



CALIFORNIA CONSERVATION CORPS

COMMUNITY CONSERVATION CORPS CERTIFICATION MANUAL

**Certification of Community Conservation Corps
for the
Department of Resources Recycling and Recovery**



**REVISED
August 2018**

~ Preface ~

The outstanding cooperation and collaboration between the California Community Conservation Corps and the California Conservation Corps (CCC) made the development of the Community Conservation Corps Certification Manual possible. The manual is the working model for the certification of Community Conservation Corps for the Department of Resources Recycling and Recovery (CalRecycle). Initial implementation of this manual took effect July 1, 1996. Implementation of this revised manual will take effect September 2018.

Revisions have been approved and adopted for implementation by the CCC Director.

This Certification Manual will remain in effect until an updated version is approved.

Bruce Saito, Director
California Conservation Corps

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SECTION I

OVERVIEW

The California Beverage Container Recycling and Litter Reduction Act [AB 2020 (Margolin), Chapter 1290, Statutes of 1986] was first approved by the Legislature and signed into law by the Governor in 1986. Among other things, the Act authorizes the Department of Resources Recycling and Recovery (CalRecycle) to collect redemption fees from beverage container manufacturers and distributors. Consumers who recycle the containers will receive redemption from the new fund administered by CalRecycle.

A portion of the monies that are not redeemed by consumers are deposited into the California Beverage Container Recycling Fund (CBCRF) and dispersed by CalRecycle to Certified Community Conservation Corps (Local Corps) in the form of grants for urban, rural, and recreational litter abatement and recycling activities. The California Conservation Corps (CCC) is required by the Act to certify the Community Conservation Corps, and CalRecycle is responsible for administering the grant program. The CCC must first certify all Community Conservation Corps prior to applying for grant funds allocated by CalRecycle.

SB 861 (Budget and Fiscal Review Committee), Chapter 35, Statutes of 2014, replaced Public Resources Code Section 14581 with 14581.1 and diversified funding for certified community conservation corps from the Department of Resources, Recycling and Recovery and allocated funding from the Electronic Waste Recovery and Recycling Account, the Tire Recycling Management Fund, and the California Used Oil Recycling Fund, in addition to the Beverage Container Recycling and Litter Reduction Fund.

AB 3038 (Ruskin), Chapter 904, Statutes of 2006 and AB 3056 (Assembly Natural Resources Committee), Chapter 907, Statutes of 2006, modified certification criteria for a Community Conservation Corps. In addition to modifying the certification criteria, AB 3056 authorized for the 2007 fiscal year only, competitive grant awards of up to twenty million dollars (\$20,000,000) for Community Conservation Corps that meet specified criteria.

AB 1244 (Olberg), Chapter 817, Statutes of 1999, amended Section 14581 of the Public Resources Code, increasing the annual grant amount to Community Conservation Corps from \$7,000,000 to \$15,000,000 plus the proportional share of the cost of living.

AB 2219 (Mazzoni), Chapter 425, Statutes of 1996, authorized Community Conservation Corps to receive seven million dollars (\$7,000,000) annually from the Department of Resources Recycling and Recovery for beverage litter reduction programs.

The processes, procedures, timelines, criteria, and documentation requirements described herein for the certification of Community Conservation Corps are comprehensive. The CCC shall adhere to these requirements for the purposes of certification and shall not certify a Corps by any other criteria or interpretation.

SECTION II

STATUTORY REQUIREMENTS

Certification requirements are based upon the following provisions of the applicable Public Resources Codes (PRC):

**DIVISION 12.1 CALIFORNIA BEVERAGE CONTAINER RECYCLING AND LITTER
REDUCTION ACT**

CHAPTER 2 DEFINITIONS

PRC 14507.5

14507.5. (a) "Community Conservation Corps" means a nonprofit public benefit corporation formed or operating pursuant to Part 2 (commencing with Section 5110) of Division 2 of Title 1 of the Corporations Code, or an agency operated by a city, county, or city and county, that is certified by the California Conservation Corps as meeting all of the following criteria:

- (1) The corps is organized in the form of supervised work crews and selects young men and women for participation on the basis of motivation for hard work, personal development, and public service, without regard to their prior employment or educational background, and consistent with **Section 14402**. Participation shall be for a period of one year, and may be extended.
- (2) The corps' program is based upon a highly disciplined work experience, includes an educational component, and is designed to develop corpsmembers' character and civic consciousness through rigorous work on public projects. The educational component of the corps' program includes enrollment in a vocational education program, public or charter high school, or postsecondary community college.
- (3) The corps compensates corpsmembers at not less than the federal minimum wage, and provides corpsmembers assistance in obtaining permanent employment following their participation in the corps program.
- (4) The corps engages in recycling and litter abatement projects as well as projects that accomplish the conservationist and other purposes described in subdivisions (a) to (h), inclusive, of **Section 14300**, and that assist agencies of local government and other nonprofit community organizations in developing, rehabilitating, and restoring parklands, recreational facilities, and other community resources.
- (5) The corps consists of an average annual enrollment of not less than 50 corpsmembers between 18 and 25 years of age. In determining the average annual enrollment of a community conservation corps for the purposes of **Section 14581.1**, the California Conservation Corps shall not include special corpsmembers, as described in **Section 14303**, who are employed by a community conservation corps. **(See Note)**

(b) The California Conservation Corps shall evaluate a Community Conservation Corps for the purpose of determining its eligibility for certification, pursuant to this section, after it has completed 12 months of continuous operation, and annually thereafter.

