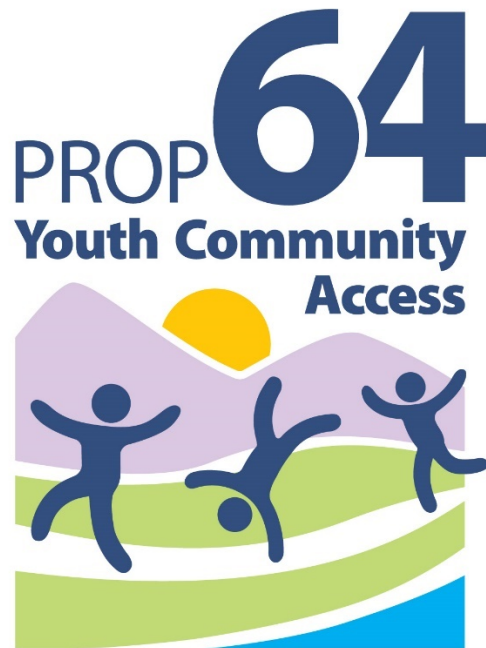


**YOUTH COMMUNITY ACCESS GRANT  
PROGRAM  
GUIDELINES**



**STATE OF CALIFORNIA  
NATURAL RESOURCES AGENCY  
JULY 2020**



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## TECHNICAL ASSISTANCE WORKSHOPS

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

**Please RSVP in order to receive login information. Each workshop will have a limited number of participants. RSVP one of three ways:**

Online: <https://forms.gle/aBMVUrYd7XKgf1t29>

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) Field Inspection (virtual or onsite)
- 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 is not compatible with Mac computers or the Mozilla Firefox browser. SOAR works best on a PC using Internet Explorer.

### SOAR SYSTEM QUESTIONS

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

**Hours:** 8:00 AM to 4:00 PM M-F

**Phone:** (916) 653-6138

**Email:** [soar.admin@resources.ca.gov](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 us to discuss alternate means of communication and submittal.*

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## **INTRODUCTION**

California voters passed the Control, Regulate and Tax Adult Use of Marijuana Act (Proposition 64) on November 8, 2016. Proposition 64 created the Youth Education, Prevention, Early Intervention and Treatment Account (YEPEITA) whereby the State Controller deposits 60 percent (60%) of the marijuana tax for programs that emphasize accurate education, effective prevention, early intervention, school retention, and timely treatment services for youth, their families and caregivers.

In 2019, the Legislature appropriated \$5.7 million to the California Natural Resources Agency (the State) for competitive grants to support youth access to natural or cultural resources with a focus on low-income and disadvantaged communities including, but not limited to, community education and recreational amenities to support youth substance use prevention and early intervention.

Research demonstrates the connection between the outdoors and the physical, emotional, and mental success of young people. From camp experiences to urban parks, being in nature reduces stress, builds confidence, promotes creativity, encourages exercise, and teaches responsibility. Each of these aspects, in addition to others, contribute to a young person's health and well-being, including substance use prevention.

In accordance with Proposition 64 and the research discussed above, the Youth Community Access Grant Program will focus awards on communities disproportionately affected by past federal and state drug policies, also known as the War on Drugs, as well as other underserved communities.

### **Funding Allocation**

Approximately \$5.7 million is available for Youth Community Access projects.

### **Grant Amounts**

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

This program is a competitive grant program to support, public programs, educational programs, job training programs, outreach programs and small capital asset projects to support youth access to natural or cultural resources.

## **STATUTORY REQUIREMENTS AND PRIORITIES**

### **General 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.
2. Project must increase youth accessibility to natural or cultural resources and associated services. (For definitions of natural and cultural resources, see Appendix N.)
3. Project must include design features and program elements to promote youth health, safety, well-being, and comfort.

### **Funding Priorities**

Projects containing the following elements will be given priority consideration in funding decisions:

1. Projects that feature youth-led opportunities. Youth-led means projects in which youth are a participant in the planning, decision making, facilitation, and evaluation;
2. Projects that propose resource awareness campaigns featuring youth and using youth vernacular; and
3. Projects that empower youth to make healthy choices.

