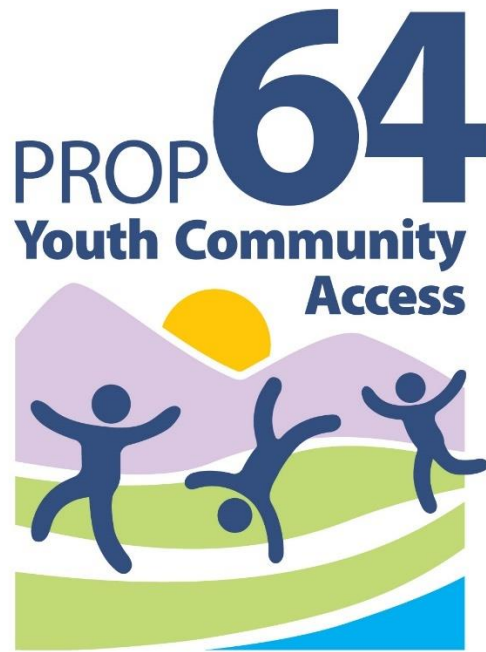


# YOUTH COMMUNITY ACCESS GRANT PROGRAM GUIDELINES



STATE OF CALIFORNIA  
NATURAL RESOURCES AGENCY

JUNE 2022



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## TECHNICAL ASSISTANCE WORKSHOPS

The California Natural Resources Agency will conduct online technical assistance workshops. A list of workshop dates and times can be found on the California Natural Resources Agency website at <https://resources.ca.gov/grants/youth>.

**To receive login information please register, as each workshop will have a limited number of participants. Register one of three ways:**

Online: <https://forms.gle/3M8uUpzuVzqhgvyDA>  
Email: [bondsandgrants@resources.ca.gov](mailto:bondsandgrants@resources.ca.gov)  
Phone: (916) 653-2812

These Guidelines include information to assist applicants in applying for funding. Please read them in their entirety for important information on project eligibility, evaluation criteria, and submission requirements.

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

**Phone:** (916) 653-2812  
**Email:** [bondsandgrants@resources.ca.gov](mailto:bondsandgrants@resources.ca.gov)  
**Website:** [www.resources.ca.gov/grants](http://www.resources.ca.gov/grants)

## HOW TO SUBMIT

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

- 1) Project Proposal
- 2) Virtual Field Visit
- 3) Supporting Documents

All documents are submitted using the California Natural Resource Agency's System for Online Application Review (SOAR), which can be found at <http://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 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](mailto:soar.admin@resources.ca.gov)

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

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

**If you have barriers to accessing the internet, please contact the California Natural Resources Agency to discuss alternate means of communication and submittal.**

## TABLE OF CONTENTS

INTRODUCTION.....	1
PROGRAM REQUIREMENTS & FUNDING PRIORITIES.....	3
SELECTION PROCESS.....	5
EVALUATION & SCORING CRITERIA.....	7
STEP ONE: PROJECT PROPOSAL.....	7
REQUIRED DOCUMENTATION FOR PROJECT PROPOSAL.....	11
STEP TWO: FIELD VISITS.....	13
STEP THREE: SUPPORTING DOCUMENTATION.....	14
GRANT PROJECT ADMINISTRATION.....	16
STATE AUDIT & ACCOUNTING REQUIREMENTS.....	18
APPENDIX A: SUBMITTAL CHECKLIST.....	20
APPENDIX B: COST ESTIMATE.....	21
APPENDIX C: ELIGIBLE COSTS.....	23
APPENDIX D: NON-PROFIT QUESTIONNAIRE.....	26
APPENDIX E: RESOLUTION TEMPLATE.....	28
APPENDIX F: CERTIFICATION LETTER REQUIREMENTS.....	29
APPENDIX G: SIGNAGE & RECOGNITION GUIDELINES.....	30
APPENDIX H: ENVIRONMENTAL COMPLIANCE.....	32
APPENDIX I: SITE CONTROL/LAND TENURE REQUIREMENTS.....	34
APPENDIX J: PAYEE DATA RECORD.....	35

**APPENDIX K: SAMPLE PROGRESS REPORT TEMPLATE.....36**

**APPENDIX L: AVAILABLE RESOURCES.....37**

**APPENDIX M: DEFINITIONS.....38**

## **INTRODUCTION**

California voters passed the Control, Regulate and Tax Adult Use of Marijuana Act (Proposition 64) on November 8, 2016, which legalized the recreational sale and use of cannabis to people over the age of 21 and levied new excise taxes on the cultivation and retail sale of all state-regulated cannabis. Proposition 64 created the Youth Education, Prevention, Early Intervention and Treatment Account (YEPEITA) into which the State Controller deposits 60 percent (60%) of the tax revenues from marijuana sales for youth programs designed to educate about and prevent substance use disorders and to prevent harm from substance use. Programs shall emphasize accurate education, effective prevention, early intervention, school retention, and timely treatment services for youth, their families, and caregivers.

Funds appropriated to the California Natural Resources Agency (the State) are for competitive grants to support youth access to natural or cultural resources with a focus on low-income and disadvantaged communities. This includes, but is not limited to, community education and recreational amenities to support youth substance use prevention and early intervention.

The Youth Community Access Grant Program is a competitive program and will award to communities disproportionately affected by past federal and state drug policies, also known as the War on Drugs, as well as other underserved communities. The War on Drugs disproportionately impacted communities of color, particularly low-income communities. Harsh federal and state drug policies enacted during the War on Drugs led to mass incarceration of people of color, decreased access to social services, loss of educational attainment due to diminished federal financial aid eligibility, prohibitions on the use of public assistance, and the separation of families. The Youth Community Access Grant Program aims to be a resource to address and repair the multi-generational community impacts of the War on Drugs.

### **Funding Allocation**

Approximately \$18.3 million is available for Youth Community Access projects.

### **Grant Amounts**

The maximum award for an individual project is \$300,000. The minimum award is \$25,000.

### **Eligible Applicants**

Eligible applicants include local, state, and federal agencies; nonprofit organizations; 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.