DIVISION 12 CALIFORNIA CONSERVATION CORPS

CHAPTER 3 PROGRAM

PRC 14300 (a) through (h) and 14303

14300. Young women and men participating in the Corps Program shall generally be engaged in projects which do the following:

- (a) Preserve, maintain, and enhance environmentally important lands and waters.
- (b) Accomplish useful and needed public works projects in both urban and rural areas.
- (c) Conserve, maintain, improve, and develop natural resources in both urban and rural areas.
- (d) Provide opportunities for public use of, or education in, the areas, projects, and resources described in subdivisions (a), (b), and (c).
- (e) Assist in emergency operations, such as natural disaster relief and the rescue of lost and injured persons.
- (f) Assist in fire prevention and suppression.
- (g) Directly contribute to the conservation of energy.
- (h) Contribute toward making public facilities accessible to persons with disabilities.

* * *

14303. The Director may employ special corpsmembers without regard to their age so that the Corps may draw upon their special skills which may contribute to the attainment of the objectives of the program. Special corpsmembers may be assigned to headquarters, as well as field positions.

DIVISION 12 CALIFORNIA CONSERVATION CORPS

CHAPTER 3 PROGRAM

PRC 14402

14402. The Corps shall give priority to providing an educational component for corpsmembers who have not completed high school. The component shall be equal in content to a high school curriculum and provide course credits leading to a high school diploma or its equivalent, such as a California high school equivalency certificate. The work of Corps shall be structured to accommodate the educational component without significantly reducing the productivity of the Corps.

DIVISION 12.1 CALIFORNIA BEVERAGE CONTAINER RECYCLING AND LITTER REDUCTION ACT

CHAPTER 7 FINANCIAL PROVISIONS

PRC 14581.1

14581.1. (a) The department shall expend in each fiscal year, from the moneys set aside in the

fund pursuant to subdivision (c) of Section 14580, twenty million nine hundred seventy-four thousand dollars (\$20,974,000), plus the cost-of-living adjustment, as provided in subdivision (c), less fifteen million dollars (\$15,000,000), in the form of grants for beverage container litter reduction programs and recycling programs, including education and outreach, issued to either of the following:

(1) Certified community conservation corps that were in existence on September 30, 1999, or that are formed subsequent to that date, that are designated by a city or a city and county to perform litter abatement, recycling, and related activities, if the city or the city and county has a population, as determined by the most recent census, of more than 250,000 persons.

(2) Community conservation corps that are designated by a county to perform litter abatement, recycling, and related activities, and are certified by the California Conservation Corps as having operated for a minimum of two years and as meeting all other criteria of Section 14507.5.

(b) The grants provided pursuant to this paragraph shall not comprise more than 75 percent of the annual budget of a community conservation corps.

(c) The amount of twenty million nine hundred seventy-four thousand dollars (\$20,974,000) that is referenced in subdivision (a) is the base amount for the 2014-15 fiscal year, and the department shall adjust that amount annually to reflect any increases or decreases in the cost of living as measured by the Department of Labor or a successor agency of the federal government.

(d) For the 2014-15 fiscal year only, the amount to be expended from the fund for the purposes specified in subdivision (a) shall be increased by seven million five hundred thousand dollars (\$7,500,000).

SECTION III

CERTIFICATION REVIEW PROCESS

A. *Eligibility for Certification*

Pursuant to Public Resources Code (PRC) Section 14507.5, the California Conservation Corps shall certify that each Community Conservation Corps meets the following criteria:

- a) The corps consists of an annual average enrollment of not less than 50 corpsmembers between 18 and 25 years of age organized in the form of supervised work crews. The corps selects young men and women for participation on the basis of motivation for hard work, personal development, and public service, without regard to their prior employment or educational background, and consistent with Section 14402.
- b) Corpsmembers, as defined below, can be counted toward the monthly average for the 50 annual average Corpsmember count if they have passed their 18th birth date, were hired before their 26th birth date, are selected in a manner consistent with PRC 14402, and are engaged in work described in Section 14507.5(a)(4).
- c) The corps' program is based upon a highly disciplined work experience, includes an educational component, and is designed to develop corpsmembers' character and civic consciousness through rigorous work on public projects. The educational component of the corps' program includes enrollment in a vocational education program, public or charter high school, or postsecondary community college.
- d) The corps compensates corpsmembers at not less than the federal minimum wage, and provides corpsmembers assistance in obtaining permanent employment following their participation in the corps program.
- e) The corps engages in recycling and litter abatement projects as well as projects that accomplish the conservationist and other purposes described in subdivisions (a) to (h), inclusive, of Section 14300, and that assist agencies of local government and other nonprofit community organizations in developing, rehabilitating, and restoring parklands, recreational facilities, and other community resources.

Corpsmember Definition

For the purposes of annual certification by the California Conservation Corps, only corpsmembers who meet all of the following criteria can be counted toward the monthly average of 50 corpsmembers:

1. The corpsmember reached their 18th birth date and were enrolled into the corps program before their 26th birth date.
2. The corpsmember is counted as one corpsmember per calendar month.
3. A completed corpsmember agreement is on file for each corpsmember.
4. The corpsmember is actively engaged in the corps program as determined by the following indicators:
 - a. Each active corpsmember can be documented by valid and verifiable payroll records.
 - b. The corpsmember spent at least 30 hours per month enrolled, participating in training and work on public projects* which can be verified on payroll records.

