects:

1. Costs of acquiring real property are eligible and include the purchase price of the property at or below approved Fair Market Value, appraisals, surveys, preliminary reports, escrow or transfer fees and insurance, as well as
    a. Costs associated with environmental review compliance (CEQA) for the proposed project.
    b. Costs for energy audits and preservation needs assessment if **directly** related to the proposed project.

2. Applicant should justify the cost effectiveness of proposed land acquisition, including the cost/benefit acquiring easements versus fee title when appropriate.

3. Costs of obtaining State approvals of purchase price and transaction reviews from the State Department of General Services are allowable.

4. Relocation costs are eligible for acquisitions that result in displacement of a person and/or business (See State Relocation Act requirements, Chapter 16, Section 7260 et seq., Government Code).

5. Moving and storage costs associated with relocating collections during construction and/or acquisition.

6. Direct staff costs and consultant services necessary for the project are eligible and may be reimbursed up to $10,000.

7. To be reimbursed for direct staff costs or consultant services, invoices or documentation must be presented identifying specific project activities, and include evidence of payment.

8. Consultants should be paid by the customary or established method and rate of the applicant. Consultant fees may NOT be paid to the applicant's own employees.

ELIGIBLE COSTS	INELIGIBLE COSTS
• Construction and renovation of museum facilities • Exhibit fabrication and installation • Reconstruction or renovation of historic sites • Services including design, engineering, technical support • Materials, supplies and equipment related directly to project activities • Permanent elements in exterior landscapes, gardens and outdoor plazas • Heating, ventilation, and air conditioning (HVAC) equipment to improve collections storage and exhibit environments • Consultant fees, contracts and subcontracts if directly related to the project • Personnel salaries, wages, and fringe benefits (documented) if a direct cost of project	• Travel, hospitality or entertainment expenses • Publication design and printing • Staff/ volunteer training, Internships or fellowships • Cash reserves, fundraising or contributions to endowments • General operating support, indirect or overhead • Advertising, lobbying, marketing or public relations • Social activities, ceremonies, receptions, or entertainment • *Concessions *Regranting *Pre-award costs * Audit costs • Operation and maintenance costs • Costs of acquisition or restoration of objects for display e.g., collections, specimens, artifacts, animals, plants • Bonus payments of any kind • Fines, penalties, bad debt costs, deficit reduction, overdraft charges or damage judgments • Unapproved contract cost overruns • LCD monitors, projectors, hardware and control devices • Media players (video and audio) including speakers and amplification systems

APPENDIX J - COST ESTIMATE & TIMELINE FOR DEVELOPMENT PROJECTS

All cost elements should be clearly described in the project narrative. The estimates provided below should be based on quotes or bids obtained by a general contractor, cost estimator, or provided directly by a qualified vendor or sub-contractor. **Add/delete elements and funding sources as needed.** Please note that elements listed are examples only and can be replaced with relevant items. Be sure all costs are eligible and within allowable limits, and all columns add up correctly. The required match is **100%** of the grant amount. Please replace Source 1, Source 2, and any other added Sources with the names of the Sources.

TASKS - (EXAMPLES)	TOTAL	Unit Price	Unit of Measure	Quanitity	MUSEUM GRANT	APPLICANT (CASH)	APPLICANT (IN-KIND)	SOURCE 1	SOURCE 2	SCHEDULE Start - Complete
Grant Elements										
Non-construction (not to exceed 25% of grant)										
Permits and CEQA	$ -				$ -					
Project Management	$ -				$ -					
Construction										
Materials and Supplies	$ -				$ -					
Exhibit Installation	$ -				$ -					
Pathway	$ -				$ -					
Signage	$ -				$ -					
Contingency (not to exceed 10% of grant)	$ -				$ -					
Grant Total	**$ -**				**$ -**					
Match Elements										
Project Management	$ -					$ -	$ -	$ -	$ -	
Planning/Design	$ -					$ -	$ -	$ -	$ -	
Labor	$ -					$ -	$ -	$ -	$ -	
Site Preparation	$ -					$ -	$ -	$ -	$ -	
Landscaping	$ -					$ -	$ -	$ -	$ -	
Pavers	$ -					$ -	$ -	$ -	$ -	
Match Total	**$ -**					**$ -**	**$ -**	**$ -**	**$ -**	
GRAND TOTAL	**$ -**				**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	

Task listing should be detailed and customized to fit your project proposal. Each funding source or cash match should have its own column. The unit price multiplied by the quantity equals the Total Amount column. Include Labor in unit price or list separately, if Grantee labor is to be utilized. Be sure all columns total correctly. Only direct project management costs are eligible; no overhead/indirect costs are reimbursable. In-service payroll may not include a “billable rate” or administrative cost allocation.

APPENDIX K - COST ESTIMATE & TIMELINE FOR ACQUISITION PROJECTS

(Complete one form for each separate escrow)

Project Title:					
Assessor's Parcel Number(s)	**Acreage / Square Footage**	**Fee Title or Easement**	**Willing Seller Name and Address**		
ACQUISITION COST ESTIMATE					
	Total Costs	**Museum Grant**	**Other Funding Source (Name)**	**Other Funding Source (Name)**	**Other Funding Source (Name)**
Estimated Fair Market Value of property					
Relocation, Moving, Storage Costs					
CEQA/Permitting Costs					
Preliminary Title Reports, Appraisal					
Escrow Fees, Title Insurance, Closing Costs.					
Surveys, energy audits and preservation needs assessment if **directly** related to the proposed project.					
Direct *costs* **(staff and consultants – limited to $10,000 per grant)**					
State approval of appraisal, transaction review, etc. (**Required**)	**$10,000**				
Contingency **(not to exceed 10% of total grant)**					
Funding Acknowledgement Sign - (**Required**) (Appendix R)					
7. Other **(specify)**					
Grand Total					

Acquisition Schedule*	**Completed By**
Complete Appraisal	
Submit appraisal, purchase docs and title report to State	
Open Escrow & Request Advance into Escrow	
Submit instruments of conveyance	
Close escrow (submit final closing documents to State	
Install Bond Acknowledgement Sign	
Close-out	

*Grantee should submit evidence of progress on the acquisition within 6 months of grant execution. Only direct project management costs are eligible; no overhead/indirect costs are reimbursable. In-service payroll may **not** include a "billable rate" or administrative cost allocation.

APPENDIX L – MATCH REQUIREMENTS & FORM

Matching funds, as evidence of community commitment to the project, are required by all categories of applicants, including non-profit organizations and public agencies. Applicant is encouraged to seek cash support from other state, local and federal funding sources, as well as private sources such as corporations, foundations, individuals, local businesses, and nonprofit organizations.

The match must be equal to the funding award provided by the Museum Grant.

1. Identify in the **Cost Estimate** (Appendix I or J) and on the **Matching Funds Chart** (Appendix K) each source of match funding, including other State of California grants:
   a. Clearly and specifically name the source and total dollar amount per line item.
   b. Define all acronyms the first time they are used to reference sources.

2. All match resources should be available at the time the applicant submits the grant application. Applicant is required to submit award letters, resolutions, etc. as evidence of each cash match, with the application.

3. Only funds which will be expended *after* the grant agreement is executed may be counted toward the matching requirement. That is, cash match expenditures should take place during the 'project performance period' of the grant. No pre-award expenditures are allowed for the cash match.

   EXCEPTION: An applicant that can document that architectural plans, drawings, or other documents developed **solely** for the capital asset project were created **within one year prior to the application submission** deadline can credit these costs toward their match requirement.

4. Match requirements include:
   a. Verifiable (receipts, etc.)
   b. Not included as match for other projects
   c. Necessary and reasonable for the project
   d. Expended during the project performance period.

5. Each request for reimbursement must be supported by the required match. Grantee should retain all invoices and receipts to document match expenditures so they are available for State Audit. Grantee will complete and attach the **Certification for Match Requirement** (see Appendix K) with each Payment Request to certify the matching requirement has been met.

6. The State may award grants for less than the requested amount. In such cases, the applicant may use non-grant sources of funding if necessary to complete the project as planned.

7. Grant applicants may **not** use a loan or line of credit to fulfill their matching requirement.

8. Both cash and in-kind contributions should be composed from a diverse set of new resources to ensure and demonstrate a strong commitment from the grant applicant and its constituent community. It should maximize MGP grant funds by leveraging new resources to augment existing support.

