

## Certified Local Conservation Corps - SB 1 ATP Augmentation 2021/2022 Grant Application Checklist

Complete this checklist. Check off all documents included in your application. Application packet should be organized in the order of the application checklist.

All forms can be found at <https://ccc.ca.gov/what-we-do/funding-opportunities/local-conservation-corps/>.

|  |  |
|--|--|
| <p><b>Completed Application Form</b> – Submit completed application (signed and dated). Applications must include documentation for all applicable items on this checklist.</p>  |  |
| <p><b>Letter of Support</b> (<i>Optional - recommended for strengthening your application</i>) - May come from the project sponsor and/or other stakeholders identifying an important community need and demonstrating that the project meaningfully addresses that need.</p>  |  |
| <p><b>CCC Form 510 – Budget Estimate Form</b> – All cost elements should be clearly indicated and described on the Budget Estimate Form. The CCC encourages Grantees to be thorough when including costs/categories into a project’s estimated budget. <b><u>Please delete unused sample rows.</u></b></p>   |  |
| <p><b>Budget Narrative</b> – All costs should be clearly described using the Budget Narrative.</p>   |  |
| <p><b>CCC Form 509 – Hourly Rate Justification Form – If applicable.</b> Approved hourly rates may only be updated once per fiscal year, except for special circumstances such as State wage increases. Consult with your grant coordinator to determine if a new Hourly Rate should be submitted.</p>   |  |
| <p><b>Hourly Rate Justification Narrative – If applicable (see above).</b> All costs and components included in the Hourly Rate Justification (HRJ) should be clearly explained in the HRJ Narrative with enough detail that an auditor would be able to understand the reasoning/computation for all inclusions.</p>  |  |
| <p><b>Project Location Map</b> – Provide enough detail to allow a person unfamiliar with the area to identify the site and immediate surroundings. Include an image from an online mapping tool such as Google Maps. Include other maps and/or aerial photographs that demonstrate the location and need for the project. Streets and other notable landmarks should be clearly marked to allow easy identification. Maps or images must fit into an 8½” X 11” folder.</p> |  |
| <p><b>Timeline</b> - Provide a high-level, estimated timeline with dates for all major tasks detailed in the proposal.</p>   |  |
| <p><b>Photos</b> – Include a minimum of three photos of the proposed project in its current condition. Photos must include location, directional view, and street names (if applicable). In-progress and completion photos should be taken in the same location to record the progress of the project throughout the performance period.</p>   |  |
| <p><b>California Environmental Quality Act (CEQA) –</b></p> <ol style="list-style-type: none"> <li>1. Submit a copy of the recorded/filed CEQA document(s) with a stamp from County Recorder’s or State Clearinghouse, AND</li> <li>2. Submit completed CEQA Compliance Certification form with original signature of Lead Agency contact.</li> </ol>  |  |
| <p><b>National Environmental Policy Act (NEPA) (if applicable)</b> – For projects on federal land or includes federal match, include documentation from the federal lead agency showing NEPA compliance.</p>   |  |



# California Conservation Corps

## Certified Local Conservation Corps

### SB 1: Active Transportation - Augmentation Program

### 2021/2022 Grant Application

#### APPLICATION INSTRUCTIONS:

1. Complete all fields of the application and insert into application packet according to the order specified on the SB 1 ATP Augmentation Checklist.
2. Submit completed application via email: [Lauren.Crachy@ccc.ca.gov](mailto:Lauren.Crachy@ccc.ca.gov) or [Anthony.Pham@ccc.ca.gov](mailto:Anthony.Pham@ccc.ca.gov)
3. If necessary, CCC will contact you to review details, ask questions, etc.

**DEADLINE TO SUBMIT APPLICATIONS: December 31, 2020**

|  |                |               |
|--|----------------|---------------|
| <b>Local Conservation Corps:</b>                       |                |               |
| <b>Address:</b>  | <b>County:</b> |               |
| <b>Grant Applicant's Project Coordination Contact:</b> | <b>Phone:</b>  | <b>Email:</b> |
| <b>Grant Applicant's Billing/Accounting Contact:</b>   | <b>Phone:</b>  | <b>Email:</b> |

#### Proposed Project Category (select all that apply):

- Bike locker and bike rack installation
- Demolition and deconstruction
- Fencing
- Irrigation
- Landscaping
- Outreach and education
- Repair, remove, and replace sidewalks
- Sign installation
- Tree planting
- Trail construction
- Other type of project category:

#### 1. Project Information:

|                                 |
|---------------------------------|
| <b>Project Name*:</b>           |
| <b>Project Partner/Sponsor:</b> |

|   |                           |                            |                           |
|---|---------------------------|----------------------------|---------------------------|
| <b>Sponsor Agency Type (Local, State, Private Non-profit):</b>                              |                           |                            |                           |
| <b>Sponsor Representative Name &amp; Title:</b>   |                           |                            |                           |
| <b>Sponsor Email:</b>   |                           | <b>Sponsor Phone:</b>      |                           |
| <b>Estimated Start Date:</b>  |                           | <b>Estimated End Date:</b> |                           |
| (All projects <b>MUST</b> commence by December 31, 2021 and be completed by June 30, 2023.) |                           |                            |                           |
| <b>Project Address:</b>   |                           |                            |                           |
| <b>Congressional District:</b>  | <b>Assembly District:</b> | <b>Senate District:</b>    | <b>Caltrans District:</b> |
| <b>Latitude/Longitude:</b>  |                           | <b>Nearest City:</b>       |                           |

*\*The project name should be descriptive yet concise, relevant to the specific project being proposed for this grant program, and should not include the word "project."*

**2. Project Funding:**

|  |
|--|
| <b>Amount of Grant Request:</b>                    |
| <b>Amount of Matching Funds (can be estimate):</b> |
| <b>Estimated Total Project Cost:</b>               |

**3. Project Description & Scope of Work.** Include purpose/objective of the project, nature of the work, detailed project activities, and partners involved in the project. Include enough information for the reviewers to know that the project does not involve **stand-alone** routine landscaping or maintenance or any other ineligible activity. Please only include information relevant to the project and the funding requested. Attach additional pages as necessary. Project scope of work must include specific project deliverables, expected outcomes, and units of measurement. Attach additional pages as necessary.

**4. Quantify the project deliverables using one or more of the following outcome categories:**

| <b>Outcome</b>  | <b>Units</b> | <b>Quantity</b> |
|---|--------------|-----------------|
| Pedestrian/Bicycle facilities miles constructed           | Miles        |                 |
| # Signs, lights, greenway, or other safety/beautification | Each         |                 |
| Sidewalk Miles  | Miles        |                 |

**5. Please describe how this project furthers the goals of the Active Transportation Program, as described in the Guidelines. Attach additional pages as necessary.**

**6. Is your project part of a plan?**

- Bicycle Transportation Plan
- Pedestrian Transportation Plan
- Safe Routes to School Plan (must directly increase safety and convenience for public school students to walk and/or bike to school and must be located within two miles of a public school or within the vicinity of a public school bus stop and the students must be intended beneficiaries of the project)
- Active Transportation Plan for Disadvantaged Communities
- Trails (multi-use and recreational; may also be part of a bicycle or pedestrian plan)
- Other type of plan:

**7. Please provide your user count methodology including count method, location(s), duration and proposed count dates.**

**8. Statutory Priorities** (Please check all that apply):

- Project utilizes leveraged or matching funds. If checked, please list source(s) of matching funds and amounts of each:

- Project is part of a local or regional bicycle, pedestrian or active transportation plan.
- Project benefits Disadvantaged Communities (DAC).

If project benefits a DAC, select one of the following approved methodologies used for determining DAC status:

- Median Household Income
- CalEnviroScreen
- Free or Reduced Priced School Meals

**9. Please specify the type of California Environmental Quality Act (CEQA) documentation provided with your CEQA Compliance Certification form.**

- Notice of Exemption, OR
- Notice of Determination with:
  - Negative Declaration
  - Mitigated Negative Declaration
  - Environmental Impact Report

**10. If the project is located on federal land or includes leveraged funds from a federal agency, provide information regarding the project's compliance with the National Environmental Policy Act (NEPA) and include documentation with the application.**

**I CERTIFY THAT THE INFORMATION IN THIS APPLICATION, INCLUDING REQUIRED ATTACHMENTS, IS ACCURATE.**

\_\_\_\_\_  
Printed Name and Title of Grant Applicant's Authorized Representative

\_\_\_\_\_  
Signature and Date

**END OF APPLICATION**