- c. The corpsmember is enrolled and attending a Corps-approved or external vocational education program, public or charter high school, or postsecondary community college which can be verified by enrollment and attendance records.

No corpsmember with status other than those detailed in items 1 – 4 above may be counted toward the 50-corpsmember requirement.

*The term “public projects” means “recycling and litter abatement projects as well as projects that accomplish the conservationist and other purposes described in subdivisions (a) to (h), inclusive of Section 14300, as outlined in PRC 14507.5(a)(4) and 14300.”

B. General Timeline

The annual certification of Community Conservation Corps shall begin each year after July 1 and shall be completed in full prior to the next CalRecycle funding cycle application deadline. Certification is one of multiple criteria for eligibility for CalRecycle grant funding under the Local Conservation Corps (LCC) grant program. Certification does not guarantee a Corps is eligible to receive a grant award in any given grant cycle (see CalRecycle LCC application guidelines and instructions for full grant eligibility criteria).

A request to begin scheduling certification visits shall be distributed by the CCC before August 31 to all Community Conservation Corps receiving CalRecycle grant funds. The Community Conservation Corps shall have 10 business days to submit their preferred review dates. Mutually agreed upon dates for all Community Conservation Corps programs should be determined by September 30.

The final timeline for the reviews shall be forwarded to the Community Conservation Corps and CalRecycle no later than October 1. The initial certification review of all Community Conservation Corps shall be conducted no later than January 15 (or preceding business day) and subsequent follow-up review completed no later than January 31 (or preceding business day). The CCC will provide preliminary site visit reports to CalRecycle within 30 days of each site visit as described herein. The final written certification reports shall be submitted to CalRecycle no later than March 31 of each fiscal year.

C. Aspiring Community Conservation Corps

An organization pursuing certification (“aspiring corps”) must submit a formal request to be included in the certification schedule to the CCC prior to August 31.

At its sole discretion, the CCC may elect to provide a pre-certification consultation to the aspiring corps to provide technical assistance regarding how to organize and submit required documentation. Should the CCC elect to meet with the aspiring corps, it is understood by both parties that the pre-certification consultation is a courtesy, non-binding, and non-determinative activity, and in no way shall the process, or comments provided verbally or in writing be construed to pre-determine the outcome of the official certification review and visit, should one be held.

If a Community Conservation Corps has been de-certified and is pursuing recertification, the organization must submit a formal request to be included in the certification schedule to the CCC prior to August 31. The letter must state that the Community Conservation Corps has rectified the statutory deficiencies previously identified and is ready for the certification review. All requests for recertification must be submitted to the CalRecycle contract manager

for management approval. CalRecycle reserves the right to grant approval only for organizations that will be eligible to receive CalRecycle grant funds.

D. Selection of Certification Review Team

The CCC Certification Review Team may consist of one or more CCC staff member(s). The Community Conservation Corps may include a CALCC representative on a review team, who shall serve as an advisory member of the team. CALCC shall choose its representatives to CCC Certification Review Teams. CalRecycle may provide a monitor during the CCC reviews.

CalRecycle program administrators may participate in certification site visits and/or conduct their program audits at the same time to consolidate the two review processes. The information obtained by either the CCC or CalRecycle during their respective visits may be shared between the two departments.

E. Certification Review & Site Visit

The certification review will occur in two parts:

1. Electronic or mailed submission of select components of the required documentation (specially marked in "Attachment 1 – Review Notes"). The Community Conservation Corps is responsible for insuring that these items are delivered to the CCC's Program Development Branch at least **two weeks** prior to the scheduled site visit. Failure to ensure delivery may result in the cancellation of the site visit.
2. Certification Site Visit:
 - a. Corpsmember & Staff Interviews
 - b. Resource Project Site Visit
 - c. Recycling Operations Tour
 - d. Review of on-site documentation not previously submitted
 - e. Question & Answer Session

Community Conservation Corps should provide the CCC Local Corps Analyst with a draft agenda at least one week in advance of the scheduled visit. At minimum, the agenda shall include:

- A. List of staff participating in the site visit and contact information for the Corps' Certification Staff Lead;
- B. Time for open discussion and review of documentation not previously submitted;
- C. Visit to an active work project and recycling operations;
- D. Interviews with three to five Corpsmembers from two separate crews and one supervisor (Corpsmembers and crew supervisors may be interviewed at their work site(s)).

The CCC Certification Review Team shall review documentation not previously submitted (as detailed in Attachment 1) during the site visit, including corpsmember enrollment/payroll records, individual career/employability files, and the projects/sponsor list. These documents will not be taken off site. A Community Conservation Corps should prepare these documents for review in advance of the visit.

F. Draft Certification Report

As soon as possible after the certification site visit and review of all documentation, but no later than March 1st, the CCC shall forward the Draft Certification Report to the Executive Director of the Community Conservation Corps via email.

The Draft Certification Report will be in the same format and contain the same information as the Final Certification Report, to wit it shall contain the following information and proposed determinations:

- a) **Overall summary:**
 - 1) Whether the Community Conservation Corps meets the certification standards for each criterion.
 - 2) Organizational accomplishments, program highlights, and leadership changes during the review period.
 - 3) Overall observations.

