

CALIFORNIA MUSEUM GRANT PROGRAM

FUNDED BY SNOOPY PLATE

DRAFT GRANT GUIDELINES



STATE OF CALIFORNIA

NATURAL RESOURCES AGENCY

CALIFORNIA CULTURAL AND HISTORICAL ENDOWMENT

FEBRUARY 2020



DRAFT

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PUBLIC COMMENT MEETINGS

<u>SACRAMENTO</u>	<u>DOWNEY</u>	<u>WEBCAST</u>
Wednesday, March 11, 2020 10:00 a.m. - 12:00 p.m. California Natural Resources Agency Auditorium 1416 9th St, First Floor, Sacramento, CA 95814 Parking: https://www.cityofsacramento.org/Public-Works/Parking-Services	Thursday, March 12, 2020 1:00 p.m. - 3:00 p.m. Columbia Memorial Space Center 12400 Columbia Way Downey, CA 90242 Free parking onsite	The Sacramento workshop will be available via webcast See webcast information at: http://resources.ca.gov/grants/california-museum/

For material planning purpose, RSVPs are appreciated. RSVP one of three ways:

Online: <https://forms.gle/nJpyd3ppAkZ7aCMUA>

Email: mgpcoordinator@resources.ca.gov

Phone: (916) 653-2812

PUBLIC COMMENT PERIOD ENDS MARCH 27, 2020.

Please feel free to contact the California Natural Resources Agency with any public comments. Direct written comments to:

**Museum Grant Program
California Cultural and Historical Endowment
c/o CALIFORNIA NATURAL RESOURCES AGENCY
Attn: Bonds and Grants Unit
1416 Ninth Street, Suite 1311
Sacramento, CA 95814**

OR

MGPCoordinator@resources.ca.gov

Or provide comments by calling **(916) 653-2812**.

Technical workshops will be held throughout the State once the guidelines are finalized. These Guidelines include information to assist you in preparing a proposal for funding. Please be sure to read these Guidelines, including the Proposal Questions and Forms, in their entirety for important information on eligibility, evaluation criteria and submission requirements.

For general project evaluation process questions, contact the California Natural Resources Agency at:

Phone: (916) 653-2812
Email: MGPCoordinator@resources.ca.gov
Website: www.resources.ca.gov/grants

HOW TO SUBMIT

This grant program includes a progressive, three-step evaluation process:

- 1) Proposal
- 2) On-Site Field Visit
- 3) Supporting Documents

All documents are submitted using the California Natural Resources Agency's System for Online Application Review (SOAR), which can be found at:

<https://soar.resources.ca.gov>.

To access SOAR, applicants must create a user account. A detailed SOAR user manual is located on the California Natural Resources Agency's website at

<http://resources.ca.gov/grants/>.

SOAR is **not** compatible with Mac computers or the Mozilla Firefox web browser. SOAR works best on a PC using Internet Explorer.

SOAR SYSTEM QUESTIONS

For technical assistance with SOAR, please call or e-mail the SOAR help desk.

Hours: 8:00 am to 4:00 pm M-F
Phone: (916) 653-6138
Email: soar.admin@resources.ca.gov

When contacting the SOAR help desk, please provide the following:

- Proposal Identification Number (PIN) assigned to the application
- Name of the Grant Program
- Short description of the problem, including where it is occurring within the application
- A screen shot of the error received, if applicable

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INTRODUCTION

Assembly Bill 482 (Atkins) authorized the creation of a specified competitive grant program administered by California Cultural and Historical Endowment (CCHE) to support small capital projects in museums. On September 23, 2018, Governor Jerry Brown approved SB 1493, which expanded the museum grant program's project focus of capital projects to include programming such as exhibits, educational programs, outreach programs, public programs, curriculum, marketing, and collections care in museums.

Approximately \$1 million is available for awards in this funding cycle. Funding is made available on a biennial basis for this program through fees collected from Snoopy Special Interest License Plate sales.

This program is intended to solicit proposals for **capital projects, program projects, or a combination of capital and program projects** that assist CCHE in supporting and enhancing museum services that recognize the importance of making art, science, history and culture available to the residents of California, with an emphasis on previously underserved communities.

Minimum/Maximum Awards

Grant proposal requests must be between **\$50,000** and **\$ 250,000**

Matching Funds

Matching funds are **required**. The match **must be at least 20% of the requested grant amount**. See Appendix E.

ELIGIBILITY

Eligible Applicants

Public agencies and nonprofit organizations, including museums, located in the State of California may apply.

Museums of any size and discipline are eligible to participate but **must** have been **open to the public for at least two years**, for a minimum of 120 days per year, and have the institutional and financial capacity to complete the project and create the outputs described in their proposal.

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

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.

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

Applicants may submit only one application per funding cycle.

Eligible Projects

All projects must support the following: small capital projects, exhibits, educational programs, outreach programs, public programs, curriculum, marketing, and collections care, or a combination thereof, in museums.

STATUTORY REQUIREMENTS

Legislative Objectives

Projects must meet **one** of the following priorities:

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. School site 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.

Funding 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.

Projects that address the following priorities will be given priority consideration in funding decisions:

- 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
- 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.

Other Funding Considerations

CCHE seeks to fund projects that provide a balance geographically, among communities and organizations large and small size, among different types of museums, and among diverse ethnic groups.

In evaluating projects, scores are used to determine initial rankings and facilitate discussions for each proposal among a multidisciplinary team. To achieve equitable distribution of funds, the State may consider additional factors including, but not limited to, geographic distribution of funds, previous grant performance, disadvantaged community status, and feasibility to accept partial funding.

In addition, projects must:

1. Comply with the California Environmental Quality Act (CEQA), Division 13 (commencing with Section 21000).
2. Comply with all labor codes.
3. Provide public access.
4. Be developed with local community engagement.
5. Provide multiple benefits (e.g., climate adaptation, economic, environmental, social, improved physical and mental health, etc.) to the community.

Website addresses and links to legislation and other available resource and reference materials may be found in Appendix N.

Examples of Eligible Projects

For purposes of this program "capital project" means tangible physical property with an **expected useful life of 10 years or more**. A capital project may include, but is not limited to, improvement, rehabilitation, restoration, enhancement, preservation and protection of real (tangible physical) property.

Applicants must propose a capital project **or** a program project **or** a combination of a capital project and program project.

Below is a list of eligible projects examples (not an exhaustive list):

CAPITAL PROJECTS	PROGRAM PROJECTS
ADA improvements	Workshops/classes
Expansion wings	Lecture series
Environmental improvements that help preserve/enhance exhibits (windows, HVAC, etc.)	Curriculum development and implementation
Installation of new permanent exhibits	Digital cataloging/archiving
Outdoor education spaces/native gardens/outdoor plazas	Diversity and inclusion programs
Renovation/rehabilitation/restoration of venues	Public access/transportation programs
Drought tolerant landscaping	Marketing/brand development
Safety retrofits/improvements	Festivals/special events
Interpretive aids for exhibits	Guided tours
Construction of new building	Professional development staff training
Facility upgrades for environmental conservation, energy and water efficiency, e.g., converting to photovoltaic power	Youth camps
	Outreach programs

Examples of Ineligible Projects

Ineligible projects include, but are not limited to, the following:

- Sub-granting or regranting
- Acquisition of a long-term lease
- Operation and maintenance costs
- 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 expenses (e.g., salaries, overhead or other expenditures not directly related to the project)
- Acquisition of Real Property

SELECTION PROCESS

Step One

- Applicants submit Project Proposals through the System for Online Application Review (SOAR). No hardcopy Project Proposals are required.
- Project Proposals are reviewed and evaluated. Incomplete or ineligible Project Proposals may be removed from the competitive process.

