



# CALIFORNIA CONSERVATION CORPS GRANT PROGRAM

## PROPOSITION 84 GRANT GUIDELINES & APPLICATION

Certified Local Conservation Corps  
2020/2021

**FUNDED BY**

**PROPOSITION 84**

**“THE SAFE DRINKING WATER, WATER QUALITY AND SUPPLY,  
FLOOD CONTROL, RIVER AND COASTAL PROTECTION BOND ACT OF  
2006”**



Direct All Correspondence and Grant Applications to your assigned Local Corps Grant Coordinator:

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<ul style="list-style-type: none"><li>• Civicorps</li><li>• Los Angeles Conservation Corps</li><li>• Orange County Conservation Corps</li><li>• Sacramento Regional Conservation Corps</li><li>• San Francisco Conservation Corps</li><li>• Sequoia Community Corps</li><li>• Urban Conservation Corps of the Inland Empire</li></ul>	<ul style="list-style-type: none"><li>• Cesar Chavez Environmental Corps</li><li>• Conservation Corps of Long Beach</li><li>• Conservation Corps North Bay</li><li>• Fresno Local Conservation Corps</li><li>• Greater Valley Conservation Corps</li><li>• San Jose Conservation Corps</li><li>• Urban Corps of San Diego County</li></ul>

***\* NOTE: Due to the ongoing COVID-19 Pandemic and State of Emergency, the California Conservation Corps' Grants Team is currently teleworking indefinitely. It is strongly encouraged that you send all documentation and correspondence electronically. If electronic transmission is not feasible, please notify your Local Corps Grant Coordinator that physical mail is expected at our Headquarters' building. Mailed documentation may result in a delay in processing. \****

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# I. OVERVIEW

## Introduction

Proposition 84, the Safe Drinking Water, Water Quality and Supply, Flood Control, River Coastal Protection Bond Act of 2006 was passed by the voters November 8, 2006. It added Public Resources Code 75050, authorizing the Legislature to appropriate forty-five million dollars (\$45,000,000) to the California Conservation Corps (CCC) for resource conservation and restoration projects, and for facilities acquisition, development and local resource conservation activities.

The bond appropriated \$32,500,000 to certified local conservation corps (LCC) between two allocations:

- Allocation 1 (75050(l)(1)): For projects to improve public safety and improve and restore watersheds.
- Allocation 2: 75050(l)(2)): For acquisition and development of facilities to support LCCs and for local resource conservation activities.

Due to unspent/remaining funds from the original appropriation, the CCC has been authorized to allocate \$1,293,000 from Allocation 2 to LCCs for conservation and facility development projects.

## Funds Available to Certified Local Conservation Corps

For Fiscal Year 2020/2021 (FY 20/21), the CCC has been authorized to administer \$1,293,000.00 in grants to certified LCC. Grant funds of up to **\$92,357.00** are available to each eligible, certified LCC for projects.

## Applicant Eligibility

To be eligible to apply for and receive grant funds under this program, the Applicant must:

- Be an LCC certified by the CCC in accordance with PRC § 14507.5 for the 2020/2021 fiscal year;
- Have the fiscal viability and operational capacity to complete the proposed project on a reimbursement basis and comply with all State policies; and
- Maintain a financial management system that, as determined by an Independent Auditor, has adequate accounting practices and procedures, internal controls, audit trails, and cost allocation procedures to ensure accurate disclosure of project costs.

The CCC reserves the right to conduct due diligence to determine an Applicant's eligibility. This may include confirming there are no outstanding legal actions adjudicated or pending against the LCC that would undermine the ability to carry out the project and/or contacting other public agencies to inquire about the LCC's current or past performance in complying with an agency's grant or contract management policies.

## Calendar of Key Dates

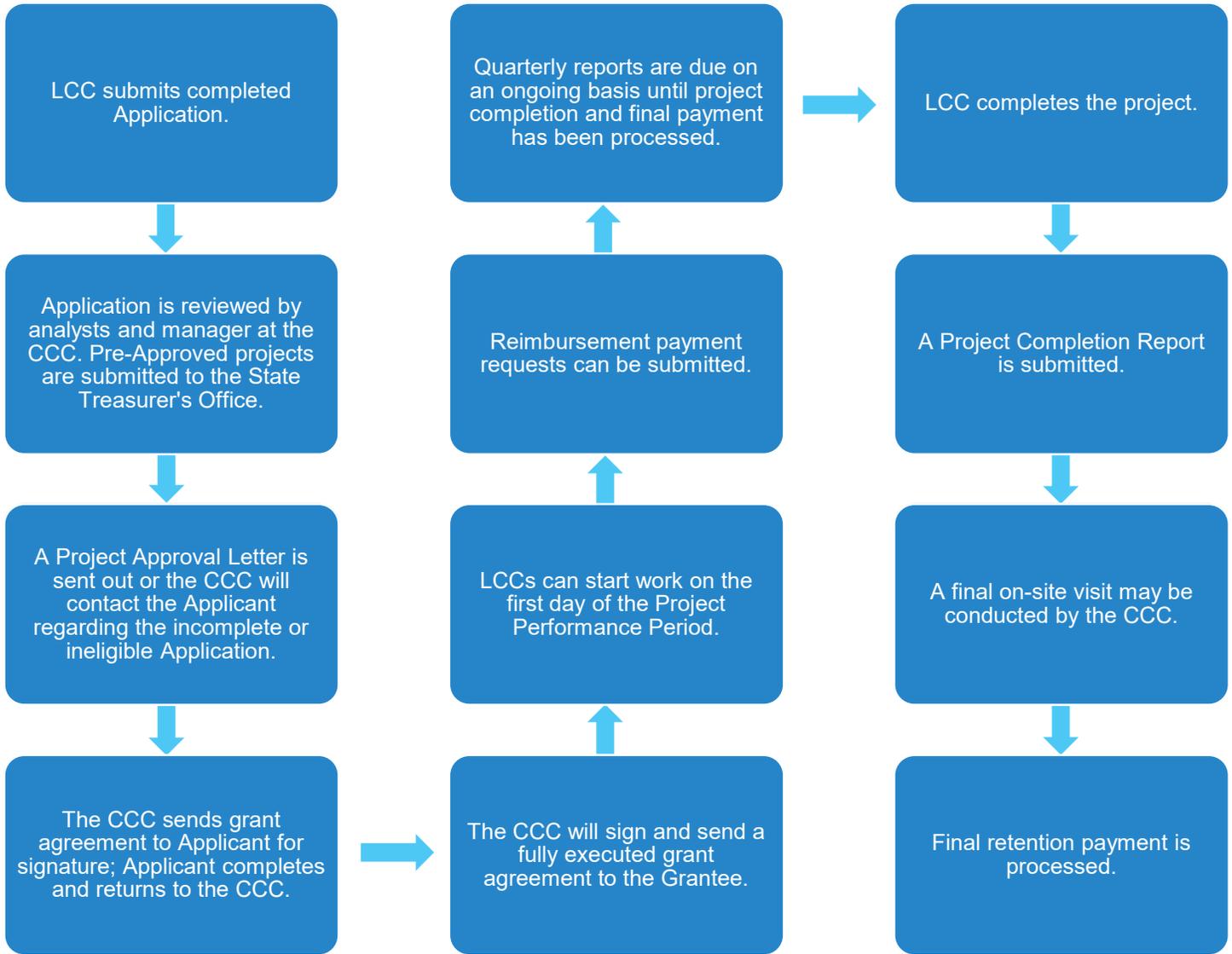
Calendar of Key Dates	
August 3, 2020	Solicitation period begins. Applications will be screened and reviewed on continuous first come, first serve basis.
October 30, 2020	Last day to submit Applications.
June 30, 2021	Last day for the CCC to encumber all funds into a grant agreement.
June 30, 2023	All project work completed.
Ongoing	Quarterly reports will be due one month after completion of the fiscal year quarter: <ul style="list-style-type: none"><li>• Quarter 1 – July 1<sup>st</sup> through September 30<sup>th</sup></li><li>• Quarter 2 – October 1<sup>st</sup> through December 31<sup>st</sup></li><li>• Quarter 3 – January 1<sup>st</sup> through March 31<sup>st</sup></li><li>• Quarter 4 – April 1<sup>st</sup> through June 30<sup>th</sup></li></ul>

## Approval of Projects and the Project Performance Period

The LCC will be notified via email if the application has been approved and a grant agreement will be drafted. After approval, the LCC must receive a fully executed grant agreement BEFORE beginning work or otherwise incurring any expenses. Only costs incurred between the specified beginning and end dates of the Project Performance Period in the grant agreement are eligible for reimbursement. Costs incurred outside the Project Performance Period are not eligible for funding.