- b) **Evaluation of each review criteria:**
 - 1) The Community Conservation Corps meets the certification standard for each criteria. (Pass)
 - a. Qualification and reason for qualification.
 - 2) Does not meet the standards for these criteria. (Fail)
 - a. Finding and reason for finding.
 - b. Corrective action needed.
 - c. Follow up activity:
 - 1. Further documentation needed.
 - 2. Technical assistance needed.

- c) **Recommended action (if applicable):**
 - 1) Identify corrective action, if applicable.
 - 2) Identify further documentation needed.

G. Response to Draft Certification Report

Community Conservation Corps Recommended for Certification:

The Community Conservation Corps shall respond to the Draft Certification Report no later than 10 business days after the draft report was emailed by the CCC, and should state if the CCC can proceed with making the report final and/or if changes are requested. If a Community Conservation Corps requests changes to the draft report, including clarifications and/or revisions, the Community Conservation Corps must submit the response to the CCC Program Development Chief. If a response is not received within 10 business days, the CCC shall proceed in finalizing and submitting the report to CalRecycle.

Community Conservation Corps Not Recommended for Certification:

If a Community Conservation Corps is not being recommended for certification, the Community Conservation Corps will have 10 business days after the Draft Certification Report was emailed by the CCC to address or dispute the statutory deficiencies identified as a "Fail". To address or dispute the draft report, the Community Conservation Corps must submit a written response to

the CCC Program Development Chief and include all supporting documentation. The CCC shall consider and review all information provided by the Community Conservation Corps. The CCC, at its sole discretion, may conduct a meeting or conference call with the Community Conservation Corps to discuss the response and any additional documentation prior to issuing the Final Certification Report.

If a response is not received at CCC Headquarters within 10 business days of the Draft Certification Report being sent, the CCC shall proceed in finalizing and submitting the report to CalRecycle.

H. Final Certification Report

The Final Certification Report shall be sent by the CCC to CalRecycle and the Community Conservation Corps no later than March 31st of each fiscal year. The CCC will retain supporting documentation for three years.

I. Certification Appeal

First Level Appeal

A Community Conservation Corps that wishes to appeal the CCC's Final Report has 10 business days from receipt of the Final Certification Report to send a written statement of the concerns to the CCC Program Development Chief. The written statement may only address the statutory deficiencies identified as a "Fail". The CCC Program Development Chief may request additional information and will provide a date by which the additional information must be received. The CCC Program Development Chief will issue a decision on the appeal within 10 business days of receiving the Community Conservation Corps' written statement of concerns, or the requested additional information, or the date by which the additional requested information was due, whichever is later.

Second Level Appeal

A Community Conservation Corps may file a second level appeal with the CCC Director. Such an appeal must be submitted in writing within 10 business days from the date of mailing of the CCC Program Development Chief's response to the Community Conservation Corps initial appeal. The second level appeal must specify the grounds of the appeal/protest, be based on the process and/or procedures used in the certification review and applicable statutes, and must be specific only to the statutory deficiencies upheld in the CCC Program Development Chief's response to the first level appeal. Upon receipt of the second level appeal, the CCC Director may request additional information and will provide a date by which the additional information must be received. The CCC Director will issue a decision on the appeal within 10 business days of receiving the Community Conservation Corps' second level appeal, or the requested additional information, or the date by which the additional requested information was due, whichever is later. The CCC Director is the final arbiter of any disputes arising from a certification review and evaluation conducted pursuant to the law and this manual. Therefore, the CCC Director's decision shall be final.

If the appeal has not been resolved prior to the Request for Approval of CalRecycle Funding, a Final Certification Report shall be forwarded to CalRecycle with an explanation. A subsequent final report shall be submitted to CalRecycle upon full resolution of the appeal. Appeals that have not been resolved prior to the commencement of the incipient Grant Term may jeopardize the Corps' eligibility for grant funding.

SECTION IV
Attachments

Attachment 1

CERTIFICATION REVIEW NOTES For Fiscal Year 2017/2018

(ALL DOCUMENTATION FOR REVIEW SHOULD BE FROM STATE OF CALIFORNIA
2017-2018 FISCAL YEAR: JULY 1, 2017 – JUNE 30, 2018)

Community Conservation Corps Reviewed:	
Date of Review:	
Community Corps Certification Staff Lead:	
Reviewer:	

Criteria #1: The corps consists of an average annual enrollment of not less than 50 corpsmembers between 18 and 25 years of age. (PRC 14507.5[a][5]) For purposes of satisfying this criterion special corpsmembers (as defined by PRC 14303) shall not qualify as corpsmembers.

NOTE: Corpsmembers can be counted toward the monthly average for the 50 annual average corpsmember count if they have passed their 18th birth date, were hired before their 26th birth date, and meet all other requirements to be counted as a corpsmember (see pages 8-9).

Documentation Required	✓	Follow-up Required	Notes:
1. Total monthly corpsmember enrollment during the review period.* <i>*The Corpsmember Enrollment Form shall be completed and submitted to the CCC. The corps must sign the enrollment template certifying that only eligible corpsmembers defined by PRC 14507.5[a][5] who have met the corpsmember definition on pages 8-9 have been counted.</i>	✓		<u>SUBMIT PRIOR TO VISIT</u>
2. Payroll registers for 2 non-consecutive months* <i>*The CCC will randomly select the two months to review. One day prior to the certification visit, the CCC will notify the corps which two months have been selected for verification. Requested records must confirm the corpsmember count reported in the Corpsmember Enrollment Form. If any discrepancies are identified during the on-site review, the CCC may request additional payroll records and/or documentation to substantiate the count.</i>	✓		<u>REVIEW ON SITE</u>

Criteria #2: The corps is organized in the form of supervised work crews (PRC 14507.5.[a][1]).