Step Two

- Site visits are conducted for the most competitive projects.

Step Three

- Applicants selected to further compete submit additional documentation.
- Documentation is evaluated with the most competitive applicants being recommended for funding.

Once Step 3 evaluations have been completed, recommendations for funding are submitted to the CCHE Board. Upon approval by the CCHE Board, grant awards are announced.

All information contained in the Proposal and Supporting Documentation is confidential until grant awards are announced.

The State reserves the right to reject an applicant who is in violation of law or policy at any other public agency. Potential violations include, but are not limited to, being in default of performance requirements in other contracts or grant agreements issued by the State, being engaged in or suspected of criminal conduct that could poorly reflect on or bring discredit to the State, or failing to have all required licenses necessary to carry out the project.

The State further reserves the right to reject any applicant who has a history of performance issues with past grants or other agreements with any public entity.

Tribal Consultation

Applicants must consult and involve Native American Tribes and stakeholder groups regarding projects that affect California tribal communities.

Conflict of Interest

All applicants and individuals who participate in the review of submitted applications are subject to state and federal conflict of interest laws. Any individual who has participated in planning or setting priorities for a specific solicitation over and above the public comment process, or who will participate in any part of the grant development and negotiation process on behalf of the public, is ineligible to receive funds or personally benefit from funds through that solicitation. Failure to comply with conflict of interest laws, including business and financial disclosure provisions, will result in the

application being rejected and any subsequent grant agreement being declared void. Other legal actions may also be taken. Applicable statutes include, but are not limited to, California Government Code section 1090 and Public Contract Code sections 10365.5, 10410, and 10411.

GRANT PROPOSAL EVALUATION PROCESS

Proposals will be evaluated and scored by a peer review committee composed of professionals in the field with relevant knowledge and expertise. Proposals will be evaluated against how the project meets statutory requirements, funding priorities, and program objectives. Projects will be evaluated using the established criteria and any additional funding consideration. Project proposals will receive an initial ranking, with a score of 100 points possible. The initial ranking will be used to facilitate discussions about each proposal among a multidisciplinary team. **Points will be attributed to each category and not to individual questions.**

Proposal Scoring Criteria	Points
Eligibility and Project Need	40
Statutory Requirements and Priorities	25
Organizational Capacity and Collaboration	20
Project Readiness	10
Additional Project Characteristics	5
Total Points Possible	100

STEP ONE: PROJECT ROPOSAL

Applicants are required to submit an online Project Proposal in [SOAR](#) (System for Online Application Review); refer to solicitation notice for due dates. No hard copies are required. Applicants proposing the most competitive eligible projects will be invited to compete in the next phase of the evaluation process, which includes an on-site field visit. The most competitive projects that receive a field visit will be invited to submit additional supporting documentation for further evaluation to continue in the competitive process. Incomplete or noncompliant proposals are subject to being pulled from the competitive process.

Applicants must answer **all** the following questions. If a question does not apply to the project, indicate "Not Applicable" **with a brief explanation**. Do not leave blank fields. Each field limits answers to 4,000 characters.

All Project Proposal submittals will include the following:

Project Summary

Describe the discrete project including expected project deliverables. If applicable:

- Include a brief description of current site conditions, extent of public access, and expected useful life.
- Describe the program project goals and objectives, intended audience, how it services the public, and how the program will be evaluated.
- Is it an educational program, outreach program, public program, curriculum, marketing effort, or a collections program?

Project Questions

Eligibility and Project Need

1. Project Type - Choose **one**:
 - a. Capital Project
 - b. Program Project
 - c. Capital and Program Project
2. Type of organization:
3. Year of establishment:
4. Number of days open to public per year and hours of operation:
5. Annual number of visitors:
6. Briefly summarize the mission and purpose of the applicant organization.
7. Provide a concise description of the proposed project and scope.

8. Describe any ADA access and improvements to the project.
9. What need or challenge prompted the applicant to submit a proposal? Indicate if a resource is at risk of loss due to destruction, neglect or other jeopardy.
10. How does this proposed project relate to your organization's mission, goals and programming?
11. What further planning must take place in order to implement the project?
12. Indicate how you will measure success? How will you know if the project benefited its intended audience (e.g. attendance records, feedback forms, pre-and-post tests, focus groups, surveys, interviews, etc.)?
13. Describe 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?
14. 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.
15. Describe the methods used to outreach to communities to ensure programs, exhibits and services are relevant to the interests and needs of the people within the service area. Explain how the museum engages individuals and communities that have been traditionally marginalized from such services (e.g.: economically disadvantaged, limited English speakers, persons with disabilities, at risk youth, elderly, veterans, etc.).

Statutory Requirements and Priorities

16. Select **one** Legislative Objective that best corresponds with your project **and** explain how the selected objective will be fulfilled by the proposed project:
 - a. Superior Programs
 - b. Services to School Pupils
 - c. Services to the Public
 - d. Increased Accessibility to Programs
17. If applicable, describe how the proposed project addresses the following CCHE priorities to preserve and protect California's cultural and historical resources:
 - a. Significant events occurring in the 20th century
 - b. Unique identifiable ethnic and other communities
 - c. Culturally significant changes
 - d. Illustrations of California's economic strength
 - e. Factors contributing to the national defense
 - f. California's living cultural heritage and folk life
 - g. Geologic and oceanographic history, including paleontology
 - h. Native American archeology, history and culture

- i. Natural history resources
- j. California history, archeology and culture
- k. Preserving, documenting, interpreting or enhancing the understanding of California's story and communities that are absent or underrepresented

18. Will the project help engage new or underserved populations, such as those whose opportunities to experience the museum are limited by geography, ethnicity, economics, or disability? Include any efforts towards increasing diversity (e.g. free or reduced admission, programs for local disadvantaged youth, etc.).
19. Describe the demographics of the community where the museum is located. Is the museum located in a disadvantaged community? If yes, please provide the tool used to determine that the community is disadvantaged.