## Eligible Projects

Eligible projects must serve youth and directly support access to either natural or cultural resources **AND** meet the criteria for both low-income **AND** disadvantaged (not one or the other) communities. To determine eligibility, the following definitions will apply:

Natural Resources include, but are not limited to, land, water, forests, fisheries, and animals.

Cultural Resources include any property or location that was created, modified, or used by people at least 50 years ago. Cultural resource means archeological sites, objects, grounds, gardens, landscapes, structures, and buildings.

Low-Income Community means a community and/or household with an annual median household income less than 80 percent of the statewide average. Two tools using this criterion are the California State Parks Community Fact Finder and the Department of Water Resources Mapping tool. (See Appendix L for links to these tools).

Disadvantaged Community means underserved communities of color and/or vulnerable populations (hereafter referred to as underserved).

Communities of color are defined as American Indian/Alaskan Native, African American, Asian-Pacific Islander, and Latinx.

Vulnerable populations are defined as foster and transition age youth, LGBTQIA+ youth, youth with disabilities, youth involved in the juvenile or criminal justice system, and other youth populations disproportionately affected by past state and federal drug policies.

At least eighty percent (80%) of the youth participants must meet the criteria for low-income and disadvantaged (underserved) communities. If the project is a development (e.g., construction project), 80% or more of the project's footprint must be located in the low-income community.



## **PROGRAM REQUIREMENTS & FUNDING PRIORITIES**

To be eligible for funding, projects must meet **ALL** the following program requirements:

1. Project must serve youth. For the purposes of this program, youth is defined as a person between the ages of birth and 26 years old.
2. Project must directly support youth access to either natural or cultural resources.
3. Project must include design features and program elements to promote youth health, safety, well-being, and comfort.

### **Funding Priorities**

Projects containing one or more of the following elements will be given priority consideration in funding decisions:

1. Projects in which youth participate in project planning, decision making, facilitation, and evaluation
2. Projects in which youth participate in outreach and awareness campaigns
3. Projects that empower youth to make healthy choices

### **Other Funding Considerations**

In evaluating Project Proposals, 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, priority populations, previous grant performance, disadvantaged community status, and feasibility to accept partial funding.

In addition, projects must comply with all labor codes and with the California Environmental Quality Act (CEQA), Division 13, commencing with Section 21000, as applicable for construction/development projects.

### **Eligible Project Examples**

The list below provides examples of eligible projects. The list is not exhaustive.

- Youth-led outdoor skills workshops and classes for younger youth
- Camp excursions that combine outdoor fun with support groups for at-risk youth
- Field trips to local, state, or national parks and outdoor areas and provide opportunities for hiking, birdwatching, environmental education, etc.
- Acquire a clean vehicle to take youth hiking, camping, to archeological sites, etc.
- Acquire a clean vehicle to take youth on eligible outdoor excursions along with educational programming to support/enhance the excursions

- Youth interns, with adult guidance, design, and construct trailheads for the youth in the low-income community
- Farming program to educate and provide job training in an outdoor environment with programming that addresses healthy choices
- Educational programs that combine classroom instruction with excursions to access natural and/or cultural resources
- Programs that teach youth about their history, culture, and language with trips to various cultural lands to enhance the teachings
- Workforce development programs that integrate new environments, healthy choices, and skills to advance careers relating to natural or cultural resources
- ADA improvements to increase youth accessibility to natural and/or cultural resources

### **Ineligible Project Examples**

The list below provides examples of projects and/or project components that are not eligible under the Youth Community Access Grant Program. This is not an exhaustive list.

- Projects that do not directly support access to natural or cultural resources (e.g., indoor-only projects)
- Acquisitions of non-eco-friendly or clean vehicles
- Acquisitions of eco-friendly or clean vehicles that are not primarily dedicated to transporting youth on excursions to natural or cultural resources
- Educational or workforce development programs that do not include access to natural or cultural resources
- Project Proposals that include more than one project (however, more than one Project Proposal can be submitted by an applicant)
- Development projects contingent on future land acquisition for project implementation
- Cash reserves, endowments, or fundraising activities
- Payment of a debt or mortgage
- Projects that do not serve youth
- Projects where applicant intends to sub or regrant to another entity to implement the project

## 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

- Virtual field visits are conducted for the most competitive projects. Applicants may be required to provide additional documentation prior to or after a field visit.

### Step Three

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

Once Step 3 evaluations have been completed, funding recommendations are submitted to the California Secretary for Natural Resources. Upon approval by the Secretary, grant awards are announced.

All information contained in the Project Proposal and supporting documentation is confidential until grant awards are announced.

The State reserves the right to reject any Project Proposal from 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 poorly reflects or brings 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 proposal from an applicant who has a history of performance issues with past grants or other agreements with any public entity.

### Tribal Consultation

For projects that affect tribal communities, Grantees will be required to show meaningful outreach and attempt to collaborate with local California Native American tribes through the implementation of their project.

Meaningful outreach includes, but is not limited to, writing letters and emails, and following with phone calls updating the tribe throughout the life of the project, inviting tribal leadership to attend planning meetings, and meeting with local tribal government lead consortiums or other inter-tribal governmental organizations. Collaborating with

local California Native American tribes can include developing the project with tribal leadership, ensuring the project provides benefits to the local tribe and its membership, and providing contracting opportunities to local tribes and their members where appropriate

### **Conflict of Interest**

All applicants and individuals who participate in the review of submitted Project Proposals 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 Project Proposal 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.