**The implementation timeline for Proposition 84 funding is one (1) fiscal year to encumber into a grant agreement and an additional two (2) fiscal years to expend. Funds cannot roll over to the next fiscal year after the encumbrance period has ended.**

## Overview of Grant Process



# II. STATUTORY REQUIREMENTS

## General Requirements

All projects funded under this program must comply with the Act and all other applicable state laws, including:

- All projects must provide a long-term benefit to the public.
- All projects must comply with prevailing rate of per diem wages (Labor Code Section 1771.5), as applicable.
- Only currently certified LCCs in accordance with PRC § 14507.5 are eligible to apply.
- All projects must meet the definition of a capital project (see Appendix E for definition).
- All projects must comply with the California Environmental Quality Act (CEQA), Division 13 (commencing with Section 2100) (see Page 7).
- Legally mandated/required mitigation is not an allowable use of Proposition 84 bond funds.
- All Grantees must obtain three bids for contract work, supplies, and materials costing at or above \$5,000 or submit a non-competitive justification form. Please see Section IV, Page 30 for detailed information.
- The Grantee is responsible for ensuring the project complies with all applicable current laws and regulations.
- Signage is strongly recommended for Proposition 84 funded projects. (See Appendix B).

## Eligible Projects

Projects must qualify under one of the following categories:

- **Local Resource Conservation Activities (LRCA)**
- **Facility Development Projects**

### Eligible LRCA Projects

All LRCA projects, regardless of project category or type, must:

- Conserve, preserve, protect and/or restore a local natural resource.
- Provide a long-term benefit to the public.
- Be a capital project (see Appendix E).

The table on the following page provides examples of eligible project categories and activities. Note: This is not a comprehensive list. Please consult with your Local Corps Grant Coordinator for questions regarding additional project types.

LRCA Project Category	Project Activities
Forest Health & Wildland Fire Prevention	<ul style="list-style-type: none"> <li>• Activities that restore and/or promote forest health, including:               <ul style="list-style-type: none"> <li>○ Post-fire rehabilitation</li> <li>○ Reforestation and planting</li> <li>○ Vegetation management for the purposes of ecological restoration and preservation</li> </ul> </li> <li>• Activities which decrease the risk of fire, including:               <ul style="list-style-type: none"> <li>○ Vegetation management/brush clearance</li> <li>○ Thinning of trees and removal of dead and dying trees</li> <li>○ Construction of fuel breaks</li> </ul> </li> </ul>
Habitat Restoration	<ul style="list-style-type: none"> <li>• “Restoration” as defined in Proposition 84 means the improvement of physical structures or facilities and, in the case of natural systems and landscape features includes, but is not limited to:               <ul style="list-style-type: none"> <li>○ Erosion Control</li> <li>○ Invasive species control/elimination (must rise to eradication to meet capital project requirements)</li> <li>○ Prescribed burning and fuel hazard reduction</li> <li>○ Fencing out threats to existing or restored natural resources</li> <li>○ Other plant and wildlife habitat improvement to increase the natural system value of the property.</li> </ul> </li> </ul>
Natural Resources Conservation	<ul style="list-style-type: none"> <li>• Activities that aim to reduce greenhouse emissions, sequester carbon, protect water supplies and/or quality, or conserve other natural resources, including:               <ul style="list-style-type: none"> <li>○ Native plant/tree planting</li> <li>○ Installing drought-resistant vegetation</li> <li>○ Irrigation system installation to conserve water use or establish native plants</li> <li>○ Watershed protection</li> <li>○ Stormwater capture and infiltration</li> </ul> </li> </ul>
Trail Construction & Rehabilitation	<ul style="list-style-type: none"> <li>• Creation, restoration or rehabilitation of trails</li> <li>• Installation of erosion control measures</li> <li>• Decommission social trails to prevent impact to habitat</li> </ul>

### Eligible Facility Development Projects

All facility development projects, regardless of project category or type, must:

- Support LCC programs.
- Advance Proposition 84’s goal of the protection and restoration of rivers, lakes and streams, their watersheds and associated land, water, and other natural resources.
- Result in a capital improvement of the property.
- Comply with site control and land tenure requirements.
- Comply with all applicable provisions in the Act.

Additionally, the CCC encourages Applicants to refer to the U.S. Green Building Council’s Leadership in Energy and Environmental Design (LEED) and CalRecycle’s Green Building programs.

The table below provides examples of eligible facility project categories and activities. Note: This is not a comprehensive list. Please consult with your Local Corps Grant Coordinator for questions regarding additional project types.

Facility Project Category	Project Activities
Facility Expansion	<ul style="list-style-type: none"> <li>• Development activities that will expand LCC operations and/or corpsmember programs, including:               <ul style="list-style-type: none"> <li>○ Construction of new buildings or structures on LCC-owned property.</li> <li>○ Installation of new utility infrastructure services for the purposes of expansion.</li> </ul> </li> </ul>
Renovation, Rehabilitation, and Improvements of Property and/or Interior Infrastructure	<ul style="list-style-type: none"> <li>• Development activities that will renovate, rehabilitate, or improve outdated or deteriorating structures or interior infrastructure, including:               <ul style="list-style-type: none"> <li>○ Flooring replacement</li> <li>○ HVAC Installation</li> <li>○ Parking lot repaving</li> <li>○ Reconfiguration of interior space</li> <li>○ Roof repair or replacement</li> <li>○ Solar Panel Installation</li> </ul> </li> </ul>

## Ineligible Projects

### Ineligible LRCA Projects

- Projects that do not conserve, preserve, protect and/or restore a local natural resource.
- Projects that do not have a long-term public benefit of more than 10 years and/or is not a capital project as defined by State General Obligation Bond (GO Bond) law. This includes but is not limited to:
  - Legally mandated or mitigation projects
  - Routine maintenance or landscaping
  - Emergency response
  - Education and/or training curriculum
  - Community outreach

### Ineligible Facility Development Projects

Any facility development project that:

- Does not result in capital improvements of the property, including:
  - Routine landscaping and maintenance
  - Acquisition of interior furnishings such as furniture or non-infrastructure equipment.
- Does not support LCC programs.
- Involves a property in which the LCC is not the primary user of the facility.

## Additional Requirements for the Development of Facilities

- Property or facility developed using bond funds must be used for the purposes for which the Grant is made, and the Grantee may make no other use or other disposition of the property, except as consistent with the Act and authorized by the CCC and California Natural Resources Agency (CNRA).
- Development projects must comply with prevailing rates of per diem wages (Labor Code Section 1771.5), as applicable.
- All development must meet site control and land tenure requirements. Please see page 24 for detailed requirements.
- A Notice of Completion will be required for a development project that includes contracted construction work. See Appendix C.

## Site Control and Land Tenure Requirements

The State requires site control and land tenure compliance before a project can start (i.e., verification of land ownership and authorization to work on the specified land) including the assurance that the project and/or property will be maintained and operated as intended for a specified period according to GO Bond law.

The land tenure required for projects funded under this program are:

- 10 years for grant amounts up to and including \$100,000;
- 20 years for grant amounts greater than \$100,000 but up to and including \$1,000,000; and
- 25 years for grant amounts over \$1,000,000.

The 10, 20 or 25-year operations and maintenance requirement begins upon completion of the project. See Section IV for specific documents required with the Application to demonstrate site control.

*Note: For development projects on a property/facility that was acquired or developed using previous bond funds, site control requirements for the proposed Proposition 84 project will be applied to the entire property to ensure the Proposition 84-funded project is maintained and operated according to the applicable period. This may result in additional years of site control for a previous bond-funded project.*

## California Environmental Quality Act (CEQA)

CEQA requires state and local agencies to identify the significant environmental impacts of their actions and to avoid or mitigate those impacts, if feasible. CEQA is triggered when a public agency (CCC) directly undertakes or funds a “project” (as defined by CEQA guidelines). All projects funded by this program will trigger CEQA compliance (see Section IV for the CEQA Compliance Certification Form).