Organizational Capacity and Collaboration

20. List project partners and collaborators and explain their roles.
21. Describe the applicant's experience in completing similar projects.
22. Describe the applicant's fiscal capacity to carry out the proposed project on reimbursement only basis including income sources, endowments, community support, etc.
23. Describe the long-term sustainability efforts for the project. Include existing internal resources and/or identify new outside funding.
24. How does the museum's board reflect its community?
25. How does the board provide fiscal and managerial oversight?
26. If applicable, describe how the project will use sustainable techniques and/or provide efficient use of natural resources such as:
- Landscaping that excludes the use of invasive plants and features drought tolerant or climate appropriate plant materials, the use of ground cover or mulch, and minimizes use of toxic pesticides and inorganic fertilizers;
 - Planting trees no larger than 15-gallon;
 - Water efficient irrigation systems that includes a rain sensor or soil moisture meter, or on-site, water recycling that reduces water consumption;
 - Incorporation of pervious surfaces on pathways or other techniques such as bioswales or grading to capture storm water for infiltration or irrigation;
 - Other energy, water, and natural resource conservation techniques.

Note: Exemptions to drought tolerant plants may be allowable if the landscape plan relates to historic or interpretive elements.

Project Readiness

27. If the requested funds are insufficient to cover all project costs, what is the funding gap and how will it be bridged?

28. Who owns the Museum?

29. Describe the status of the following items, if applicable, including anticipated timing for completion of each:

- a. Preliminary design
- b. Environmental documentation
- c. Necessary permits and long-term operation and maintenance commitments/ agreements

30. If applicable, list all entities with jurisdiction over the project and the status of notifications, agreements, meetings, etc.

Additional Project Characteristics

31. Explain how the project addresses environmental, social, economic, community need, improved physical and mental health or provides benefits not previously discussed.

32. Describe any other project characteristics not previously discussed that would contribute to the evaluation of the project proposal.

End of Project Questions

REQUIRED DOCUMENTATION FOR STEP1: PROJECT PROPOSAL

The following documents must be uploaded into SOAR as part of the Project Proposal:

FOR ALL PROJECTS:

1. **Proposal Form Signature Page** - The signature page of the completed Project Proposal Form should be printed and signed by the same Authorized Representative to be identified in the resolution (see Appendix D) and then scanned and uploaded to SOAR as an attachment.

To print the Project Proposal Form from SOAR:

- Log into SOAR and go into the active Museum Grant Program Project Proposal Form.
 - Ensure all Project Proposal page information is complete and accurate.
 - On the General Information tab, scroll to the bottom of the page and select the Preview/Submit button (NOTE: Clicking this button will not submit your Project Proposal).
 - On the Project Proposal Preview page, select the "Print Project Proposal" button on the top
 - Select Ctrl+P, to print the Project Proposal. Choose the correct page range for just the signature page. Click Print.
2. **Cost Estimate** – Provide a cost estimate reflecting all costs associated with the project. Identify costs to be funded by the grant and costs covered by other funding sources. The cost of project elements funded by the Museum Grant should not be split between the grant and other funding sources (see Appendix B for a sample format). If applicable, the cost estimate should include an individual line item for funding acknowledgment signage costs (see Appendix L for signage requirements).

FOR CAPITAL PROJECTS:

3. **Site Plan** – Plans should be for the project for which funding is requested. If the project is part of a larger project, clearly indicate the portions to be grant funded. Plans should contain specific property details, exterior boundaries, public access points, and location of the proposed improvements described in the proposal. The plan should be specific enough to allow someone unfamiliar with the project to visualize it in detail.
4. **Photographs** – Provide up to five (5) labeled color photographs of different views of the project reflecting **current** conditions

FOR PROGRAM PROJECTS:

5. **Supporting Documentation** --Up to 8 pages of supporting documentation such as, but not limited to, brochures, curriculum samples, draft workplans, logic models, sample formats, modules, photographs, collections management plan, marketing materials, or any such documentation that helps illustrate and support the proposed program.

End of Required Documentation for Proposal

STEP TWO – ON SITE FIELD VISIT (QUALIFYING PROJECTS ONLY)

Applicants submitting the most competitive Proposals will be further evaluated during an on-site field visit. At the site visit, applicants should be prepared to respond to project-specific questions including, but not limited to, the cost estimate, funding, site plan, site control, operations and maintenance, partnerships, community involvement, and any possible barriers to successful completion.

End of Step Two Information

STEP THREE – SUPPORTING DOCUMENTATION (QUALIFYING PROJECTS ONLY)

Applicants with the most competitive projects after field visits will be required to submit supporting documentation further demonstrating their ability to carry out the project/program.

The following required supporting materials must be uploaded as attachments in SOAR. If an item is not applicable to the project but is required in SOAR, upload an attachment with a brief explanation of why it is not applicable. Templates for some materials can be found at <http://resources.ca.gov/grants/california-museum>.

For All Projects

1. **Signed Authorizing Resolution**– Provide a signed authorizing resolution from the applicant’s governing board (see Appendix D for the required resolution format and content). Resolutions must include all assurances contained in the template.
2. **Eligibility for Nonprofit Applicants** – Provide evidence: 1) the corporation is qualified under Section 501(c)(3) of the Internal Revenue Service Code (e.g., IRS Determination Letter), 2) the corporation is in good standing with the Secretary of State (e.g., Active Status printout) and 3) the corporation is current with Charity Registration with the State of California Department of Justice, Office of the Attorney General.
3. **Timeline** – Provide an estimated timeline for major project/program milestones.
4. **Match Requirement** – Applicants must list all sources of match and the amount of match being provide by each source by completing the Match Requirement Form and In-Kind Contribution Form, if applicable. Match may include cash contributions and in-kind services (See Appendix E). Applicants must submit award letters, resolutions, etc. as evidence of cash match.

For Capital Projects

5. **Location Map** – Provide a directional map, with enough detail to allow a person unfamiliar with the area to locate the project site.
6. **Environmental Compliance** –At a minimum, provide a copy of the Categorical Exemption, Environmental Checklist Form or an Initial Study for the entire proposed project. Drafts are acceptable for this step. If the project is awarded funding, CEQA (and NEPA, if applicable) must be completed to the State’s satisfaction before any construction funds will be disbursed (see Appendix F). If CEQA is not triggered, provide an explanation.
7. **Plant Palette** – For projects with any plantings, provide genus, species, common name, and stock size (if known). **Trees must not be larger than 15-gallon** (see Appendix N for resources to aid in plant selection and planting standards).

8. **Property Data Sheet** – Provide the completed Property Data Sheet for all parcels included in the project (see Appendix G). Be sure to include properties that do not have parcel numbers (e.g. rights-of-way, etc.).
9. **Proof of Ownership** – Provide copies of documents verifying current ownership of each parcel listed on the Property Data Sheet. Examples of such documents include tax records, owner data sheets from county records, recorded deeds, title reports, etc. All documents verifying ownership must have the parcel numbers clearly indicated on the document (handwritten acceptable).
10. **Adequate Site Control/Land Tenure** – For parcels not owned by the applicant, provide a copy of an agreement giving the applicant legal access to and permission to construct and maintain the project on the property. If applicable, the agreement should also permit public access to the project for the required number of years (see Appendix H).

If an agreement has not yet been executed at the time of submitting supporting documentation, the applicant may submit a signed letter from each landowner identifying the affected parcel(s) and indicating that, if awarded funding, the owner is willing to enter into an agreement with the applicant to allow long-term access for construction, maintenance and public use of the project.

