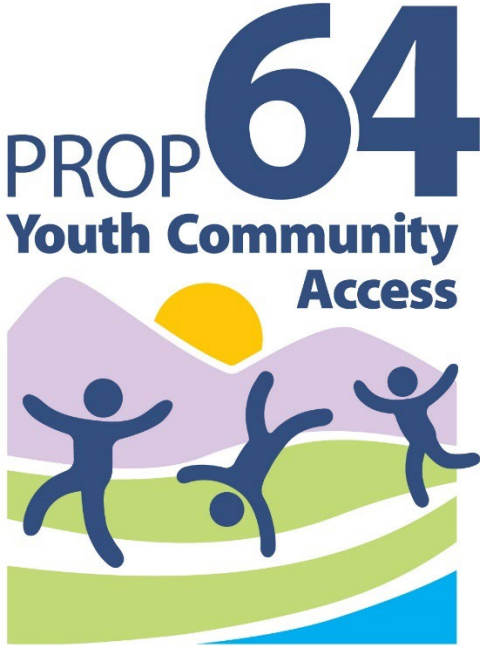


YOUTH COMMUNITY ACCESS GRANT PROGRAM GUIDELINES



STATE OF CALIFORNIA
NATURAL RESOURCES AGENCY

JUNE 2024



(page intentionally left blank)

TECHNICAL ASSISTANCE WORKSHOPS

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

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

Website: www.resources.ca.gov/grants

HOW TO SUBMIT

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

- 1) Project Proposal
- 2) Teleconference Visit
- 3) Supporting Documents

All documents are submitted using the California Natural Resource Agency's Project Tracking and Reporting (RAPTR) system, which can be found at <https://raptr.resources.ca.gov>.

To access RAPTR, applicants must create a user account. A detailed RAPTR user manual is located on the RAPTR homepage.

RAPTR SYSTEM QUESTIONS

For technical assistance with RAPTR, please e-mail the RAPTR help desk.

Hours: 9:00 AM to 4:00 PM M-F
Email: raptr@resources.ca.gov

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

- Your name and contact information
- Recipient Organization (the grant applicant organization)
- Funding Program
- Short description of the problem, including where it is within the application
- A screen shot of the error received, if applicable

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

TABLE OF CONTENTS

INTRODUCTION.....	1
PROGRAM REQUIREMENTS & FUNDING PRIORITIES.....	4
SELECTION PROCESS.....	6
EVALUATION & SCORING CRITERIA.....	8
STEP ONE: PROJECT PROPOSAL.....	8
REQUIRED DOCUMENTATION FOR PROJECT PROPOSAL.....	12
STEP TWO: TELECONFERENCE VISITS.....	14
STEP THREE: SUPPORTING DOCUMENTATION.....	15
GRANT PROJECT ADMINISTRATION.....	17
STATE AUDIT & ACCOUNTING REQUIREMENTS.....	19
APPENDIX A: SUBMITTAL CHECKLIST.....	21
APPENDIX B: PROJECT PROPOSAL SIGNATURE PAGE.....	22
APPENDIX C: PROJECT PROPOSAL QUESTIONS.....	23
APPENDIX D: COST ESTIMATE.....	24
APPENDIX E: ELIGIBLE COSTS.....	26
APPENDIX F: NONPROFIT QUESTIONNAIRE.....	30
APPENDIX G: RESOLUTION TEMPLATE.....	32
APPENDIX H: CERTIFICATION LETTER REQUIREMENTS.....	33
APPENDIX I: SIGNAGE & RECOGNITION GUIDELINES.....	34
APPENDIX J: ENVIRONMENTAL COMPLIANCE.....	36

APPENDIX K: SITE CONTROL/LAND TENURE REQUIREMENTS38

APPENDIX L: PAYEE DATA RECORD.....40

APPENDIX M: SAMPLE PROGRESS REPORT TEMPLATE.....41

APPENDIX N: AVAILABLE RESOURCES.....42

APPENDIX O: DEFINITIONS.....44

INTRODUCTION

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

YEPEITA funds appropriated to the California Natural Resources Agency (the State) are to be used for competitive grants to support youth access to natural or cultural resources with a focus on low-income and disadvantaged communities. The grants may include, but are not limited to, community education and recreational amenities to support youth substance use prevention and early intervention. To meet this mandate, the State created the Youth Community Access Grant Program.

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

Funding Allocation

Approximately \$18.5 million is available for Youth Community Access projects.

Grant Amounts

The maximum award for an individual project is \$500,000. The minimum award is \$25,000.