### **Underserved Communities**

The historical context around the War on Drugs is critical to understanding the impact the Youth Community Access Program aspires to achieve. 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 Program aims to be a resource to address and repair the multi-generational community impacts of the War on Drugs.

To fulfill this aim, the statutory focus of disadvantaged will be referred to as underserved communities. Underserved communities means communities 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, 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.

The statutory focus on low-income communities will prioritize communities with an annual median household income less than 80 percent of the statewide average.

In order to qualify as an underserved and low-income community, a project must be “Located Within” and “Provide Benefits To” the selected community. To be considered “Located Within”, eighty percent (80%) or more of the physical project for capital projects or eighty percent (80%) or more of the program participants for programming projects must be within the selected community.

This program intends to award a minimum of 90 percent of all grant funding to projects located within and providing benefits to underserved **and** low-income communities. Projects that meet the underserved and low-income community approach as defined will be the most competitive.

### **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:

1. Comply with all labor codes;
2. Comply with the California Environmental Quality Act (CEQA), Division 13, commencing with Section 21000 (if applicable); and
3. Provide public access.

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

### **Examples of Potential Funded Activities**

This program is a competitive grant program to support public programs, educational programs, job training programs, outreach programs and small capital asset projects to support youth access to natural or cultural resources.

For the purposes of this program, “capital project” means a project involving tangible physical property with an expected useful life of 10 years or more. A capital project is the acquisition of tangible, physical personal property or the development of tangible, physical real property, including costs of construction. For the purposes of this program, capital projects are broken into two categories: capital development projects and capital vehicle acquisition projects. All projects, both capital and programming, must serve youth as defined.

Applicant must propose a program project or a capital project or a combination of a program and capital project. For combination projects the program and capital aspects must directly tie to and support each other.

Below is a list of eligible project activities. Activities are divided between programming, capital, and combination projects. This is not a comprehensive list of examples.



*Programming Activities:*

- Cultural festivals and outreach events for youth
- Youth-led outdoor skills workshops and classes
- Youth-led outdoor experiences
- Outreach campaign targeted at underserved communities to build community awareness of a natural or cultural resource
- Youth-led volunteer stewardship programs
- Free or reduced admission to a natural or cultural resource
- Free bus passes to youth for access to resources
- Language translation and interpretation services for youth
- Outdoor cultural healing practices for youth
- Workforce development and job training programs
- Hands-on program to educate and involve youth in agriculture, cultivation, and farming
- Training to increase cultural competency of program staff
- Youth-led outdoor education programs

*Capital Project Activities (Development and Vehicle Acquisition):*

- Acquisition of clean vehicles to transport youth to natural and/or cultural resources
- Redesign cultural exhibitions to increase youth accessibility
- Construct ADA improvements to increase youth accessibility to natural and/or cultural resources
- Create cultural installations and exhibitions for youth

*Combination Programming and Capital Project Activities:*

- Purchase a clean vehicle and create a program which uses that vehicle to transport youth to a nearby cultural resource
- Build a garden space and create a hands-on program that teaches youth how to grow and prepare healthy foods
- Youth-led design and construction of an outdoor classroom accompanied with regular outdoor education classes

**Ineligible Project Examples**

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

- 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
- Acquisition of non-eco-friendly or clean vehicles (use of existing non-clean vehicles is allowed)
- Cash reserves, endowments, or fundraising activities
- Payment of a debt or mortgage
- Projects that do not serve youth
- Lobbying or lawsuits
- Sub-granting or regranting

- Development projects where the applicant cannot satisfactorily gain permission to develop/maintain the site
- Development projects that are intended to correct problems caused by inadequate maintenance

## **SELECTION PROCESS**

### Step 1

- 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 2

- Field Inspections are conducted for the most competitive projects. Applicants may be required to provide additional documentation prior to a field inspection.

### Step 3

- 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, 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 Project Proposal from an applicant who has a history of performance issues with past grants or other agreements with any public entity.

## **Tribal Consultation**

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

## Conflict of Interest

All applicants and individuals who participate in the review of submitted 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 AND 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 100 points possible. The initial ranking will be used to facilitate discussions about each proposal among a multidisciplinary team. Points will be attributed to each category and not to individual questions.