## EVALUATION & SCORING CRITERIA

Information provided during the evaluation process should demonstrate how effectively the proposed project meets statutory requirements, funding priorities, and program objectives. Projects will be evaluated using established criteria and any additional funding considerations. Project Proposals will receive an initial ranking, with a score of 80 points possible. The initial ranking will be used to facilitate discussions about each proposal among a multidisciplinary team. Points will be attributed to each section and not to individual questions. **Sections left blank will receive zero for that section.**

Scoring Criteria	Points
Requirements & Project Need	0-35
Funding Priorities	0-25
Project Readiness	0-20
Organizational Capacity & Collaboration	0-15
Additional Project Characteristics	0-5
<b>Total Points Possible</b>	<b>100</b>

### STEP ONE: PROJECT PROPOSAL

Applicants submit an online Project Proposal in SOAR. Refer to the solicitation notice for due dates. **No hard copy Project Proposals are required.** Applicants proposing the most competitive eligible projects will be invited to compete in the next phase of the evaluation process, a virtual field visit. The most competitive projects receiving a field visit will be invited to submit additional supporting documentation for further evaluation. Incomplete or noncompliant proposals may be eliminated from the competitive process.

All Project Proposal submittals must include responses to the project questions below as well as required project proposal documentation.

## **PROJECT QUESTIONS**

Applicants must answer the following questions. If a question does not apply to the project, indicate “Not Applicable” with a brief explanation. Do not leave blank fields. Be sure to address all parts of each question. Answers are limited to 3,000 characters.

### ***The Project***

1. Describe the discrete project the grant would fund. The information provided should include grant deliverables and support the cost estimate submitted with the proposal. (See Appendix M for definition of and examples of grant deliverables).

The following project-specific information should be included in response to this question (as applicable):

- a. The approximate number of experiences with natural or cultural resources youth will have (e.g., field trips, days at camp), the length of the project funded by the grant, any cost for youth to participate, and percentage of classroom versus outdoor program time.
- b. A description of the clean vehicle to be acquired and how the vehicle will be used both during and after the grant period
- c. For Development Projects (e.g., construction): The percentage of the project footprint located within a low-income community, the owners of the property on which the project will take place, the status of any agreements needed to access and implement the project, and plans for long-term operations and maintenance of the project.

### ***Requirements & Project Need***

2. What is the age range of youth to be served by the project?
3. How many youth will be served by the project funded with the grant and across what time period?
4. How will youth be recruited to participate in the project?
5. Will at least 80% of youth served through the project live within a low-income community and/or household?
6. How will applicant ensure that at least 80% of youth served through the project live within a low-income household and/or community?
7. Will at least 80% of the youth to be served be members of an underserved community of color and/or a vulnerable population?

8. Describe the underserved communities of color and/or vulnerable populations to which at least 80% of youth participants will belong.
9. How will applicant ensure that at least 80% of the youth to be served are members of underserved communities of color and/or vulnerable populations? (If funded, documentation must be available upon request and for audit purposes.)
10. Provide specific examples of natural and/or cultural resources youth will access because of the project.
11. Describe how the project addresses a critical need of the youth served.
12. Briefly describe the applicant's mission and how it ties to the goals of the Youth Community Access Grant Program.
13. What steps will be taken to address youth safety, well-being, comfort, and cultural relevance throughout the project?
14. Describe the specific training staff receive in areas such as safety, risk management, cultural competency, trauma informed practices, etc.
15. Describe any existing ADA accessibility accommodations available to youth and/or planned accommodations included with this proposal.

### ***Funding Priorities***

16. Describe any youth leadership opportunities during project development and/or implementation. Provide information pertaining to any distinct youth participant roles that may be applicable (e.g., interns, youth advisory committee, etc.).
17. Of the total number of youth participants, how many will be given leadership opportunities during project development or implementation? If distinct roles are applicable, how many youth are anticipated for each role?
18. What skills and knowledge will youth gain because of the project?
19. Describe lasting impacts of the project and how project experiences will continue to influence youth participants after the project concludes.
20. Describe any youth participation in public awareness/outreach campaigns before and/or after project completion.
21. Explain how the project encourages and empowers youth to make healthy choices during and beyond the project.

### ***Project Readiness***

22. Describe the immediate steps to be taken post-grant award.

23. Explain how the applicant will fill any funding gaps to complete the project.
24. If the project requires hiring of staff, explain the timeline for hiring and specific role(s) to the discrete project proposed for grant funding.
25. If the project requires approval from entities other than applicant, provide the status of discussions and approvals.
26. If applicable, provide the status of communications about the project with entities (e.g., schools, non-profit organizations, foster system, etc.) from which youth will be recruited.
27. If a development project (e.g., construction), will the project trigger any permits and/or environmental reviews? If so, provide the status and/or anticipated timeline of applicable compliance measures.

### ***Organizational Capacity & Collaboration***

28. Describe the applicant's ability and experience with fundraising (e.g., grants, donations, etc.)
29. Describe the applicant's experience in completing similar projects.
30. Describe the applicant's fiscal capacity to carry out the proposed project.
31. What is the applicant's primary source of revenue?
32. Describe any partnerships with other entities and their roles in the project.
33. If funded, what documentation will applicant use to demonstrate that the project was successful—i.e., met expected outcomes and benefitted the intended audience?

### ***Additional Project Characteristics***

34. Describe other project characteristics not previously discussed that would assist in evaluating the proposal. (No response or an answer of "Not Applicable" will be given a score of zero).

## **End of Project Questions**



## REQUIRED DOCUMENTATION FOR PROJECT PROPOSAL

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

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 or certification letter (see Appendix E or Appendix F) and then scanned and uploaded to SOAR as an attachment.

Please note, the Proposal Form Signature Page is not a separate document from the Project Proposal on SOAR. It is the first page of the Project Proposal. The instructions below detail how to print this page from SOAR.

To print the Project Proposal Form from SOAR:

- Log into SOAR and go into the active Youth Community Access 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 Proposal).
  - A preview of the full Project Proposal will appear. Scroll to the bottom of the page and select "Print Application." A pop up will appear with the Project Proposal in Print Form. Click Ctrl+P (for Microsoft/PC) or Command+P (for Mac/Apple), to print the Project Proposal. Choose to print only the first page of the Project Proposal. Click Print.
  - Once signed by the Authorized Representative, upload the signed Project Proposal Form Signature Page to SOAR.
2. **Low-Income Community Documentation** – Provide evidence that the project meets the requirements for low-income. Submit one or all of the following:
    - a. Color-coded map from State Parks Community Fact Finder demonstrating the project meets the requirements for low-income. See <https://www.parksforcalifornia.org/communities/?overlays=parks>
    - b. Color-coded map from Department of Water Resources Mapping tool demonstrating project meets requirements for low-income. See <https://gis.water.ca.gov/app/dacs/>
    - c. For those populations (e.g., foster or homeless youth) that may not be identified on these tools, submit evidence demonstrating the project meets the requirements for low-income.
  3. **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.