Eligible Applicants

Eligible applicants include local, state, and federal agencies; nonprofit organizations; and federally recognized Native American tribes.

Nonprofit organizations are defined as any nonprofit public benefit corporation that is formed pursuant to the Nonprofit Corporation Law (commencing with Section 5000 of

the Corporations Code), incorporated for a minimum of two years, qualified to do business in California, and qualified as a tax-exempt 501(c)(3) organization under the US Internal Revenue Code. In addition, all nonprofit organizations must be active with the California Secretary of State and current with the registration and reporting requirements of the California Department of Justice, Office of the Attorney General Registry of Charities and Fundraisers. **A fiscal sponsor may apply on behalf of a nonprofit that is not a qualified 501(c)(3) organization, but the fiscal sponsor, not the nonprofit, must be the grant applicant.**

Eligible Projects

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

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

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

Low-Income Community means a community and/or household with an annual median household income less than 80 percent of the statewide average or a household that qualifies for School Nutrition Programs such as the National School Lunch Program, School Breakfast Program, Afterschool Meal Supplements, Special Milk Program, and State Meal Programs (hereinafter "Free or Reduced-price Meals Programs").

Two tools showing annual median household income of geographic areas are the California State Parks Outdoor Equity Program Community Fact Finder and the Department of Water Resources Mapping tool. Income eligibility guidelines for Free and Reduced-price Meals can be found on the California Department of Education (CDE) website. (See Appendix N for links to these tools and to the CDE Income Eligibility Guidelines for Free and Reduced-price Meals).

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

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

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

At least eighty percent (80%) of the youth participants must meet the criteria for low-income and underserved and vulnerable communities. If the project is a Development project (see definition in Appendix O), 80% or more of the project's footprint must be located in the low-income community.

Projects must comply with all labor laws. In addition, Development Projects (see Appendix O for definition) must comply with the California Environmental Quality Act (CEQA) (Public Resources Code, Division 13, commencing with Section 21000). (See Appendix J)

PROGRAM REQUIREMENTS & FUNDING PRIORITIES

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

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

Funding Priorities

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

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

Other Funding Considerations

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

Eligible Project Examples

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

- Youth-led outdoor skills workshops and classes for younger youth
- Camp excursions that combine outdoor fun with support group activities for at-risk youth
- Field trips to local, state, or national parks and outdoor areas in California and provide opportunities for hiking, birdwatching, environmental education, etc.
- Acquire a clean vehicle to take youth hiking, camping, to archeological sites, etc.
- Acquire a clean vehicle to take youth on eligible outdoor excursions along with educational programming to support/enhance the excursions
- Youth interns, with adult guidance, design, and construct trailheads in a low-income community for use by youth and their families

- Farming program to educate and provide job training in an outdoor environment with programming that addresses healthy choices
- Educational programs that combine classroom instruction with excursions to access natural and/or cultural resources
- Programs that teach youth about their history, culture, and language with trips to various culturally important sites in California to enhance the teachings
- Workforce development programs that integrate new environments, healthy choices, and skills to advance careers relating to natural or cultural resources
- ADA improvements to increase youth accessibility to natural and/or cultural resources

Ineligible Project Examples

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

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

SELECTION PROCESS

Step One

- Applicants submit Project Proposals through the Resources Agency's Project Tracking and Reporting (RAPTR) system. **No hardcopy Project Proposals are required.**
- Project Proposals are reviewed and evaluated. Incomplete or ineligible Project Proposals may be removed from the competitive process.

Step Two

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

Step Three

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

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

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

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

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

Tribal Outreach and Consultation

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

Meaningful outreach includes, but is not limited to, writing letters and emails, and following with phone calls updating the tribe throughout the development, implementation, and completion of the project, inviting tribal leadership to attend

planning meetings, and meeting with local tribal government-led consortiums or other inter-tribal governmental organizations. Collaborating with local California Native American tribes can include developing the project with tribal leadership, ensuring the project provides benefits to the local tribe and its membership, and providing contracting opportunities to local tribes and their members where appropriate.

Conflict of Interest

All applicants and individuals who participate in the review of submitted Project Proposals are subject to state and federal conflict-of-interest laws. Any individual who has participated in planning or setting priorities for a specific solicitation over and above the public comment process or who will participate in any part of the grant development and negotiation process on behalf of the public is ineligible to receive funds or personally benefit from funds through that solicitation. Failure to comply with conflict-of-interest laws, including business and financial disclosure provisions, will result in the Project Proposal being rejected and any subsequent grant agreement being declared void. Other legal actions may also be taken. Applicable statutes include, but are not limited to, California Government Code section 1090 and Public Contract Code sections 10365.5, 10410, and 10411. Applicants should also be aware that certain state agencies may submit project proposals that will compete for funding.