In-Kind Donations as Match

In-Kind donations are allowable sources of match as long as they are for eligible and reasonable expenses, and are supported with sufficient documentation.

NO MORE THAN half of the required match may be In-kind Donations.

1. All in-kind donations must be donated directly to the applicant (the entity responsible for meeting the matching requirement).

2. Applicant must clearly and specifically name each source of funds, and dollar value of each in-kind donation, in the **Cost Estimate**. (Appendix I or J). Define acronyms the first time they are used to reference sources.

3. Applicant must attach an **In-kind Contributions Form** (Appendix L) signed by the donor, as evidence for each match.

4. To qualify a match, in-kind line items must be considered an 'eligible cost'.

5. Only in-kind donations which will be used for the project **after** the grant agreement is executed may be counted toward the matching requirement. That is, in-kind donations should take place during the 'project performance period' of the grant. No pre-award donations are allowed for the in-kind match. (See below for exception.)

   EXCEPTION: An applicant that can document that architectural plans, drawings, or other documents developed **solely** for the capital asset project were created **within one year prior to the application submission** deadline can credit these costs toward their match requirement as in-kind donations.

Reduced Match

At the discretion of the State, for small nonprofit and Tribal museums with annual budgets of less than $500,000, a lower than usual match may be requested if necessary to make a project realistic for underserved communities. For instance, the percentage of match may be lowered or the cash match may be converted to in-kind. Documentation that the community is underserved (has a clear lack of historical and cultural resources) will be required.

For purposes of this program, museums are categorized as follows:

Small: Less than $500,000
Midsize: $500,000 – $2 million
Large: $2 million plus

Public agencies are *excluded* from these categories and are *not* eligible for the match reduction.

Restrictions on In-Kind Donations

The following restrictions exist for specific categories of donations:

1. **Labor**
   a. Applicant must identify the donated labor costs, and the source of each donation, in the Cost Estimate.
   b. Applicant will be asked to demonstrate that donated labor costs will directly benefit the capital assets project.
   c. Applicant will be asked to identify the individual performing the labor, what type of labor was performed, when the labor was performed, the number of hours expended, and the normal hourly rate for that labor (or a corresponding rate using State of California civil service pay scales.)
   d. Volunteer time above and beyond the regular course of employment by applicant staff, and time spent by Board Members who provide a particular service to the project, may be counted using the normal hourly rate for that labor (or a corresponding rate using State of California civil service pay scales.)

2. **Materials and Supplies**
   a. Applicant should identify the material(s) and supplies to be donated, and the source of each donation, in the **Cost Estimate**.
   b. Applicant will be asked to document the current market value of the materials and supplies at the time they are donated to the project.
   c. Applicant will be required to document the total amount of materials and supplies actually used, and show how these materials and supplies were integrated into the capital asset project.
   d. Materials or supplies donated by staff or Board Members must be sufficiently valuated and documented.

3. **Equipment**
   a. Applicant should identify the donated equipment or rental, and the source of each donation, in the **Cost Estimate**.
   b. Equipment may be tools, machinery, vehicles, etc. necessary for construction of the project, but may not become a permanent part of the project.
   c. Applicant will be asked to document use of the equipment during construction.
   d. Applicant will be asked to document the current market or rental value of the equipment at the time of the donation.
   e. Equipment donated by staff or Board Members must be sufficiently valuated and documented.

4. **Donation of Real Property**
   a. Applicant must identify the donated property, and the source of each donation, in the **Cost Estimate**.
   b. Applicant must attach a certified appraisal of the donated real property which was conducted no more than one year prior to application.
   c. The appraiser must appraise the monetary value of the real property based on the intended use of the property as indicated in the grant application.
   d. The appraiser shall be a member of American Institute of Real Estate Appraisers, the Appraisal Institute and carry the MAI designation, or of the Society of Real Estate Appraisers and carry the SREA designation.

e. The appraiser shall be an independent contractor, and not an employee or agent of the applicant or seller of the proposed site.
f. Applicant will be asked to document that the donation is for the exclusive use of the capital asset project.
g. Department of General Services (DGS) must resolve all discrepancies as to the appraised value or content of the appraisal. DGS fees must be paid by the applicant prior to executing the grant agreement.

6. Planning Costs

a. Applicant should identify the donated planning costs, and the source of each donation, in the **Cost Estimate**.
b. Architectural plans, drawings, or other documents should be developed solely for the capital asset project during the project performance period.

EXCEPTION: An applicant that can document that architectural plans, drawings, or other documents developed **solely** for the capital asset project were created **within one year prior to the application submission** deadline can credit these costs toward their match requirement as in-kind donations.

c. Architectural plans, drawings, or other documents should be created by an architect, engineer or other licensed professional that are necessary for the design of the project, such as conceptual plans and drawings; schematic plans and drawings; design development plans and drawings or construction documents and specifications.
d. The professional license should be directly related to the services provided or the documents created.

6. Permanent Fixtures

a. Applicant should identify the donated fixtures costs, and the source of each donation, in the **Cost Estimate**.
b. Applicant will be asked to demonstrate that the permanent fixture(s) are a new resource being donated to the capital asset project.
c. Applicant will be asked to demonstrate that the permanent fixtures are an integral and essential part of the capital assets project.
d. Historical, legal or other objective methods of documentation will be needed to prove that the identified permanent fixture(s) are unique and were specifically designed and created to enhance the capital assets project.
e. Applicant should provide documentation that these permanent fixtures are not readily available on the open market and cannot be readily purchased because of their unique historical or cultural significance.
f. Applicant will be asked to document the monetary value of the permanent fixtures at the time of donation.
g. Permanent fixtures donated by staff or Board Members must be sufficiently valuated and documented.

If the **applicant** is a unit of government responsible for the operation of the museum, complete the attachment **as the museum**.

APPENDIX L – MATCH REQUIREMENTS & FORMS

The match must be equal to the amount of the Museum Grant award. That is, for every one dollar provided by the grant, the grantee must provide one dollar in matching funds. Complete the chart below showing how you will fulfill your match requirement. Name each source of funds* and indicate the status (whether funds are **requested**, **committed** or **secured**.**) Include all information needed to determine if the cash and in-kind contribution fulfills the matching requirement, and attach required documentation. You may add and subtract rows as needed.

List Cash Contributions Applied Toward Your Match						
Source **Required Documentation:** Award letters, commitment list, staff report, resolution etc. as evidence for each source of matching funds.	**Cash, Pledge, Loan, Credit**	**Amount**	**Status**	**Date of Receipt**	**Restrictions?**	**% of Total Match**
List In-Kind Contributions Applied Toward Your Match						
Source **Required Documentation:** A signed and completed IN-KIND CONTRIBUTION FORM as evidence for each source of in-kind match.	**Type of Service*** **	**Amount**	**Status**	**Date of Receipt**	**Restrictions?**	**% of Total Match**

*If a single match source amounts to $10,000 or more, itemize separately. For contribution under $10,000 aggregate in "like" categories (i.e. private cash contributions) and list in budget.
Status definitions: **requested: a formal request to a funding agency has been submitted and is actively being considered; **secured**: the applicant has access to the funds which are currently 'in the bank:' **committed**: funds have been awarded or pledged by an outside funder or individual donors, but they are contingent upon the project receiving an MP award.
***Supplies and Materials - Equipment – Labor - Permanent Fixtures - Planning - Appraisal of real property – etc.

APPENDIX L-1 – SAMPLE CERTIFICATION FOR MATCH REQUIREMENT IF AWARDED FUNDING

Requests for reimbursement must be supported by the required match. Grantee should retain all invoices and receipts to document match expenditures so they are available for State Audit. Grantees will complete and attach this certification with each Payment Request to certify the matching requirement has been met.

NAME OF GRANTEE: _____GRANT NUMBER: _____

PROJECT NAME: _____

GRANTEE ADDRESS:_____

PHONE: (___)_____FAX: (___)_____

Grantee Contact

NAME:_____ TITLE: _____

PHONE: (__) _____ EMAIL: _____

MATCH EXPENDITURE – List amounts and sources of match associated with the current Payment Request:

Source (do not abbreviate)	Amount	Cash or In Kind	Percent of Grant
Total for this Payment Request		NA	

- **Do not submit documentation for the match with Payment Requests.**
- **Retain all invoices and receipts to document match expenditures so they are available for State Audit.**

CERTIFICATION:

I hereby certify that matching funds in the amount listed above were expended prior to or during this payment period to complete the Museum Grant Program project, and that they comply with the provisions of the Grant Agreement.