11. **Operation and Maintenance** – If operation and maintenance will be performed by an entity other than the applicant, explain and provide evidence of concurrence from that entity (e.g., operational agreements, letters of intent, memoranda of understanding signed by all parties, etc.). If an agreement has not yet been executed at the time of application, the applicant may submit a signed letter by the entity indicating its intent to enter into such an agreement (see Appendix H for requirements).
12. **Project Permit Approval Status** – Indicate the types of permits necessary to complete the project, timeline of permitting submittal, and potential project delays due to permitting (see Appendix I). If acquiring a long-term encroachment permit, submit evidence the entity with jurisdiction is aware of the project and is willing to work with applicant to issue the permit.

For Program Projects

13. **Work Plan** – Provide an outline of the project schedule and work plan including activities. See Appendix J. List goals objectives, benchmarks, evaluation, timeframe, resources, who is responsible for tasks.

End of Step Three Information

**APPENDICES FOR
STEP 1 – PROJECT PROPOSAL
(PAGES 20 TO 26)**

APPENDIX A – SUBMITTAL CHECKLIST

STEP ONE-PROJECT PROPOSAL

The following is entered directly into SOAR:	
• Project Proposal Form	
• Project Summary	
• Project Question Responses	
The following will be uploaded into SOAR as attachments:	
• Project Proposal Form Signature Page (print, sign signature page and upload)	
• Cost Estimate	
• Site Plan (Capital Projects Only)	
• Photographs (Capital Projects Only)	
• Supporting Documents (Program Projects Only)	

APPENDIX B – COST ESTIMATE

In preparing a cost estimate for the project, applicants should comply with the following:

1. All project elements should be detailed and customized to fit the project.
2. Each element should be clearly described in the project narrative.
3. Each funding source must have its own column. Other Funding Source column headings should specify cash or in-kind.
4. Museum Grant and Other Funding Source columns should sum to the Total Cost column.
5. The cost of project elements funded by the Grant should not be split between the grant and other funding sources with the exception of labor costs.
6. General overhead costs such as rent, utilities and office equipment/supplies are not eligible for reimbursement. In-service payroll may not include a “billable rate” or administrative cost allocation.
7. Add/delete elements and funding sources as needed. Be sure all costs are eligible and within allowable limits, and all columns add up correctly.
8. The required match is **at least 20%** of the grant amount. Please replace Source 1, Source 2, and any other added Sources with the names of the Sources.
9. Contingency costs can be no more than 10% of the grant ask.
10. The unit price multiplied by the quantity equals the Total Cost column.
11. A customizable cost estimate template can be found at:
<http://resources.ca.gov/grants/california-museum/>

SAMPLE COST ESTIMATE

TASKS	Unit Price	Unit of Measure	Quantity	TOTAL	MUSEUM GRANT	APPLICANT MATCH (CASH)	APPLICANT MATCH (IN-KIND)	OTHER FUNDING SOURCE - Marris School District-In-Kind	OTHER FUNDING SOURCE 2-Specify if cash or in-kind	SCHEDULE Start - Complete
Grant Elements										
Non-Construction										
Exhibit Design	\$ 250	HOUR	20	\$ 5,000			\$ 5,000			Mar-Sept 2020
Permitting	\$ 730	LS	1	\$ 730		\$ 730				Oct-Dec 2020
Project Management	\$ 30	HOUR	40	\$ 1,200			\$ 1,200			Mar 2020-Aug 2021
Construction										
Materials & Supplies	\$ 46,000	LS	1	\$ 46,000	\$ 46,000					
Exhibit Installation	\$ 10,500	LS	1	\$ 10,500	\$ 10,500					
Delivery Costs	\$ 800	LS	1	\$ 800		\$ 800				
Programmatic Costs										
Curriculum Development-Consultant	\$ 150	HOUR	140	\$ 21,000	\$ 21,000					Mar-Sept 2020
Outreach/Recruitment Costs	\$ 25	HOUR	84	\$ 2,100			\$ 2,100			Oct 2020-May 2021
Materials and Supplies	\$ 12,500	LS	1	\$ 12,500	\$ 12,500					May-Aug 2021
Transportation-Bus Rental	\$ 275	DAY	30	\$ 8,250				\$ 8,250		July-Aug 2021
Labor-Bus Driver	\$ 20	HOUR	96	\$ 1,920		\$ 1,920				July-Aug 2021
Contingency (not to exceed 10%)				\$ 10,000	\$ 10,000					
GRAND TOTAL				\$ 120,000	\$ 100,000	\$ 3,450	\$ 8,300	\$ 8,250	\$ -	
						\$ 20,000				MATCH GRAND TOTAL

*Only direct project management costs are eligible; no overhead/indirect costs are reimbursable. In-serve payroll may not include a "billable rate" or administrative cost allocation.

*All invoices and receipts for all project expenditures from all funding sources will be retained and made available in the event of any future State Audits.

APPENDIX C– ELIGIBLE COSTS

For All Projects

Direct project-related costs and indirect costs that can be directly tied to the project that are incurred during the project performance period specified in the grant agreement are eligible for reimbursement and/or used for match.

All eligible costs must be supported by appropriate documentation, including but not limited to timesheets for in-house labor. Costs incurred outside of the project performance period are not eligible for reimbursement. General overhead costs such as rent, utilities and office equipment/supplies are not eligible for reimbursement.

Projects must comply with Labor Code Section 1771.5. Therefore, cost estimates should include prevailing wages, as applicable. See the Department of Industrial Relations' Division of Labor Statistics and Research website at <http://www.dir.ca.gov/DLSR/PWD/index.htm> for general prevailing wage determinations. For questions about prevailing wage, contact the Department of Industrial Relations.

1. **Direct Costs** – Only direct costs are eligible. General administrative costs and overhead (e.g., costs calculated as a percentage of other direct costs, such as telephone, utilities, and space rental, etc.) and endowments for ongoing project maintenance are **not** eligible and will not be reimbursed.
2. **Contingency** – Up to ten percent (10%) of the grant may be budgeted for contingency costs. All contingency costs must be eligible per these guidelines. Contingency funds may not be used to increase the amount of funds that can be used for project management/non-construction (pre-implementation) work.
3. **Personnel or Employee Services** – Costs for the services of grantee's employees directly engaged in project execution must be computed according to grantee's prevailing wage or salary scales and may include benefits such as vacation, sick leave, Social Security contributions, etc., that are customarily charged to grantee's various projects, **excluding** overhead allocations.
 - a. Costs charged to the project must be computed on actual time spent on the project and evidenced by time and attendance records describing the work as well as payroll records. Overtime costs may be allowed under grantee's established policy, provided the regular work time was devoted to the same project.
 - b. Salaries and wages claimed for employees working on State grant-funded projects must not exceed grantee's established rates for similar positions.
4. **Contracted Services** – The costs of contracted services may be reimbursed if invoices are presented with payment requests that identify the specific project activities and include evidence of payment.

5. **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. When supplies and/or materials are purchased with the intention of constructing a piece of equipment, a structure or a part of a structure, the costs that are charged as supplies and materials may be capitalized according to the Grantee’s normal practice or policy. If capitalized, only that cost reasonably attributable to the project may be claimed under the project.