Cost of project elements funded by the grant must not be split between the grant and other funding sources. (See Appendix B for a sample format).

4. **Non-Profit Questionnaire** – Non-profit applicants provide a completed questionnaire (see Appendix D).
5. **Supporting Documentation** – Submit up to eight pages of documentation that helps illustrate and support the proposed project, such as, but not limited to, brochures, curriculum samples, draft workplans, logic models, sample formats, modules, photographs of program or current site conditions for development (e.g., construction projects) marketing materials, or other relevant documentation.

Development projects (e.g., construction) should include the following additional document:

6. **Site Plan** – For projects that will change a property's physical footprint, submit a drawing or schematic that clearly delineates exterior boundaries and the location of proposed improvements described in the proposal.

### **End of Step One Information**

## **STEP TWO: FIELD VISITS (QUALIFYING PROJECTS ONLY)**

Applicants submitting the most competitive Project Proposals will be further evaluated during a virtual field visit. Applicants should be prepared to respond to project-specific questions including, but not limited to, the cost estimate, curriculum design, site plan, program goals, outreach efforts, partnerships, sustainability, transportation, community involvement, and any possible barriers to completion.

For development projects that change the footprint of a property (e.g., construction), the landowner would be expected to join the visit. Applicants and landowner should be prepared to discuss formal agreements, status of environmental reviews, and long-term roles and responsibilities as applicable.

Applicants may be required to provide additional documentation about the project before being granted a field visit.

### **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.

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 will be available at <http://resources.ca.gov/grants/youth/>.

1. **Signed Authorized Resolution or Certification Letter** – Provide a signed authorizing resolution from the applicant’s governing board. (See Appendix E for the required resolution format and content). Resolutions must include all assurances contained in the template. A Certification Letter can be submitted for agencies without a governing board. (See Appendix F for required format and content).
2. **Eligibility for Nonprofit Applicants** – Provide evidence:
  - a. The corporation is qualified under Section 501 (c)(3) of the Internal Revenue Service Code. An IRS 501(c)(3) Determination Letter or printout from the IRS tax-exempt organization search tool on the official IRS website is sufficient. See <https://apps.irs.gov/app/eos/>; **and**
  - b. The corporation has an active status with the Secretary of State. A printout from the Secretary of State business search web page showing the corporation is Active is sufficient. See <https://bizfileonline.sos.ca.gov/search/business>; **and**
  - c. The corporation is current with the Attorney General’s Registry of Charitable Trusts. A printout from the Department of Justice Registry verification search page showing the corporation’s registration is Current is sufficient. See <https://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y>
3. **Timeline** – Provide an estimated timeline for major project milestones.
4. **Assurance Statement** – Provide a statement signed by the applicant’s Authorized Representative attesting that if the project is awarded funding, at least 80 percent or more of youth participants will be from low-income communities or households based on median household income requirements, and from underserved communities of color or vulnerable communities as defined in the program guidelines.
5. **Work Plan** – Provide an outline of the program schedule and work plan including activities. List goals objectives, benchmarks, evaluation, timeframe, resources, and who is responsible for tasks

6. **Other** – Project-specific additional documentation may be requested. For development projects that change the footprint of a property (e.g., construction), additional documentation will be requested.
7. **Payee Data Record** – Provide a completed and signed STD 204 Payee Data Record form (see Appendix J).

### **End of Step Three Information**

## **GRANT PROJECT ADMINISTRATION**

For projects awarded grant funding, the following is the general post-award administrative procedure:

1. Grantee attends grant management workshop which addresses project administration, including proper submission of payment requests and periodic reports
2. State Grant Administrator works with Grantee to develop and execute grant agreement
3. Grantee submits any final documentation required by program
4. Grantee commences initial planning work and submits periodic reimbursement request for eligible expenses (subject to retention)
5. Grantee submits evidence of funding recognition on program materials, acquired vehicles, and/or at project site
6. Grantee notifies the State of public events related to the project
7. Grantee commences project work/activities
8. Grantee submits periodic progress reports
9. Grantee completes project and submits project completion packet
10. The State conducts final project inspection and/or final report 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 Project Proposal. Grantees jeopardize funding should changes be made without prior notice to and approval by the State.

### **Eligible Costs**

Costs eligible for reimbursement include direct project-related costs and indirect costs that can be directly tied to the project. Costs must be incurred during the project performance period specified in the grant agreement. 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. (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. For development projects (e.g., construction) that require an environmental review, funds cannot be disbursed until the review is complete and evidence provided to the State.

- 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 completion.
- Upon compelling need, advances up to twenty-five percent (25%) of the grant award at a time may be available. For vehicle acquisitions, higher advances may be approved.

## **Loss of Funding**

The following are examples of actions that may result in a Grantee's loss of funding. This is not an exhaustive 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 timely submit all required documentation
4. Grantee fails to complete the project
5. Grantee fails to provide project updates as requested

## **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 Grant Administrator. (See Appendix K for periodic reporting template).

## **Insurance Requirements**

Grantees shall maintain commercial general liability workers compensation and employer's liability, and, if applicable, automobile liability insurance with minimum coverage limits of \$1 million. Grantees must provide evidence of compliance with insurance requirements.

## **STATE AUDIT & ACCOUNTING REQUIREMENTS**

### **Audit Requirements**

Projects are subject to audit by the State annually and for three 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 for 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 necessary controls and safeguards.
- Provides a good audit trail, including original source documents such as purchase orders, receipts, progress payments, invoices, employee paystubs, and timecards, 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 years after final payment is made by the State. Grantee must retain all project records at least one year following an audit.