Scoring Criteria	Points
Underserved Communities	30
Requirements and Project Need	0-25
Funding Priorities	0-15
Project Readiness	0-15
Organizational Capacity and Collaboration	0-10
Additional Project Characteristics	0-5
<b>Total Points Possible</b>	<b>100</b>

## STEP 1: PROJECT PROPOSAL

Applicants are required to submit an online Project Proposal in SOAR. Refer to the solicitation notice for due dates. **No hard copies of the Project Proposal are required.** Applicants proposing the most competitive eligible projects will be invited to compete in the next phase of the evaluation process, a virtual or on-site field inspection. The most competitive projects receiving a field inspection 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 will include the following:

### **Project Summary**

Describe the discrete project including expected project deliverables. Summaries are limited to 4,000 characters. If applicable:

- Include a brief description of current site conditions, extent of public access, and expected useful life.
- Describe the program goals and objectives, intended audience, how it services the public, and how the program will be evaluated.

### **Project Questions**

Applicants must answer the following questions, as applicable. If a question does not apply to the project, indicate “Not Applicable” with a brief explanation. Do not leave blank fields. Answers are limited to 4,000 characters.

### **Underserved Communities**

1. Provide a detailed explanation of the community that will be served by the project. Include in your description the age of participants, the participants’ city or county of residence, how the community was affected by past state and federal drug policies, and the specific underserved and low-income community being served. Underserved communities include: youth of color, LGBTQIA youth, youth with disabilities, foster and transition-age youth, youth involved in the juvenile or criminal justice system, and youth populations disproportionately affected by past state and federal drug policies.
2. Explain how the project engages youth from underserved and low-income communities (e.g. youth of color, foster and transitional-age youth, youth involved in the juvenile or criminal justice system, youth with disabilities, and LGBTQIA youth).

### **Requirements and Project Need**

3. Project Type (CHOOSE ONE)
  - a. Program Project
  - b. Capital Project
  - c. Program and Capital Project
4. Describe how the proposed project relates to your organization’s mission, goals, and programming, especially how it relates to youth engagement and leadership?
5. How does the project increase youth access to California’s natural or cultural resources?
6. Explain how the project addresses a critical need for youth, including evidence of need or demand for services.

7. How will the effectiveness of the project be monitored and assessed? Include how the organization will measure success, expected outcomes, and know if the project benefitted the intended audience.
8. Discuss how the project addresses youth safety, well-being, comfort, and cultural relevance.

### **Funding Priorities**

9. Explain how youth are involved in the project planning, decision-making, facilitation, and evaluation.
10. What skills, abilities, and knowledge will youth participants gain as a result of the project?
11. Explain how the project empowers youth to make healthy choices.
12. Describe the public awareness and outreach campaigns included in the project.

### **Project Readiness**

13. If the requested funds are insufficient to cover all project costs, what is the funding gap and how will it be bridged?
14. Describe the immediate steps to be taken post-grant award.
15. If proposing a capital development project, list the owner(s) of the project property.
16. List all entities with jurisdiction over the project and the status of notifications, agreements, meetings, etc. about the project with each jurisdictional entity.

### **Organizational Capacity and Collaboration**

17. Describe applicant's experience in completing similar projects.
18. Describe the applicant's plan for long-term sustainability/operation and maintenance of the project. Include existing internal resources and/or identify new outside funding.
19. Describe the applicant's fiscal capacity to carry out the proposed project.
20. Describe the type of training staff receive in areas such as safety, risk management, cultural competency, trauma informed practices, etc.

21. Describe partnerships with other entities and their corresponding roles in the project.

**Additional Project Characteristics**

22. Describe any other project characteristics not previously discussed that would assist in evaluating the Project Proposal.