Grantees in the business of growing plants may not charge retail rates for plants reared for a project; however, charges for materials and staff time are allowable. Trees larger than 15-gallon are not eligible for reimbursement.

6. **Exhibitions** – Production, fabrication and installation of object **display** elements including materials are eligible.
7. **Outreach**-Costs of engaging community members through community meeting and events directly related to the project are eligible.
8. **Other Expenditures** - In addition to the major categories of expenditures, grant funding may be used for miscellaneous costs necessary for execution of the project at the discretion of the State. Some of 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 grantee's agency that can be documented as direct costs to the project (see requirements above under Personnel or Employee Services).
 - c. Transportation costs for moving equipment and/or personnel.

For Capital Projects

Applicants that can demonstrate that architectural plans, drawings, or other documents developed **solely** for the capital project proposed for funding were created within one year prior to the project proposal submission deadline can credit those costs toward their match requirement.

1. **Project Management/Non-Construction Costs** – Up to twenty-five percent (25%) of grant funds for a development project may be spent on project management/non-construction (pre-implementation) costs, including, but not limited to, planning and design, environmental documents, architecture and engineering, construction plans, permitting, and direct project administration and management.

The State will award pre-implementation funds for eligible proposed projects provided the applicant agrees that if the proposed project is not ultimately approved for implementation or awarded funding by the State, but is instead funded and implemented by entities independent of the State, and which rely in whole or in part on the environmental documentation paid for by the pre-

implementation award, that upon approval by those other entities, all funds expended by the State for the environmental review will be repaid.

2. Construction

- a. All necessary labor and construction activities to complete the project are eligible, including site preparation (demolition, clearing and grubbing, excavation, grading), monitoring (including soil and water testing during construction), onsite/field implementation, and construction supervision, etc. The grant can pay for up to two years of plant establishment, as deemed appropriate.
- b. Trees, supplies and materials may be purchased for a specific project or may be drawn from a central stock, provided they are claimed at a cost no higher than that paid by grantee.
 - Grantees in the business of growing plants may not charge retail rates for plants reared for a project; however, charges for materials and staff time are allowable.
 - Trees larger than 15 gallons in size are not eligible for reimbursement.
- c. Equipment owned by grantee may be charged to the project for each use. Equipment use charges must be made in accordance with grantee's normal accounting practices. The equipment rental rates published by the California Department of Transportation may be used as a guide (refer to <http://www.dot.ca.gov/hq/construc/equipmnt.html>.)
 - If grantee's equipment is used, a use log or source document must describe the work performed, indicate the hours used, relate the use to the project, and be signed by the operator and supervisor.
 - Equipment may be leased, rented, or purchased, whichever is most economical. If equipment is purchased, its residual market value must be credited to the project costs upon completion of the project.

3. Signs and Interpretive Aids – Costs can include construction of exhibits, kiosks, display boards or signs located at and communicating information about the project as well as the required funding acknowledgement sign (see Appendix L).

ELIGIBLE COSTS	INELIGIBLE COSTS
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Travel, hospitality or entertainment expenses • Cash reserves, fundraising or contributions to endowments • General operating support, indirect or overhead costs • Operation and maintenance costs • Acquisitions of real property • Bonus payments of any kind • Fines, penalties, bad debt costs, deficit reduction, overdraft charges or damage judgments • Unapproved cost overruns

<ul style="list-style-type: none"> • 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 • Moving and storage costs associated with relocating collections 	<ul style="list-style-type: none"> • Activities not open to the public, for example, activities restricted to an organization's membership. • Competitions and contests • Major expenditures for the establishment of a new organization • Out-of-state travel • Requests for amounts that are greater than an organization's total operating expenses minus its total operating income
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**APPENDICES FOR STEP 3 – SUPPORTING
DOCUMENTATION
(QUALIFYING PROJECTS ONLY)
(PAGES 28 TO 38)**

APPENDIX D – RESOLUTION TEMPLATE

Resolution No: _____
RESOLUTION (GOVERNING BODY OF GRANTEE)
APPROVING THE APPLICATION FOR GRANT FUNDS FOR THE
RECREATIONAL TRAILS AND GREENWAYS GRANT PROGRAM

WHEREAS, the Legislature and Governor of the State of California have provided funds for the program shown above; and

WHEREAS, the California Natural Resources Agency has been delegated the responsibility for the administration of this grant program, establishing necessary procedures; and

WHEREAS, said procedures established by the California Natural Resources Agency require a resolution certifying the approval of application(s) by the Applicant's 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. Certifies that Applicant understands the assurances and certification in the application package; and
3. Certifies that Applicant or title holder will have sufficient funds to operate and maintain the project(s) consistent with the land tenure requirements; or will secure the resources to do so; and
4. Certifies that it will comply with all provisions of Section 1771.5 of the California Labor Code; and
5. If applicable, certifies that the project will comply with any laws and regulations including, but not limited to, the *California Environmental Quality Act* (CEQA), legal requirements for building codes, health and safety codes, and disabled access laws, and that prior to commencement of construction all applicable permits will have been obtained; and
6. Certifies that Applicant will work towards the State Planning Priorities intended to promote equity, strengthen the economy, protect the environment, and promote public health and safety as included in Government Code Section 65041.1; and
7. 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 E – MATCH REQUIREMENT

Matching funds are **required** as evidence of community commitment to the project. The match may include resources obtained from other funding sources such as state, local and federal funding, as well as private sources such as corporations, foundations, individuals, local businesses, and nonprofit organizations; and may include in-kind resources. To qualify as match, contributions must be considered an eligible cost under the Guidelines (see Appendix C).

The match **shall** be **at least 20%** of the grant amount. For example, if the grant request is for \$100,000, the applicant must show a match contribution of at least \$20,000, equaling to \$120,000 in total project costs.

Match sources can be in the form of cash contributions, in-kind contributions or a combination of cash and in-kind contributions. In-kind contributions are donations of goods and services such as labor, materials and supplies, equipment, donation of real property, and permanent fixtures.

Only funds which will be expended *after* the grant agreement is executed may be counted toward the match requirement. That is, the match should take place during the project performance period of the grant. However, an applicant that can document that architectural plans, drawings, or other documents developed **solely** for the project that were created **within one year prior to the proposal submission** deadline can credit these costs as match contributions.

Applicants are required to submit award letters, resolutions, etc. as evidence of each cash 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 and granted if necessary, to make a project realistic for underserved communities.

Match resources should be **available** at the time the applicant submits the grant application. That is, matching funds must be **secured** or **committed**. Applicants must have access to **secured funds** “in the bank” or funds must be **committed via an award or pledge** and may be contingent upon receiving the Museum Grant award.

Applicants may not use a loan or line of credit to fulfill their matching requirement.

MATCH REQUIREMENT FORM

Complete the chart below showing how you will fulfill your match requirement. Name each source of funds* and indicate the status (whether funds are **committed** or **secured** **). Include all information needed to determine if the cash and in-kind contribution fulfills the match 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	Amount	Status	Date of Receipt
List In-Kind Contributions Applied Toward Your Match					
Source	Required Documentation (Award letters, commitment list, staff report, resolution etc. as evidence for each source of matching funds)	Type of Service***	Amount	Status	Date of Receipt

*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: **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 MGP award.