I represent and warrant that I have full authority to execute this Certification on behalf of the Grantee. I declare under penalty of perjury that the foregoing project certification of Museum Grant Program Match Requirement for the above-mentioned Grant is true and correct.

_____

Signature of Grantee Fiscal Representative Title Date

_____

Print Name and Title

APPENDIX M - IN-KIND CONTRIBUTIONS FORM

Duplicate this form and include with your application package a **signed and completed form for each commitment of in-kind services** indicated as part of your match. You may include as many forms as needed.

Date of Contribution	Description of Contributed Item(s) or Service	Purpose for Which Contribution Was Made	Real or Approximate Value of Contribution	How Was Value Determined? (i.e., Actual, appraisal, fair market value)	Who Made This Value Determination?	Was Contribution Obtained With or Supported By State or Federal Funds? (If so, indicate source)

Name of Contributing Organization/Agency/Business/Individual: _____

Address of Above Contributor: _____ Phone #: _____

Printed Name of Contributor's Authorized Signee: _____ Title: _____

Signature of Authorized Signee: _____ Date: _____

APPENDIX N1 – LAND TENURE / PROPERTY DATA SHEET

Complete the Property Data Sheet listing each parcel included in the proposed project, as well as the owner(s) of each parcel. Attach all required documents (deeds, tax records, county records, title reports etc.) to verify ownership. Refer to **Appendix N2 - Site Control / Land Tenure Requirements.**

No	Owner Name	Assessor Parcel Number(s)	Acreage	If parcel(s) owned by Applicant(s), indicate type of ownership			For all parcels, indicate document used to demonstrate ownership and attach a copy of each document-clearly labeled with the APN-to this document	If parcel(s) not owned by Applicant(s) indicate document verifying long-term Permission to Develop and maintain **and attach**					Entity to perform O&M	# of years O&M to be performed
				Fee Simple	Easement	Other (describe)	Proof of Ownership (tax bill, grant deed, etc.)	O&M Agreement	Lease	JPA	Letter from Owner	Other (describe)		
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
Comments														

Total Number of Parcels: _____Total Number of Acres: _____

APPENDIX N2 - SITE CONTROL / LAND TENURE REQUIREMENTS

The State recognizes that specific activities may change over time; however, the property must remain available for compatible use in accordance with the following requirements:

Acquisition Projects
The Grantee or the Grantee's successor in interest shall hold in perpetuity the real property only for the purpose for which the grant was made and make no other use or sale or other disposition of the property without the written permission of the State.

Development Projects
The Grantee shall maintain and operate the Project pursuant to this grant for a minimum of 15 years.

All Projects

1. Applicant must have authority to acquire or construct and operate and maintain the project in accordance with the grant agreement.

2. Properties developed or acquired with these funds are to be free and clear from encumbrances – e.g., mortgages – and Grantee shall not use or allow use of any portion of the real property as security for any debt.

3. With the approval of the State, the Grantee or the Grantee's successor in interest in the property may enter into an agreement with another party to maintain and operate the property in accordance with this program.

4. Grantee may be excused from its obligations for operation and maintenance of the Project only upon written approval of the State for "Good Cause," including, but not limited to, natural disasters that destroy the Project improvements and render the Project obsolete or impracticable to rebuild.

5. For Projects funded under this Program, the Grantee will accept, sign, and record against the subject property, whether the Grantee owns the property or not, a Deed Restriction, to define the State's interest in the property.

Exceptions may be granted as appropriate and at the sole discretion of the State.

WHAT TO SUBMIT WITH THE GRANT APPLICATION:

Provide copies of documents verifying current ownership for each and every property/parcel listed on the **Property Data Sheet**. Examples include, but are not limited to, tax records, owner data sheets from county records, deeds, title reports, etc.

If the property is owned by a party other than the applicant:

1) Attach a copy of the document(s) which authorize long-term access for the applicant, including permission to develop the property (e.g., lease agreements, easements, joint powers agreement, memo of understanding, etc.) and

2) Highlight sections pertaining to the term of the agreement, renewal clause, termination clause, site control roles and responsibilities; or

3) If an agreement has not yet been executed giving permission to **develop** the property, a signed letter from the landowner (e.g., City, County, private party) indicating their intent to enter into such agreement, is acceptable for application purposes only.

Site Control and Land Tenure requirements adequate to the State must be submitted before ANY grant funds will be disbursed.

APPENDIX O - PERMIT APPROVAL STATUS FORM

List is not all inclusive. It is Grantee's responsibility to comply with all applicable permits.

Permitting Agency	Type of Requirement	Required?	Applied?	Acquired?	Date Anticipated
STATE AGENCIES:					
State Office of Historic Preservation	Cultural Resources-Submission of findings to State Historic Preservation Officer (National Historic Preservation Act, Section 106)	☐	☐	☐	
Native American Heritage Commission	Notification of proposed action to California Native American tribe with traditional lands located within project area.	☐	☐	☐	
Coastal Commission	Coastal Development Permit / Letter of Consistency	☐	☐	☐	
CalTrans	Encroachment Permit	☐	☐	☐	
Regional Water Quality Control Board	401 Water Quality Certification or Waste Discharge Requirement	☐	☐	☐	
State Water Resources Control Board	Water Rights Permit/ General Industrial Storm Water Permit	☐	☐	☐	
State Lands Commission	Permit required if using State owned property	☐	☐	☐	
FEDERAL AGENCIES					
Native American Graves Protection and Repatriation Act (NAGPRA)	Return certain Native American cultural items to lineal descendants, and culturally affiliated Indian tribes and Native Hawaiian organizations.	☐	☐	☐	
LOCAL AND REGIONAL PLANNING AGENCIES					
City/County	Grading Permit	☐	☐	☐	
City/County	Environmental Health Department	☐	☐	☐	
City/County	Building	☐	☐	☐	
City/County	Electrical	☐	☐	☐	
City/County	Plumbing	☐	☐	☐	
City/County	Mechanical	☐	☐	☐	
City/County	Landscaping	☐	☐	☐	
City/County	Sign Permits	☐	☐	☐	
City/County	Demolition Permits	☐	☐	☐	
City/County	Model Water Efficient Landscape Ordinance (MWELO)	☐	☐	☐	
San Francisco Bay Conservation and Development Commission	Any relevant permit	☐	☐	☐	
Tahoe Regional Planning Agency	Any relevant permit	☐	☐	☐	
Local Resource Conservation District	Consultation	☐	☐	☐	
Flood Control Districts	Floodway & Hydrological	☐	☐	☐	

Important: If acquiring a long-term encroachment permit, evidence that the entity with jurisdiction over the project is aware of the project and willing to work with the Applicant to issue the permit, must be submitted with the application.

APPENDIX P - ENVIRONMENTAL REVIEW (CEQA & NEPA) COMPLIANCE FORM & INSTRUCTIONS

If applicable, projects must comply with the California Environmental Quality Act, Division 13 (commencing with Section 21000; 14 California Code of Regulations section 15000 *et seq*. ["CEQA"]) and, if appropriate, the National Environmental Policy Act (NEPA).

A public entity (state, local or federal) must act as **Lead** Agency for environmental review of the project proposed in the application. As a funder, the State, will typically act as a **Responsible** Agency for purposes of CEQA.

Copies of environmental compliance documents (listed below) or an explanation for why CEQA is not triggered must be included in the application package.

NOTE: If CEQA is not complete at the time of application, **for application purposes only,** a **draft** Initial Study or a **draft** Notice of Exemption will be acceptable. Completion of CEQA may take place during the project performance period and may be an eligible expense.

However, unless not triggered, CEQA must be complete in order for the State to release construction or acquisition funds.