23. Describe both physical and electronic ADA access and/or improvements included in the project.

**End of Project Questions**

## Required Documentation for Project Proposal

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

### For All Projects -

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

To print the Project Proposal Form from SOAR:

- Log into SOAR and go into the active 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 Project Proposal).
  - On the Project Proposal Preview page, select the “Print Project Proposal” button on the top
  - Select Ctrl+P, to print the Project Proposal. Choose the correct page range for just the signature page. Click Print.
2. **Cost Estimate** – Provide a cost estimate reflecting all costs associated with the project. Identify costs to be funded by the grant and costs covered by other funding sources. The cost of project elements funded by the Youth Community Access Grant should not be split between the grant and other funding sources (see Appendix B for a sample format). If applicable, cost estimates should include an individual line item for funding acknowledgement signage costs (see Appendix K for signage requirements).
  3. **Non-Profit Questionnaire** – Non-profit applicants provide a completed questionnaire (see Appendix D).

### For Program Projects -

4. **Supporting Documentation** - Up to eight pages of documentation that helps illustrate and supports the proposed program, such as, but not limited to, brochures, curriculum samples, draft workplans, logic models, sample formats, modules, photographs, marketing materials, or other relevant documentation

### For Capital Development Projects -

5. **Location Map** - Directional map, with enough detail to allow a person unfamiliar with the area to locate the project site
6. **Site Plan** – Plans should be for the project for which funding is requested. If the project is part of a larger project, clearly indicate the portions to be grant-funded. Plans should

contain specific property details, exterior boundaries, public access points, and location of the proposed improvements described in the proposal. The plan should be specific enough to allow someone unfamiliar with the project to visualize it in detail.

7. **Photographs** – Provide up to five (5) labeled color photographs of different views of the project reflecting **current** conditions.

### **End of Required Documentation for Project Proposal**



## **STEP TWO – FIELD INSPECTION (QUALIFYING PROJECTS ONLY)**

Applicants submitting the most competitive Project Proposals will be further evaluated during a field inspection, which may be conducted virtually. At the field inspection, applicants should be prepared to respond to project-specific questions including, but not limited to, the cost estimate, funding, site plan, program goals, site control, outreach efforts, operations and maintenance, sustainability, partnerships, transportation, community involvement, and any possible barriers to completion.

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

**End of Step Two Information**

## STEP THREE - SUPPORTING DOCUMENTATION (QUALIFYING PROJECTS ONLY)

Applicants with the most competitive projects after field inspections will be required to submit support 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 can be found at <http://resources.ca.gov/grants/youth/>.

### For All Projects -

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: 1) the corporation is qualified under Section 501 (c)(3) for the Internal Revenue Service Code (e.g., IRS Determination Letter); 2) the corporation is in good standing with the Secretary of State (e.g., Active Status printout); and 3) the corporation is current with Charity Registration with the State of California Department of Justice, Office of the Attorney General.
3. **Timeline** – Provide an estimated timeline for major project milestones

### For Program Projects –

4. **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

### For Capital Development Projects -

5. **Environmental Compliance** – At a minimum, provide a copy of the Categorical Exemption, Environmental Checklist Form, or Initial Study for the entire proposed project. Drafts are acceptable for this step. If the project is awarded funding, CEQA (and NEPA, if applicable) must be completed to the State’s satisfaction before any construction funds will be disbursed (see Appendix G).
6. **Assessor’s Parcel Map** – Provide a photocopy of relevant assessor’s parcel maps, with project parcels highlighted and full parcel numbers clearly labeled.
7. **Plant Palette** – For projects with any plantings, provide genus, species, common name and stock size (if known). Trees must not be larger than 15-gallon (see Appendix M for resources to aid in plant selection and planting standards).

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

If an agreement has not yet been executed at the time of submitting supporting documentation, the applicant may submit a signed letter from each landowner identifying the affected parcel(s) and indicating that, if awarded funding, the owner is willing to enter into an agreement with the applicant to allow long-term access for construction, maintenance and public use of the project.
11. **Operation and Maintenance** – If operation and maintenance will be performed by an entity other than the applicant, explain and provide evidence of concurrence from that entity (e.g., operational agreements, letters of intent, memoranda of understanding signed by all parties, etc.). If an agreement has not yet been executed at the time of application, the applicant may submit a signed letter by the entity indicating its intent to enter into such an agreement (see Appendix I for requirements).
12. **Project Permit Approval Status** – Indicate the types of permits necessary to complete the project, timeline of permitting submittal, and potential project delays due to permitting (see Appendix J). 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.