***Supplies and Materials - Equipment - Labor - Permanent Fixtures - Planning - Appraisal of real property - etc.

IN-KIND CONTRIBUTIONS FORM

IN-KIND CONTRIBUTIONS FORM

A **signed and completed** In Kind Contributions Form is required for **each commitment of in-kind services** indicated as part of your match. You may duplicate this form and include as many 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 Signatory: _____

Title: _____

Signature of Authorized Signatory: _____

Date: _____

APPENDIX F – ENVIRONMENTAL COMPLIANCE (IF PROJECT TRIGGERS)

Prior to approval and distribution of grant funds for construction/implementation, every proposed project shall comply with the California Environmental Quality Act, Division 13 (commencing with section 21000; 14 California Code of Regulations section 15000 et seq. [“CEQA”]).

The State of California, acting through its administering agencies and departments, will typically act as a responsible agency for the purposes of CEQA. Therefore, prior to the State approving funding for a proposed project, **one** of the following **must** be submitted:

- a. The Notice of Exemption filed with the County Clerk and State Clearinghouse (as applicable) if the proposed project is categorically or statutorily exempt, with the appropriate Public Resources Code section citation to the exemption(s) being relied upon by the lead agency
 - b. The Negative Declaration or Mitigated Negative Declaration adopted by the lead agency and Initial Study, including a copy of the Environmental Checklist Form located in Appendix G of the CEQA Guidelines and the Notice of Determination filed with the County and with the State Clearinghouse. If the lead agency has adopted a Mitigated Negative Declaration, the applicant must also provide the adopted mitigation monitoring and reporting program*
 - c. The Final Environmental Impact Report certified and adopted by the lead agency with Initial Study, including a copy of the Environmental Checklist Form located in Appendix G of the CEQA Guidelines, the adopted mitigation monitoring and reporting program, and the Notice of Determination filed with the County and the State Clearinghouse. Please include any State Clearinghouse Responses received by the applicant*
- *For b and c, include documentation the State of California Department of Fish and Wildlife CEQA fee was paid or is not applicable.
- d. Projects that tier from a Programmatic, Master, or other Environmental Impact Report shall 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 section 21157.1, subdivision (c), and the Notice of Determination, filed with the County Clerk and with the State Clearinghouse, as applicable

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, 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 G – 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. Include any clarifying comments below. Attach additional sheets if necessary.

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	If parcel(s) not owned by applicant(s), indicate document verifying long-term permission to develop and maintain						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 H – SITE CONTROL/LAND TENURE REQUIREMENTS

The State recognizes that specific activities on the project property may change over time; however, all uses on the property must remain compatible with the Museum Grant Program, in accordance with the following requirements:

Capital Projects

Grantee shall maintain and operate the property developed pursuant to this grant for a period of **at least 10 years for grants up to \$250,000.**

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).
2. With the approval of the State, grantee or 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 grant program. At a minimum, the agreement must do the following:
 - Clearly spell out the roles of each party in detail.
 - Be signed by both parties signifying their acceptance.
 - Not terminate prior to the length of site control/land tenure required by the grant agreement (only agreements that allow early termination for cause or by mutual consent will be acceptable)
 - Include language that grantee will resume responsibility for ongoing operation and maintenance in the event of cancellation
3. Grantee may be excused from its obligations for operation and maintenance of the project site 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.

APPENDIX I – PROJECT PERMIT APPROVAL STATUS

Indicate the status of all federal, state and local permits required for the project. Describe any potential delays due to permitting (indicate specific permits). **If acquiring a long-term encroachment permit, submit evidence the entity with jurisdiction is aware of the project and is willing to work with applicant to issue the permit.** This list is not all-inclusive. It is grantee’s responsibility to identify and obtain all applicable permits.

PERMITTING AGENCY	TYPE OF REQUIREMENT	REQUIRED	APPLIED	ACQUIRED	DATE EXPECTED
State Agencies					
Department of Fish & Wildlife	Lake or Streambed Alteration Agreement (Section 1600)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Department of Fish & Wildlife	Incidental Take Permit or Consistency Determination (CESA) (California Endangered Species Act)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Department of Transportation	Encroachment Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Coastal Commission	Coastal Development Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Coastal Commission	Letter of Consistency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Regional Water Quality Control Board	401 Water Quality Certification or Waste Discharge Requirement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
State Water Resources Control Board	Water Rights Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
State Water Resources Control Board	General Industrial Stormwater Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
State Lands Commission	Permit (if using State-owned property)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
State Office of Historic Preservation	Section 106 Consultation with State Historic Preservation Officer (National Historic Preservation Act of 1986)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Federal Agencies					
U.S. Fish and Wildlife Service	Section 7 Consultation, Biological Opinion or Section 10 Permit (Endangered Species Act)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
U.S. Army Corps of Engineers	Section 404 Permit (Clean Water Act)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
U.S. Army Corps of Engineers	Section 10 Permit (Rivers & Harbors Act of 1899)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
U.S. Coast Guard / U.S. Army Corps of Engineers	Section 9 Permit (Rivers & Harbors Act of 1899)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
U.S. National Resources Conservation Service	Section 106 Consultation (National Historic Preservation Act of 1986)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
National Marine Fisheries Service	Section 7 Consultation, Biological Opinion, or Section 10 Permit (Endangered Species Act)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Local and Regional Planning Agencies					
City/County	Grading Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
City/County	Environmental Health Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
City/County	Model Water Efficient Landscape Ordinance (MWELO) Landscape Documentation Package	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Central Valley Flood Protection Board	Permission to Encroach on Waterways within Designated Floodways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
S.F. Bay Conservation and Development Commission	Any relevant permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tahoe Regional Planning Agency	Any relevant permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Local Resource Conservation District	Consultation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Flood Control Districts	Floodway & Hydrological Analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Others (e.g., CalRecycle, State Contractors Board, etc.):		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

APPENDIX J – WORK PLAN

The Work Plan provides the steps and tasks required to actualize the 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 tasks or project deliverables with target completion dates. If the Project is funded, the Work Plan will be used to develop the Project Scope and Timeline of the Grant Agreement.

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

- Goals and objectives of the project
- How the project will be implemented including, strategies, timeline, committed resources, 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
- Expected outcomes and how success of project will be measured (data evaluation and measurement)

Use the Work Plan Chart on the following page, or any other work plan format that suits your program, to identify specific goals, objectives, activities/tasks, responsible parties, expected outcomes, how the project will be evaluated and timeline for the project that will be funded by this grant. **Work plan should be concise and provide an overall idea of what critical tasks are necessary to execute the project.** Form can be manipulated as appropriate.

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

SAMPLE WORK PLAN

GOAL: Provide inclusive educational opportunities that address the needs of economically disadvantaged youth.