If CEQA is triggered, applicant must submit the following **ENVIRONMENTAL REVIEW COMPLIANCE FORM** with the application, plus stamped and filed copies of compliance documents, including:

1. **Notice of Exemption** filed with the county clerk if the proposed project is categorically or statutorily exempt, including the appropriate Public Resources Code section citation(s) being relied upon by the lead agency; **or**

2. **Negative Declaration or Mitigated Negative Declaration** adopted by the lead agency, plus the Initial Study (including the Environmental Checklist Form located in Appendix G of the CEQA Guidelines) and the Notice of Determination filed with the County. If the lead agency has adopted a Mitigated Negative Declaration, the Applicant must also provide the adopted mitigation monitoring and reporting program; **or**

3. **Final Environmental Impact Report** certified and adopted by the lead agency with Initial Study, including a copy of the Checklist, located in Appendix G of the CEQA Guidelines, the adopted mitigation monitoring and reporting program, and the Notice of Determination filed with the County. Please include any State Clearinghouse Responses received by the applicant.

   Supplementary CEQA that tiers from a Programmatic, Master, or other Environmental Impact Report should include a copy of any subsequent Initial Study for the proposed project together with a copy of any supplementary environmental documentation adopted by the lead agency, including if applicable, any required findings pursuant to Public Resources Code 21157.1, subdivision (c), and the Notice of Determination, filed with the county clerk and with the State Clearinghouse, as applicable.

If CEQA was filed before April 2009, the lead agency will be required to prepare an addendum that addresses Greenhouse Gases.

Native American Heritage Commission: Pursuant to Section 75102 of the Public Resources Code, before the adoption of a negative declaration or environmental impact report, the lead agency shall notify the proposed action to a California Native American tribe, which is on the contact list maintained by the Native American Heritage Commission, if that tribe has traditional lands located within the area of the proposed project.

Native American Graves Protection and Repatriation Act: Grantees must comply with NAGPRA which provides a process to return certain Native American cultural items -- human remains, funerary objects, sacred objects, or objects of cultural patrimony -- to lineal descendants, and culturally affiliated Indian tribes and Native Hawaiian organizations.

National Historic Preservation Act: Projects involving construction, renovation, repair, rehabilitation, or ground or visual disturbances must follow the Secretary of the Interior's Standards for the Treatment of Historic Properties, where appropriate, to ensure the historical integrity of the project, and comply with the National Historic Preservation Act, Section 106.

APPENDIX P - ENVIRONMENTAL REVIEW (CEQA & NEPA) COMPLIANCE FORM & INSTRUCTIONS

This form is always required at time of Application. In addition, if CEQA triggered, Environmental Compliance documents indicated below are required at time of Application as well.

Projects must comply with the California Environmental Quality Act, Division 13 (commencing with Section 21000; 14 California Code of Regulations section 15000 *et seq*. ["CEQA"]) and, if appropriate, the National Environmental Policy Act (NEPA). A public entity (state, local or federal) must act as lead agency for environmental review of the project proposed in the application.

1. Complete the form below
2. Attach a copy of the applicable environmental compliance documents (if applicable)
3. Attach this form and documentation to the application package.

☐ **CEQA not triggered, provide explanation:**

CEQA Triggered
Lead Agency Name: _____
Street Address (& PO Box) _____
City_____State_____ZIP_____
Lead Agency Representative, Title _____
Contact information (phone, email) _____

INDICATE THE ENVIRONMENTAL COMPLIANCE DOCUMENTATION ATTACHED:

☐ **Notice of Exemption (NOE)**
List the statutory or categorical exemption applicable to the project: _____
Attach NOE filed and stamped by the County Clerk(s) in which the project takes place.

☐ **Notice of Determination (NOD)**

☐ Negative Declaration – attach NOD **filed and stamped** by County Clerk(s) in which the project takes place, plus Evidence Fish & Game fee paid (**or** the project is exempt from fee).

☐ Mitigated Negative Declaration – attach NOD/MND **filed and stamped** by County Clerk(s) in which the project takes place, plus Evidence Fish & Game fee paid (**or** the project is exempt from fee).

☐ **Environmental Impact Report (EIR) – attaching all documents listed below:**
- IS with checklist
- State Clearinghouse Response, as applicable
- NOD/MND **filed and stamped** by County Clerk(s) in which the project takes place
- Evidence Fish & Game fee paid **or** the project is exempt from fee

IF CEQA IS NOT COMPLETE, THE FOLLOWING ARE REQUIRED FOR APPLICATION PURPOSES ONLY.
1) *Draft* Initial Study for Development Projects, including Timeline and method of completion; or
2) *Draft* Notice of Exemption including Timeline and method of completion

Resources: **CEQA guidelines**: http://www.ceres.ca.gov/topic/env_law/ceqa/guidelines/
State Clearinghouse and Planning Unit: http://www.opr.ca.gov/

APPENDIX Q - WILLING SELLER LETTER SAMPLE

(Acquisition Projects Only)

All acquisition application packages must include a willing seller letter from **each legal owner**. The letter must include the following information and be signed and dated from the legal owner(s) of each parcel to be acquired. Note: All escrows must close simultaneously.

Date:

To: California Cultural and Historical Endowment
Museum Grant Program

From: Name(s) of Legal Owner (*Trust, etc.)*
Address of Legal Owner(s)

Re: Parcel number(s):
County:
Property Address:

To Whom It May Concern:

This letter is provided to confirm that (**name of owner, trust, etc**.), owner of the above referenced property, is a willing participant in the proposed real property transaction. Should grant funds be awarded to the grant Applicant (**name of grant Applicant**), then (**name of owner, trust, etc**.), as Seller, is willing to enter into negotiations for the sale of the real property for a purchase price not to exceed fair market value.

Acknowledged:

_____ _____

Signature of land owner (trustee, etc.) **Date signed**

APPENDIX R - DEED RESTRICTIONS TEMPLATE

RECORDING REQUESTED BY:
California Cultural and Historical Endowment
Bonds & Grants

WHEN RECORDED MAIL TO:
California Cultural and Historical Endowment
1416 9th Street, Suite 1311
Sacramento, CA 95814

Declaration of Covenants, Conditions and Restrictions

I. WHEREAS, the California Cultural and Historical Endowment, (hereinafter referred to as "CCHE") is a public agency created and existing under the authority of sections 12800 and 12805, et seq, of the California Government Code.

II. WHEREAS, name of grantee, (hereinafter referred to as "GRANTEE") applied to CCHE for grant funds available pursuant to the Museum Grant Program for improvements to the Property, defined in Exhibit A (attached hereto, and hereinafter referred to as "PROPERTY"); and,

III. WHEREAS, GRANTEE owns or has long term legal access to the PROPERTY, and,

IV. WHEREAS, on beginning date on Grant Agreement, CCHE's approved Grant Agreement number, (hereinafter referred to as "GRANT") for improvements to the PROPERTY, subject to, among other conditions, recordation of this Deed Restriction on the PROPERTY; and,

V. WHEREAS, but for the imposition of the Deed Restriction condition of the GRANT, the GRANT would not be consistent with the public purposes of the Museum Grant Program and the funds that are the subject of the GRANT could therefore not have been granted; and,

VI. WHEREAS, GRANTEE has elected to comply with the GRANT and record restrictions on the PROPERTY, so as to enable GRANTEE to receive the grant funds and perform the work described in the GRANT;

NOW, THEREFORE, in consideration of the issuance of the grant funds by CCHE, the undersigned GRANTEE hereby irrevocably covenant(s) with CCHE **that the conditions of the grant, as set forth in Exhibit B (attached hereto) and in paragraphs 1 through 5, below,** shall at all times on and after the date on which this Deed Restriction is recorded constitute for all purposes, covenants, conditions and restrictions on the use and enjoyment of the PROPERTY that run with the land and are hereby attached to the deed to the PROPERTY as fully effective components thereof.

1. DURATION. (a) This Deed Restriction shall remain in full force and effect and shall bind GRANTEE until the end land tenure date identified in the GRANT.

2. TAXES AND ASSESMENTS. It is intended that this Deed Restriction is irrevocable and shall constitute an enforceable restriction within the meaning of a) Article XIII, section 8, of the California Constitution; and b) section 402.I of the California Revenue and Taxation Code or successor statute. Furthermore, this Deed Restriction shall be deemed to constitute a servitude upon and burden to the PROPERTY within the meaning of section 3712(d) of the California Revenue and Taxation Code, or successor statute, which survives a sale of tax-deeded property.

3. RIGHT OF ENTRY. CCHE or its agent or employees may enter onto the PROPERTY at times reasonably acceptable to GRANTEE to ascertain whether the use restrictions set forth above are being observed.

