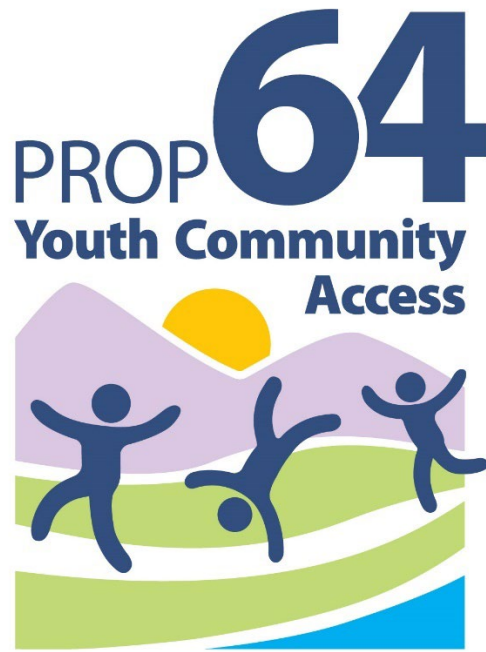


# **YOUTH COMMUNITY ACCESS GRANT PROGRAM**

## **AMENDMENT TO JUNE 2024 GUIDELINES**



**STATE OF CALIFORNIA  
NATURAL RESOURCES AGENCY**



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## **ABOUT THIS AMENDMENT**

The Youth Community Access Grant Program Guidelines dated June 2024 ("the original June 2024 guidelines") were released on June 26, 2024, along with a solicitation for grant proposals which closed August 14, 2024. Grants from that solicitation will be awarded in fall 2025 and will be governed by the original June 2024 guidelines and this amendment. The YCA Grant Guidelines have been amended to modify the requirements relating to vehicle acquisition and tracking staff time for salaried employees. The amendment provides more detail about project eligibility costs and updated instructions for project proposals advancing to Step 3 of the competitive process.

Project eligibility requirements remain unchanged. The information in this Amendment replaces and supersedes any conflicting information provided in the original June 2024 guidelines. The original guidelines remain in effect for all other topics.

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## **Amendment to Clean Vehicle Acquisition Requirements**

Acquisitions of eco-friendly or clean vehicles (as defined in the original June 2024 guidelines) primarily dedicated to transporting youth and supporting youth access to natural or cultural resources in California are eligible program costs. If grantees are unable to locate options and/or inventory of clean vehicles designed to transport eight or more passengers, such as full-size passenger vans, grantees may seek approval from their grant administrator to purchase a conventional gas-powered vehicle of similar capacity. Minivans, SUVs, or smaller vehicles do not qualify for this exception. Program requirements relating to long-term operations and maintenance, insurance, and funding acknowledgment signage remain unchanged.

Purchase of the vehicle may not be financed in whole or in part. Title to the vehicle must be held in the name of the grantee, not a private individual. Grantees must submit a copy of the vehicle purchase agreement and the vehicle title issued by the Department of Motor Vehicles at the time of purchase.

## **Amendment to Appendix E: Eligible Costs**

Page 26, Appendix E is replaced in its entirety by the following:

## APPENDIX E: ELIGIBLE YCA-FUNDED GRANT COSTS

### Types of Eligible Costs

1. **Direct Costs** – Costs directly related to carrying out a project that are incurred during the project performance period specified in the grant agreement. Direct costs may include supplies, grantee's staff labor, consultant costs, equipment, travel, and other eligible costs. Direct costs **do not** include general administrative costs or overhead or, in the case of development projects, endowments for ongoing project maintenance. All eligible costs must be supported by appropriate documentation. Costs incurred outside of the project performance period are not eligible. **See more information about eligible direct costs below.**
2. **Indirect Costs** – Indirect costs (also known as administrative costs, incidental costs, or overhead) are the costs of doing business not directly related to the grant-funded project but necessary for the general operation of the grantee organization. Indirect costs are limited to 15% of the grant. Examples of indirect costs include rent, computers, telephones, office supplies, internet access, copy machines, electricity as well as functions such as janitorial, human resources, business services, information technology, etc. Certain types of indirect costs 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 indirect costs.