**APPENDICES FOR  
STEP ONE: PROJECT PROPOSAL  
(PAGES 20 TO 26)**

## APPENDIX A: SUBMITTAL CHECKLIST

### STEP ONE – PROJECT PROPOSAL

<b>The following is entered directly into SOAR:</b>	
• Project Proposal Form	
• Project Questions	
<b>The following will be uploaded into SOAR as attachments:</b>	
• Project Proposal Form Signature Page (print signature page and upload)	
• Cost Estimate	
• Non-Profit Questionnaire <b>(Non-Profit Applicants Only)</b>	
• Supporting Documents	
• Site Plan <b>(Development Projects Only, e.g., construction)</b>	

## 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 columns headings should specify cash or in-kind.
4. Youth Community Access Grant and Other Funding Source columns should sum to the Total Cost column.
5. **The cost of specific non-labor project elements funded by the grant should not be split between the grant and other funding sources.** If labor costs are split between the grant and other funding sources, clear documentation will be required to confirm specific costs charged to the grant versus those charged to the other funding sources.
6. Add/delete elements and funding sources as needed. Be sure all costs are eligible, within allowable limits, and all columns add up correctly.
7. Contingency costs can be no more than ten percent (10%) of the grant request.
8. Any overhead costs must be included as a separate line item in the budget and are limited to no more than 15% of total direct costs of the grant. Inservice payroll may not include a "billable rate" or administrative cost allocation. (See Appendix C for further information on overhead cost requirements).

## COST ESTIMATE TEMPLATE

Line items below are examples – edit to reflect items applicable to the proposed project.

Project Tasks/Elements	Total Costs	Unit Price	Unit of Measure	Quantity	YCA Grant	Other Funding if applicable	Other Funding if applicable
<b>Personnel/Payroll Services</b>							
• Youth Camp Manager							
• Field Trip Coordinator							
• Support staff							
• Administrative (accounting, payroll, etc.)							
• Youth stipends							
• Staff training (cultural, trauma informed, driver training/licensing)							
<b>Materials and Supplies</b>							
• Program materials (brochures, printing, etc.)							
• Camping supplies							
<b>Transportation</b>							
• Acquire eco-friendly clean vehicle							
• Two years insurance to support two-year programming							
• Fee for leasing/renting vehicle							
• Funding acknowledgement sign							
<b>Field Trips</b>							
• Entrance fees							
• Lunches							
• Sundry items (sunscreen, journals, backpacks, life jackets, etc.)							
<b>Overhead</b> (not to exceed 15% of direct costs)							
<b>Contingency</b> (not to exceed 10% of grant)							
<b>PROJECT GRAND TOTAL</b>							

- 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. Applicant must demonstrate that all costs, including personnel salaries were incurred for the discrete project.
- A customizable cost estimate template can be found at <http://resources.ca.gov/grants/youth/>

## APPENDIX C: 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 to be used for match. All eligible costs must be supported by appropriate documentation, including timesheets for in-house labor. Costs incurred outside of the project performance period 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.

### All Projects

1. **Direct Costs** – Costs that are directly tied to the implementation of the project to be funded and incurred during the project performance period specified in the grant agreement. 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. Contingency funds must be reprogrammed into new or existing eligible elements prior to expending. Unspent funds will be returned to the State.
3. **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.
4. **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.
  - 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.
- 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.
- 6. **Community Engagement** – Costs of engaging community members through community meetings and events directly related to the project are eligible.
- 7. **Overhead** – Overhead costs are the non-project specific costs of doing business that are not directly related to the implementation of the project to be funded (for example, rent, computers, telephones, office supplies, internet access, copy machines, electricity). Certain types of overhead are not allowed including, food and beverage, fundraising, lobbying and entertainment. Any cost that is billed as a direct cost may NOT be included in overhead.

Grantees that wish to charge overhead must be able to document the appropriateness of the charges. One typical method for documentation is to have a Cost Allocation Plan. Other methods may also be adequate, but it is the grantee's responsibility to determine this based on Generally Accepted Accounting Principles. It is recommended that grantees develop an appropriate method for calculating their overhead rate and determine what overhead costs may be allocated to the grant, subject to the Agency's approval and the 15% limit. It is the responsibility of the grantee to maintain appropriate records for all overhead costs and to be able to provide those records in the event of an audit.

Overhead should be included as a line item in the approved project budget and limited to a **maximum of 15%** of total direct costs of a grant.

- 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, program participants, or personnel
  - d. Training costs for staff to increase cultural competency
- 9. **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.

## 10. **Vehicle Acquisition**

- a. Vehicles may be purchased, leased, or rented.
- b. All operation, care, and maintenance for the vehicle are eligible, including insurance coverage, gasoline, and scheduled/routine maintenance are eligible for reimbursement.

## APPENDIX D: NON-PROFIT QUESTIONNAIRE

All non-profit applicants must complete the following questionnaire.

General Information	
1. Does your organization have appropriate segregation of duties to prevent one individual from processing an entire financial transaction?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Does your organization have a conflict-of-interest policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. How much unrestricted money does your organization raise annually?	\$
4. Does your organization have controls to prevent expenditure of funds in excess of what is approved in your project budget?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Does the Board of Directors have a separate Finance Committee, or does the Board make all financial decisions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. What are the Treasurer's duties?	