Lead Agency: All CEQA reports are to be completed by the lead public agency (typically the project sponsor, in most cases). **CCC will not act as a Lead Agency for Proposition 84 projects.**

CEQA Process: The Applicant should check with its local city or county planning agency for more information on how to complete CEQA.

Categorical Exemptions: Many projects undertaken by the CCC and LCCs qualify for Categorical Exemptions. A Categorical Exemption means that a project falls under a specific type of work that does not require an Initial Study or Environmental Impact Report. Categorical Exemptions do not mean that the project is exempt from CEQA compliance. A list of Categorical Exemptions to CEQA can be found at [https://resources.ca.gov/-/media/CNRA-Website/Files/Programs-and-Projects/CEQA/CEQA-Homepage/2019\\_CEQA\\_Statutes\\_and\\_Guidelines.pdf?la=en&hash=28D5D3CF051762486FC0A43BB50921F85E30E8CC](https://resources.ca.gov/-/media/CNRA-Website/Files/Programs-and-Projects/CEQA/CEQA-Homepage/2019_CEQA_Statutes_and_Guidelines.pdf?la=en&hash=28D5D3CF051762486FC0A43BB50921F85E30E8CC).

Legally Mandated Mitigation: Proposition 84 project work cannot include legally mandated mitigation. The CEQA Compliance Certification Form requires the sponsor to verify that the subject project does not require legally mandated mitigation measures.

CEQA documentation must be submitted with the Application and must include one of the following:

- a) A Notice of Exemption filed with, and stamped by, the County Clerk;
- b) An Initial Study with a Negative Declaration, with the response from the State Clearinghouse, and a copy of the Notice of Determination filed with, and stamped by, the County Clerk;
- c) An Initial Study and an Environmental Impact Report, with the response from the State Clearinghouse, and a copy of the Notice of Determination filed with, and stamped by, the County Clerk; or

- d) A detailed description of the current status of CEQA review and detailed steps the Applicant will take to complete CEQA within 30 days of the Application submission or by January 31, 2021 whichever is first.

Additional information regarding CEQA can be found on the California Natural Resources Agency's website at <https://resources.ca.gov/About-Us/Legal/CEQA-Supplemental-Documents>.

### **National Environmental Policy Act (NEPA)**

If the project is located on federal land or is receiving federal funds, documentation of NEPA compliance must be submitted with the Application in addition to CEQA documentation.

All Proposition 84 projects must comply with CEQA, even if the proposed project work is on federally owned land.

Additional information regarding NEPA can be found on the federal Environmental Protection Agency's website at <https://www.epa.gov/nepa>.

# III. ELIGIBLE COSTS

Only direct project-related costs and indirect costs not exceeding 15% of the total grant amount, incurred during the Project Performance Period specified in the grant agreement, will be eligible for funding. All eligible project costs must be supported by the appropriate documentation. The following budget categories are eligible:

- Direct Project Personnel
- Direct Project Management
- Direct Operating Expenses & Equipment
- Indirect Costs
- Contingency

## Direct Project Personnel

Direct project personnel is labor directly related to the implementation of the project and includes corpsmember labor, required technical consultants, and required sub-contractors. Direct personnel responsible for coordinating and supervising crews must be captured in the Hourly Rate Justification Form and **cannot** be included as a separate budget line item.

- Corpsmember Hours

Except for development projects, the majority of awarded grant funds should be allocated toward corpsmember labor. Use the hourly rate derived from your Hourly Rate Justification Form (HRJ). Awarded grant funds for corpsmember labor must be used for actual project hours worked and cannot be used to pay for Corpsmember sick leave, vacation, or other non-working time.

Approved Hourly Rates: The CCC will reimburse eligible corpsmember labor based on an approved hourly rate for all projects completed during a given Fiscal Year, regardless of program. The LCC shall base their hourly reimbursement rate on direct costs associated with operating crews during the previous fiscal year. This rate will remain consistent throughout the program. An LCC may request an adjustment to their corpsmember hourly rate during the year if their actual costs change due to circumstances external to the LCC (e.g., state or locally mandated wage increases). The LCC shall submit a Change Request for approval with documentation to the CCC 30 days in advance. The new hourly rate cannot be applied retroactively to corpsmember hours. An increased hourly rate will not result in an increase of the total project grant amount.

**The Corpsmember Hourly Rate is capped at \$40 per hour.**

- Technical Consultants

If the project requires technical supervision in addition to what a crew supervisor or other LCC direct project staff member can provide, these costs are eligible. For example, if the project requires building a structure, a technical consultant might assist Corpsmembers with framing, drywall, etc.

- Construction Sub-Contractors

Except for facility development projects, funds allocated to LCCs should be used for Corpsmember labor whenever possible. When Corpsmember labor is not possible, please provide a justification with your application. If specialized construction work on a project requires more skilled labor than

Corpsmembers can provide, or be trained to provide, you may elect to sub-contract. Prevailing wages and the three-bid process apply.

## Direct Project Management

Up to 15% of the awarded funds may be spent on non-construction costs (e.g., planning and design, utility coordination, architecture, and engineering, construction plans, bid preparation, direct project administration and management). All of these costs must be incurred during the Project Performance Period.

- Architectural, Engineering, Construction Plans

Plans and designs stemming from the architecture, engineering and/or construction aspects of a project are eligible.

Eligible costs include baseline assessments, surveying, engineering, modeling, coordinating public involvement in the design process, site surveys, time spent meeting with regulatory agencies, preparing reports, preparing draft and final documents and responding to comments.

- Direct Project Administration and Management

Costs relating to a project manager's time designated specifically for this project are eligible. *The project manager designated for this project cannot be included in both the HRJ/approved hourly rate and direct project management budget category.*

Costs for services of the Grantee's employees directly engaged in project execution must be computed according to the Grantee's prevailing wage or salary scales, and may include fringe benefit costs such as vacations, sick leave, Social Security contributions, etc., that are customarily charged to the Grantee's various projects. 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 performed on the project as well as payroll records. Overtime costs are allowed under the Grantee's established policy provided the regular work time was devoted to the same project.

Salaries and wages claimed for employees working on State grant-funded projects must not exceed the Grantee's established rates for similar positions.

## Direct Operating Expenses & Equipment (OE&E)

Up to 20% of awarded funds may be used for the costs of supplies, materials, vehicle expenses and transportation and equipment directly related to the completion of the project. A complete breakdown of direct operating expenses and equipment costs must be included in the Budget Narrative (see Section IV). Supplies that are part of the standard compliment of tools and equipment given to all corpsmembers, including Personal Protective Equipment (PPE) and hand tools, must be captured in the Hourly Rate Justification Form and cannot be included as a separate line item under OE&E. Exceptions may be granted only with appropriate justification.

- Materials & Supplies

Costs include raw materials necessary to complete the project (e.g. mulch, decomposed granite, native plants, stakes, etc.).

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 paid by the Grantee. When supplies and/or materials are purchased with the intention of constructing a piece of equipment, a structure

or a 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.

- Equipment for LRCA Projects

*Note: The acquisition of equipment as a standalone project is not eligible under the Proposition 84 Bond Act. The policies listed below apply to using and/or acquiring equipment for an LRCA project funded by Proposition 84. Please read carefully.*

Equipment owned by the Grantee may be charged to the project for each use. Equipment use charges must be made in accordance with the Applicant's normal accounting practices. The equipment rental rates published by DGS or local prevailing rental rates may be used as a guide. If the Grantee's equipment is used, a report 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.

