



California Conservation Corps Local Conservation Corps Grant Application Checklist

Proposition 84: The Safe Drinking Water, Water Quality and Supply, Flood Control, River Coastal Protection Bond Act of 2006

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>Completed Application Form – All applications must include a completed application form that is signed and dated.</p>	
<p>Proposal Summary – Answer the questions on the “Proposal Summary” for the corresponding project type. If items are not applicable, insert “N/A.”</p>	
<p>Supplemental Questions: Organizational & Fiscal Capacity – Answer the set of Supplemental Questions.</p>	
<p>CCC Form 510 – Budget Estimate Form – All cost elements should be clearly indicated and described on the Budget Estimate Form (see Section IV). The CCC encourages Applicants to be thorough when including costs/categories into a project’s estimated budget.</p>	
<p>Budget Narrative – All costs should be clearly described using the Budget Narrative (see Section IV for additional instructions).</p>	
<p>CCC Form 509 – Hourly Rate Justification Form – If applicable. 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 (see Section IV).</p>	
<p>Hourly Rate Justification Narrative – If applicable (see above). 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>Project Location Map – Directional map with enough detail to allow a person unfamiliar with the area to identify the site. Include a Google Map if the site is in an urban area. 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>Site Plan – Site plans should be for the project for which funds are being requested. If the proposal is part of a larger project, it should be clearly marked and labeled appropriately. Plans must contain specific property details as described in the grant application, including exterior boundaries, public access points (if applicable) and proposed location(s) of acknowledgement signage and any interpretive signage. Indicate the names and location of rivers, creeks or streams that abut or cross the property; other natural/geologic features; and any existing buildings and/or impediments (i.e. wells, storm drains, power lines, etc.).</p>	
<p>Timeline – Provide a high-level, estimated timeline for all major tasks detailed in the proposal summary, supplemental questions and Budget Estimate.</p>	
<p>Photos – Include a minimum of three (3) photos of the proposed project in its current condition. Photos must include location, directional view, and street names (if applicable). <i>In-progress and completion photos should be taken in the same location to record the progress of the project throughout the performance period.</i></p>	
<p>California Environmental Quality Act (CEQA)</p> <ol style="list-style-type: none"> 1. Submit a copy of the recorded/filed CEQA document with County Recorder’s Stamp. If a CEQA review has not been completed, submit detailed status (see Question 8a in Application). 2. Submit completed CEQA Compliance Certification form with original signature of Lead Agency contact. 	

<p>Site Control and Land Tenure – Provide verification of site control and land tenure. See Section IV - Site Control/Land Tenure Requirements for Application for specific documents required.</p>	
<p>Independent Auditor's Report – (If applicable - submit only if the most recent audit report is not already on file with the CCC.) Submit a copy of an annual audit from an outside-accredited source completed no more than fifteen (15) months prior to the date of the submitted application. The audit should be performed using Generally Accepted Auditing Standards (GAAS) as specified by the American Institute of Certified Public Accountants (AICPA).</p>	



California Conservation Corps
Local Conservation Corps
Proposition 84
2020/2021 Grant Application

APPLICATION INSTRUCTIONS:

1. Complete all fields of the application and insert into application packet according to the order specified on the Proposition 84 Application Checklist.
2. Submit completed application via email: Lauren.Crachy@ccc.ca.gov or Anthony.Pham@ccc.ca.gov
3. If necessary, CCC will contact you to review details, ask questions, etc.

DEADLINE TO SUBMIT APPLICATION:
October 30, 2020

Local Conservation Corps:			
Address:		County:	
Congressional District:	Assembly District:	Senate District:	
Grant Applicant's Project Coordination Contact:		Phone:	Email:
Grant Applicant's Billing/Accounting Contact:		Phone:	Email:

Proposed Project Category (select one):

- Local Resource Conservation Activity
- Facility Development

1. Project Information:

Project Name*:	
Project Partner/Sponsor:	
Estimated Start Date:	Estimated End Date:
Project Address:	
Latitude/Longitude:	Nearest City:

**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:**

Amount of Grant Request:
Amount of Matching Funds (can be estimate):
Estimated Total Project Cost:

3. **Description of Project & 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.

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4. **Expected Project Outcomes & Deliverables:** (Attach additional pages as necessary)

Project Activity/Deliverable	Quantity	Unit of Measurement

5. Has the LCC worked on this project site or the surrounding areas in the last 5 years?

- Yes
- No

If yes, please provide the specific project location and describe project activities performed:

6. If the project utilizes leveraged or matching funds, please list source(s) of matching funds and amounts of each:

7. 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

8a. If CEQA analysis has not been completed, provide a detailed description of the current status of CEQA review, explain the steps you are taking to complete it, and the estimated date of completion within 30 days of the Application submission or by January 31, 2021:

8b. 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