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

## **PROJECT ADMINISTRATION**

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

1. Grantee attends grant management workshop which addresses project administration, including proper submission of payment requests.
2. State Grant Administrator works with Grantee to develop and execute grant agreement.
3. For capital development projects, Grantee submits final site control documents.
4. Grantee commences preliminary project work (planning, outreach, staff training, design, permitting, CEQA, etc.) and submits reimbursement request for eligible expenses (subject to retention).
5. For programming projects, Grantee commences program delivery.
6. Grantee submits evidence of funding acknowledgement recognition on program materials, acquired vehicles, and/or at construction site.
7. For capital development projects, prior to commencing construction, Grantee submits final design plans for the State's review, as well as evidence of environmental compliance.
8. Grantee notifies the State of public events related to the project.
9. For capital development projects, Grantee commences project construction work.
10. Grantee submits periodic progress reports and periodic reimbursement requests for eligible expenses (subject to retention).
11. Grantee completes project and submits project completion packet.
12. The State conducts final project inspection and approves final payment request(s).

### **Changes to Approved Project**

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

### **Eligible Costs**

Direct project-related costs and indirect costs that can be directly tied to the project that are incurred during the project performance period specified in the grant agreement are eligible for reimbursement. 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. Funds for construction/implementation cannot be disbursed until environmental review is complete and the funding acknowledgement sign is installed at the project site.

- Payments will be made on a reimbursement basis. This means the Grantee pays for services, products, or supplies; submits invoices and proof of payment; and is then reimbursed by the State. It generally takes six to eight weeks to receive payment after Grantee submits a completed payment request.
- Ten percent (10%) of the amount requested for reimbursement may be retained and issued as a final payment upon completion.
- For communities that meet disadvantaged and low-income requirements, advances of up to twenty-five percent (25%) of the grant award at a time may be available upon need.

## **Loss of Funding**

The following are examples of action 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 submit evidence of environmental compliance as specified in the grant agreement.
4. Grantee fails to timely submit all required documentation specified in the grant agreement.
5. Grantee fails to complete the project.
6. Grantee fails to provide project updates as requested.

## **Use of Project Property**

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

In general, Grantee must own the land or hold a lease or other long-term agreement allowing the project.

## **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 L for reporting template.

## **STATE AUDIT AND 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 time cards, evidence of payment, etc.
- Provides accounting data so the total cost of each individual project can be readily determined.

### **Records Retention**

Records must be retained for a period of three 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 1 – PROJECT PROPOSAL  
(PAGES 18 TO 26)**

## APPENDIX A – SUBMITTAL CHECKLIST:

### STEP 1 – PROJECT PROPOSAL

<b>The following is entered directly into SOAR:</b>	
• Project Proposal Form	
• Project Summary	
• 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 <b>(Programming Projects Only)</b>	
• Location Map <b>(Capital Development Projects Only)</b>	
• Site Plan <b>(Capital Development Projects Only)</b>	
• Photographs <b>(Capital Development Projects Only)</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.**
6. The estimates provided should be based on quotes by a general contractor, cost estimator, or provided directly by a qualified vendor or sub-contractor.
7. Add/delete elements and funding sources as needed. Be sure all costs are eligible, within allowable limits, and all columns add up correctly.
8. If Capital Development Project, total non-construction costs (direct staff time, consultants, permitting, etc.) are capped at twenty-five percent (25%) of the grant request.
9. Contingency costs can be no more than ten percent (10%) of the grant request.
10. Grantees that wish to charge overhead must include as a separate line item in the budget and limit to 15% of the total direct costs of the grant. In service payroll may not include a “billable rate” or administrative cost allocation. See Appendix C for further information on requirements if requesting overhead.