EVALUATION & SCORING CRITERIA

Information provided by applicant 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 section and not to individual questions. **Applicable sections left blank will receive zero for that section.**

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

STEP ONE: PROJECT PROPOSAL

Applicants are required to submit an online Project Proposal in the Resource Agency's Project Tracking and Reporting (RAPTR) system. Applicants should refer to the solicitation notice for due dates. **No hard copy Project Proposals are required.** Applicants proposing the most competitive eligible projects will be invited to compete in the next phase of the evaluation process, a teleconference visit. The most competitive projects receiving a teleconference visit will be invited to submit additional supporting documentation for further evaluation. Incomplete or noncompliant proposals may be eliminated from the competitive process.

All Project Proposal submittals must include both responses to the project questions below and the required project proposal documentation (See Appendix A for submittal checklist).

PROJECT QUESTIONS

Applicants must answer the following questions. If a question does not apply to the project, indicate “Not Applicable” with a brief explanation. Do not leave blank fields. Be sure to address all parts of each question as succinctly as possible.

The Project

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

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

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

Requirements & Project Need

1. How many youth will be served by the project funded with the grant and across what time period?
2. How will youth be recruited to participate in the project? Describe the low-income communities and/or households to which at least 80% of the youth participants will belong.
3. How will applicant ensure that at least 80% of youth served through the project live within a low-income household and/or community?
4. Describe the underserved communities of color and/or vulnerable populations to which at least 80% of youth participants will belong.
5. How will applicant ensure that at least 80% of the youth to be served are members of underserved communities of color and/or vulnerable populations? (If funded, documentation must be available upon request and for audit purposes.)

6. Provide specific examples of natural and/or cultural resources youth will access because of the project.
7. Describe how the project addresses a critical need of the youth to be served.
8. What steps will be taken to address youth safety, well-being, and comfort throughout the project?
9. Describe the specific training staff receive in areas such as safety, risk management, cultural competency, trauma informed practices, etc.
10. Describe any existing ADA accessibility accommodations available to participating youth and/or planned accommodations to be created by the proposed project.

Funding Priorities

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

Project Readiness

17. Describe the immediate steps to be taken post-grant award and timeline for implementation and completion of each.
18. Explain how the applicant will fill any funding gaps to complete the project.
19. If the project requires hiring of staff, explain the timeline for hiring and the specific role(s) the new staff will perform for the grant-funded project.
20. If applicable, provide the status of communications about the project with entities (e.g., schools, nonprofit organizations, foster system, etc.) from which youth will be recruited.

21. If a Development Project (see Appendix O for definition), will the project trigger any permits and/or environmental reviews? If so, provide the status and/or anticipated timeline of applicable compliance measures (See Appendix J).

Organizational Capacity & Collaboration

22. Describe the applicant's ability and experience with fundraising (e.g., grants, donations, etc.).

23. Describe the applicant's experience in completing similar projects.

24. Describe the applicant's fiscal capacity to carry out the proposed project.

25. What is the applicant's primary source of revenue? Describe any partnerships with other entities and their roles in the project.

26. If funded, what documentation will applicant use to demonstrate that the project was successful—i.e., met expected outcomes and benefitted the intended audience?

Additional Project Characteristics

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

End of Project Questions

REQUIRED DOCUMENTATION FOR PROJECT PROPOSAL

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

1. **Proposal Form Signature Page** – The signature page of the completed Project Proposal Form should be electronically signed (See Appendix B). In the alternative to electronic signature, the page may be printed, signed, and then scanned. This form should be signed by the same Authorized Representative to be identified in the resolution or certification letter. (See Appendix G or Appendix H).
2. **Project Proposal Questions Form** – The Project Proposal Questions Form contains the project proposal questions and a space for responses. The form can be downloaded from RAPTR and is available on the program webpage.
3. **Low-Income Community Documentation** – Provide evidence the project meets the low-income community eligibility requirement. Submit at least one of the following:
 - a. Color-coded map from State Parks Outdoor Equity Program Community Fact Finder demonstrating the project meets the low-income requirement.
See <https://www.parksforcalifornia.org/outdoorequity/>
 - b. Color-coded map from Department of Water Resources Mapping tool demonstrating project meets the low-income requirement.
See <https://gis.water.ca.gov/app/dacs/>
 - c. For those populations (e.g., foster or homeless youth) that may not be identifiable on the above tools, submit evidence demonstrating youth participants will meet the low-income requirement.
4. **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 in separate columns. Where possible, the cost of project elements funded by the grant should not be split between the grant and other funding sources. (See Appendix D for a sample format).
5. **Nonprofit Questionnaire** – Nonprofit applicants provide a completed questionnaire. (See Appendix F).
6. **Supporting Documentation** – Submit up to eight pages of documentation that helps illustrate and support the proposed project, such as, but not limited to, brochures, curriculum samples, draft workplans, logic models, sample formats, modules, photographs of program or current site conditions for development (e.g., construction projects) marketing materials, or other relevant documentation.