Equipment may be leased, rented or purchased, whichever is most economical. If equipment is purchased, its residual market value must be returned to the State or deducted from the final retention payment upon completion of the project. An example follows:

A skid-steer loader is purchased for a project. The Grantee will need to determine a methodology (and document this with the Local Corps Grant Coordinator) for how much of the skid-steer loader can be billed to the project per each day of use (i.e., obtain an average of local daily rental rates and use that amount for each day of use). For the purpose of this example, the purchase of the skid-steer loader is \$5,000 and an average of daily rental rates is \$100 per day. The Grantee needs to keep a log of usage for each piece of equipment purchased. At the end of the project, the log shows that the skid-steer loader was used for 20 days. Using the established daily rate of \$100 per day, a total of \$2,000 (20 days x \$100 per day) can be charged to the project. The residual market value is the original cost less the amount of use (\$5,000 – \$2,000), or \$3,000 in this case. The Grantee can either return the \$3,000 residual market value to the state or have this amount deducted from the final retention. In many cases, it is more efficient for a Grantee to rent or lease equipment.

- Vehicle Expenses

Costs for fuel and projected maintenance for leased, rented, or owned vehicles may be claimed under the project. Note that vehicle costs can only be claimed as **EITHER** part of the Hourly Rate Justification **OR** the Budget Estimate.

If Grantee elects to include vehicle expenses as a stand-alone budget line item rather than in the Corpsmember Hourly Rate, a description of expenses and substantiating calculations must be included in the budget narrative. If the vehicle used on the project is owned by the Grantee, the Grantee can elect to itemize direct vehicle expenses or can elect to use an established rate using one of the following methods:

- Option #1: Mileage may be charged at the State reimbursement rate (currently \$0.575 per mile as of January 1, 2020) in lieu of including all vehicle operating expenses.
- Option #2: An established daily usage rate (such as a local daily rental rate) as determined by the Grantee with the methodology provided to the CCC may be charged to the project.

Regardless of methodology, a tracking log (daily use or mileage) will be required as source documentation for the proportional amounts of these costs that can be attributed to the project.

- Acknowledgment Signage

Acknowledgment signage is strongly recommended for LRCA projects. All signs must be approved by the CCC prior to production. See Appendix B for additional information and instructions. Eligible costs include construction and placement of informational signs, which describe the project and its connection with larger river and watershed processes and for recommended bond acknowledgement signs.

- Corpsmember Training

If a project requires training for Corpsmembers that is: a) directly tied to the project, b) considered essential to the successful completion of the project, and c) a specialized training not typically offered in the corps' general program, it may be an eligible cost. Please contact your Local Corps Grant Coordinator during the development of the application to determine if a particular training is eligible.

- Other

In addition to the major categories of expenditures, funding may be provided for miscellaneous costs necessary for project execution at the State's discretion. Please contact your Local Corps Grant Coordinator to determine if an OE&E cost not already listed is eligible.

## Indirect Costs

Up to 15% of the total grant amount may be allocated for reasonable indirect costs. Reimbursable indirect expenses are the necessary overhead costs that have been incurred for common or joint objectives and are incidentally related to the project. Indirect costs include the appropriate pro-rata allocation of expenses that are regularly assigned to all projects in accordance with the standard accounting practices of the Applicant.

A methodology for allocating indirect costs must be specified at the top of the Indirect Costs section of the Budget Narrative (see Section IV). Methodologies must comply with those specified in Federal OMB Circular A-122 and remain consistent throughout the duration of the project. If California State law and/or practices conflict with the Federal OMB Circular, State law and/or practices will prevail.

**Any cost already captured in the Hourly Rate Justification Form cannot be included as a line item in the Indirect Costs budget category.**

### Indirect Staff Positions

A proportional amount for services of the Applicant's employees not directly engaged in project execution but indirectly involved in overhead operations are eligible for reimbursement. Services must be computed according to the Applicant's prevailing wage or salary scales, and may include fringe benefit costs such as vacations, sick leave, Social Security contributions, etc., that are customarily charged to the recipient's various projects. The Budget Narrative (see Section IV) must state the proportional percentage attributed to each position.

Salaries and wages claimed for employees working on State grant-funded projects must not exceed the Applicant's established rates for similar positions.

Indirect/overhead cost reimbursement is eligible for the following type of staff:

- Administrative (Accounting, Executive, Human Resources)
- Program Management & Support Services

- Executive
- Information/Systems Technology
- Sub-contracted Accounting, Legal, and IT Services
- If outside sub-contractors are used for these services, please enter the allocated percentage of these services on the Budget Narrative (see Section IV).

### Facility Expenses

After facility expenses directly tied to project work have been determined in the Hourly Rate Justification (see Section IV), a portion of the remaining expenses tied to operations can be allocated as indirect costs. Facility expenses may include rent, utilities, and maintenance. Facilities expenses for fundraising, profit-generation, recycling operations or other non-indirect functions cannot be included.

### Operational and Material Costs

Administrative costs associated with running an operation can be allocated as indirect costs in accordance with the standard accounting practices of the Applicant. Categories include:

- Phone / Internet
- Advertising & Printing / Postage & Shipping
- Office Supplies
- Small Office Furniture / Equipment
- Dues & Subscriptions

Operational and material expenses for fundraising, profit-generation, recycling operations or other non-indirect functions cannot be included.

## **Contingency**

Up to 10% of the grant may be budgeted for unanticipated “contingency” costs. All such costs must be eligible per these Guidelines. Contingency funding is available for use in any of the budget categories except indirect costs. Explanation and approval may be required prior to expenditure of contingency funds.

# IV. APPLICATION INSTRUCTIONS & FORMS

## Instructions

- The forms on the following pages are **samples only**. The Application and all fillable forms can be downloaded here: <https://ccc.ca.gov/what-we-do/funding-opportunities/local-conservation-corps/>

Forms are also available upon request from your Grant Coordinator.

- Applications and all required attachments should be organized in the order of the Application Checklist. The checklist should be used for organization purposes and it is not required for submittal.
- Clearly label each item and number all pages in sequential order.
- Applications must be complete before CCC evaluation can take place and the review period begins.
- Each proposed project must be submitted via an individual and separate Application.

**\*APPLICATIONS MUST BE SUBMITTED VIA EMAIL\***

# Application Checklist

SAMPLE ONLY



## 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><b>Completed Application Form</b> – All applications must include a completed application form that is signed and dated.</p>	
<p><b>Proposal Summary</b> – Answer the questions on the “Proposal Summary” for the corresponding project type. If items are not applicable, insert “N/A.”</p>	
<p><b>Supplemental Questions: Organizational &amp; Fiscal Capacity</b> – Answer the set of Supplemental Questions.</p>	
<p><b>CCC Form 510 – Budget Estimate Form</b> – 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><b>Budget Narrative</b> – All costs should be clearly described using the Budget Narrative (see Section IV for additional instructions).</p>	
<p><b>CCC Form 509 – Hourly Rate Justification Form</b> – 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><b>Hourly Rate Justification Narrative</b> – 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><b>Project Location Map</b> – 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><b>Site Plan</b> – 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><b>Timeline</b> – Provide a high-level, estimated timeline for all major tasks detailed in the proposal summary, supplemental questions and Budget Estimate.</p>	

<p><b>Photos</b> – 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><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 with County Recorder's Stamp. If a CEQA review has not been completed, submit detailed status (see Question 8a in Application).</li> <li>2. Submit completed CEQA Compliance Certification form with original signature of Lead Agency contact.</li> </ol>	
<p><b>Site Control and Land Tenure</b> – Provide verification of site control and land tenure. See Section IV - Site Control/Land Tenure Requirements for Application for specific documents required.</p>	
<p><b>Independent Auditor's Report</b> – (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>	

# Proposition 84 Grant Application Form

SAMPLE ONLY



## 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](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 APPLICATION:  
October 30, 2020**

<b>Local Conservation Corps:</b>			
<b>Address:</b>		<b>County:</b>	
<b>Congressional District:</b>	<b>Assembly District:</b>	<b>Senate District:</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 one):**

- Local Resource Conservation Activity
- Facility Development

### 1. Project Information:

<b>Project Name*:</b>	
<b>Project Partner/Sponsor:</b>	
<b>Estimated Start Date:</b>	<b>Estimated End Date:</b>
<b>Project Address:</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. 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.