Documentation Required	✓	Follow-up Required	Notes:
1. Supervisor's Daily Crew Rosters (signed) for two non-consecutive weeks for two or more crews.	✓		<u>SUBMIT PRIOR TO VISIT</u>
2. Crew Supervisor job specifications or Minimum Qualifications (MQ's) for employment of Crew Supervisors.	✓		<u>SUBMIT PRIOR TO VISIT</u>

3. 1 year of Crew/Corpsmember Supervisors training records.			SUBMIT PRIOR TO VISIT
Criteria #3: Participation shall be for a period of one year, and may be extended. (PRC 14507.5[a][1])			
Documentation Required	✓	Follow-up Required	Notes:
1. Corpsmember enrollment contract, handbook, or work agreement with language indicating that <i>participation shall be for a period of one year, and may be extended.</i>			SUBMIT PRIOR TO VISIT
Criteria #4: The corps compensates corpsmembers at not less than the federal minimum wage (PRC 14507.5[a][3]).			
Documentation Required	✓	Follow-up Required	Notes:
1. Corpsmember Contract or pay scale statement (Note: may be included in above item).			SUBMIT PRIOR TO VISIT
Criteria #5: The corps selects young men and women for participation on the basis of motivation for hard work, personal development, and public service, without regard to their prior employment or educational background and consistent with Section 14402. (PRC 14507.5[a][1])			
Documentation Required	✓	Follow-up Required	Notes:
1. Corpsmember recruitment flyers/ads with corpsmember enrollment eligibility information (3-4 items).			SUBMIT PRIOR TO VISIT
2. Blank corpsmember enrollment application with attachments.			SUBMIT PRIOR TO VISIT
3a. EEO policy and designated EEO Officer (title and duties)			SUBMIT PRIOR TO VISIT
3b. Viewing of EEO policy poster placement.			REVIEW ON SITE
4. List of corpsmember high school diploma status upon enrollment to the job training/work program. (List must be filtered to the applicable fiscal year and include corpsmember name, date of enrollment, and whether they had a high school diploma upon enrollment to the work program. If there are no corpsmembers on the list who already had their high school diploma prior to being hired for the work program, the corps must provide evidence that it allows high school graduates to join the work program and has programmatic elements to support those corpsmembers.)			SUBMIT PRIOR TO VISIT
Criteria #6: The corps provides corpsmembers assistance in obtaining permanent employment following their participation in the corps program. (PRC 14507.5[a][3])			
Documentation Required	✓	Follow-up Required	Notes:
1. Post-Corps Employment Assistance Plan (i.e. outline of post-corps employment services and programs available to corpsmembers).			SUBMIT PRIOR TO VISIT
2. List of job specific skills, goals, and objectives available to corpsmembers, with a short			SUBMIT PRIOR TO VISIT

description of how and when delivered (7-10 skills).			
3. Post-corps placement statistics detailing corpsmember job obtainment, enrollment in postsecondary education, etc.			<u>SUBMIT PRIOR TO VISIT</u>
4. Individual corpsmember Career/Employability or Career Counseling Plans (files for 10% of corpsmember population during the review period). <i>Career files should contain documents that demonstrate a corpsmember's enrollment in career development and/or job readiness classes. Examples include resumes, career exploration exercises, training certificates, life skills exercises, and certificates of achievement and/or accomplishment.</i>			<u>REVIEW ON SITE</u>

Criteria #7: The educational component of the corps' program includes enrollment in a vocational education program, public or charter high school, or postsecondary community college. (PRC 14507.5[a][2])

The Corps shall give priority to providing an educational component for corpsmembers who have not completed high school. The component shall be equal in content to a high school curriculum and provide course credits leading to a high school diploma or its equivalent, such as a California high school equivalency certificate. The work of the Corps shall be structured to accommodate the educational component without significantly reducing the productivity of the Corps. (PRC 14402)

<i>Is the charter high school or educational provider accredited by the Western Association of Schools & Colleges (WASC)?</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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YES – WASC ACCREDITED (Complete 1 – 5)

Documentation Required	✓	Follow-up Required	Notes:
1. Copy of WASC Accreditation record, including most recent date of review & expiration.			<u>SUBMIT PRIOR TO VISIT</u>
2. Copy of active and signed school charter*. *The CCC will verify LCC's charter status with Charter Authorizer.			<u>SUBMIT PRIOR TO VISIT</u>
3a. Attendance rosters for 2 non-consecutive samples of 5 days each			<u>SUBMIT PRIOR TO VISIT</u>
3b. Description of work-school attendance schedule during the review period			<u>SUBMIT PRIOR TO VISIT</u>
4. Graduation list showing how many <u>corpsmembers</u> earned a high school diploma during the review period.			<u>SUBMIT PRIOR TO VISIT</u>
5. Academic/Education goals and objectives for corpsmembers with a high school diploma. <i>Please cite specific components of the corps' programs that support the goals and objectives listed.</i>			<u>SUBMIT PRIOR TO VISIT</u>