Development Projects (see Appendix O for definition) should include the following additional documents:

7. **Site Plan** – Submit a drawing or schematic of the proposed changes to land or structures to support youth access to natural or cultural resources that clearly delineates exterior project boundaries and the location of proposed improvements described in the proposal.

End of Step One Information

STEP TWO: TELECONFERENCE VISITS (QUALIFYING PROJECTS ONLY)

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

For Development Projects, landowners must join the teleconference visit. Applicants and landowners should be prepared to discuss formal agreements, status of environmental reviews, and long-term roles and responsibilities for project maintenance, as applicable.

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

End of Step Two Information

STEP THREE: SUPPORTING DOCUMENTATION (QUALIFYING PROJECTS ONLY)

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

The following required supporting materials must be uploaded 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.
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 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 goals objectives, benchmarks, evaluation, timeframe, resources, and who is responsible for tasks.
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).

End of Step Three Information

GRANT PROJECT ADMINISTRATION (POST GRANT AWARD)

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

1. Grantee attends grant management workshop which addresses project administration, including proper submission of payment requests and periodic reports.
2. State Grant Administrator works with Grantee to develop and execute a grant agreement.
3. Grantee commences initial planning work and submits periodic reimbursement requests for eligible costs (subject to retention).
4. Grantee submits evidence of funding recognition on program materials, acquired vehicles, and/or at a Development project site, as applicable.
5. Grantee notifies the State of public events related to the project.
6. Grantee commences project work/activities.
7. Grantee submits periodic progress reports.
8. Grantee completes project and submits project completion forms.
9. The State conducts final project inspection and/or reviews final report and approves final payment request(s).

Changes to Approved Project

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

Eligible Costs

Direct project-related costs incurred during the project performance period specified in the grant agreement are eligible for reimbursement. All eligible costs must be supported by appropriate documentation. Costs incurred outside of the project performance period are not eligible for reimbursement. (See Appendix E for further information on Eligible Costs). Indirect costs are limited to 15% of the grant-funded budget.

Site Visits

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

Payment of Grant Funds

Funds will not be disbursed until there is a fully executed grant agreement between the State and the Grantee. For Development Projects (see Appendix O for definition) that require an environmental review, funds cannot be disbursed until the review is complete and evidence provided to the State.

- Generally, payments will be made on a reimbursement basis. This means the Grantee pays for services, products, or supplies; submits invoices; and is then reimbursed by the State. It generally takes six to eight weeks to receive payment after Grantee submits a completed payment request.
- Ten percent (10%) of the amount requested for reimbursement may be retained and issued as a final payment upon completion.
- Upon compelling need, advances up to twenty-five percent (25%) of the grant award at a time may be available. For vehicle acquisitions, higher advances may be approved. Advances must be reconciled at least quarterly.

Loss of Funding

The following are examples of actions that may result in a Grantee's loss of funding. This is not an exhaustive list.

1. Grantee fails to execute a grant agreement.
2. Grantee changes the project scope without prior notice to and approval by the State.
3. Grantee fails to timely submit all required documentation.
4. Grantee fails to complete the project.
5. Grantee fails to provide project updates as requested.

Project Reporting

Grantee is required to keep the State informed of the project's progress throughout the project performance period. Grantee must submit periodic status reports as requested by the Grant Administrator. (See Appendix M for periodic reporting template).