OBJECTIVE(S)	KEY ACTION ITEMS/TASKS	EXPECTED OUTCOME(S)	DATA EVALUATION AND MEASUREMENT	ENTITY/PERSON RESPONSIBLE	TIMELINE
Provide 6 one-week summer camps for grade 2-5 students	<ol style="list-style-type: none"> 1. Establish Scholarship Committee 2. Establish Scholarship Fund 3. Hire additional staff 4. Develop curriculum 5. Advertise and promote camp opportunity in marketing materials 6. Open online enrollment 7. Evaluate applicants and award scholarships 8. Conduct one-week camp six times 	Participants gain knowledge in STEAM.	Number of applications; attendance records; self-reported knowledge gained as evident in camp exercises; staff feedback on student engagement and increased understanding and interest	<ol style="list-style-type: none"> 1. Museum staff 2. Museum Fundraising Team 3. Program Manager 4. Education Programs Staff 5. Program Manager and Marketing Manager 6. Program Manager and Information Technology Team 7. Scholarship Committee 8. Education Programs Staff 	<ol style="list-style-type: none"> 1. Aug 2019-Oct 2019 2. Aug 2019-ongoing 3. Nov 2019-Jan 2020 4. Mar 2020-Feb 2021 5. Sep 2020-Feb 2021 6. Feb 2021-Mar 2021 7. Apr 2021-May 2021 8. July 2021-Aug 2021

**APPENDICES FOR POST GRANT AWARD
INFORMATION
(Pages 40 to 45)**

APPENDIX K – PROJECT ADMINISTRATION (POST GRANT AWARD)

All projects awarded funding will follow the general administrative procedure outlined below:

1. Grantee attends grant payment workshop.
2. State grants administrator works with grantee to develop and execute grant agreement.
3. Grantee submits final site control documents.
4. Grantee commences preliminary project work (planning, design, permitting, CEQA, etc.) and submits reimbursement requests for eligible expenses.
5. Prior to commencing construction, grantee submits final design plans for the State's review, as well as evidence of environmental compliance and funding acknowledgment sign installation.
6. Grantee notifies the State of public events related to the initiation of project construction.
7. Grantee commences project construction work.
8. Grantee submits periodic progress reports and periodic reimbursement requests for eligible expenses (payment requests are subject to retention).
9. Grantee completes project and submits project completion packet.
10. The State conducts final project inspection and approves final payment request(s).

Changes to Approved Project

Grantees seeking changes or amendments to an approved project must obtain the State's approval. Changes in project scope must continue to meet the need cited in the original proposal. Grantees jeopardize funding should changes be made without prior notice to and approval by the State.

Eligible costs

Direct project-related costs and indirect costs that can be directly tied to the project that are incurred during the project performance period specified in the grant agreement are eligible for reimbursement and/or used for match.

All eligible costs must be supported by appropriate documentation, including but not limited to timesheets for in-house labor. Costs incurred outside of the project performance period are not eligible for reimbursement. General overhead costs such as rent, utilities and office equipment/supplies are not eligible for reimbursement. (See Appendix C for further information on Eligible Costs).

Site Visits

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

Payment of Grant Funds

Funds will not be disbursed until there is a fully executed grant agreement between the State and the grantee. Funds for **construction/implementation** cannot be disbursed until environmental review is completed and the bond acknowledgment sign is installed at the project site.

- Payments will be made on a reimbursement basis. This means the grantee **pays** for services, products or supplies; submits invoices and proof of payment; and is **then** reimbursed by the State. It generally takes six to eight weeks to receive payment after grantee submits a completed payment request.
- Ten percent (10%) of the amount requested for reimbursement may be retained and issued as a final payment upon project completion.
- For communities that meet disadvantaged requirements, advances of up to twenty-five percent (25%) of the grant award may be available upon compelling need. No advances will be made for in-house labor costs.

Loss of Funding

The following are examples of actions that may result in a grantee's loss of funding. It is not a comprehensive list.

1. Grantee fails to execute a grant agreement.
2. Grantee changes the project scope without prior notice to and approval by the State.
3. Grantee fails to submit evidence of environmental compliance as specified in the grant agreement.
4. Grantee fails to timely submit all required documentation as specified in the grant agreement.
5. Grantee loses willing seller(s).
6. Property cannot be acquired at or below approved fair market value.
7. Grantee fails to complete the project.
8. Grantee fails to provide project updates as requested.

Use of Project Property

Grantee must maintain and operate project property developed in a manner consistent with the grant agreement and grant guidelines for a period commensurate with land tenure/site control requirements (see Appendix H).

Grantee must own the land or hold a lease or other legal, long-term interest in the land that is satisfactory to the State.

Project Reporting

Grantee is required to keep the State informed of the project's progress throughout the project performance period. Grantee must submit periodic status reports as requested by the grants administrator. Grantee will be responsible for measurement of greenhouse gas emissions reductions and carbon sequestration associated with the project, where practicable.

STATE AUDIT AND ACCOUNTING REQUIREMENTS

Audit Requirements

Projects are subject to audit by the State annually and for three (3) years following the final payment of grant funds. If the project is selected for audit, grantee will be contacted in advance. The audit shall include all books, papers, accounts, documents, or other records of grantee, as they relate to the project. All project expenditure documentation should be available for an audit, whether paid with grant funds or other funds.

Grantee must have project records, including source documents and evidence of payment, readily available and must provide an employee with knowledge of the project to assist the auditor. Grantee must provide a copy of any document, paper, record, etc., requested by the auditor. Further, grantees must include planning, monitoring, and reporting necessary to ensure successful implementation of the project objectives and have documentation available for State review upon request.

Accounting Requirements

Grantee must maintain an accounting system that:

- Accurately reflects fiscal transactions, with the necessary controls and safeguards
- Provides a good audit trail, including original source documents such as purchase orders, receipts, progress payments, invoices, employee paystubs and time cards, evidence of payment, etc.
- Provides accounting data so the total cost of each individual project can be readily determined

Records Retention

Records must be retained for a period of three (3) years after final payment is made by the State. Grantee must retain all project records at least one (1) year following an audit.

APPENDIX L – FUNDING ACKNOWLEDGEMENT

CAPITAL PROJECTS


Grantees awarded for capital projects 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 specialized license plate featuring the image of Snoopy, licensed by Jean Shultz and Peanuts Worldwide (Section 5169 of the Vehicle Code) for the Museum Grant Program under the

GAVIN NEWSOM, GOVERNOR Wade Crowfoot, 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: <https://resources.ca.gov/grants/Grant-Program-Resources> under Logo Artwork.

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 approved and installed.

PROGRAM PROJECTS

Grantees awarded for program projects that develop materials for public review are required to include the following language on all materials, "**funding provided by the California Cultural and Historical Endowment Museum Grant Program**".

Materials include but are not limited to, plans, drawings, specifications, surveys, studies, reports, and other written or graphic work.

APPENDIX M – MATCH CERTIFICATION FORM

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. Please do not submit separately from request for reimbursement of grant funds.