NO - SCHOOL IS NOT WASC ACCREDITED (Complete 1 – 5 above and 6-12 below)

6. Education mission statement.			<u>SUBMIT PRIOR TO VISIT</u>
7. Academic education goals and objectives for corpsmembers attending high school.			<u>SUBMIT PRIOR TO VISIT</u>
8. Class schedules (for one semester or trimester) showing what courses are offered each day of the week.			<u>SUBMIT PRIOR TO VISIT</u>
9. One sample lesson plan for 3 different courses.			<u>SUBMIT PRIOR TO VISIT</u>

10. Documentation of assistance/support plan to English Language Learners <i>*This item is a pilot for 2016-2017 and will not be evaluated as a Pass/Fail item.</i>			SUBMIT PRIOR TO VISIT
11. Educational component tracking system (i.e. PowerSchool, etc.) showing student academic progress.			SUBMIT PRIOR TO VISIT
12. List of corpsmembers who received a high school equivalency certificate during the review period, if applicable. <i>High school equivalency certificate must be from one of the three testing organizations approved by the California Department of Education: GED, HiSET, or TASC.</i>			SUBMIT PRIOR TO VISIT

Criteria #8: The corps' program develops corpsmembers' character and civic consciousness through rigorous work on public projects. (PRC 14507.5[a][2])

Documentation Required	✓	Follow-up Required	Notes:
1. List of work ethic standards from a corpsmember agreement, corpsmember handbook, etc.			SUBMIT PRIOR TO VISIT
2. Description of civic consciousness activities – 3 samples.			SUBMIT PRIOR TO VISIT
3. Corpsmember Awards and Recognition Program explanation - 3-5 samples of actual awards.			SUBMIT PRIOR TO VISIT
4. Corpsmember interviews (3-5 corpsmembers) from two different crews. (If ESL, translator cannot be their Supervisor or Local Corps Executive staff). <i>(The CCC Review Team will randomly select corpsmembers to interview during project and/or recycling center visits)</i>			ON SITE
5. Crew Supervisor interview <i>(Supervisor selected for interview should be currently supervising corpsmembers on a daily basis and have been supervising for at least six months)</i>			ON SITE

Criteria #9: The corps engages in recycling and litter abatement projects, as well as projects that accomplish the conservationist and other purposes described in subdivisions (a) through (h), inclusive, of Section 14300, and that assist agencies of local government and other nonprofit community organizations in developing, rehabilitating, and restoring parklands, recreational facilities, and other community resources. (PRC 14507.5[a][4] and PRC 14300)

Documentation Required	✓	Follow-up Required	Notes:
1. Project List for one year, to include: a) Agency/Organization b) Type of work completed c) Project dates d) Project type (PRC Section 14300 [a-h]) <i>(The list will be reviewed and noted on-site but will not be removed from the local corps facility site due to the confidential and/or proprietary nature of this information)</i>			REVIEW ON SITE

2. Project Evaluation/Completion reports/letters from agencies/organizations 3-5 samples.			<u>SUBMIT PRIOR TO VISIT</u>
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Criteria #10: Fifteen million dollars (\$15,000,000), plus the proportional share of the cost-of-living adjustment shall be expended annually in the form of grants recycling and litter abatement programs issued to either of the following:

(i) Certified Community Conservation Corps, that were in existence on September 30, 1999, or that are formed subsequent to that date, that are designated by a city or a city and county to perform litter abatement, recycling, and related activities, if the city or the city and county has a population, as determined by the most recent census, of more than 250,000 persons.

(ii) Community Conservation Corps, that are designated by a county to perform litter abatement, recycling, and related activities, and are certified by the California Conservation Corps as having operated for a minimum of two years and as meeting all other criteria of Section 14507.5. (PRC 14581.1[a] and PRC 17000)

Does the city served by the Community Conservation Corps have a population of more than 250,000 persons, as determined by the most recent census?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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YES - CITY DESIGNATION (City Population more than 250,000)

Documentation Required	✓	Follow-up Required	Notes:
1. One of the following: <ul style="list-style-type: none"> Memorandum of Understanding or Contract for Service with the city (or city and county) Resolution or Letter of Support from the city's governing body (City Council or Board of Supervisors) designating the corps as an organization empowered and authorized to perform litter abatement, recycling, and related activities. 		-OR-	<u>SUBMIT PRIOR TO VISIT</u>

NO - COUNTY DESIGNATION (City Population is less than 250,000)

1. One of the following: <ul style="list-style-type: none"> Memorandum of Understanding or Contract for Service with the county Resolution or Letter of Support from the county's governing body (Board of Supervisors) designating the corps as an organization empowered and authorized to perform litter abatement, recycling, and related activities. 			<u>SUBMIT PRIOR TO VISIT</u>
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Criteria #11: The grants provided pursuant to this paragraph shall not comprise more than 75 percent of the annual budget of a Community Conservation Corps. (PRC 14581.1[b])

Documentation Required	✓	Follow-up Required	Notes:
1. Year-end Statement of Financial Activities or Profit and Loss Statement from Independent Auditor's Report for fiscal year being reviewed. (If the auditor's report has not been completed, a revenue or income statement from the general ledger showing <u>actuals</u> will be accepted.)			<u>SUBMIT PRIOR TO VISIT</u>