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

<b>Project Activity/Deliverable</b>	<b>Quantity</b>	<b>Unit of Measurement</b>


**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

## Proposal Summary

*SAMPLE ONLY*

### Local Conservation Corps Proposition 84 Grant Application – Proposal Summary for Local Resource Conservation Activity Projects

**Please answer the questions below in a separate document. Number your responses according to the question number. Insert “N/A” for non-applicable questions. Please limit this summary to five typewritten pages.**

1. Describe the natural resource that is the focus of the project and describe how the proposed project will preserve, protect, restore and/or conserve the local natural resource.
2. Describe the current status of the project and describe how the completion of the project will provide a long-term public benefit. [Note: If the project you are requesting funds for is part of an overall, larger project, please delineate clearly between the benefits of the proposed project and the benefits of the overall project. **Your proposal is being evaluated based on the benefits of your specific project.**]
3. If incidental maintenance activities are included in the project activities, describe how these activities are related to the project and required for the completion of the project. [See Appendix E for the definition of incidental maintenance.]
4. Describe how the project has been designed to be sustainable.
5. Describe how this specific project will contribute to unique Corpsmember development opportunities, e.g. native plant identification, chainsaw certification, or technical construction skills. Do not include training activities that all Corpsmembers experience as part of your general program.
6. If applicable, describe how the project serves a Disadvantaged or Severely Disadvantaged Community (DAC/SDAC). The project itself, through either location and/or benefits directly derived from the project, must serve a DAC or SDAC. Please provide all pertinent information for the review team to evaluate DAC/SDAC qualification. Please see Appendix A in the Guidelines for more information. [Note: Applicants **cannot** use Corpsmember residency to qualify as a DAC/SDAC project.]
7. Describe the land ownership and how project stakeholders will ensure site control and land tenure requirements will be met.
8. If applicable, provide information regarding all matching or leveraged funds for the project. This includes funding source, amount, and purpose/project activity.

## **Local Conservation Corps Proposition 84 Grant Application – Proposal Summary for Facility Development Projects**

**Please answer the questions below in a separate document. Number your responses according to the question number. Insert “N/A” for non-applicable questions. Please limit this summary to five typewritten pages.**

1. Describe how the facility development project will create or improve the Applicant’s ability to advance Proposition 84’s goal of the protection and restoration of rivers, lakes and streams, their watersheds and associated land, water, and other natural resources.
2. Describe the current condition of the property and how the facility development activities proposed will support and/or expand local corps programs.
3. Describe how the development of the facility will provide a long-term public benefit. [Note: If the project you are requesting funds for is part of an overall, larger project, please delineate clearly between the benefits of the proposed project and the benefits of the overall project. **Your proposal is being evaluated based on the benefits of your specific project.**]
4. Describe the land ownership and how project stakeholders will ensure site control and land tenure requirements will be met.
5. If applicable, describe how the project serves a Disadvantaged or Severely Disadvantaged Community (DAC/SDAC). The project itself, through either location and/or benefits directly derived from the project, must serve a DAC or SDAC. Please provide all pertinent information for the review team to evaluate DAC/SDAC qualification. Please see Appendix A in the Guidelines for more information. [Note: Applicants **cannot** use Corpsmember residency to qualify as a DAC/SDAC project.]
6. If applicable, provide information regarding all matching or leveraged funds for the project. This includes funding source, amount, and purpose/project activity.

## Supplemental Questions: Organizational & Fiscal Capacity

*SAMPLE ONLY*

### Local Conservation Corps Proposition 84 Grant Application Organizational & Fiscal Capacity Supplemental Questions

Please answer the questions below in a separate document. Number your responses according to the question number.

1. Describe the applicant's experience in completing this type of project.
2. Is the expertise needed for this project readily available within the organization? If not, how will the relevant expertise be acquired?
3. Identify and describe steps to be taken and the work to be completed within the first year following the award of grant funds.
4. What is the strategy for long-term maintenance of the project?
5. Who will perform long-term maintenance?
6. How will ongoing maintenance be funded beyond the Project Performance Period (as applicable)?
7. Explain methods for estimating costs and in what way the project is cost-effective.
8. Describe how your project will ensure that projects billed against Proposition 84 bond funds will be tracked, recorded and kept separate from other funding sources.
9. Describe the applicant's fiscal capacity to carry out the proposed project on a reimbursement-only basis and ability to ensure the necessary financial resources are available to complete the project.
10. If the applicant has had a grant terminated by a State agency in the past year, please describe the reason for termination and steps taken to resolve the issues that led to the termination.

## Site Control/Land Tenure Requirements for Application

To demonstrate applicable site control and land tenure compliance, Applicants are required to provide the documentation specified below:

### LRCA Projects

If the project site is not owned by the Applicant, the Applicant must obtain a site control and land tenure letter signed by the project sponsor and/or landowner (see page 26 for a sample Sponsor Site Control/Land Tenure Letter) and submit it with the Application.

### Facility Development Projects on Property Owned by the Grant Applicant

If the proposed project is to be conducted on a project site that is owned in fee simple by the Applicant or is in the acquisition process, the Applicant must provide a copy of the deed submitted with the Application of a development project.

### Facility Development Projects on Property Leased by the Grant Applicant

If the development project site is not owned by the Applicant, a lease, joint powers agreement, easement, memorandum of understanding or any other agreement that meets the requirements of a "Land Tenure Agreement" as specified below must be submitted with the Application.

The Land Tenure Agreement must contain the following information:

- The agreement must be signed by all parties.
- The agreement must be for a period corresponding to the specified land tenure timeframe specified in the Guidelines.
- A renewal clause which includes an option (which can be non-binding) for the Applicant to renew the agreement beyond the original 10, 20 or 25 year term requirement.
- A termination (revocability) clause which specifies either 1, 2 or 3 below (a combination of 1, 2 and 3 is not required):
  1. If there is no termination clause, the agreement is non-revocable.
  2. The termination clause may specify that the agreement is revocable for breach of the contract provisions, or for cause.
  3. The termination clause may specify that the agreement is revocable by mutual consent. In order for an LCC to terminate a Land Tenure Agreement, the following applies:
    - a) The LCC must have prior written approval from the CCC before giving consent to terminate the Land Tenure Agreement.
    - b) A termination clause that allows the landowner to revoke the agreement without cause (at will) will not be approved.
    - c) The following language will be included in the grant agreement:

"If the Grantee fails to complete the Project in accordance with this Agreement, or fails to fulfill any other obligations of this Agreement prior to the termination date, the Grantee shall be liable for immediate repayment to the State of all amounts disbursed by the State under this Agreement plus accrued interest and any further costs related to the Project. The State may, at its sole discretion, consider extenuating circumstances and not require repayment for work partially completed provided that the State determines it is in the State's best interest to do so."

- Authorization for the Applicant to construct, operate and maintain the project in accordance with the grant agreement provisions.
- Authorization for the Applicant to proceed with the construction project. The Applicant may delegate construction roles to other entities.
- Permission for the Applicant to operate at the project site. The Applicant may delegate operational roles to other entities.
- Identification of which entity is responsible for maintenance of the project site. Entities other than the Applicant may have this role.
- The Local Conservation Corps (Grantee) is ultimately responsible for Operations & Maintenance on the project if the third party ceases to exist or meet their contracted responsibilities.

If an Applicant does not have a signed land tenure agreement at the time of Application submission, draft documents can be reviewed. Final signed documents are required before the CCC will issue a grant agreement for project work.

If an Applicant cannot meet the 10, 20 or 25-year term requirement at the time of Application submission, the alternate requirements of 1 **and** 2 below must be met:

1. The landowner provides a letter which:
  - a) States the landowner's policy prohibiting long-term land tenure agreements;
  - b) Describes the long-standing use of the property by the Applicant;
  - c) States a commitment to continue to renew the land tenure agreement with the Applicant in incremental periods to satisfy the 10, 20 or 25-year land tenure term requirement absent any unforeseen circumstances; and
  - d) The property will continue to be used for the original purpose of the bond-funded project.
2. The Applicant provides a letter signed by its authorized representative that agrees to renew the land tenure agreement with the landowner in incremental periods to satisfy the 10, 20 or 25-year land tenure term requirement.

The CCC expects the Grantee to fully comply with the Use of Facilities terms of the grant agreement. If the property owner does not renew a lease, and the Grantee cannot comply with the period in the grant agreement, the CCC may hold the Grantee in breach of grant agreement.