## COST ESTIMATE TEMPLATE

TASKS/PROJECT ELEMENTS	Total Costs	Unit Price	Unit of Measure	Quantity	Youth Community Access Grant	Other Funding (if applicable)	Other Funding (if applicable)
<b><u>NON-CONSTRUCTION</u></b> (not to exceed 25% of the grant)							
Project Management							
Design							
Permitting and Environmental Compliance							
Technical Consultants							
Community Engagement							
<b><u>CONSTRUCTION</u></b>							
Demolition							
Mobilization							
Trees							
Recreational Amenities							
<b><u>PROGRAMMATIC COSTS</u></b>							
Materials and Supplies							
Transportation							
Outreach/Recruitment Costs							
Labor- Vehicle Driver							
<b><u>OTHER</u></b>							
Funding Acknowledgement Signage							
<b><u>OVERHEAD</u></b> (not to exceed 15% of grant)							
<b><u>CONTINGENCY</u></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.
- 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 grantees 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

## **Capital Projects**

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

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

2. **Signs and Interpretive Aids** – Costs can include construction of exhibits, kiosks, display boards or signs located at and communicating information about the project as well as the required funding acknowledgement sign (see Appendix K).
3. **Exhibitions** – Production, fabrication, installation of object display elements, including materials.
4. **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.
5. **Vehicle Acquisition**
  - a. Vehicles may be purchased, leased, or rented, whichever is most economical.
  - 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.

## ORGANIZATION NAME:

### GENERAL INFORMATION

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

### CASH MANAGEMENT

- |   |     |    |
|---|-----|----|
| 7. Are grant funds accounted for through segregated accounts?   | Yes | No |
| 8. Are all disbursements properly documented with evidence of receipt of goods or performance of service? | Yes | No |

### PAYROLL

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

**PROPERTY MANAGEMENT**

Complete this section 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? Yes      No
  
- 13. Are there effective procedures for authorizing and accounting for the disposal of property and equipment? Yes      No

**COMPLIANCE**

- 14. Does your organization have a formal system for complying with the payment of prevailing wages? Yes      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? Yes      No

**Name of person completing questionnaire:**

**Title:**

---

**Signature**

**Date**

**APPENDICES FOR  
STEP 3 - SUPPORTING DOCUMENTATION  
(QUALIFYING PROJECTS ONLY)  
(PAGES 27 TO 36)**



# APPENDIX E – RESOLUTION TEMPLATE

Resolution No: \_\_\_\_\_  
RESOLUTION (*GOVERNING BODY OF GRANTEE*)  
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 \_\_\_\_\_ (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 enough 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 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 Applicant Is eligible to apply for a State grant due to status as a 501 (c) 3 non-profit organization, government entity, or Federally Registered tribe; and
3. Certify that applicant understands the assurances and certification in the application herein, and
4. Certify applicant organization has long-term control of the property and will provide satisfactory documentation of the long-term control as part of the grant agreement development process; and
5. Certify that applicant or title holder will have sufficient funds to operate and maintain the project consistent with the land tenure requirements; or will secure the resources to do so; and
6. Certify the proposed project/organization is free of any legal challenges that could undermine progress on the project; and
7. Give State permission to publish any provided digital image to its website and to crop or resize the image; and
8. Agree to acknowledge State's support in any news media, brochures, articles, publications, seminars, exhibits, buildings, displays, products, or other promotion materials about the funded project; and
9. Certify that it will comply with the provisions of Section 1771.5 of the State Labor Code regarding payment of prevailing wages on Projects awarded Proposition 84 Funds, and
10. Agree that projects involving construction, renovation, repair, rehabilitation, or ground or visual disturbances must comply with all current laws and regulations which apply to the Project, including, but not limited to, labor codes related to prevailing wage, legal requirements for construction contracts, building codes, environmental laws, health and safety codes, disabled access and historic preservation laws and environmental laws. Grantee will be required to certify that, prior to commencement of construction, all applicable permits and licenses (e.g., state contractor's license) will be obtained; and
11. Agree to adhere to the Americans with Disabilities Act of 1990 (ADA) and the 2010 ADA Standards for Accessible Design. Title III of the ADA covers places of public accommodation (such as museums, libraries, and educational institutions) and includes a specific section regarding new construction and alterations in public accommodations; and
12. Agree that projects involving construction, renovation, repair, rehabilitation, or ground or visual disturbances must comply with the National Historic Preservation Act; and
13. Waive all rights to privacy and confidentiality of the material submitted to State, and
14. Agree to execute a grant agreement prior to the encumbrance deadline, and will caused work on the project to be commenced within a reasonable time after encumbering the funds, so that the project will be complete and the final invoice submitted to the State by May 1 of the stated year; and
15. Agree that for all property acquired or developed with Youth Community Access Grant funds, applicant will accept, sign, notarize and record a declaration of covenants, conditions and restrictions (deed restrictions) which attaches the conditions of the grant, as set forth in the grant agreement, on the use and enjoyment of the property until the end land tenure date specified in the grant agreement; and
16. Appoint the (**designate position**, not person occupying position) \_\_\_\_\_ , or designee, as agent to conduct all negotiations, execute and submit all documents including, but not limited to applications, agreements, payment requests and so on, which may be necessary for the completion of the aforementioned project(s).
17. Contain the signature of the Director or Chief Executive Officer.