4. REMEDIES. Any act, conveyance, contract, or authorization by GRANTEE whether written or oral which uses or would cause to be used or would permit use of the PROPERTY contrary to the terms of this Deed Restriction will be deemed a violation and a breach hereof. CCHE may pursue any and all available legal and/or equitable remedies to enforce the terms and conditions of this Deed Restriction. In the event of a breach, any forbearance on the part of CCHE to enforce the terms and provisions hereof shall not be deemed a waiver of enforcement rights regarding any subsequent breach.

5. SEVERABILITY. If any provision of these restrictions is held to be invalid, or for any reason becomes unenforceable, no other provision shall be affected or impaired.

Dated: _____, 20 ____

GRANTEE:
_____

Signed:
_____
_____
PRINT/TYPE **NAME** ABOVE
(GRANTEE's AUTHORIZED REPRESENTATIVE)

_____
PRINT/TYPE **TITLE** ABOVE
(GRANTEE's AUTHORIZED REPRESENTATIVE)

AGENCY (if required for recordation):
CALIFORNIA CULTURAL AND HISTORICAL ENDOWMENT

Signed:
_____
Bryan Cash
Deputy Assistant Secretary, Bonds and Grants

EXHIBIT B

The PROPERTY (including any portion of it or any interest in it) may not be sold or transferred without the written approval of the State of California, acting through the California Cultural and Historical Endowment, or its successor, provided that such approval shall not be unreasonably withheld as long as the purposes for which the Grant was awarded are maintained.
The GRANTEE shall not use or allow the use of any portion of the PROPERTY for mitigation without the written permission of the CCHE.
The GRANTEE shall not use or allow the use of any portion of the PROPERTY as security for any debt.

APPENDIX S – DISADVANTAGED POPULATIONS

Consistent with CCHE's goal to assist and enhance services for previously underserved communities, museums will receive additional points for serving disadvantaged populations.

In the space provided below, summarize the ways in which your museum serves disadvantaged populations. Describe any programs, outreach, and/or funding dedicated to such efforts. If your museum is located in a disadvantaged area, please describe the area as well as what your organization does to serve the local community residents (e.g. free or reduced admission, programs for local disadvantaged youth, etc.) Include any efforts towards increasing diversity.

SECTION 8. DEFINITIONS

Unless otherwise stated, the terms used in these Grant Guidelines, Application & Forms, have the following meanings for purposes of this program, per Education Code Section 20050-20091.

AB 482 - This Legislation (Education Code Section 20090-20092, et seq.) transferred the CCHE to the California Natural Resources Agency and authorized the endowment to create a specified competitive grant program to support small capital projects in museums. It was passed by the California Legislature and signed by the governor in 2013. The full text can be found on the CCHE website at www.endowment.library.ca.gov.

AB 716 - This legislation created the California Cultural and Historical Endowment Act, (Education Code Section 20050 et seq.) which was passed by the California Legislature and signed by the governor in 2002. The full text can be found on the CCHE website at www.endowment.library.ca.gov.

Acquisition - The act of obtaining in perpetuity a fee interest in a "capital asset" that is tangible physical property, or easements.

Americans with Disabilities Act (ADA) - The U.S. Americans with Disabilities Act of 1990 that gives civil rights protections to individuals with disabilities, guaranteeing equal opportunity in employment, public accommodations, transportation, State and local government services, and telecommunications.

Annual Operating Budget - Information regarding the annual operating budget of a non-profit public benefit corporation is found on the first page of Form 990, Line 17 under "Total Expenses."

Applicant - An eligible organization requesting funding from a program administered by the State.

Benchmark - A specific task or project deliverable identified in the project Work Plan and approved by the State**.**

Bond or Bond Act - The California Clean Water, Clean Air, Safe Neighborhood Parks and Coastal Protection Act of 2002 (Proposition 40). Derived from general obligation bond monies, this bond measure, passed in 2002, is the funding source for all projects currently being funded by the State.

California Clean Water, Clean Air, Safe Neighborhood Parks and Coastal Protection Act of 2002 (Proposition 40) - This bond measure, passed in 2002, is the funding source for all CCHE projects currently being funded by the State.

California Environmental Quality Act (CEQA) – A statute that requires state and local agencies to identify the significant environmental impacts of projects within their jurisdiction, to inform governmental decision makers and the public of those impacts, and to avoid or mitigate

those impacts, if feasible. http//ceres.ca.gov/ceqa/more/faq.html (Public Resources Code, Section 21000 et seq.; Title 14, California Code of Regulations, Sections 15000 et seq.)

Capital Assets - Capital assets are defined in Government Code Section 16727. Generally, they include tangible physical property that is part of an otherwise eligible construction, development or preservation project, and has an "expected useful life" of 15+ years. Items such as musical instruments, computers and audio equipment are **not** considered capital assets.

Capital project - The Acquisition of real property, that is, tangible physical property, or development of real (tangible physical) property including costs of construction. Capital projects are expected to have a "useful life" of 15+ years. The definition of capital assets also includes major maintenance, reconstruction, demolition for purposes of reconstruction of facilities, and retrofitting work that is ordinarily done no more often than once every 5 – 15 years, or expenditures that continue or enhance the useful life of the capital asset.

Cash Flow Projections - Tracking the flow of cash into and out of an organization throughout the year, including both high and low volume months. These projections compare the monthly amount of cash utilized by the organization to the amount available.

Cash Match - A new source of unrestricted funds or restricted funds dedicated toward a particular capital assets project.

CEQA (see **California Environmental Quality Act**)

Climate Change - Any long term change in average climate conditions in a place or region, whether due to natural causes or the result of human activity.

Community - A population of persons residing in the same locality under the same local governance, such as a city, town, county, or named unincorporated area.

Conservation Easement - Any limitation in a deed, will or other instrument in the form of an Easement, restriction, covenant or condition which is or has been executed by or on behalf of the owner of the land subject to such easement and is binding upon the successive owners of such land, and the purpose of which is to retain land predominantly in its natural, scenic, historical, agricultural, forested or open-space condition (Civil Code Section 815.1).

Contingency Costs - Costs set aside for use in the case of unforeseen circumstances such as cost overruns, delays due to weather conditions or increases in the cost of supplies. Contingency costs may not exceed 10% of the grant.

Cost Estimator - The person preparing a cost summary for the entire Project, including cost of labor, equipment, materials, subcontractors, overhead, taxes, insurances, markup and any other costs that may affect the Project.

Deliverables - The "final products" of a task. It reflects the tangible result of the completion of a task.

Development - Development of real (tangible physical) property includes, but is not limited to, improvement, rehabilitation, restoration, enhancement, preservation, protection and

interpretation. (CA Education Code Section 20052 The California Cultural and Historical Endowment Act). It includes Construction of a building or permanent structure, permanently installed exhibits, reconstruction or preservation of a building, permanent landscape/hardscape or any combination of those activities.

Direct Costs - Those costs associated with development, administration, planning and management of the project which are specifically incurred to the benefit of the project.

Disadvantaged Community - A community with a median household income less than 80% of the statewide average. A severely disadvantaged community has a median household income less than 60% of the statewide average

Easement - An interest in land entitling the holder thereof to a limited use or enjoyment of the land in which the interest exists.

Eligible Applicant - Nonprofit, public benefit corporations (as defined in this Appendix), public agencies and Federally Recognized Indian Tribes.

Endowment - The California Cultural and Historical Endowment created pursuant to Section 20053, California Education Code, or the board of the endowment, as appropriate.

Energy Efficient - Building standards are State codes which dictate energy-saving requirements for walls, roofs, windows, insulation, heating, water heating, lighting, ventilating and air conditioning systems, as well as water use and management.

Enhancement - Modifications to current conditions of a facility or landscape that results in desired improvements (e.g., greater public access, increased energy efficiency, etc.) such as the provision of recreation, access, improved energy efficiency, or other aspects that were not originally part of the features.

Environmental Justice - The fair treatment of people of all races, physical and cognitive abilities, cultures and income with respect to the development, adoption, implementation, and enforcement of environmental laws, regulations and policies.

Environmental Compliance See CEQA and NEPA.

Exhibiting Institutions - Entities that exhibit objects to the general public if such exhibition is a primary purpose of the institution. Institutions that exhibit objects to the general public for at least 120 days a year is deemed to exhibit objects to the general public on a regular basis.

Fair Market Value (FMV) - The value placed upon the property as supported by an appraisal that has been reviewed and approved by the California Department of General Services.