Insurance Requirements

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

STATE AUDIT & ACCOUNTING REQUIREMENTS

Audit Requirements

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

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

Accounting Requirements

Grantee must maintain an accounting system that:

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

Records Retention

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

**APPENDICES FOR
STEP ONE: PROJECT PROPOSAL
(PAGES 21 TO 30)**

APPENDIX A: SUBMITTAL CHECKLIST


STEP ONE – PROJECT PROPOSAL

The following is entered directly into RAPTR:	
<ul style="list-style-type: none">• Project Summary	
The following will be uploaded into RAPTR as attachments:	
<ul style="list-style-type: none">• Project Proposal Form Signature Page	
<ul style="list-style-type: none">• Project Proposal Questions	
<ul style="list-style-type: none">• Low-Income Community Documentation	
<ul style="list-style-type: none">• Cost Estimate	
<ul style="list-style-type: none">• Nonprofit Questionnaire (Nonprofit Applicants Only)	
<ul style="list-style-type: none">• Supporting Documents (limited to 8 pages)	
<ul style="list-style-type: none">• Site Plan (Development Projects Only, see definition in Appendix O)	

APPENDIX B – PROJECT PROPOSAL SIGNATURE PAGE FORM

A fillable Project Proposal Signature Form can be found on the YCA Grant Page [here](#).

YOUTH COMMUNITY ACCESS GRANT PROGRAM Project Proposal Signature Form

Project Title:	
Project Description (limited to 2,000 characters)	
Total Project Cost:	Funding Amount Requested:
Project Start Date:	Project End Date:
Project Latitude:	Project Longitude:
Applicant Organization:	
Address:	
City:	Zip Code:
Project Manager:	Job Title:
Email:	Phone Number:
Authorized Representative:	Job Title:
Email:	Phone Number:
Certification: As the Authorized Representative for the Applicant Organization, I certify the information provided in this Project Proposal, including required attachments, is complete and accurate.	
Signed: 	Date:
Printed Name:	Title:

APPENDIX C – PROJECT PROPOSAL QUESTIONS

[The Project Proposal Questions](#) are a downloadable form found on the YCA homepage or in RAPTR. Provide responses to **all** the questions. If a question does not apply to the project, indicate “Not Applicable” **with a brief explanation**. Do not leave blank fields.

Once completed, upload the questions, as an attachment, into RAPTR.

APPENDIX D: 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. Where possible, the cost of project elements funded by the Youth Community Access Grant should not be split between the grant and other funding sources.
4. Grantee's staff labor must be computed on actual time spent on the project and evidenced by time and attendance records describing the work performed. Only salary plus benefits are eligible. No indirect rates or overhead costs may be folded into the hourly rate. No billable rates may be used.
5. Youth Community Access Grant and Other Funding Source columns should sum to the Total Cost column.
6. Add/delete elements and funding sources as needed. Be sure all costs are eligible, within allowable limits, and all columns add up correctly.
7. Contingency costs can be no more than ten percent (10%) of the grant request.
8. Any indirect costs must be included as a separate line item in the budget and are limited to no more than 15% of total direct costs of the grant. (See Appendix E for further information on indirect cost requirements).

COST ESTIMATE TEMPLATE

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

Project Tasks/Elements	Total Costs	Unit Price	Unit of Measure	Quantity	YCA Grant	Other Funding if applicable	Other Funding if applicable
Personnel/Payroll Services							
• Youth Camp Manager							
• Field Trip Coordinator							
• Support staff							
• Administrative (accounting, payroll, etc.)							
• Youth stipends							
• Staff training							
Materials and Supplies							
• Program materials							
• Camping supplies							
Transportation							
• Acquire eco-friendly clean vehicle							
• Mileage							
• Fee for renting bus							
• Funding acknowledgement sign (vehicle acquisition only)							
Field Trips							
• Entrance fees							
• Lunches							
• Sundry items							
Indirect Costs (not to exceed 15% of direct costs)							
Contingency (not to exceed 10% of grant)							
PROJECT GRAND TOTAL							

- All invoices and receipts for all project expenditures from all funding sources will be retained and made available in the event of any future State Audits. Applicant must demonstrate that all costs, including personnel salaries were incurred for the discrete project

- A customizable cost estimate template can be found at: <http://resources.ca.gov/grants/youth/>

APPENDIX E: ELIGIBLE COSTS

Direct project-related costs incurred during the project performance period specified in the grant agreement are eligible. All eligible costs must be supported by appropriate documentation. Costs incurred outside of the project performance period are not eligible for reimbursement. Indirect costs are limited to 15% of the grant-funded project budget.