## APPENDIX G – 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 H – 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. Indicate and attach all required documents\* including any clarifying comments below. Attach additional sheets if necessary.

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

Total Number of Parcels: \_\_\_\_\_ Total Number of Acres: \_\_\_\_\_

## **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:

### **Capital Development Projects**

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

- At least 10 years for grants up to \$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.

### **Capital 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 – 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
<b>State Agencies</b>					
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"/>	
<b>Federal Agencies</b>					
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"/>	
<b>Local and Regional Planning Agencies</b>					
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"/>	
<b>Others</b> (e.g., CalRecycle, State Contractors Board, etc.):		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## APPENDIX K – SIGNAGE AND RECOGNITION GUIDELINES

### Types of Signs

1. **Construction** - A sign acknowledging the funding source is required during construction.
2. **Post Construction Completion** – A funding acknowledgement sign must be installed before the final project inspection and remain in place for at least four (4) years from the date of project completion. The size of the sign is not prescribed; however, the funding source logo must comply with minimum size requirements and all required funding language.

If appropriate, the same sign can be used during construction and completion.

3. **Vehicle Acquisition Completion** - Funding acknowledgement recognition must be installed on each vehicle before the final project inspection and remain in place for at least four (4) years from the date of project completion. The size of the recognition on the vehicle is not prescribed; however, the funding source logo must comply with minimum size requirements and all required funding language.

### Sign Language

All signs must contain the language shown to the right. The name of the director of the local agency or other governing body may be added, as well as the names (and/or logos) of other partners, organizations, individuals, and elected representatives.

### Logo

All signs must contain a Youth Community Access Grant Program logo (see the box to the right). The program logo is available at <https://resources.ca.gov/grants/Grant-Program-Resources> under Logo Artwork. The logo must be mounted in an area maximizing visibility and durability. The logo must measure a minimum of 12 inches in height. When appropriate, exceptions may be approved at the State's discretion.

### Sign Construction

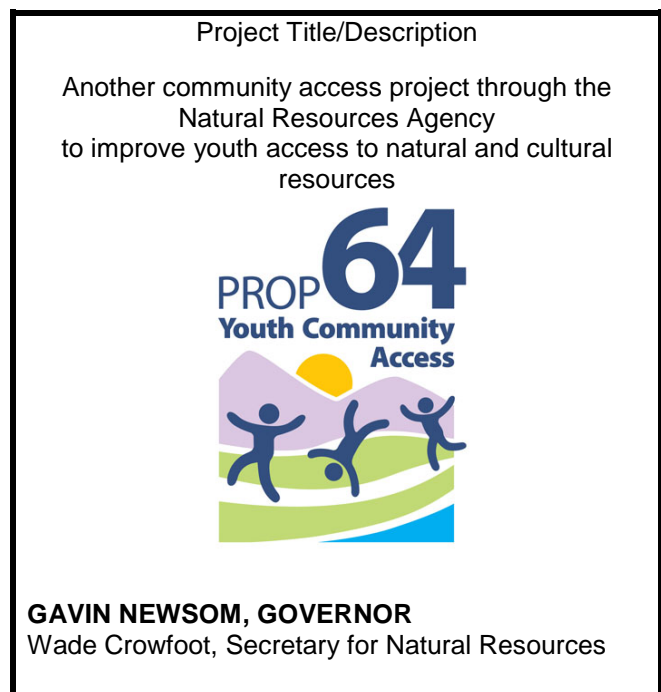
All materials used shall be durable and resistant to the elements and graffiti. The California Department of Parks and Recreation and California Department of Transportation standards can be used as a guide for gauge of metal, quality of paints, mounting specifications, etc.