Fixed Expense - Ongoing organizational budgeted expenditures such as rent, depreciation, utilities, insurance, licenses/permits and loan payments (i.e. overhead).

Fund or Funds - The California Clean Water, Clean Air, Safe Neighborhood Parks and Coastal Protection Act of 2002 (Proposition 40).

Funding Status – Status of project funds may be **requested**: a formal request to a funding agency has been submitted and is actively being considered; **secured**: the applicant has access to the funds which are currently 'in the bank'; **committed**: funds have been awarded or pledged by an outside funder or individual donors, but they are contingent on the project receiving an award.

Grant - An award of financial assistance to carry out a project for a public purpose. A grant is distinguished from a contract, which is used to acquire property or services for the agency's direct benefit or use.

Grant(s) Administrator - An employee of the State who manages grants.

Grant Agreement – An arrangement between the State and grantee specifying the payment of funds by the State for the performance of specific Museum Grant Project objectives within a specific project performance period by the grantee.

Grantee - An applicant that has an agreement for grant funding (Grant Agreement) with the State.

Indian Tribe(s) - Those California Indian Tribes recognized and eligible for funding and services from the Bureau of Indian Affairs by virtue of their status as Indian tribes, as enumerated in the Federal Register's list of Indian Entities Recognized and Eligible To Receive Services From the United States Bureau of Indian Affairs are generally eligible to apply for **State** grants. (See Fed. Reg. 68180 (Dec. 5, 2003)

Indirect Costs - Expenses of doing business that are of a general nature and are incurred to benefit at least two or more functions within an organization. These costs are not identified specifically with the grant, Grant Agreement, Project or activity, but are necessary for the general operation of the **organization**. Examples of overhead costs include salaries and benefits of employees not directly assigned to a project; functions such as personnel, business services, information technology, janitorial, and salaries of supervisors and managers; and rent, utilities, supplies, etc. These costs are **not** eligible for reimbursement with grant funds, but may be used to show Applicant's match.

In-Kind - Non-cash donations from governmental or private sources, and includes volunteers, materials and services.

Interpretation - Visitor-serving amenities that communicate the significance and value of natural, historical and cultural resources in a way that increases understanding and enjoyment of those resources and that may utilize the expertise of specialists skilled at educational interpretation.

Joint Powers Authority - An entity formed pursuant to Chapter 5 (commending with Section 6500) of Division 7 of the Government code, if at least one of the parties to the joint powers agreement qualifies as an eligible applicant as described on page 7 of these guidelines. For purposes of this grant, a majority of the members must be local authorities or local and California authorities.

Land Tenure/Long Term Site Control - The status of ownership or control over the project land, including legal long-term interests with the landowner satisfactory to the State.

Landscape - Arranging or modifying the features of a natural environment, such as planting trees, native grasses, flowers and/or shrubs.

Lead Agency (CEQA) - The public agency with primary responsibility for approving a project that may have a significant impact upon the environment. Normally, the Lead Agency is the agency with general governmental powers such as a city or a county in which the project is located.

LEED Certification - Accreditation by the U.S. Green Building Council certifies that an entity has "demonstrated the knowledge of green building practice required for successful implementation of the LEED® green rating system." California Association of Museums' Green Museums Initiative (GMI) is to inspire and support California museums to develop green business practices, eco-friendly facility-management, and sustainable programming to reduce waste and impact on the environment.

Local Government - Any political subdivision of the State of California, including but not limited to any county, city, city and county.

Low Impact Development (LID) - A form of site design in which the arrangement of buildings, roads, parking areas, site features and storm water management systems minimize the generation of storm water runoff and treat pollutant loads where they are generated.

Mission Statement - A description of the overarching purpose of the organization

Mitigation - Human intervention to avoid or compensate for impacts on the natural environment by repairing, rehabilitating, restoring, replacing or providing substitute resources or environments.

Museum - A public or private nonprofit institution that is organized on a permanent basis for essentially educational or aesthetic purposes and that owns or uses tangible objects, cares for those objects, and exhibits them to the general public on a regular basis. An institution that exhibits to the general public for at least 120 days a year is deemed to exhibit objects to the general public on a regular basis. (Defined by California Education Code Section 20052c.)

For purposes of this program, museums are categorized by annual operating budget as follows: Small (Less than $500,000), Midsize ($500,000 – $2 million) and Large ($2 million plus).

NAGPRA -The Native American Graves Protection and Repatriation Act provides a process to return certain Native American cultural items -- human remains, funerary objects, sacred objects, or objects of cultural patrimony -- to lineal descendants, and culturally affiliated Indian tribes and Native Hawaiian organizations.

NEPA - The National Environmental Policy Act that establishes national environmental policy and goals for the protection, maintenance, and enhancement of the environment, and provides a process for implementing these goals within the federal agencies (Education Code, Sec. 20052(d)).

Non-Construction Costs - Those costs associated with Project development, administration, planning and management of the project which are specifically incurred to benefit the project. Does not include indirect costs or overhead.

Nonprofit - A nonprofit public benefit corporation that is formed pursuant to the Nonprofit Corporation Law (Corporations Code Section 5000 et seq.), qualified to do business in California, and qualified under Section 501(c) (3) of the Internal Revenue Code. For purposes of this program, an eligible nonprofit has, among its principal charitable purposes, the preservation of historic or cultural resources for cultural, scientific, historic, educational, recreational, agricultural or scenic opportunities.

Other Sources of Funds - Cash or In-Kind contributions required or used to complete a project, beyond the grant funds provided by this program. Receipt of funds may be in various stages such as **requested** and awaiting a decision, **committed** or **secured**.

Overhead Costs See Indirect Costs

Planning - For purposes of a development project grant, planning means assessments and surveys; creation of architectural plans, engineering specifications or other technical documents guiding and coordinating construction of the project; for the purposes of an acquisition includes purchase agreements, appraisals, surveys, title reports and other documents and steps preliminary to escrow.

Plant Palette - A proposed list of plants (shrubs, trees, etc.) which are appropriate and sustainable for a given jurisdiction and/or urban environment, considering economic, environmental, and social factors such as rainfall, terrain, soil, maintenance requirements, desired function, and public use.

Preliminary Project Costs - Non-construction costs associated with preparations necessary to execute eligible CCHE projects. Preliminary costs include planning documents, conceptual designs, surveys, architectural and engineering plans, historic structure reports; schematic documents; technical consulting, feasibility studies; emergency stabilization studies and plans; construction design, preparation of construction bidding documents, permits, or appraisals. Preliminary costs are distinct from costs of actual construction or acquisition land costs.

Preservation - The protection of historic or cultural resources for cultural, scientific, historic, educational, recreational purposes, such as identification, evaluation, recordation, restoration and stabilization.

Prevailing Wage - Labor Code section 1771.5 establishes Labor Compliance Programs to enforce prevailing wage requirements on public works construction projects, and applicants should be familiar with applicable statutes and regulations regarding the payment of prevailing wages on their project. Such information is available on the Department of Industrial Relations' website at http //www.dir.ca.gov/.

Professional Museum Staff - For purposes of this grant, a**n** institution uses a professional staff it if employs at least one staff member, or the full-time equivalent, whether paid or unpaid, primarily engaged in the acquisition, care, or exhibition to the public of objects owned or used by the institution.

Program - A planned, coordinated group of activities or procedures, often with a common goal.

Project - A specific, delineated undertaking or activity to be accomplished with grant funds and other funds that meet the intent of Museum Grant Program.

Project Performance Period - The period of time defined by the beginning and ending dates of the Grant Agreement. Eligible costs incurred during this period may be reimbursed from the grant.

Project Scope A description of activity or work to be accomplished by the Museum Program Grant project.

Proposition 40 - See "California Clean Water, Clean Air, Safe Neighborhood Parks and Coastal Protection Act of 2002"

Public Agency - A federal agency, state agency, city, county, special district, association of governments, joint powers agency or a Federally Recognized Indian Tribe.

Restoration - Modifications to current conditions of a facility or landscape that return it to its historic or natural conditions. Does not include the provision of recreation or other aspects that were not originally part of its features.

Secretary - The Secretary for Natural Resources or his/her representative.

Severely Disadvantaged Community - A community with a median household income less than 60% of the statewide average.

State - The Natural Resources Agency, California Cultural and Historical Endowment, or its representative.

