



California Conservation Corps and Certified Community Conservation Corps *ATP Corps Consultation Process*



This process has been developed to help Active Transportation Program (ATP) applicants meet the scoring requirements defined in the current ATP Guidelines for partnering with the California Conservation Corps (CCC) or a certified Local Community Conservation Corps (represented by the California Association of Local Conservation Corps [CALCC]), pursuant to section 1524 of Public Law 112-141.

As directed by legislation (SB99 Ch359, 2013), the ATP Guidelines include a scoring criterion for partnering with the California Conservation Corps or a qualified Community Conservation Corps on ATP project applications. The Guidelines state, *“Points will be deducted if an applicant does not seek corps participation or if an applicant intends not to utilize a corps in a project in which the corps can participate.”*

Applicants seeking funding awards for ATP projects must consult with representatives of the CCC and CALCC (collectively referred to herein as Corps) to determine the feasibility of the Corps’ participation in the project or accept a deduction of points on the project’s application score. **Both CCC and CALCC must be consulted prior to application submission unless the project is a Plan type project or utilizes tribal corps.** Past Corps consultations do not satisfy this requirement and failure to uphold a previous project commitment shall result in a point deduction on future application(s).

The Process to consult with the Corps is as follows:

Step 1: Applicant completes the ATP Corps Consultation Form to provide information about the project location, description, work and schedule. Applicants are encouraged to reach out to both Corps early in the process while developing project proposal(s) to determine how the Corps can be included.

Step 2: Applicant submits the completed ATP Corps Consultation Form and attachments via email concurrently to CCC AND CALCC representatives:

CCC representative:
Email: atp@ccc.ca.gov
Phone: (916) 341-3117

CALCC representative:
Email: inquiry@atpcommunitycorps.org
Phone: (916) 426-9170 ext. 2

Step 3: Within 10 business days of receiving the completed form, CCC and CALCC representatives will each review the submitted information, contact the applicant for additional information if necessary, and respond to the applicant by email informing them of one of the following:

- (1) It is NOT feasible for Corps services to be used on the project, or
- (2) It is feasible for Corps services to be used on the project, identifying the aspects of the project that can be accomplished with Corps services.

Notes: The Corps cannot guarantee a complete review process for applicants who submit the required form and attachments fewer than 10 business days before the application deadline.

Applicant must submit both complete CCC and CALCC email chains with each project application. Applications that do not include both corps email chains will receive a deduction of 5 points.

Step 4: Applicant indicates the Corps’ responses on the application and attaches both email chains to the application. If the Corps determine their participation is feasible, the applicant will list the project components involving Corps in the application.

Step 5: After the application is submitted, Caltrans reviews the application and applies scoring penalties if applicable. Failure to attach both corps’ email responses will result in a loss of 5 points.

Step 6: If the project receives funding, the applicant must contact the Corps as early as possible to coordinate the scope, cost and schedule of the corpmember work components.



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Tips for Consulting with the Corps



About the CCC and LCC

The California Conservation Corps (CCC) is a state department within the California Natural Resources Agency. The CCC program provides young men and women 18-25 years of age – many of whom come from disadvantaged and severely disadvantaged communities – a year of paid service to work on environmental projects that protect and enhance California's natural resources. Through hard work and education, these men and women are empowered and developed to gain skills and experience that lead to meaningful careers.

Certified Local Conservation Corps (LCCs) are nonprofit or local government entities that share a similar mission as the CCC. LCCs are independent organizations not affiliated with the State of California and are typically located in urban communities that are underserved and/or disadvantaged. LCCs share the same mission of providing job skills training and educational opportunities to young adults ages 18-25 while preserving and protecting the environment. Certified LCCs are collectively represented by the California Association of Local Conservation Corps (CALCC).

Below are tips to assist applicants with the Corps Consultation Process.

General

- Corps typically work in crews of 10 – 15 individuals and a crew supervisor.
- The Corps are exempt from prevailing wages (California Labor Code section 1720.4(c)).

Application

- The Corps may take up to 10 business days to respond to consultation requests once all the required information has been received. Initiate the Corps Consultation process for each project with enough time to receive a response and update the application. Early requests may receive expedited responses.
- If the CCC and/or CALCC determine that it is feasible for Corpsmembers to work on the project, the applicant should reach out to the Corps identified in the determination emails to discuss costs and coordinate the planning of Corpsmember involvement in the project. This information may be needed for the application.

Post-Award

- Applicants must contact the CCC and/or LCC office(s) that indicated an ability to participate during the application process to ensure compliance and availability of crews.
- If both the CCC and CALCC determine that it is feasible for their crews to work on the project, the grantee shall decide which Corps to contract with. If there is enough project work for both Corps to carry out, the grantee is welcome to contract with both Corps; we are always open to collaboration.
- There will be a point reduction of up to 10 points for nonuse of the Corps as committed to in past ATP awards.
- For projects that include federal funding, direct contracting with the Corps requires the demonstration of cost effectiveness, which may be satisfied by submitting a public interest finding to the appropriate District Local Assistance Engineer at Caltrans.