

**APPENDICES FOR STEP 3 – SUPPORTING
DOCUMENTATION
(QUALIFYING PROJECTS ONLY)
(PAGES 25 TO 33)**

APPENDIX D – RESOLUTION TEMPLATE

Resolution No: _____
RESOLUTION (GOVERNING BODY OF GRANTEE)
APPROVING THE APPLICATION FOR GRANT FUNDS FOR THE
CALIFORNIA MUSEUM 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

Nonprofit organizations are not required to provide a match.

Matching funds are required **for public agencies** as evidence of 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 **5%** of the grant amount. However, public agencies directly serving an underserved community, and with compelling circumstances, may ask the State to consider approving a lower match.

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, for capital projects, 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.

Public agencies who propose a project that directly serves an underserved community can request a lower than required match 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.

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)		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.

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