## Sponsor Site Control/Land Tenure Letter for LRCA Projects

### SAMPLE ONLY

<Use Landowner's Letterhead>

(Date)

California Conservation Corps  
Bonds and Grants Unit  
ATTN: Local Corps Grant Coordinator  
1719 24<sup>th</sup> Street  
Sacramento, CA 95816

To Whom It May Concern:

[Insert Landowner Name/Organization] acknowledges that Corpsmember labor is being provided by [Insert Grantee] for the [Insert Project Name]. It is further understood that funding for this labor is being provided through Proposition 84, the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006.

[Insert Landowner Name/Organization] understands that bond funds granted by the State of California require site control and land tenure requirements, pursuant to the amount of bond funds invested in the project.

It is intended that land upon which a project improvement is made will be owned, operated and maintained by the sponsor for a period of:

- 10 years for grant amounts up to and including \$100,000;
- 20 years for grant amounts greater than \$100,000 but up to and including \$1,000,000; and
- 25 years for grant amounts over \$1,000,000.

[Insert Landowner Name/Organization] acknowledges that project work is intended to be maintained for the period of time indicated above, and gives [Insert Grantee] the authority to construct, operate and maintain the project, and begin the project work, in accordance with the Grant Agreement provisions. When [Insert Grantee] will not operate and maintain the project on an ongoing basis, [Insert Landowner Name/Organization] acknowledges that [Insert Designated Entity] will assume the responsibility of operating and maintaining the improvements as indicated above.

Sincerely,

\_\_\_\_\_  
Authorized Representative / Landowner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative / Landowner Printed Name

\_\_\_\_\_  
Printed Title

# California Environmental Quality Act (CEQA) Compliance Certification Form

**SAMPLE ONLY**

## California Environmental Quality Act (CEQA) Compliance Certification Form

CCC Center or Local Conservation Corps: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

When was CEQA analysis completed for this project? Date: \_\_\_\_\_

What document(s) was filed for this project's CEQA analysis: (check all that apply)

- Notice of Determination
- Notice of Exemption
- Initial Study/Negative Declaration
- Initial Study/Mitigated Negative Declaration
- Environmental Impact Report
- Other: \_\_\_\_\_

Please attach the Notice of Exemption or the Notice of Determination as appropriate.

If these forms were not completed please attach a letter from the Lead Agency explaining why, certifying the project has complied with CEQA and noting the date that the project was approved by the Lead Agency.

### CEQA Lead Agency Contact Information:

Agency Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

### Certification:

I hereby certify that the Lead Agency listed above has determined that it has complied with the California Environmental Quality Act (CEQA) for the project identified above and that the project is described in adequate and sufficient detail to allow the project's construction.

I certify that the CEQA analysis for this project encompasses all aspects of the work to be completed with these funds. This project is not part of any legally mandated mitigation.

\_\_\_\_\_  
Lead Agency's Authorized Representative  
(Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lead Agency's Authorized Representative  
(Printed Name and Title)

## Hourly Rate Justification Narrative Instructions

Please organize information in the format provided on the HRJ. Consistency will expedite review.

The HRJ Narrative must provide a full explanation of each proposed costs including their purpose, justification, and the basis of your calculations. Where appropriate, present calculations in an equation format, e.g., First Aid Supplies – 10 Crews (10 kits) @ \$350 per kit = \$3,500.

All costs must be able to stand up to an independent audit. Records, methodologies, and source documentation, etc. are to be kept with LCC Proposition 84 program files and be submitted to the CCC, or an Independent Auditor for review upon request.

Any potential questions a reviewer or auditor might have should be explained, in detail, in the HRJ Narrative. There are several key items of note which must be included on the HRJ Narrative:

- Please certify on the HRJ Narrative that **all** items included in the HRJ, including but not limited to Direct Staff Salaries, Wages and Benefits, etc., are 100% tied to project work being accomplished (e.g. do **not** include recycling activities). Additionally, costs included in the HRJ cannot also be included in the project budget.

For example, if Crew Hand Tools are included in the HRJ as part of a crew's standard tool complement, then hand tools cannot be listed as separate expenses on the project Budget Estimate unless the specific tools listed on the Budget Estimate are being purchased or rented for this particular project only (i.e. bobcat rental, etc.). This information must be clearly stated.

- Corpsmember Wage Increase – Lines 2 and 3 – Please specify when the local conservation corps anticipates a Corpsmember wage increase, why (local ordinance, etc.) and how much the increase in base minimum wage will be.
- Direct Staff / Supervisor Salaries, Wages, Taxes, and Benefits – Lines 12-14 – Please either specify Position Title names on HRJ form itself or list out titles within the HRJ Narrative.
- Lines 23 – 32b – Please specify what components comprise each line item in the Crew Equipment and Support section.

### Example 1 – Uniforms

How many Corpsmembers are outfitted? What basic components make up a Corpsmember uniform complement? What is the average uniform cost per Corpsmember (should equate to the total amount listed on the HRJ)?

### Example 2 – Vehicle Expenses

As vehicle expenses can be a comparatively large component of the HRJ, please provide a breakdown of the specific elements and costs associated on the HRJ Narrative.

*Note: Vehicle expenses accounted for on the HRJ cannot also be simultaneously accounted for in the Project Budget Estimate. Exceptions may be allowable if vehicles are rented solely for the purpose of accomplishing a particular project.*

# CCC Form 509 – Hourly Rate Justification Form

**SAMPLE ONLY**

STATE OF CALIFORNIA  
 CALIFORNIA CONSERVATION CORPS  
 GRANT HOURLY RATE JUSTIFICATION FORM  
 CCC 509 (Revised 08/2019)

LCC:   
 Date:   
 FY:

1	<b>*ENTER DATA IN YELLOW CELLS*</b>	Total CM Hours (Prior Year)	
1A		Average CM Hours Per Month	0
1B	Total Corpsmember Positions		Total Direct Staff

**Direct Expenses Associated with Operating a Crew**

<u>Cost Description</u>		<u>Quantity Units</u>	<u>Cost Per Unit</u>	<u>Total Cost</u>
<b>CORPSMEMBER SALARIES, WAGES, TAXES, BENEFITS</b>				
<u>Corpsmember Salaries &amp; Wages</u>				
2	Current CM Pay Rate	<input type="text"/> Hours	<input type="text"/>	\$ -
3	CM Pay Rate after Wage Increase (If applicable)	<input type="text"/> Hours	<input type="text"/>	\$ -
4	<b>Total Corpsmember Salaries &amp; Wages</b>			\$ -
<u>Corpsmember Taxes &amp; Benefits (enter percentages as decimals)</u>				
5	FICA	<input type="text"/> % of total	\$ -	\$ -
6	SUI	<input type="text"/> % of total	\$ -	\$ -
7	Health Insurance	<input type="text"/> % of total	\$ -	\$ -
8	Workers' Compensation	<input type="text"/> % of total	\$ -	\$ -
9	Other (Please Specify - add lines as necessary)	<input type="text"/> % of total	\$ -	\$ -
10	<b>Total Corpsmember Taxes &amp; Benefits</b>			\$ -
11	<b>TOTAL CORPSMEMBER SALARIES, WAGES, TAXES, BENEFITS</b>			\$ -
<b>DIRECT STAFF / SUPERVISORS SALARIES, WAGES, TAXES, BENEFITS</b>				
<u>Direct Staff / Supervisors Salaries &amp; Wages (Add lines as necessary)</u>				
12	Position Title 1 - Use Average Pay Rate	<input type="text"/> Hours	<input type="text"/>	\$ -
13	Position Title 2 - Use Average Pay Rate	<input type="text"/> Hours	<input type="text"/>	\$ -
14	Position Title 3 - Use Average Pay Rate	<input type="text"/> Hours	<input type="text"/>	\$ -
15	<b>Total Direct Staff Salaries &amp; Wages</b>			\$ -
<u>Direct Staff Taxes &amp; Benefits (enter percentages as decimals)</u>				
16	FICA	<input type="text"/> % of total	\$ -	\$ -
17	SUI	<input type="text"/> % of total	\$ -	\$ -
18	Health Insurance	<input type="text"/> % of total	\$ -	\$ -
19	Workers' Compensation	<input type="text"/> % of total	\$ -	\$ -
20	Other (Please Specify - add lines as necessary)	<input type="text"/> % of total	\$ -	\$ -
21	<b>Total Direct Staff Taxes &amp; Benefits</b>			\$ -
22	<b>TOTAL DIRECT STAFF SALARIES, WAGES, TAXES, BENEFITS</b>			\$ -
<b>CREW EQUIPMENT &amp; DIRECT PROJECT SUPPORT</b>				
23	Corpsmember Project SPECIFIC Training Materials & Supplies			\$ -
24	Uniforms			\$ -
25	Crew Hand Tools, Equipment (Chainsaws, Drills, etc.)			\$ -
26	First Aid Supplies			\$ -
27	<b>Crew Supervisor</b> Cell Phones, Communications Equipment			\$ -
<u>Facility Expenses Directly Related to CM Projects (enter percentages as decimals)</u>				
28	Rent	<input type="text"/> Sq. Ft. %	<input type="text"/>	\$ -
29	Utilities	<input type="text"/> Sq. Ft. %	<input type="text"/>	\$ -
30	Other (Please Specify - add lines as necessary)	<input type="text"/> Sq. Ft. %	<input type="text"/>	\$ -
31	Phone (NOT including Supervisor Cell Phones, etc.)	<input type="text"/> Sq. Ft. %	<input type="text"/>	\$ -
32	Other (Please Specify - add lines as necessary)			\$ -
33	<b>TOTAL CREW EQUIPMENT &amp; DIRECT PROJECT SUPPORT</b>			\$ -
34	<b>TOTAL CORPSMEMBER EXPENSES</b>			\$ -
35	<b>TOTAL CORPSMEMBER HOURS</b>			0
36	<b>CORPSMEMBER HOURLY RATE</b>			<b>RATE</b>