Cash Management	
7. Are grant funds accounted for through segregated accounts?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Are all disbursements properly documented with evidence of receipt of goods or performance of service?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Payroll	
9. Does your organization have a time reporting system developed to determine and explain proper labor charges billed to the grant?	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Have you developed procedures to ensure fair and competitive contracting?	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Is there an effective system of identifying expenditures for time, travel, and purchase of supplies to determine relevancy to individual grant projects?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Property Management (Complete if State grants will be used to purchase physical assets)	
12. Are detailed records of individual capital assets kept and periodically balanced with the general ledger accounts?	<input type="checkbox"/> Yes <input type="checkbox"/> No
13. Are there effective procedures for authorizing and accounting for the disposal of property and equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Compliance	
14. Does your organization have a formal system for complying with the payment of prevailing wages?	<input type="checkbox"/> Yes <input type="checkbox"/> No
15. Does your organization have a system in place to ensure it does not use contractors who may be suspended or debarred from receiving federal or state contracts?	<input type="checkbox"/> Yes <input type="checkbox"/> No

\_\_\_\_\_  
Name of Person Completing questionnaire

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**APPENDICES FOR  
STEP THREE: SUPPORTING DOCUMENTATION  
(QUALIFYING PROJECTS ONLY)  
(PAGES 28 TO 40)**

## APPENDIX E: RESOLUTION TEMPLATE

Resolution No: \_\_\_\_\_  
RESOLUTION OF **(APPLICANT'S GOVERNING BODY)**  
APPROVING THE APPLICATION FOR GRANT FUNDS FOR THE  
YOUTH COMMUNITY ACCESS 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 **(Applicant's Governing Body)**:

1. Approves the filing of an application for the **(Project Name)**; and
2. Certifies that Applicant understands the assurances and certification in the application package; and
3. Certifies that Applicant or title holder will have enough funds to operate and maintain the project consistent with the grant guideline 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. Appoints the **(Title/Position of Authorized Representative, not the name of the 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 **(Applicant's Governing Body)**.

Following Roll Call Vote: Ayes: \_\_\_\_\_  
Nos: \_\_\_\_\_  
Absent: \_\_\_\_\_

---

Clerk/Secretary for the Governing Board

## APPENDIX F: CERTIFICATION LETTER REQUIREMENTS

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

1. Approve the filing of an application for the **(name of the project)**; and
2. Certify that applicant understands the assurances and certification in the application; and
3. Certify that applicant or title holder will have enough funds to operate and maintain the project consistent with the grant guideline requirements or will secure the resources to do so; and
4. Certify that applicant will comply with the provisions of Section 1771.5 of the California Labor Code; and
5. If applicable, certify 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. Appoint the **(Title/Position of Authorized Representative (e.g., Executive Director, President, etc., not the individual's name))**, 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).
7. Contain the signature of the Director or Chief Executive Officer.

## APPENDIX G: SIGNAGE & RECOGNITION GUIDELINES

Funding acknowledgement recognition must be included for all projects as follows:

- **Programming** – The Grantee shall use the Youth Community Access logo and acknowledgement language on project announcements, social media, website, marketing materials, and news releases. Materials should include the logo and acknowledgement language, at a minimum, throughout the performance period of the Grant Agreement.
- **Vehicle Acquisition** – The Grantee shall install a vehicle decal/banner with the Youth Community Access logo and required acknowledgment language below on each vehicle purchased prior to activating the vehicle for program use. Said decal/banner should remain in place for at least four (4) years from the date the vehicle was purchased.
- **Development (e.g., construction)** – The Grantee shall install a sign with the Youth Community Access logo and required acknowledgement language at the project location. The sign should remain in place for at least (4) years from the date the project was completed.

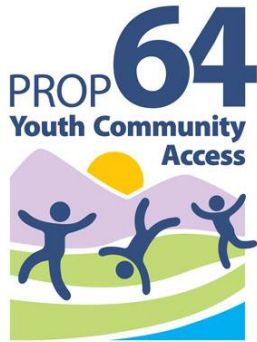
Vehicle decals/banners and development project signage should contain the language included with the logo as shown below. The applicant's name may be added, as well as the names (and/or logos) of partner organizations, individuals, and elected representatives. The logo must measure a minimum of 12 inches in size.

The logo is available at <https://resources.ca.gov/grants/Grant-Program-Resources> under Logo Artwork.

The cost of the funding acknowledgment materials is an eligible project cost.

**Vehicle Acquisition Funding  
Acknowledgment**

This clean vehicle was purchased with funds provided by the California Natural Resources Agency to improve youth access to natural and cultural resources

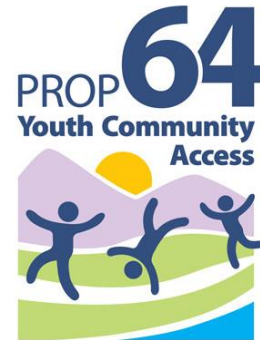


**GAVIN NEWSOM, GOVERNOR**  
Wade Crowfoot, Secretary for Natural Resources

**Development and Programming Project  
Funding Acknowledgement**

Project Title/Description

Another community access project through the California Natural Resources Agency to improve youth access to natural and cultural resources



**GAVIN NEWSOM, GOVERNOR**  
Wade Crowfoot, Secretary for Natural Resources

When appropriate, exceptions may be approved at the State's discretion.

## APPENDIX H: ENVIRONMENTAL COMPLIANCE

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 (NAGPRA):** 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 I: 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 Youth Community Access Grant Program, in accordance with the following requirements:

### **Development Projects (e.g., construction)**

Grantee shall maintain and operate the property developed pursuant to this grant for a period of:

- At least 10 years for grants up to \$300,000

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).

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

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

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.

### **Vehicle Acquisition Projects**

Grantee shall maintain and operate the vehicle acquired pursuant to this grant for a period of at least eight years. Grantee may be excused from its obligations for operation and maintenance of the vehicle only upon the written approval of the State for good cause. Good cause includes, but is not limited to, natural disasters that damage the vehicle and render the use obsolete.



# APPENDIX J: PAYEE DATA RECORD

Applicants must provide a completed and signed STD 204 Payee Data Record form. The Payee Data Record is required when receiving payment from the State of California.

A fillable form can be found at <https://resources.ca.gov/-/media/CNRA-Website/Files/grants/AdminForms/std204.pdf>.