Grantees that wish to include indirect costs in their grant budgets must be able to document how the indirect rate was calculated. 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 work with a Certified Public Accountant (CPA) to develop an appropriate method for calculating their indirect rate and determining what indirect costs may be allocated to a grant. It is the responsibility of the grantee to maintain appropriate records for all indirect costs and to be able to provide those records in the event of an audit.

### Eligible Direct Costs

1. **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 employer-paid benefits such as vacation, sick leave, Social Security

contributions, etc., that are customarily charged to grantee's various projects, excluding overhead allocations.

- a. Staff costs charged to the grant-funded project for salaried employees may be computed as a percentage of the employee's annual salary if that percentage is a good faith attempt to quantify the employee's actual work on the grant-funded project.
- b. Staff costs for hourly employees must be computed on actual time spent on the grant-funded project and supported by timesheets.

Overtime rates may be charged for hours worked over an employee's regular hours (according to Grantee's established policy) only if all the regular hours were also devoted to the grant-funded project. For example, if a Grantee's established policy is overtime is earned for hours worked in excess of eight hours a day, overtime rates can only be billed to the grant if the employee's regular eight hours on the day overtime was earned were also devoted exclusively to the grant-funded project.

- c. All staff costs billed to the grant must reflect actual rates paid to employees plus benefits. No indirect or overhead costs may be added to employee staff rates. Employees' annual salaries and hourly compensation rates must be supported by pay stubs or a payroll service printout to be produced at the request of a Grant Administrator or at audit.
- d. Salaries and wages claimed for employees working on State grant-funded projects must not exceed Grantee's established rates for similar positions.

## **2. Staff Training –**

- a. Staff training that is necessary to facilitate the YCA program is eligible. All training must occur within the project performance period indicated in the grant agreement.
- b. Staff training at conferences within California is eligible if necessary to facilitate the YCA program or to help expand the program's impact. Costs to attend such conferences must be a relatively small percentage of the proposed budget. Conferences taking place outside of California are ineligible. Grantees should check with their grant administrator before registering for a conference to be submitted as a YCA-funded project cost.

## **3. Program Supplies and Personal Gear –**

- a. Supplies and personal gear for program participant use are eligible. Program participants may keep items the grantee determines are not reusable for the program.

- b. Program T-shirts to identify program participants in a YCA activity are eligible. Where possible, T-shirts should include YCA funding recognition. Non-monetary prizes, awards and “swag” of nominal value celebrating a program may be eligible if a small proportion of the overall project budget.
4. **Equipment** - Equipment intended for long-term use beyond the YCA-funded program may be eligible if a relatively small proportion of the overall project budget. Grantees should choose the most economical options whenever possible. Equipment should be maintained and used by grantees in future youth-serving programs. Grantees should consult their grant administrator before purchase to determine if the costs are eligible.
5. **Consultants/Contracted Services** – The costs of consultants/contracted services may be reimbursed if invoices identify the specific project activities and include evidence of payment. Examples include the cost for speakers to present at YCA project events.
6. **Youth Stipends** – Stipends paid to youth participants for their participation in a grant-funded program are eligible. Grantee must document youth participation in the program via a signed agreement between the youth recipient and the Grantee.

Stipends paid with gift cards can be reimbursed by the YCA grant if the following conditions are met:

- Grantee submits the gift card purchase receipt for reimbursement.
  - Grantee obtains a signed acknowledgement by the youth recipient confirming receipt and the dollar amount of the stipend.
  - Grantee maintains a tracking sheet detailing all gift-card stipends disbursed, including the gift card amount, the recipient, and the date of receipt.
7. **Food and Beverage Expenses** – Food expenses for YCA program participants and chaperones for program activities, such as field trips, are eligible. Food expenses for activities where youth are not present are not eligible.
8. **Youth Program Travel Costs** –
- a. *Overnight accommodation* for youth program participants and chaperones necessary for access to natural or cultural resources in California is an eligible cost. Grantees should choose overnight accommodations that are an economical use of state funds.
  - b. *Vehicle rentals* – Car or van rental costs and associated gas are eligible for reimbursement with supporting receipts. Electrical charging costs are eligible with supporting receipts.

- c. *Vehicles acquired with YCA grant funds* – All operation, care, and maintenance for the acquired clean vehicle are eligible, including insurance coverage, fuel, and scheduled/routine maintenance are eligible for reimbursement.
- d. *Mileage reimbursement* - Grantee-owned vehicles (not purchased with YCA grant funds) – Mileage incurred in grantee-owned vehicles is reimbursable at the [current state mileage rate](#). Grantee must maintain a mileage log with the date, mileage, destination, and trip purpose (referencing the grant's project scope) to be produced at the request of the State or at audit.