## CCC Form 510 – Budget Estimate Form

- The CCC Form 510 is a standardized form and budget line items are examples only. To enhance clarity, delete any budget line items and categories from the template that will not be used. Note that some example categories or line items may not be eligible – always consult the Eligible Costs section.
- Each budget line item should be descriptive and include enough detail to determine eligibility. Anything added needs to be itemized and fully described.
- Direct project costs and overhead costs already captured in the Corpmember Hourly Rate (e.g. vehicle/transportation costs, standard corpmember equipment, office materials/supplies) cannot be included as separate line items in the budget.
- Round to the nearest whole number for total costs, not exceeding available funding.

## Budget Narrative

A Budget Narrative is required to support the Budget Estimate Form. Note:

- The Budget Narrative must provide a full explanation of all proposed costs including their purpose, justification and the basis of the calculations. Calculations must be specific and should be presented in a way that clearly shows how a cost was estimated.
- Organize the narrative in the order of the Budget Estimate Form, including category headers and line items.
- All costs must be able to stand up to an independent audit. Records, methodologies, and source documentation, etc. are to be kept with LCC Proposition 84 program files and be submitted to the CCC or an Independent Auditor for review upon request.

The CCC encourages Applicants to be thorough when including eligible costs/categories in a project's estimated budget and budget narrative. Per prior Department of Finance (DOF) audits, any costs/cost categories NOT included in the budget estimate will not be eligible for reimbursement unless an approved budget change has been implemented in advance.

## Three-Bid Process

Per State law and grant regulations, three bids are required for all contract work, equipment, materials and/or supplies costing at or above \$5,000. Note:

- Evidence of three bids is not required at the time of the application but must be completed prior to procurement of the goods or services. The three bids must be retained with the grantee's project file for audit purposes.
- For all budget line items that apply, the Applicant must submit at least **one** vendor quote/estimate with the budget narrative to substantiate the estimated cost included in the budget.
- It is not always necessary to use the lowest bid. However, if the Grantee elects not to choose the lowest bid, the Grantee must provide justification specifying why the bid chosen is the best option (e.g., Corpmember development or training opportunities). This justification must be submitted to the Local Corps Grant Coordinator for review prior to procurement of the goods or services.
- If obtaining three bids is not feasible, the Grantee must submit **CCC Form 529 – Non-Competitive Bid Justification Form** and receive approval prior to procurement of the goods or services.

**SAMPLE ONLY**

STATE OF CALIFORNIA - CALIFORNIA CONSERVATION CORPS FORM GRANT BUDGET ESTIMATE - CCC FORM 510 (Rev 08/2019)				
Local Conservation Corps:		Date Budget Submitted:		
		Quantity	Unit	Cost Per Unit
<b>A. Direct Project Personnel</b>				
Corpsmember Hours			Hours	\$ -
<i>(Add/Delete/Edit rows as necessary)</i>				<b>Sub-total</b> \$ -
<b>B. Direct Project Management (not to exceed 15% of Grant Total)</b>				
Project Manager			Hours	\$ -
<i>(Add/Delete/Edit rows as necessary)</i>				<b>Sub-total</b> \$ -
<b>C. Direct Operating Expenses &amp; Equipment (not to exceed 20% of Grant Total)</b>				
Materials/Supplies				
Equipment				
Acknowledgment/Signage				
<i>(Add/Delete/Edit rows as necessary)</i>				<b>Sub-total</b> \$ -
<b>C. Indirect Costs (not to exceed 15% of Grant Total)</b>				
Administrative Costs				
Executive Costs				
<i>(Add/Delete/Edit rows as necessary)</i>				<b>Sub-total</b> \$ -
<b>D. Contingency (not to exceed 10% of Grant Total)</b>				
				<b>Grant Grand Total</b> \$ -

**Appeals Process**

An Applicant may file a protest regarding an Application within 30 calendar days of the date of notification of any decision. Written appeals shall be submitted directly to the CCC’s Emergency and Environmental Programs Manager. The Emergency and Environmental Programs Manager may request additional information. Upon receiving the additional information, a decision will be rendered in 30 calendar days.

If needed, a second level appeal shall be made to the CCC’s Director. The second level appeal shall be made within 30 calendar days of the date of the Emergency and Environmental Programs Manager decision/notification. Upon receiving the second level appeal, the CCC Director shall review all the information submitted. The CCC Director may request additional information. Upon receiving the additional information, the CCC Director shall have 30 calendar days to review and render a decision. The second level appeal shall include a full and complete written statement specifying the grounds of protest and must be based on the process and/or procedures used in the review and recommendation of application for awards. The CCC Director’s decision shall be final.

# V. PROJECT ADMINISTRATION

All forms required during project administration can be found here: <https://ccc.ca.gov/what-we-do/funding-opportunities/local-conservation-corps/>

## Project Approvals

All applications will be reviewed and approved by the CCC Review Team and the State Treasurer's Office. The CCC Review Team consists of the following:

- Local Corps Grant Coordinators
- Bonds & Grants Manager
- Emergency & Environmental Programs Manager

Projects cannot be fully approved until they have been reviewed and accepted by the State Treasurer's Office.

Please allow 30-60 days from the date the CCC receives a **complete** application with all required attachments for the full review and approval by both the CCC and the State Treasurer's Office.

Once the project is approved by the CCC and State Treasurer's Office, a grant agreement will be prepared. Please allow an additional 10-14 business days from the date of project approval for grant agreement preparation and execution. Grant agreements are fully executed when both the Grantee's authorized signatory and the CCC's Deputy Director of Administration have signed the grant agreement.

## Changes to an Approved Project

Proposed changes to the approved project's Scope of Work must be requested using the Grant Change Request Form (CCC 513). Changes must be approved by the CCC before implementation. Changes to the scope of work cannot be requested after the Project Performance Period has ended.

### Changes to Project Deliverables:

Proposed changes must continue to meet the conditions and criteria described in these Guidelines and must not include any modifications that would significantly alter the Project's purpose, impact, and/or eligibility set forth in the Grantee's application.

### Changes to Project Budget:

The total dollars of a line item in the Budget Estimate may be increased by up to ten percent (10%) through reallocation of funds from another line item (with the exception of contingency), without prior approval. However, the Grantee shall notify the Grant Coordinator in writing when any such reallocation is made and must identify both the item(s) being increased and those being decreased.