STATE OF CALIFORNIA – DEPARTMENT OF FINANCE			
<input type="button" value="Print Form"/> <input type="button" value="Reset Form"/>			
<b>PAYEE DATA RECORD</b>			
<small>(Required when receiving payment from the State of California in lieu of IRS W-9 or W-7) STD 204 (Rev. 03/2021)</small>			
<b>Section 1 – Payee Information</b>			
<b>NAME</b> (This is required. Do not leave this line blank. Must match the payee's federal tax return)			
<b>BUSINESS NAME, DBA NAME or DISREGARDED SINGLE MEMBER LLC NAME</b> (If different from above)			
<b>MAILING ADDRESS</b> (number, street, apt. or suite no.) (See instructions on Page 2)			
<b>CITY, STATE, ZIP CODE</b>		<b>E-MAIL ADDRESS</b>	
<b>Section 2 – Entity Type</b>			
<b>Check one (1) box only that matches the entity type of the Payee listed in Section 1 above.</b> (See instructions on page 2)			
<input type="checkbox"/> <b>SOLE PROPRIETOR / INDIVIDUAL</b> <input type="checkbox"/> <b>SINGLE MEMBER LLC</b> <i>Disregarded Entity owned by an individual</i> <input type="checkbox"/> <b>PARTNERSHIP</b> <input type="checkbox"/> <b>ESTATE OR TRUST</b>		<b>CORPORATION</b> (see instructions on page 2) <input type="checkbox"/> <b>MEDICAL</b> (e.g., dentistry, chiropractic, etc.) <input type="checkbox"/> <b>LEGAL</b> (e.g., attorney services) <input type="checkbox"/> <b>EXEMPT</b> (e.g., nonprofit) <input type="checkbox"/> <b>ALL OTHERS</b>	
<b>Section 3 – Tax Identification Number</b>			
Enter your Tax Identification Number (TIN) in the appropriate box. The TIN must match the name given in Section 1 of this form. Do not provide more than one (1) TIN. The TIN is a 9-digit number. <b>Note:</b> Payment will not be processed without a TIN. <ul style="list-style-type: none"> <li>For <b>Individuals</b>, enter SSN.</li> <li>If you are a <b>Resident Alien</b>, and you do not have and are not eligible to get an SSN, enter your ITIN.</li> <li>Grantor Trusts (such as a Revocable Living Trust while the grantors are alive) may not have a separate FEIN. Those trusts must enter the individual grantor's SSN.</li> <li>For <b>Sole Proprietor or Single Member LLC (disregarded entity)</b>, in which the sole member is an individual, enter SSN (ITIN if applicable) or FEIN (FTB prefers SSN).</li> <li>For <b>Single Member LLC (disregarded entity)</b>, in which the sole member is a business entity, enter the owner entity's FEIN. Do not use the disregarded entity's FEIN.</li> <li>For all other entities including LLC that is taxed as a corporation or partnership, estates/trusts (with FEINs), enter the entity's FEIN.</li> </ul>		<b>Social Security Number (SSN) or Individual Tax Identification Number (ITIN)</b> _____ - _____ - _____  <b>OR</b> <b>Federal Employer Identification Number (FEIN)</b> _____ - _____ - _____	
<b>Section 4 – Payee Residency Status</b> (See instructions)			
<input type="checkbox"/> <b>CALIFORNIA RESIDENT</b> – Qualified to do business in California or maintains a permanent place of business in California. <input type="checkbox"/> <b>CALIFORNIA NONRESIDENT</b> – Payments to nonresidents for services may be subject to state income tax withholding. <ul style="list-style-type: none"> <li><input type="checkbox"/> No services performed in California</li> <li><input type="checkbox"/> Copy of Franchise Tax Board waiver of state withholding is attached.</li> </ul>			
<b>Section 5 – Certification</b>			
<i>I hereby certify under penalty of perjury that the information provided on this document is true and correct. Should my residency status change, I will promptly notify the state agency below.</i>			
<b>NAME OF AUTHORIZED PAYEE REPRESENTATIVE</b>		<b>TITLE</b>	<b>E-MAIL ADDRESS</b>
<b>SIGNATURE</b>		<b>DATE</b>	<b>TELEPHONE</b> (include area code)
<b>Section 6 – Paying State Agency</b>			
<b>STATE AGENCY/DEPARTMENT OFFICE</b>		<b>UNIT/SECTION</b>	
<b>MAILING ADDRESS</b>		<b>FAX</b>	<b>TELEPHONE</b> (include area code)
<b>CITY</b>	<b>STATE</b>	<b>ZIP CODE</b>	<b>E-MAIL ADDRESS</b>

# APPENDIX K: SAMPLE PROGRESS REPORT TEMPLATE

## YOUTH COMMUNITY ACCESS PROGRESS REPORT

**Grantee Name:**

**Grant Number:**

**Reporting Period:**

**Objective/Goal:**

	Completed to Date with Focus on Most Recent Quarter
<b>Activities</b> (Grant deliverables)	
<b>Outcomes</b> (Results such as number of youth served, number programs run, number of youth leaders, etc.)	
<b>Tools</b> (How outcomes were measured, provide samples as available)	
<b>Timeline</b> (Next quarter activities, possible delays)	

**Other information** (Obstacles facing, expectations for next quarter, success stories, photos, etc. – may use additional pages if needed):

## APPENDIX L: AVAILABLE RESOURCES

Assembly Bill 64: Cannabis: licensure and regulation

[https://leginfo.ca.gov/faces/billTextClient.xhtml?bill\\_id=201720180AB64](https://leginfo.ca.gov/faces/billTextClient.xhtml?bill_id=201720180AB64)

CAL FIRE's Tree Planting Standards and Specifications

[https://californiareleaf.org/wp-content/uploads/2021/03/Tree-planting-guidelines\\_final.pdf](https://californiareleaf.org/wp-content/uploads/2021/03/Tree-planting-guidelines_final.pdf)

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 Registry of Charitable Trusts

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

California Department of Public Health, Health in All Policies

<https://www.cdph.ca.gov/Programs/OHE/Pages/HIAP.aspx>

California Native American Heritage Commission

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

California Secretary of State Business Search

<https://bizfileonline.sos.ca.gov/search/business>

California State Parks: A Valuable Resource for Youth Health

<https://www.ioes.ucla.edu/wp-content/uploads/UCLA-report-on-California-State-Parks-and-Youth-Health.pdf>