Mileage reimbursement covers:

- Fuel or charging costs
  - The cost of maintenance (oil, lube, routine maintenance)
  - Insurance (liability, damage, comprehensive, and collision coverage)
  - Licensing and registration
  - Depreciation and all other costs associated with operation of the vehicle
- e. *Participant travel costs* – Travel costs, such as bikeshare and bus passes or travel stipends, for YCA program participants to attend YCA program events are eligible. Bikeshare, bus passes, or travel stipends paid with gift cards can be reimbursed by the YCA grant if the following conditions are met:
    - Grantee submits the pass/card purchase receipt for reimbursement.
    - Grantee obtains a signed acknowledgement by the youth recipient confirming receipt and the dollar amount of the pass/card.
    - Grantee maintains a tracking sheet detailing all passes/cards disbursed, including the card amount, the recipient, and the date of receipt.

## 9. **Staff Travel Costs**

- a. Staff travel costs will be reimbursed consistent with the grantee's written travel policy. Absent a written travel policy, grantees shall not exceed the travel reimbursement rates applicable to California State employees found [here](#).
- b. Mileage costs incurred by grantee staff using their personal vehicles should be submitted to grantee as part of an expense/travel claim. After reimbursement to the employee, the grantee may submit the mileage costs to the State for reimbursement. Reimbursement for staff personal vehicle mileage is limited to the [current state mileage rate](#).

Mileage reimbursement covers:

- Fuel or charging costs
- The cost of maintenance (oil, lube, routine maintenance)
- Insurance (liability, damage, comprehensive, and collision coverage)
- Licensing and registration
- Depreciation and all other costs associated with operation of the vehicle

10. **Other Expenditures** – In addition to the major categories of expenditures, grant funding may be used for miscellaneous costs necessary for execution of the project, approval of which is 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 above requirements under Personnel or Employee Services).

### **Costs Specific to Development Projects**

If applicable, projects must comply with Labor Code section 1771.5. Therefore, cost estimates should include prevailing wages, as applicable. See Department of Industrial Relations' Division of Labor Statistics and Research website at [Director's General Prevailing Wage Determinations \(ca.gov\)](http://www.dir.ca.gov/dlsr/DLSR.htm) for general prevailing wage determinations. For questions about prevailing wage, contact the Department Industrial Relations.

1. 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.
2. Supplies and materials may be purchased for a specific project or may be drawn from central stock, providing they are claimed at a cost no higher than paid by the grantee. When supplies and/or materials are purchased with the intention of constructing a piece of equipment, a structure or part of a structure, the costs that are charged as supplies and materials may be capitalized according to the grantee's normal practice or policy. If capitalized, only that cost reasonably attributable to the project may be claimed under the project.
3. 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 the grantee.

4. 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.
5. Trees larger than 15 gallons in size are not eligible for reimbursement.
6. Equipment owned by the 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>).
7. 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.
8. Grantee-owned vehicles used to transport personnel and supplies on grant-related business may not be charged to the grant as an equipment cost. Instead, Grantees may charge mileage for use of their vehicles.
9. 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.

## **Amendment to Step Three: Supporting Documentation**

Pages 15 and 16 are replaced in their entirety with the following:

## **STEP THREE: SUPPORTING DOCUMENTATION (QUALIFYING PROJECTS ONLY)**

Applicants with the most competitive projects after applicant interviews will be required to submit supporting documentation further demonstrating their ability to carry out the project.

The following required supporting materials must be uploaded to RAPTR. If a requested document is not applicable to the project, 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 Authorizing Resolution or Certification Letter** – Provide a signed authorizing resolution from the applicant's governing board. (See Appendix G 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 H 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 in registration and reporting requirements with the Attorney General's Registry of Charities and Fundraisers. A printout from the Department of Justice Registry Search Tool 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. Grant funds must be fully expended by March 1, 2029.
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 or free and reduced-price meals requirements, and from underserved communities of color or vulnerable populations as defined in the program guidelines. If the project includes a vehicle acquisition, provide a statement signed by the applicant's Authorized Representative attesting that the clean vehicle or

approved conventional larger passenger vehicle will be used only for the intent of the project until completion.