Sustainable Building Practices - A practice that is environmentally responsible and resource-efficient throughout the building's life-cycle from siting to design, construction, operation, maintenance, renovation, and demolition. This expands and complements the classical building design concerns of economy, utility, durability, and comfort.

Tasks - The itemized steps that are necessary to fulfill the proposed Project. Included in a Budget Narrative, they should be narrowly tailored with logical steps to reach a specific outcome.

Tribal organization - An Indian tribe, band, nation or other organized group or community, or a tribal agency authorized by a tribe, which is recognized as eligible for special programs and services provided by the United States to Indians because of their status as Indians and is identified in the Federal Register list provided by the Bureau of Indian Affairs, as that list may be updated or amended from time to time.

Underserved Community - A community that has a clear lack of historical and cultural resources.

Unrestricted Assets/ Funds - Assets/funds/resources that are not restricted for use by legal or contractual requirements and may be used for any purpose.

Waiver of Sovereign Immunity - In order to ensure CCHE can enforce its grant agreement, the governing entity of the Indian Tribe with authority to expressly waive their ability to claim

sovereign immunity, will be asked to approve a waiver acceptable to the State, with regard to the CCHE grant agreement.

Water-Wise Landscaping - An approach that conserves water and protects the environment by establishing and maintaining a healthy landscape by matching the right plants with existing site conditions so that the use of additional resources, such as water, fertilizer, pesticides and labor, is minimized, and practices reduce the amount of pollutants reaching water bodies in stormwater runoff.

Willing Seller(s) - Property owner(s) and willing participant(s) in the proposed real property transaction, at a purchase price not to exceed fair market value as verified by the State.

Work Plan - A plan that specifies what steps will be taken to develop the project including benchmarks with target completion dates and a project cost estimate.

SECTION 9. AUTHORIZING LEGISLATION

CALIFORNIA CULTURAL AND HISTORICAL ENDOWMENT ACT

California Code - Chapter 13: Section 20050 - 20091

- Article 1 General Provisions [20050. - 20052.]
- Article 2 Creation and Powers of the Endowment [20053. - 20060.]
- Article 3 Grants and Loans [20070. - 20074.]
- Article 4 Cultural and Historical Policy [20080. - 20080.]
- Article 5 Museum and Cultural Resources Program [20090. - 20091.]

Only sections specific to the Museums Program are listed below.

CALIFORNIA EDUCATION CODE SECTIONS 20090-20092

Museums - [Section 20090]
The Legislature finds and declares the following:

(a) Museums do important work that helps the state meet its obligations to residents in the field of education. Museums contribute to formal and informal learning at every stage of life, from the education of children in preschool to the continuing education of adults.
(b) Museums are a significant resource for in-service training of California teachers. A great potential for a relationship between museums and educational facilities exists.
(c) Museums are an important means of making art, science, history, and culture available to California residents.
(d) Museums provide an economic boost to their communities by attracting tourists and local visitors, all of whom create a demand for services.
(e) Museums often help define the public identity of a community, and serve as a foundation of its cultural identity. A museum has the legacy of its community as the heart of its mission.

Statutory Requirements – [Section 20091]
To the extent that funding is available for such purposes, the endowment shall establish a program to assist and enhance the services of California's museums and of other groups and institutions that undertake cultural projects that are deeply rooted in and reflective of previously underserved communities. This program shall give priority to:

(a) Enhancing opportunities for superior museum and cultural program services.
(b) Encouraging museums and cultural programs to provide services to school pupils, including any of the following:
(1)Curriculum development.
(2)Schoolsite presentations or workshops.
(3)Teacher training.
(4)Reduced price or free admission of pupils to museums.
(c) Collaborative projects and technical assistance to coordinate the work of eligible museums and cultural programs and to enhance the ability of museums and cultural programs to serve the public. Priority shall be given to any project that does any of the following:
(1)Assists an eligible museum or cultural program in serving an historically underserved population.
(2)Aids a museum or cultural program in diversifying or expanding its audience.

(3)Aids a museum or cultural program in raising its professional standards in order to better serve the public.

(d) Projects that increase accessibility to museums' and cultural programs' collections and services.

Grant Program – [Section 20092]

(a) The endowment may create a competitive grant program to support small capital projects in museums pursuant to subdivision (b) of Section 20057. The grant program shall give priority to the objectives listed in Section 20091. Once funding becomes available from the sale of specialized license plates pursuant to subdivision (b), funding for the grant program shall only be made, upon appropriation by the Legislature, from the funds collected pursuant to subdivision (b).

(b) If the endowment creates the grant program described in subdivision (a), the endowment shall apply to the Department of Motor Vehicles pursuant to Section 5156 of the Vehicle Code for the purpose of creating a specialized license plate program. It is hereby warranted to the purchasers of these specialized license plates that the fees collected from the sale of the specialized license plates shall be deposited in the California Cultural and Historical Endowment Fund to fund the grant program described in subdivision (a). The endowment shall comply with all of the requirements of Article 8.6 (commencing with Section 5151) of Chapter 1 of Division 3of the Vehicle Code that apply to a state agency that sponsors specialized license plate program.

CALIFORNIA EDUCATION CODE SECTION 20051-20052

Purpose [Section 20051]

The Legislature finds and declares the following:

a) Every civilization defines itself in part by its past, and an understanding of its past helps determine its basic values and future aspirations. Understanding of the past is strengthened and deepened through contact with the buildings, physical places, and artifacts of earlier times. Through learning this past, our young and future generations come to better understand the society in which they live and to better understand themselves.

b) As America's physical culture and built environment become remarkably similar throughout the country, it is left to the natural environment and the structures of the past to give a unique sense of place to our communities. Preserving these structures is becoming increasingly compelling as the homogeneity of our physical culture increases.

c) The buildings, other structures, and artifacts that embody California's past are in escalating danger of being redeveloped, remodeled, renovated, paved, excavated, bulldozed, modernized, and lost forever.

d) For history to be part of our lives, we must include it in our daily lives, through the adaptive reuse of historic structures in our older commercial districts and inner cities.

e) California has one of the most diverse populations on earth and its cultural and historic preservation program should reflect that fact. Early cultural and historic preservation efforts often focused on the structures and activities of our European ancestors. Without minimizing their contribution, it is important to pursue other historical threads that are important to California's Latino population, to African-Americans, to Asians and Pacific Islanders, to Native Americans, to Jewish persons, and to many other groups of peoples with uniquely identifiable cultures and histories. It is increasingly important to preserve the physical and cultural history and folklife of these many groups' presence and contributions to California's history.

f) Historic preservation should include the contributions of all Californians. The study of history once focused largely on the actions and works of wealthy, powerful, noble, brilliant, or famous persons. More recently, historians have tried to increase understanding of how more ordinary

people lived and thought. California's historic preservation efforts should allow its citizens and visitors to experience something of the physical world of both.

g) In 1997, California's Statewide Historic Preservation Plan was prepared pursuant to the National Historic Preservation Act of 1966 and includes seven statewide goals, including the goal to promote the preservation and stewardship of cultural resources among a diversified state population representing all levels of the socioeconomic spectrum.
h) California's retained past certainly includes sites important to its prehistoric and later Native American people, and the remaining great structures of the 19th century. But the state also needs to consciously preserve selected remnants of the 1930s, of California's great role in World War II, as well as representative structures and sites that were culturally or economically important during the 1950s, 1960s, and, in some cases, even more recently.
i) California's historic missions are among California's most evocative historical structures. Their continued protection and restoration should continue to have high priority.
j) California's museums are among the most important and cherished repositories of the state's cultural and historical heritage.
k) California's partnerships with federal, state, and local governmental agencies and nonprofit organizations have helped us understand the range and diversity of California's history and historic and cultural resources and artifacts and have helped develop a better understanding of the educational, environmental, and economic benefits of, and tools available for, the preservation and interpretation of historic and cultural resources and artifacts.