California State Parks Safety Tips

[https://www.parks.ca.gov/?page\\_id=29142](https://www.parks.ca.gov/?page_id=29142)

California State Parks Community FactFinder

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

Department of Water Resources Disadvantaged Communities Mapping Tool

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

Natural environments and craving: The mediating role of negative affect

<https://www.sciencedirect.com/science/article/abs/pii/S1353829218308451?via%3Dihub#!>

Urban greenspace is associated with reduced psychological stress among adolescents: A Geographic Ecological Momentary Assessment (GEMA) analysis of activity space

<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC5863919/pdf/nihms946222.pdf>

Youth Engagement and Local Planning: Ideas for Youth Commissions

[https://www.ca-ilg.org/sites/main/files/file-attachments/ilg\\_briefing\\_paper\\_3\\_proof7.pdf](https://www.ca-ilg.org/sites/main/files/file-attachments/ilg_briefing_paper_3_proof7.pdf)

## APPENDIX M: DEFINITIONS

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

**Acquisition** – means obtaining title to a clean vehicle.

**Agency** – means the California Natural Resources Agency.

**Americans with Disabilities Act (ADA)** – means 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.

**Applicant** – means an eligible organization requesting funding from a program administered by the State.

**CEQA** – means the California Environmental Quality Act, Public Resources Code Section 21000 et seq.; Title 14, California Code of Regulations, Section 15000 et seq.

**Clean Vehicle** – means a vehicle that uses technology to replace or reduce the direct use of fossil fuels, which generate greenhouse gas emissions. Clean vehicles include plug-in hybrid electric (PHEV), battery electric (BEV), hydrogen fuel cell, ethanol, biodiesel, natural gas, and propane-powered vehicles. Vehicles that can run solely on gas (e.g., E85/FLEX-FUEL) are NOT considered clean vehicles.

**Cultural Resource** – means any property or location that was created, modified, or used by people at least 50 years ago. Cultural resource means archeological sites, objects, grounds, gardens, landscapes, structures, and buildings.

**Deliverables** – means the “final products” of a task. It reflects the tangible result of the completion of a task. Examples of project deliverables are: 24-month afterschool program offered two times a week, 15 field trips to natural resources and 125 youth served.

**Development Project** – means a project that physically improves, builds, or changes land or structures to support youth access to natural or cultural resources. Development projects may require permits, environmental reviews, and long-term access and operation and maintenance agreements. To be eligible, at least 80 percent of the project’s footprint must be located within a low-income community.

**Direct Costs** – means costs associated with the development, administration, planning, and management of the project which are specifically incurred for the benefit of the project.

**Disadvantaged Community** – means underserved communities of color and/or vulnerable populations. See definition of underserved community.

**Fund or Funds** – means the Youth Education Prevention, Early Intervention, and Treatment account created by The Control, Regulate, and Tax Adult Use of Marijuana Act of 2016 (Proposition 64).

**Grant Agreement** – means an arrangement between the State and Grantee specifying the payment of funds by the State for the performance of specific project objectives within a specific project performance period by the Grantee.

**Grantee** – means an applicant that has an agreement for grant funding with the State.

**Grants Administrator** – means an employee of the State who manages the grants.

**In-Kind** – means non-cash donations, from governmental or private sources, and includes volunteers, materials, and services.

**Land Tenure/Site Control** – means the applicant owns the project land or has other legal long-term interest with the landowner that is satisfactory to the State.

**Local Agency** – means any political subdivision of the State of California, including, but not limited to, any county, city, city and county, district, joint powers authority, public schools and school districts, local community conservation corps agency, or council of governments.

**Low-Income Community** – means a community with an annual median household income less than 80 percent of the statewide average. Two tools using this criterion are the California State Parks Community Fact Finder and the Department of Water Resources Mapping tool.

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

**Natural Resource** – means, but is not limited to, land, water, forests, fisheries, and animals.

**Nonprofit Organization** – means a nonprofit corporation qualified to do business in California, and qualified under Section 501(c)(3) of the Internal Revenue Code and incorporated for a minimum of two (2) years.

**Other Sources of Funds** – means cash or in-kind contributions that are required or used to complete the project beyond the grant funds provided by the Youth Community Access Grant Program.

**Overhead Costs** – non-project specific costs of doing business that are not directly related to the implementation of the project to be funded (for example, rent, computers, telephones, office supplies, internet access, copy machines, electricity). Certain types of overhead are not allowed including, fundraising, lobbying and entertainment. Any cost that is billed as a direct cost may NOT be included in overhead.

**Program** – means a planned, coordinated group of activities or procedures, often with a common goal.

**Project** – means any or all of the following: 1) a program that directly supports access to natural or cultural resources and includes planned, coordinated trips; 2) acquisition of a clean vehicle; and/or 3) development – a physical change to the footprint of a property that may require permits environmental reviews, and long-term agreements that support access to natural or cultural resources.

**Project Performance Period** – refers to the beginning and ending dates of the grant agreement. Eligible costs incurred during this period may be funded from the grant.

**Project Scope** – means the description or activity of work to be accomplished by the project.

**Public Agency** – means any State of California department or agency, a county, city, public district, or public agency formed under California law.

**Secretary** – means the Secretary for Natural Resources or his/her representative.

**State** – means a political subdivision of the State of California.

**Tasks** – means itemized steps that are necessary to fulfill the proposed project.

**Underserved Community** – means an underserved community of color and vulnerable populations. Communities of color are American Indian/Alaskan Native, African American, Asian-Pacific Islander, and Latinx. Vulnerable populations are foster and transition age youth, youth with disabilities, LGBTQIA youth, youth involved in the juvenile and criminal justice system and other youth populations disproportionately affected by past state and federal drug policies.

**Youth** – means a person between the ages of birth and 26 years old.

## **END OF GUIDELINES**