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) for general prevailing wage determinations. For questions about prevailing wage, contact the Department 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. Direct costs may include materials, equipment, technical consultants, subcontractors, Grantee's staff labor, and other eligible costs. Direct costs **do not** include general administrative costs and overhead nor do they include endowments for ongoing project maintenance.
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 or indirect costs.
3. **Contracted Services** – The costs of contracted services may be reimbursed if invoices 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, excluding overhead allocations.
 - a. Costs charged to the project must be computed on actual time spent on the project and evidenced by time and attendance records describing the work as well as payroll records. Overtime costs may be allowed under Grantee's established policy, provided the regular work time was devoted to the same project.
 - b. Salaries and wages claimed for employees working on State grant-funded projects must not exceed Grantee's established rates for similar positions.

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. **Indirect Costs** – Indirect costs (also known as administrative costs, incidental costs, or overhead) are the costs of doing business that are not directly related to carrying out the grant-funded project but are necessary for the general operation of the grantee organization. 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.

Indirect costs should be included as a single line item in the project cost estimate and is charged as a percentage of the grant-funded project budget (i.e., the direct costs). The maximum indirect rate is 15 percent of direct costs. For example, if direct project costs total \$260,870, the maximum indirect cost that could be budgeted is \$39,130 (15% x \$260,870). Together, the direct and indirect costs should equal the total grant award, which is \$300,000 in this example (\$260,870 + \$39,130).

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.

8. **Travel Costs** – Travel costs incurred by Grantee staff directly related to the project and reasonable and necessary for the completion of the project are eligible. Reimbursement rates shall be consistent with the Grantee's written travel policy. Absent a written policy, per diem shall not exceed the California Standard Per Diem Rate allowable by the U.S. General Services Administration.

Mileage rates shall not exceed the IRS mileage reimbursement rate in effect at the time of travel. Mileage reimbursement covers:

- 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

For Grantee-owned vehicles, a Mileage Log with the date, mileage, destination, and trip purpose (referencing the grant's project scope) must be signed by the operator and supervisor.

9. Food and Beverage Expenses –

- Employee meals incurred as a travel expense necessary to carry out the grant project may be reimbursed at a rate at or below the State employee per diem reimbursement rate in effect at the time of travel. See <https://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx>
- Food expenses for grants that are reasonable and necessary to complete the grant project may be eligible at the discretion of the State. The specific purpose for the expense must be discussed and approved by the State and included as a separate item in the grant budget.

10. Construction –

- 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.
- 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.
- 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.
- 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>)

- g. 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.
- h. 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.
- i. 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.

11. Clean Vehicle Acquisition –

- a. All operation, care, and maintenance for the acquired clean vehicle are eligible, including insurance coverage, gasoline, and scheduled/routine maintenance are eligible for reimbursement.

12. Youth Stipends –

- a. 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.
 - o Gift card reimbursement is typically discouraged; however, gift card payment is allowed for youth stipends. Grantee must obtain signed acknowledgement by the youth recipient confirming receipt and dollar amount of the stipend. Additionally, Grantee must maintain a tracking sheet detailing all gift-card stipends disbursed, including the gift card amount, the recipient, and the date of receipt.

13. 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 requirements above under Personnel or Employee Services).
- c. Transportation costs for moving equipment, program participants, or personnel.
- d. Cultural competency training costs for staff.

APPENDIX F: NONPROFIT QUESTIONNAIRE

All nonprofit applicants must complete the following questionnaire.

NONPROFIT QUESTIONNAIRE

All nonprofit applicants must complete the following questionnaire.

General Information	
1. Does your organization have appropriate segregation of duties to prevent one individual from processing an entire financial transaction?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Does your organization have a conflict-of-interest policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. How much unrestricted money does your organization raise annually?	\$
4. Does your organization have controls to prevent expenditure of funds in excess of what is approved in your project budget?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Does the Board of Directors have a separate Finance Committee, or does the Board make all financial decisions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. What are the Treasurer's duties?	
Cash Management	
7. Are grant funds accounted for through segregated accounts?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Are all disbursements properly documented with evidence of receipt of goods or performance of service?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Payroll	
9. Does your organization have a time reporting system developed to determine and explain proper labor charges billed to the grant?	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Have you developed procedures to ensure fair and competitive contracting?	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Is there an effective system of identifying expenditures for time, travel, and purchase of supplies to determine relevancy to individual grant projects?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Property Management (Complete if State grants will be used to purchase physical assets)	
12. Are detailed records of individual capital assets kept and periodically balanced with the general ledger accounts?	<input type="checkbox"/> Yes <input type="checkbox"/> No
13. Are there effective procedures for authorizing and accounting for the disposal of property and equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Compliance	
14. Does your organization have a formal system for complying with the payment of prevailing wages?	<input type="checkbox"/> Yes <input type="checkbox"/> No
15. Does your organization have a system in place to ensure it does not use contractors who may be suspended or debarred from receiving federal or state contracts?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Name of Person Completing questionnaire