Criteria #12: "Community Conservation Corps" means a nonprofit public benefit corporation formed or operating pursuant to Part 2 (commencing with Section 5110) of Division 2 of Title 1 of the Corporations Code, or an agency operated by a city, county, or city and county... (PRC 14507.5a)

Is the Community Conservation Corps a nonprofit public benefit corporation? YES NO

YES – NON-PROFIT PUBLIC BENEFIT CORPORATION

Documentation Required	✓	Follow-up Required	Notes:
1. Verification that the Corps is in good standing with the California Secretary of State to do business as a non-profit public benefit corporation.			<u>CCC Review Team to Check</u>

NO – OPERATED BY A CITY, COUNTY, OR CITY AND COUNTY

Documentation Required	✓	Follow-up Required	Notes:
1. Verification that the Corps is operated by a city, county, or city and county			<u>SUBMIT PRIOR TO VISIT</u>

Attachment 2

CORPSMEMBER INTERVIEW FORM

Community Conservation Corps:			
Date of Review:			
Reviewers:			
Corpsmember(s) Interviewed:	1.	2.	3.
Age (optional):			

INTRODUCTORY QUESTIONS

1. How long have you been in the Corps, and why did you decide to join?

2. What are the requirements for joining the Corps? How were you selected?

3. How long can you stay in the Corps? Is there a way to get an extension?

TYPICAL WEEK AND PROJECT EXPERIENCE

4. What does a typical day look like?

5. Tell me about your crew (e.g. size, how does it work, etc.)?

6. What are the types of projects you have worked on since you started with the Corps?

7. What skills have you learned by working on different projects in the community?

EDUCATION AND JOB TRAINING

8. What educational classes have you attended in the Corps program?

9. How often do you attend class?

10. What job training have you received in the Corps?

11. What other job training does the Corps offer that you would like to attend, if given the opportunity?

OTHER CORPSMEMBER DEVELOPMENT

12. How has work on the crew and on different projects helped you personally?

13. How is the Corps helping you find a job?

Attachment 3

CREW SUPERVISOR INTERVIEW FORM

Community Conservation Corps:	
Date of Review:	
Reviewers:	
Supervisor Interviewed:	

INTRODUCTORY QUESTIONS

1. How long have you worked for the Corps? How long have you been in your current supervisory position?

2. What was your previous job?

CREW SUPERVISION

3. What are your primary duties as Crew Supervisor?

4. What kind of training have you had as a Crew Supervisor?

5. How many corpsmembers do you supervise?

6. How are corpsmembers selected for your crew?

7. How long can corpsmembers stay on your crew?

8. How do you document corpsmember work hours?

TYPICAL WEEK AND PROJECT EXPERIENCE

9. What does a typical day look like?

10. What kinds of projects do you and corpsmembers work on?

11. What kind of training do corpsmembers receive to work on various projects, and how do you document it?

CORPSMEMBER DEVELOPMENT

12. What kinds of values and work habits do you *personally* aim to teach the corpsmembers you supervise?

13. What do you think is the main “takeaway” corpsmembers learn from being in a conservation corps?

14. How do you evaluate what corpsmembers are learning?

15. How do you and the Corps help corpsmembers get jobs?

Attachment 4

CalRecycle / California Conservation Corps
 CERTIFICATION REVIEW REPORT

Community Conservation Corps:			
Executive Director/CEO			
Local Corps Certification Lead:		Date of Visit:	
Report Prepared By:			

OVERALL SUMMARY:

1. Does the Community Conservation Corps meet the certification standards for each criterion? Describe any areas of concerns or deficiencies.
2. What are your general comments?

CRITERIA	PASS	FAIL	Recommend Corrective Action	Recommend Further Documentation
AVERAGE ENROLLMENT: The corps consists of an average annual enrollment of not less than 50 corpsmembers between 18 and 25 years of age. (PRC 14507.5[a][5])				

NARRATIVE RELATED TO RATING: {Provide your report on the documentation, review activities conducted, and/or information that justify mark given in the box above. The report information provided in this area should only relate to the review category indicated above.}

CRITERIA	PASS	FAIL	Recommend Corrective Action	Recommend Further Documentation
ORGANIZED CREW STRUCTURE: The corps is organized in the form of supervised work crews. (PRC 14507.5[a][1])				

NARRATIVE RELATED TO RATING: {Provide your report on the documentation, review activities conducted, and/or information that justify mark given in the box above. The report information provided in this area should only relate to the review category indicated above.}

CRITERIA	PASS	FAIL	Recommend Corrective Action	Recommend Further Documentation
<p><u>HIRING PRACTICES:</u> Participation shall be for a period of one year, and may be extended. <i>(PRC 14507.5[a][1])</i></p> <p>The corps selects young men and women for participation on the basis of motivation for hard work, personal development, and public service, without regard for their prior employment or educational background and consistent with Section 14402. <i>(PRC 14507.5[a][1])</i></p>				

NARRATIVE RELATED TO RATING: {Provide your report on the documentation, review activities conducted, and/or information that justify mark given in the box above. The report information provided in this area should only relate to the review category indicated above.}