5. **Work Plan** – Provide an outline of the program schedule and work plan, including activities. List project tasks, key action items, and timeline. (See Appendix R for suggested format).
6. **Other** – Project-specific additional documentation may be requested.
7. **Payee Data Record/Government Agency Taxpayer ID Form** – Nonprofit applicants must provide a completed and signed STD 204 Payee Data Record form. Government Agency applicants must provide a completed and signed Government Agency Taxpayer ID Form. (See Appendix L for links to both forms).
8. **Step 3 Project Scope** – a sample is provided in Appendix P.
9. **Step 3 Cost Estimate** – a sample is provided in Appendix Q.

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

## **Amendment to Appendix M: Progress Report Template**

Page 41, Amendment M is replaced in its entirety with the following:

## APPENDIX M: PROGRESS REPORT TEMPLATE

### YOUTH COMMUNITY ACCESS PROGRAM PROGRESS REPORT

**Grantee Name:**

**Grant Number:**

**Reporting Period:**

**Objective/Goal:**

	Completed During the Most Recent Quarter
<b>Work Completed</b> (briefly summarize work completed on each grant deliverable during the reporting period)	
<b># of clean vehicles acquired</b>	
<b># of paid unduplicated youth participants</b>	
<b># of unduplicated youth participants served</b>	
<b># of YCA activities conducted (workshops, camps, field trips, etc.)</b>	
<b>Timeline</b> (next quarter activities, potential delays)	

**Funding Recognition:** Were there any printed materials, websites, or social media posts created with grant funds during this quarter about this project? If so, include copies highlighting the Youth Community Access Program logo and funding acknowledgment language with your report.

**Grant Payments:** Do you anticipate submitting a payment request in the next quarter?

**Other information** (obstacles facing, success stories, participant testimonials, photos, etc. -may use additional pages if needed):

## APPENDIX P: SAMPLE STEP 3 PROJECT SCOPE

### Youth Community Access Grant Program Step 3 – Sample Project Scope

**Applicant:** ABC Foundation

**Project Title:** Summer Camps for Kids

#### Project Description

Project to support four sessions of a two-week summer camp serving a total of 800 youth ages 6-18. Each session includes four trips to regional or state parks and to local cultural resources. 12 returning campers ages 15-18 will receive paid internships to work as junior camp counselors throughout the summer. The project includes the acquisition of a hybrid SUV to transport youth on field trips.

#### Project Deliverables *(all numbers listed are approximate)*

Number of youth to be served: 800

Number of youth served from low-income and disadvantaged communities: 650

Ages of youth served: 6-18

Number and description of activities that will provide youth access to natural and cultural resources

- Outdoor summer camp programming including recreational activities and education on topics such as survival skills, astronomy, local wildlife, and cooking outdoors
- 16 trips to regional or state parks and local cultural resources
- 12 paid youth internships to serve as junior camp counselors
- Acquisition of one hybrid SUV

Number and description of formal youth leadership opportunities

- 12 paid internships to serve as junior camp counselors

#### Grant-Funded Project Elements

1. Administration – Labor *(Staff costs related to managing and administering the YCA grant)*

Number	Staff Position or Consultant	Description of Grant-Related Duties
1	Executive Director	Grant administration, including required reporting
1	Field Trip Coordinator	Field trip planning and coordination

2. Implementation – Labor *(Staff costs related to project implementation)*

Number	Staff Position or Consultant	Description of Grant-Related Duties
20	Camp Counselors	Lead the camp activities and field trips.

3. Staff Training *(Staff training necessary to implement the project)*

<i>Number</i>	<i>Recipients</i>	<i>Description of Grant-Related Duties</i>
32	Camp Counselors and youth interns	Certified first aid and CPR training

4. Project Delivery *(Project implementation costs, e.g. entrance/activity fees, consultant services)*

<i>Number</i>	<i>Item/Service</i>	<i>Description</i>
16	Entrance fees	Entry fees for fieldtrips

5. Supplies *(Project materials and supplies, e.g. backpacks, water bottles, garden supplies, etc.)*

<i>Number</i>	<i>Item</i>	<i>Description</i>
	Sundry items	First aid, sunscreen, bug repellent, etc.
	Program materials	Printing program materials for summer camp curriculum, pop-up tents, tables, folding chairs, etc.
	Camp supplies	Reusable water bottles, backpacks, outdoor games, t-shirts, etc.