Title

Signature

Date

**APPENDICES FOR
STEP THREE: SUPPORTING DOCUMENTATION
(QUALIFYING PROJECTS ONLY)
(PAGES 32 TO 47)**

APPENDIX G: RESOLUTION TEMPLATE

Resolution No: _____
RESOLUTION OF **(APPLICANT'S GOVERNING BODY)**
APPROVING THE APPLICATION FOR GRANT FUNDS FOR THE
YOUTH COMMUNITY ACCESS GRANT PROGRAM

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

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

WHEREAS, said procedures established by the California Natural Resources Agency require a resolution certifying the approval of application(s) by the Applicant's governing board before submission of said application(s) to the State; and

WHEREAS, the Applicant, if selected, will enter into an agreement with the State of California to carry out the project.

NOW, THEREFORE, BE IT RESOLVED that the **(Applicant's Governing Body)**:

1. Approves the filing of an application for the **(Project Name)**; and
2. Certifies that Applicant understands the assurances and certification in the application package; and
3. Certifies that Applicant or title holder will have enough funds to operate and maintain the project consistent with the grant guideline requirements or will secure the resources to do so; and
4. Certifies that it will comply with all provisions of Section 1771.5 of the California Labor Code; and
5. If applicable, certifies that the project will comply with any laws and regulations including, but not limited to, the *California Environmental Quality Act (CEQA)*, legal requirements for building codes, health and safety codes, and disabled access laws, and that prior to commencement of construction all applicable permits will have been obtained; and
6. Appoints the **(Title/Position of Authorized Representative, not the name of the person occupying position)** _____, or designee, as agent to conduct all negotiations, execute and submit all documents including, but not limited to, applications, agreements, payment requests and so on, which may be necessary for the completion of the aforementioned project(s).

Approved and adopted the ____ day of _____ 20____.

I, the undersigned, hereby certify that the foregoing Resolution Number _____ was duly adopted by the **(Applicant's Governing Body)**.

Following Roll Call Vote: Ayes: _____
Nos: _____
Absent: _____

Clerk/Secretary for the Governing Board

APPENDIX H: CERTIFICATION LETTER REQUIREMENTS

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

1. Approve the filing of an application for the **(name of the project)**; and
2. Certify that applicant understands the assurances and certification in the application; and
3. Certify that applicant or title holder will have enough funds to operate and maintain the project consistent with the grant guideline requirements or will secure the resources to do so; and
4. Certify that applicant will comply with the provisions of Section 1771.5 of the California Labor Code; and
5. If applicable, certify that the project will comply with any laws and regulations including, but not limited to, the *California Environmental Quality Act (CEQA)*, legal requirements for building codes, health and safety codes, and disabled access laws, and that prior to commencement of construction all applicable permits will have been obtained; and
6. Appoint the **(Title/Position of Authorized Representative (e.g., Executive Director, President, etc., not the individual's name))**, or designee, as agent to conduct all negotiations, execute and submit all documents including, but not limited to, applications, agreements, payment requests and so on, which may be necessary for the completion of the aforementioned project(s).
7. Contain the signature of the Director or Chief Executive Officer.

APPENDIX I: SIGNAGE & RECOGNITION GUIDELINES

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

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

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

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

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

**Clean Vehicle Acquisition Funding
Acknowledgment**

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

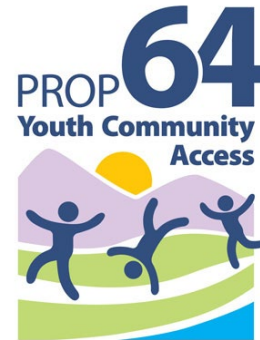


GAVIN NEWSOM, GOVERNOR
Wade Crowfoot, Secretary for Natural Resources

**Development and Programming Project
Funding Acknowledgement**

Project Title/Description

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



GAVIN NEWSOM, GOVERNOR
Wade Crowfoot, Secretary for Natural Resources

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

APPENDIX J: 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* (as applicable). 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**.
- 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.

*For b and c, include documentation the State of California Department of Fish and Wildlife CEQA fee was paid or is not applicable.