CRITERIA	PASS	FAIL	Recommend Corrective Action	Recommend Further Documentation
<p><u>EDUCATIONAL PROGRAM:</u> The educational component of the corps' program includes enrollment in a vocational education program, public or charter high school, or postsecondary community college. <i>(PRC 14507.5[a][2])</i></p> <p>The Corps shall give priority to providing an educational component for corpsmembers who have not completed high school. The component shall be equal in content to a high school curriculum and provide course credits leading to a high school diploma or its equivalent, such as a California high school equivalency certificate. The work of the Corps shall be structured to accommodate the educational component without significantly reducing the productivity of the Corps. <i>(PRC 14402)</i></p>				

NARRATIVE RELATED TO RATING: {Provide your report on the documentation, review activities conducted, and/or information that justify mark given in the box above. The report information provided in this area should only relate to the review category indicated above.}

CRITERIA	PASS	FAIL	Recommend Corrective Action	Recommend Further Documentation
<p><u>CIVIC CONSCIOUSNESS:</u> The corps' program develops corpsmembers' character and civic consciousness through rigorous work on public projects <i>(PRC 14507.5[a][1])</i></p>				

NARRATIVE RELATED TO RATING: {Provide your report on the documentation, review activities conducted, and/or information that justify mark given in the box above. The report information provided in this area should only relate to the review category indicated above.}

CRITERIA	PASS	FAIL	Recommend Corrective Action	Recommend Further Documentation
<p><u>WAGE SCALE AND POST PLACEMENT:</u> The corps compensates corpsmembers at not less than the federal minimum wage. <i>(PRC 14507.5[a][3])</i></p> <p>The corps provides corpsmembers assistance in obtaining permanent employment following their participation in the corps program. <i>(PRC 14507.[a][3])</i></p>				

NARRATIVE RELATED TO RATING: {Provide your report on the documentation, review activities conducted, and/or information that justify mark given in the box above. The report information provided in this area should only relate to the review category indicated above.}

CRITERIA	PASS	FAIL	Recommend Corrective Action	Recommend Further Documentation
<p><u>PROJECT WORK:</u> The corps engages in recycling and litter abatement projects, as well as projects that accomplish the conservationist and other purposes described in subdivision (a) through (h), inclusive, of Section 14300 , and that assist agencies of local governmental and other nonprofit community organizations in developing, rehabilitating, and restoring parklands, recreational facilities, and other community resources. <i>(PRC 14507.5[a][4])</i></p>				

NARRATIVE RELATED TO RATING: {Provide your report on the documentation, review activities conducted, and/or information that justify mark given in the box above. The report information provided in this area should only relate to the review category indicated above.}

CRITERIA	PASS	FAIL	Recommend Corrective Action	Recommend Further Documentation
<p><u>DESIGNATION:</u> The corps has been designated by a city (or city and county) or county to perform litter abatement, recycling, and related activities. <i>(PRC 14581.1[a](2))</i></p>				

NARRATIVE RELATED TO RATING: {Provide your report on the documentation, review activities conducted, and/or information that justify mark given in the box above. The report information provided in this area should only relate to the review category indicated above.}

CRITERIA	PASS	FAIL	Recommend Corrective Action	Recommend Further Documentation
ANNUAL BUDGET: Any grants provided pursuant to this paragraph shall not comprise more than 75 percent of the annual budget of a Community Conservation Corps. <i>(PRC 14581.1[b])</i>				

NARRATIVE RELATED TO RATING: {Provide your report on the documentation, review activities conducted, and/or information that justify mark given in the box above. The report information provided in this area should only relate to the review category indicated above.}

CRITERIA	PASS	FAIL	Recommend Corrective Action	Recommend Further Documentation
NON-PROFIT STATUS: "Community Conservation Corps" means a nonprofit public benefit corporation formed or operating pursuant to Part 2 (commencing with Section 5110) of Division 2 of Title 1 of the Corporations Code, or an agency operated by a city, county, or city and county... <i>(PRC 14507.5a)</i>				

NARRATIVE RELATED TO RATING: {Provide your report on the documentation, review activities conducted, and/or information that justify mark given in the box above. The report information provided in this area should only relate to the review category indicated above.}

Report Approved By: _____

Name and Title

Signature: _____ Date: _____

Attachment 5

Corpsmember Enrollment Count Form Sample

CORPSMEMBER ENROLLMENT COUNT				
Community Conservation Corps:				
Fiscal Year Being Reviewed:				
Date of Certification Visit:				
Please read instructions carefully prior to entering data				
MONTH	Pay Period	Total CM Count from Pay Period	Duplicate CMs from Pay Period	Total CM Enrollment
July	1			0
	2			0
	(if applicable) 3			0
TOTAL				0
August	1			0
	2			0
	(if applicable) 3			0
TOTAL				0
September	1			0
	2			0
	(if applicable) 3			0
TOTAL				0
October	1			0
	2			0
	(if applicable) 3			0
TOTAL				0
November	1			0
	2			0
	(if applicable) 3			0
TOTAL				0
December	1			0
	2			0
	(if applicable) 3			0
TOTAL				0
January	1			0
	2			0
	(if applicable) 3			0
TOTAL				0
February	1			0
	2			0
	(if applicable) 3			0
TOTAL				0
March	1			0
	2			0
	(if applicable) 3			0
TOTAL				0
April	1			0
	2			0
	(if applicable) 3			0
TOTAL				0
May	1			0
	2			0
	(if applicable) 3			0
TOTAL				0
June	1			0
	2			0
	(if applicable) 3			0
TOTAL				0
TOTAL				0