6. Transportation *(Transportation costs, e.g. vehicle acquisition/rental, mileage, chartered buses, etc.)*

<i>Number</i>	<i>Item/Service</i>	<i>Description</i>
1	Clean vehicle	Acquire 1 hybrid SUV
1	Funding acknowledgment sign	Decal for acquired vehicle
16	Bus rentals	To transport youth on field trips

7. Food *(Costs to feed youth and chaperones during project activities)*

<i>Number</i>	<i>Recipients</i>	<i>Description</i>
2,496 meals	Youth and camp staff	Breakfast, lunch, and snacks for 800 youth, 12 interns, and 20 camp staff (3 meals/snacks x 832 individuals)

8. Youth Stipends/Internships *(Stipends to encourage youth participation, intern wages)*

<i>Number</i>	<i>Recipients</i>	<i>Stipend Purpose/Description</i>
12	Junior Camp Counselors	Internship for 8 weeks as junior camp counselors

## APPENDIX Q: SAMPLE STEP 3 COST ESTIMATE

### Youth Community Access Grant Program Step 3 – Cost Estimate

**Applicant:** ABC Foundation

**Project Title:** Summer Camps for Kids

Task	Project Elements	Total	YCA Grant	ABC Foundation
1	Administration – Labor	\$50,750.00	\$20,750.00	\$30,000.00
2	Implementation – Labor	\$95,250.00	\$95,250.00	
3	Staff Training	\$6,000.00	\$6,000.00	
4	Project Delivery	\$1,200.00	\$1,200.00	
5	Supplies	\$5,000.00	\$5,000.00	
6	Transportation	\$75,500.00	\$65,000.00	\$10,500.00
7	Food	\$18,500.00	\$18,500.00	
8	Youth Stipends/Internships	\$5,400.00	\$5,400.00	
Indirect Costs (not to exceed 15% of the grant)		\$32,565.00	\$32,565.00	
<b>Grand Total</b>		<b>\$290,165.00</b>	<b>\$249,665.00</b>	<b>\$40,500.00</b>

#### Cost Estimate Notes:

1. Staff costs for salaried employees may be computed as a percentage of the employee's annual salary if it is a good faith attempt to quantify the employee's actual work on the grant-funded project.
2. Staff costs for hourly employees must be computed on actual time worked on the grant-funded project and supported by timesheets describing the work performed.
3. For all staff costs, only salary plus benefits are eligible. No indirect rates or overhead costs may be folded into an hourly rate. Payroll may not include a "billable rate" or administrative cost allocation.
4. All Invoices and receipts for all project expenditures from all funding sources will be retained and made available at the request of the State or at audit.

## APPENDIX R: SAMPLE WORK PLAN

### Youth Community Access Grant Program

#### Step 3 Work Plan

Project Goal: Provide visits to outdoor parks and nature-based learning opportunities that address the needs of low-income and underserved youth.

Tasks	Key Action Items	Timeline
Project development and recruitment	<ol style="list-style-type: none"> <li>1. Establish partnership with schools</li> <li>2. Hire additional staff</li> <li>3. Develop curriculum</li> <li>4. Finalize trip locations</li> <li>5. Advertise and promote program in marketing materials</li> <li>6. Recruit and enroll youth participants</li> </ol>	<ol style="list-style-type: none"> <li>1. Oct – Dec 2025</li> <li>2. Feb – Mar 2026</li> <li>3. Apr – Jun 2026</li> <li>4. May – Jul 2026</li> <li>5. June 2026</li> <li>6. July 2026</li> </ol>
Provide 8 overnight camping trips for 800 youth, ages 6-18	<ol style="list-style-type: none"> <li>1. Pre-trip meetings</li> <li>2. Book camping sites</li> <li>3. Purchase camping equipment</li> <li>4. Youth wilderness safety training</li> <li>5. Conduct camping trips</li> </ol>	<ol style="list-style-type: none"> <li>1. Oct – Dec 2025</li> <li>2. Feb – Mar 2026</li> <li>3. Apr – Jun 2026</li> <li>4. May – Jul 2026</li> <li>5. June – Aug 2026</li> <li>6. Aug – Sep 2026</li> </ol>