### Sign Cost

The cost of the sign(s) is an eligible project cost. Permanent signage is encouraged.

### Appropriateness of Signs

For projects where the required sign may be out of place or affected by local sign ordinance, the State may authorize a sign that is more appropriate to the project.





**Signs on State Highways**

Signs placed within the state highway right-of-way may require a Caltrans encroachment permit. Contact your local Caltrans District Office early in the planning process for more information. For District Office locations, see <https://dot.ca.gov/caltrans-near-me>.

**State Approval**

Grantee shall submit the proposed number, location(s), size, and language of sign for review prior to ordering signs. Final funds for projects will not be reimbursed until signage has been approved and installed.

**Program Recognition**

The Grantee shall use the Youth Community Access Grant Program logo on any project announcements, social media, website, marketing materials, and news releases.

**APPENDIX L – PROGRESS REPORT TEMPLATE (not to be submitted with application)**

**YOUTH COMMUNITY ACCESS QUARTERLY REPORT**

**Grantee Name:**

**Grant Number:**

**Reporting Period:**

**Objective/Goal:**

	<b>Completed to Date with Focus on Most Recent Quarter</b>
<b>Activities</b> (grant deliverables)	
<b>Outcomes</b> (results)	
<b>Tools</b> (how outcomes were measured)	

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

## APPENDIX M – AVAILABLE RESOURCES

Assembly Bill 64: Cannabis: licensure and regulation

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

California Community Reinvestments Grants Program Interactive Mapping Tool

<http://maps.gis.ca.gov/calcrp/map.html>

CAL FIRE's Tree Planting Standards and Specifications

[http://www.fire.ca.gov/resource\\_mgt/downloads/CALFIRE\\_Nursery\\_Standards\\_and\\_Specs11\\_12.pdf](http://www.fire.ca.gov/resource_mgt/downloads/CALFIRE_Nursery_Standards_and_Specs11_12.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://businesssearch.sos.ca.gov/>

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)

Community FactFinder (SCORP)

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

Department of Water Resources Disadvantaged Communities Mapping Tool

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

Governor's Office of Planning and Research CEQA Documents

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

Natural environments and craving: The mediating role of negative affect

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

Safeguarding California – California's Climate Adaptation Strategy

<http://resources.ca.gov/climate/safeguarding/>

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 N – DEFINITIONS

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

**Acquisition** - means obtaining title to a 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.

**Capital Project** – means tangible physical personal property with an expected useful life of 10 years or more. A capital project may include, but is not limited to, acquisition (vehicles only), improvement, rehabilitation, enhancement, preservation and protection of tangible physical personal property.

**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 Transportation** - means a vehicle that uses technology to replace or reduce the direct use of fossil fuels, which generate greenhouse gas emissions. Clean transportation includes plug-in hybrid electric (PHEV), battery electric (BEV), hydrogen fuel cell, ethanol, biodiesel, natural gas, and propane-powered vehicles.

**Cultural Resource** – means tangible physical evidence or place of past human activity. These may include buildings, structures, prehistoric sites, historic or prehistoric objects or collections, rock inscriptions, religious sites, and landscapes or natural features of significance to a group of people.

**Deliverables** – means the “final products” of a task. It reflects the tangible result of the completion of a task.

**Development** - includes, but is not limited to, improvement, rehabilitation, restoration, enhancement, preservation, protection, and interpretation.

**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** – see definition for 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.

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

**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, 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 (see Appendix M: Community FactFinder or Department of Water Resources Disadvantaged Communities 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 materials or substances such as minerals, plants, water, animals and fertile land that occur in nature.

**NEPA** - means The National Environmental Policy Act that establishes national environmental policy and goals for the protection, maintenance, and enhancement of the environment and provides a process for implementing these goals within federal agencies.

**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.

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

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

**Project** - means the vehicle acquisition, programming, or capital development activity to be accomplished with grant funds, and other funds if necessary, that meets eligibility requirements.

**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 Access** - means the ability of members of the public to use or benefit from a capital project or program.

**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 a 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