**Beginning January 1, 2024, Senate Bill (SB) 69 (Cortese, 2023) requires electronic filing of all notices of determination (NODs) and notices of exemption (NOEs), normally filed with the local county clerk, to also be filed with the State Clearinghouse in the Governor's Office of Planning and Research (OPR).

APPENDIX K: SITE CONTROL/LAND TENURE REQUIREMENTS

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

Development Projects (see definition in Appendix O)

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

- At least 10 years for grants up to \$500,000

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) without written permission of the State.

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.

Grantee may be required to record a Memorandum of Unrecorded Grant Agreement (MOUGA) on property developed with grant funds. Landowners should be advised of and agree to this requirement prior to submission of a project proposal to the Youth Community Access Program.

Clean Vehicle Acquisition Projects

Grantee shall maintain and operate the clean 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 clean 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 clean vehicle and render the use obsolete.

APPENDIX L: PAYEE DATA RECORD

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. These forms are required to receive payment from the State of California.

A fillable STD 204 form can be found at <https://resources.ca.gov/-/media/CNRA-Website/Files/grants/AdminForms/std204.pdf>.

A fillable Government Agency Taxpayer ID Form can be found at https://fiscal.ca.gov/wp-content/uploads/2019/08/GovtTINForm_000.pdf.

APPENDIX M: SAMPLE PROGRESS REPORT TEMPLATE

YOUTH COMMUNITY ACCESS PROGRESS REPORT

Grantee Name:

Grant Number:

Reporting Period:

Objective/Goal:

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

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

APPENDIX N: AVAILABLE RESOURCES

Assembly Bill 64: Cannabis: licensure and regulation

https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201720180AB64

CAL FIRE's Tree Planting Standards and Specifications

https://californiareleaf.org/wp-content/uploads/2021/03/Tree-planting-guidelines_final.pdf

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 Charities and Fundraisers

<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 Secretary of State Business Search

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

California State Parks: A Valuable Resource for Youth Health

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

California State Parks Safety Tips

https://www.parks.ca.gov/?page_id=29142

California State Parks Outdoor Equity Program Community FactFinder

<https://www.parksforcalifornia.org/outdoorequity/>

Department of Water Resources Disadvantaged Communities Mapping Tool

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

Free and Reduced Lunch Income Eligibility Guidelines

<https://www.cde.ca.gov/ls/nu/rs/scales2324.asp>

Natural environments and craving: The mediating role of negative affect

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

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

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

Youth Engagement and Local Planning: Ideas for Youth Commissions

https://www.ca-ilg.org/sites/main/files/fileattachments/ilg_briefing_paper_3_proof7.pdf

APPENDIX O: DEFINITIONS

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

Acquisition – means obtaining title to a clean vehicle.

Agency – means the California Natural Resources Agency.

Americans with Disabilities Act (ADA) – means the U.S. Americans with Disabilities Act of 1990 that gives civil rights protections to individuals with disabilities, guaranteeing equal opportunity in employment, public accommodations, transportation, State and local government services, and telecommunications.

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

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

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

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

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

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

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

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

Free and Reduced-price Meal Program – means School Nutrition Programs such as the National School Lunch Program, School Breakfast Program, Afterschool Meal Supplements, Special Milk Program, and State Meal Programs. See <https://www.cde.ca.gov/ls/nu/sn/eligmaterials.asp>.

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.

Indirect Costs – means the costs of doing business that are not directly related to carrying out the grant-funded project but are necessary for the general operation of the grantee organization. Examples of indirect costs include rent, electricity, computers, telephones, office supplies, internet access as well as functions such as janitorial, human resources, business services, information technology, etc. Certain types of indirect costs may not be charged to the grant including food and beverage, fundraising, lobbying, and entertainment. Any cost that is billed as a direct cost may not be including in indirect costs.

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

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

Low-Income Community – means a community or household with an annual median household income less than 80 percent of the statewide average or a household that qualifies for the Free and Reduced-Price Meals Program. Two tools using this criterion are the California State Parks Outdoor Equity Community Fact Finder and the Department of Water Resources Mapping tool. Income eligibility guidelines for Free and Reduced-price Meals can be found on the California Department of Education (CDE) website. (See

Appendix N for links to these tools and to the CDE Income Eligibility Guidelines for Free and Reduced-price Meals).

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

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

Nonprofit Organization – means a nonprofit public benefit 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. In addition, all nonprofit organizations must be active with the California Secretary of State and current with the registration and reporting requirements of the California Department of Justice, Office of the Attorney General Registry of Charities and Fundraisers.

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.

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

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

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

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

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

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

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

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

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

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

END OF GUIDELINES