Definitions [Section 20052]

As used in this chapter, the following terms have the following meanings:

a) "Development" includes, but is not limited to, improvement, rehabilitation, restoration, enhancement, preservation, protection, and interpretation.
b) "Endowment" means the California Cultural and Historical Endowment created pursuant to Section 20053, or the board of the endowment, as appropriate.
c) "Museum" means a public or private nonprofit institution that is organized on a permanent basis for essentially educational or aesthetic purposes and that owns or uses tangible objects, cares for those objects, and exhibits them to the general public on a regular basis.
d) "Nonprofit organization" means any nonprofit public benefit corporation that is formed pursuant to the Nonprofit Corporation Law (commencing with Section 500 of the Corporations Code), qualified to do business in California, and qualified under Section 501(c)(3) of the Internal Revenue Code, that has, among its principal charitable purposes, the preservation of historic or cultural resources for cultural, scientific, historic, educational, recreational, agricultural, or scenic opportunities.
e) "Preservation" includes, but is not limited to, identification, evaluation, recordation, restoration, stabilization, development, and reconstruction, or any combination of those activities.
f) "Public agency" means a federal agency, state agency, city, county, district, association of governments, joint powers agency, or tribal organization.

CALIFORNIA EDUCATION CODE SECTION 20070-20074

Grants and Loans – [Section 20070]

a) The endowment may award grants and loans on a competitive basis to public agencies and nonprofit organizations, including museums, to encourage development of a systematic and coordinated assemblage of buildings, sites, artifacts, museums, cultural landscapes, illustrations, written materials, and displays and interpretive centers to preserve and tell the stories of California as a unified society and of the many groups of people that together comprise historic and modern California. In addition to preserving and interpreting California's

missions, gold rush and pioneer sites, and other examples of early European exploration and settlement, the endowment shall give priority to funding projects to preserve, interpret, and enhance understanding and appreciation of the state's subsequent cultural, social, and economic evolution. For example, it may fund projects involving buildings, including the acquisition of any interest in real property, structures, ships, historic cemeteries, site areas, places, trails, artifacts, artistic expressions, illustrations, written materials, or collections of artifacts, historic districts, cultural landscapes, illustrations, and written materials, including, but not limited to, the following:

(1) Projects that preserve, display, demonstrate, or interpret the contributions of the many unique identifiable ethnic and other communities that have added significant elements to California's culture, including, but not limited to, their architecture, landscaping, urban forms, recreation, food and drink, styles, literature, artistic expressions, and pastimes.

(2) Projects that preserve and demonstrate culturally significant aspects of the changing ways that ordinary or particularly creative people lived their daily lives during the course of California history, including, but not limited to, representative or exceptionally expressive residences, recreational facilities and equipment, farms and ranches, transportation technologies, and innovative shopping arrangements.

(3) Projects that preserve, display, demonstrate, or interpret the industries, technologies, individuals, groups, and commercial enterprises that built California's enormous economic strength, including, but not limited to, aircraft construction, banking and finance, electronics and related technologies, medical technologies, petroleum production and refining, movie and television production, and agriculture.

(4) Projects that preserve, display, demonstrate, or interpret California's contribution to the national defense during the state's history, including facilities and artifacts from closed military bases, and including projects about the social, demographic, and other changes that resulted from these national defense activities.

(5) Projects that preserve and promote understanding and continuity of California's living cultural heritage and folklife that is deeply rooted in and reflective of its distinct cultural communities, including, but not limited to, public programs, recordings, exhibitions, apprenticeships, publications, ethnographic documentation, and archival preservation.

(6) Projects that preserve, display, demonstrate, or interpret California's geologic and oceanographic history, including, but not limited to, its assemblage from Jurassic and earlier archipelagoes and ophiolitic remnants through subduction processes, and the expression of global tectonic forces in its mountains, basins, and faults.

b) The endowment shall fund projects relating to the archaeology, history, or culture of California's Native American population that are sensitive to the sovereign status of the tribes and that respect the cultural and spiritual traditions of those tribes.

c) The endowment shall give priority to funding projects that preserve, document, interpret, or enhance understanding of threads of California's story that are absent or underrepresented in existing historical parks, monuments, museums, and other facilities, and to achieve careful balance geographically, among communities and organizations of large and small size, and among diverse ethnic groups. The endowment may create financial and other incentives to support projects described in this subdivision, including, but not limited to, technical assistance, funding set asides, and preferential match requirements.

d) The endowment shall ensure that California's historic and cultural resources are accessible and available to the people of California, especially traditionally underserved communities, by encouraging programs including, but not limited to, traveling exhibitions, illustrative publications, exchanges, Web sites and digitalization of materials, and programs in conjunction with school districts to bring school children into contact with these materials, and may fund projects for these purposes.

Matching Funds - [Section 20071]

The endowment shall require that public agencies requesting a grant provide a matching amount of resources for the completion of the project. The match may include resources obtained from other funding agencies, and may include in-kind resources. The match shall be a proportion of the cost of the project as the endowment determines is appropriate, but the proportion shall be uniform for categories of project and public agencies, except pursuant to subdivision (c). The endowment shall determine the match proportion by considering the following:

(a) The endowment shall seek to leverage the resources available to it.
(b) The endowment shall require a match sufficient to ensure a strong commitment to the project on the part of the sponsoring agency.
(c) The endowment may require a lower than usual match if necessary to make projects realistic for underserved communities.

Reporting and Standards - [Section 20072]

(a) The endowment shall require grant recipients to report on the progress and completion of any project for which they have received a grant, and on public acceptance or criticism of the project. The endowment shall make all such reports available to the Legislature.
(b) The endowment shall require grant recipients to follow the Secretary of the Interior's Standards for the Treatment of Historic Properties where appropriate to ensure the historical integrity of the project.

Conditions - [Section 20073]

(a) Funds may be granted or loaned to a nonprofit organization under this chapter if the nonprofit organization enters into an agreement with the endowment, on such terms and conditions as the endowment specifies.
(b) (1)In the case of a grant for real property acquisition, the agreement shall provide all of the following:

(A)The purchase price of any interest in real property acquired by the nonprofit organization may not exceed the fair market value as established by an appraisal approved by the endowment.

(B)The endowment shall approve the terms under which the interest in land is acquired.

(C)The interest in land acquired pursuant to a grant from the endowment may not be used as security for any debt to be incurred by the nonprofit organization unless the endowment approves the transaction.

(D)The transfer of land acquired pursuant to an endowment grant shall be subject to the approval of the endowment and a new agreement sufficient to protect the interest of the people of California shall be entered into with the transferee.

(E)If any essential term or condition is violated, title to all interest in real property acquired with state funds shall immediately vest in the state.

(F)If the existence of the nonprofit organization is terminated for any reason, title to all interest in real property acquired with state funds shall immediately vest in the state unless another appropriate public agency or nonprofit organization is identified by the endowment and agrees to accept title to all interests in real property.

(2)Any deed or other instrument of conveyance whereby real property is being acquired by a nonprofit organization pursuant to this section shall set forth the reversionary interest of the state.

(c) The endowment shall also require an agreement sufficient to protect the public interest in any improvement or development constructed under a grant to a nonprofit organization for improvement and development of a project under this chapter. The agreement shall particularly describe any real property which is subject to the agreement, and it shall be recorded by the endowment in the county in which the real property is located.
(d) Any funds collected from a nonprofit organization pursuant to an agreement regarding a grant shall be deposited in the account created pursuant to Section 20060.

Technical Assistance - California Education Code Section 20074
The endowment may provide technical and other assistance to applicants and prospective applicants as it determines to be useful or necessary to carry out the purposes of this chapter.

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Capital Assets [Section 16727]
Proceeds from the sale of any bonds issued pursuant to this chapter shall be used only for the following purposes:

a) The costs of construction or acquisition of capital assets. “Capital assets" mean tangible physical property with an expected useful life of 15 years or more. "Capital assets" also means tangible physical property with an expected useful life of 10 to 15 years, but these costs may not exceed 10 percent of the bond proceeds net of all issuance costs. "Capital assets" include major maintenance, reconstruction, demolition for purposes of reconstruction of facilities, and retrofitting work that is ordinarily done no more often than once every 5 to 15 years or expenditures that continue or enhance the useful life of the capital asset. "Capital assets" also include equipment with an expected useful life of two years or more. Costs allowable under this section include costs incidentally but directly related to construction or acquisition, including, but not limited to, planning, engineering, construction management, architectural, and other design work, environmental impact reports and assessments, required mitigation expenses, appraisals, legal expenses, site acquisitions, and necessary easements.
(b) To make grants or loans, if the proceeds of the grants or loans are used for the costs of construction or acquisition of capital assets. Bond proceeds may also be used to pay the costs of a state agency for administering the grant or loan program.