Date Range of Expenditures for Match _____

NAME OF GRANTEE: _____ GRANT NUMBER: _____

PROJECT NAME: _____

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

Date	Task	Source (do not abbreviate)	Amount	Cash or In Kind
Total for this Payment Request				

- Do **NOT** submit back-up documentation for the match with Payment Requests.
- Retain all invoices and receipts to document match expenditures so they are available for State Audit.
- Create and keep records or logs for in-kind donations so that they are available for State Audit.
- Match must be expended within the Project Performance Period with the exception of costs for architectural plans, drawings, or other documents developed solely for this capital project that were incurred no earlier than one year before application deadline.

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

ADDITIONAL RESOURCES
(Pages 47 to 55)

APPENDIX N – AVAILABLE RESOURCES

AB-482 California Cultural and Historical Endowment (2013)

https://leginfo.legislature.ca.gov/faces/billtextclient.xhtml?bill_id=201320140ab482

AB-716 California Cultural and Historical Endowment (2002)

http://resources.ca.gov/docs/cche/AB_716_Chapter_1126.pdf

CAL FIRE Standards and Specifications for Purchasing, Planting, and Maintaining Trees-Appendix H of Urban Community and Forestry Grant Guidelines

https://www.fire.ca.gov/media/9653/cal-fire-ucf-cci-2019-20_grant-guidelines_final.pdf

California Conservation Corps

<https://ccc.ca.gov/contact/>

California Department of Industrial Relations Prevailing Wage Determination

<https://www.dir.ca.gov/OPRL/DPreWageDetermination.htm>

California Department of Justice, Office of the Attorney General

<http://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y>

California Native American Heritage Commission

<http://nahc.ca.gov/>

California Native Plant Society

<https://www.cnps.org/helpful-tools>

California Secretary of State Business Search

<https://businesssearch.sos.ca.gov/>

California Stormwater Quality Association

<https://www.casqa.org/resources/california-lid-portal>

CEQA guidelines

http://resources.ca.gov/ceqa/docs/2019_CEQA_Statutes_and_Guidelines.pdf

CEQA - Appendix G Environmental Checklist Form

https://resources.ca.gov/CNRALegacyFiles/ceqa/docs/2016_CEQA_Statutes_and_Guidelines_Appendix_G.pdf

Community FactFinder (SCORP)

<http://www.parksforcalifornia.org/communities>

Core Standards for Museums

<https://www.aam-us.org/programs/ethics-standards-and-professional-practices/core-standards-for-museums/>

Department of Water Resources Disadvantaged Communities Mapping Tool

<https://gis.water.ca.gov/app/dacs/>

Governor's Office of Planning and Research CEQA Documents

<http://opr.ca.gov/clearinghouse/ceqa/document-submission.html>

i-Tree Planting

<https://planting.itreetools.org/>

i-Tree Streets

<http://www.itreetools.org/>

Local Conservation Corps

<https://ccc.ca.gov/what-we-do/funding-opportunities/local-conservation-corps/>

Save Our Water

<http://saveourwater.com/>

SB-1493 Public Resources (2017-2018)

https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201720180SB1493

Safeguarding California – California's Climate Adaptation Strategy

<https://resources.ca.gov/Initiatives/Building-Climate-Resilience>

SOAR System for Online Application Review User Manual

https://soar.resources.ca.gov/LoginLinks/Soar_UserManual.pdf

State Clearinghouse and Planning Unit

<http://opr.ca.gov/clearinghouse/ceqa/>

Water Use Classification by Landscape Species (WUCOLS)

<https://ucanr.edu/sites/WUCOLS/>

APPENDIX O – DEFINITIONS

Unless otherwise stated, the terms used in these grant guidelines have the following meanings:

Agency – The California Natural Resources Agency.

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.

Aquarium - An establishment where aquatic organisms are kept and exhibited.

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

California Environmental Quality Act (CEQA) - The California Environmental Quality Act, Public Resources Code Section 21000 et seq.; Title 14, California Code of Regulations, Section 15000 et seq.

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 funds dedicated toward the project.

CEQA – (See **California Environmental Quality Act**).

Climate Adaptation - The adjustment or preparation of natural or human systems to a new or changing environment which moderates harm or exploits beneficial opportunities.

Collections Care - Sometimes called preventive conservation, involves any actions taken to prevent or delay the deterioration of cultural heritage

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.

Community Access - Engagement programs, technical assistance, or facilities that maximize safe and equitable physical admittance, especially for low-income communities, to natural or cultural resources, community education, or recreational amenities.

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.

Cultural Center - An organization, building or complex that promotes culture and arts.

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.

Disadvantaged Community - A community with a median household income less than 80 percent 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.

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

Enhancement - Modifications to current conditions of a facility or landscape that result 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 Compliance - (See **CEQA** and **NEPA**).

Fund or Funds - Funds collected through the sale of a specialized license plate featuring the image of a dancing Snoopy, licensed by Jean Schulz and Peanuts Worldwide (Section 5169 of the Vehicle Code).

Funding Status - Status of project funds may be **secured**: the applicant has access to the funds which are currently 'in the bank'; and **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.

Greenhouse Gases - Include, but are not limited to, carbon dioxide, methane, nitrous oxide, hydrofluorocarbons, perfluorocarbons and sulfur hexafluoride.

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

Interpretation - Includes, but is not limited to, a visitor-serving amenity that enhances the ability to understand and appreciate the significance and value of natural, historical and cultural resources and that may utilize educational materials in multiple languages, digital information, and the expertise of a naturalist or other skilled specialist.

Joint Powers Authority - An entity formed pursuant to Chapter 5 (commencing 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.

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.

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.

Local Agency - Any political subdivision of the State of California, including, but not limited to, any county, city, city and county, district, joint powers authority, local community conservation corps agency, or council of governments.

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

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. 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; and living collections (such as arboretums, botanical gardens, nature centers, zoos, aquariums, and wildlife conservation centers).

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 Organization - 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 historical or cultural resources for cultural, scientific, historic, educational, recreational, agricultural, or scenic opportunities.

Permanent fixture - Any physical property that is permanently attached to real property.

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

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.

Preservation - The protection of historic or cultural resources for cultural, scientific, historic, educational, recreational purposes, such as identification, evaluation, recordation, restoration, stabilization, rehabilitation, conservation, development, and reconstruction, or any combination of those activities.

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/>.

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

Project - The activity to be accomplished with grant funds, and other funds if necessary, that meets eligibility requirements.

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 by the grant.

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

Protection - Those actions necessary to prevent harm or damage to persons, property, or natural, cultural and historic resources, actions to improve access to public open-space areas, or actions to allow the continued use and enjoyment of property or natural, cultural and historic resources, and includes site monitoring, acquisition, development, restoration, preservation, and interpretation.

Public Access - Generally refers to full right-of-way from public thoroughfares or public transportation.

Public Agency - A federal agency, state agency, city, county, district, association of governments, joint powers agency or tribal organization.

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 percent of the statewide average.

State - A political subdivision of the State of California.

Tasks - The itemized steps that are necessary to fulfill the proposed Project.

Tribal Organization - Federally-recognized Native American tribes, or non-federally-recognized California Native American tribes listed on the California Tribal Consultation List maintained by the Native American Heritage Commission.

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.

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.

END OF GUIDELINES