Any cumulative increase or decrease of more than ten percent (10%) from the original budget amount of a line item must be approved in writing by the CCC through a Grant Change Request Form. The total amount of the Grant Funds may not be increased, nor may any adjustments exceed the percentage limits set for Direct Project Management, Direct Operating Expenses and Equipment, Indirect, and Contingency costs as applicable and described in these Guidelines.

## Payment of Grant Funds

Only costs incurred during the Project Performance Period as defined in the executed Grant Agreement will be eligible for reimbursement. Indirect costs may only be incurred when a project is currently active.

### Grant Reimbursement Requests (Invoices)

All eligible reimbursement requests must be paid out by the LCC to the vendor before the CCC will approve a payment request. When invoicing for payments, the Grantee must submit the following documentation to demonstrate that the invoiced amounts are for valid expenditures incurred and that the expenditures are consistent with the intended purpose of the grant agreement:

1. Cover Letter on Organization Letterhead with:
  - Date
  - Grant Agreement Number
  - Amount
  - Signature of Authorized Representative
2. CCC Form 512 – Grant Reimbursement Request Form
3. Copies of Corpsmember Timesheets must include:
  - Corpsmember signature
  - Supervisor signature
  - Project title
  - Project number/code
  - Type of work clearly indicated.

Corpsmember payroll records must include an indication of the Corpsmembers' work location and duties on any given day. Due to the differences in payroll reporting mechanisms, this information can be reported in a number of ways. Please contact your Grant Coordinator for clarification.

4. Documentation Verifying Expenditures (one of the following):
  - Copies of invoices with a zero-balance,
  - Copies of canceled checks (front and back) with invoices for verification,
  - A statement from the vendor (with signature) verifying the payment has been made, or
  - A receipt.
5. Line Item Expenditures/Line Item Tracker:

Each Grant Reimbursement Request must include a Line Item Tracker that includes each item from the Budget Estimate Form. Reconciliation of expenditures between the Line Item Tracker and accounting records should be performed with every invoice to ensure all financial information is accurate. Your Local Corps Grant Coordinator can provide a template upon request.

### Submitting Grant Reimbursement Packets:

- Must be scanned and emailed to the Local Corps Grant Coordinator (please do not mail).
- First billing must be submitted within three months of the initiation of expenditures and **no less than quarterly thereafter.**

- Billing packets should not be submitted more than once per month.
- For time and efficiency purposes, multiple billing months can be combined into one packet only in accordance with the LCC’s accounting practices.

**Retention**

10% of funds will be retained from each payment request.

To obtain a retention payment, a Project Completion Report must be submitted to the CCC. In most, if not all, cases, a final site visit will be conducted. The CCC recommends that Grantees submit retention payments only after all such activities are completed.

Note: If the project is completed within one month and/or the billing includes a single transaction, retention may be waived upon receipt of the project completion report.

**Reporting Requirements**

All Grantees are required to submit the reports listed below for each funded project.

- **Quarterly Reports** – Grantee must submit Quarterly Reports that describe the current status of the project, all project activities performed during the reporting period, and budget expenditures incurred. Reports must also include progress photos. If an advance has been granted, the quarterly report must also document all interest earned in interest bearing accounts.

[Note: Quarterly Reports are due for all active (executed) grants, even if the project has not started or incurred expenses. In the event a project has not started, the Quarterly Report should include the current status and estimated start date, and any other pertinent information.]

Quarterly Reports are due 30 days after the end of each quarter. Quarters are defined as follows:

Quarter	Timeframe	Due Date
Quarter 1 (Q1)	July 1 <sup>st</sup> – September 30 <sup>th</sup>	Last business day of October
Quarter 2 (Q2)	October 1 <sup>st</sup> – December 31 <sup>st</sup>	Last business day of January
Quarter 3 (Q3)	January 1 <sup>st</sup> – March 31 <sup>st</sup>	Last business day of April
Quarter 4 (Q4)	April 1 <sup>st</sup> – June 30 <sup>th</sup>	Last business day of July

- **Project Completion Report** – Grantee must submit a Project Completion Report to receive the final retention payment of the grant. The purpose of the report is to provide a stand-alone, comprehensive document that captures all pertinent details about the project, including final deliverables, Sponsor verification of the completion of the project, final grant expenditures and all funding sources, and photos. Completion reports may be requested by an oversight agency, the legislature, auditors, and/or the general public. Note that if the project is the development of property for \$250,000 or greater, a Notice of Completion is also required. See Appendix C.

**Accountability Requirements**

On January 24, 2007, the Governor signed Executive Order (EO) S-02-07, which establishes strict accountability requirements related to the disbursement and use of bond funds and requires Front-End, In-Progress and Follow-Up accountability for all parties. The CCC shall comply with EO S-02-07 through the establishment of these Grant Guidelines and through ongoing monitoring of projects and program compliance.

## **Site Visits**

CCC staff and staff from other agencies, such as Department of Finance (DOF), State Controller's Office and/or Natural Resources Agency, may make periodic site visits to determine if Proposition 84 funded projects are consistent with the Act and Guidelines. A minimum 24-hour advance notification will be provided. In addition, a final site visit may be conducted for all projects before final retention payments will be approved and issued.

## **Audit Requirements**

The CCC and all Grantees are subject to audits of Proposition 84 funding. If the project is selected for audit, the Grantee will be contacted in advance. The Grantee must provide a copy of any document, paper, record or the like requested by the auditor.

Audits determine if:

- Expenditures were made according to the established criteria and processes;
- Expenditures were consistent with the intent of the Act and related GO Bond law; and
- Expenditures achieved the intended outcomes.

Additionally, the CCC may conduct intermittent documentation reviews to ensure project requirements are met and in compliance with the grant agreement.

## **Accounting Requirements**

The Grantee must maintain an accounting system that:

- Complies with Generally Accepted Accounting Principles (GAAP);
- Accurately reflects fiscal transactions, with the necessary controls and safeguards;
- Provides a good audit trail, including original source documents such as purchase orders, receipts, progress payments, invoices, timecards, canceled checks, etc.; and
- Provides accounting data so the total cost of each individual project can be readily determined.

## **Records Retention**

The Grantee shall retain Proposition 84 records for a period of five (5) years after project completion. A project is considered complete upon the receipt of the final grant payment from the State. If selected for an audit in year five (5) of records retention, records should be retained an additional one (1) year following the audit.

# VI. APPENDICES

## APPENDIX A

Proposition 84 does not require that LRCA or Development Projects serve Disadvantaged Communities or Severely Disadvantaged Communities, however the CCC strongly encourages Applicants to identify projects that will serve these communities.

### **Disadvantaged Communities (DAC) & Severely Disadvantaged Communities (SDAC)**

Per the Proposition 84 Bond (Section 75005(g)), DAC is defined as a community with a median household income less than 80% of the statewide average, while SDAC is defined as a community with a median household income less than 60% of the statewide average.

To qualify as a DAC or SDAC project, the project itself, through either location and/or benefits directly derived from the project, must serve a DAC or SDAC. The applicant must clearly demonstrate, with verifiable information, a direct, meaningful, and assured benefit to the DAC or SDAC. Corpsmember residency cannot be used to qualify for DAC or SDAC status.

### **Identifying Projects in DACs and SDACs**

Based on the most recent data from the U.S. Census Bureau (Table B19013; American Factfinder Survey 5-year estimates), the California statewide median household income (2016) was **\$55,322**. A median household income between \$33,194 to \$44,258 qualifies as a DAC. A median household income of \$33,193 or less qualifies as a SDAC.

There are currently two approved tools available to applicants to help identify and confirm DAC and SDAC status: California State Parks' Community FactFinder and Department of Water Resources' Disadvantaged Communities Mapping Tool. Either tool may be used.

#### State Parks Community FactFinder:

1. Go to <https://www.parksforcalifornia.org/communities>
2. Type in the address and click Go! This will show you a map of the address and information regarding the median household income.
3. In the Dialogue Box, check the box for Disadvantaged Community. An overlay will appear on the map for DAC and SDAC and locations.

#### Department of Water Resources: Disadvantaged Communities Mapping Tool:

1. Go to <https://gis.water.ca.gov/app/dacs/>
2. Accept the Disclaimer, then OK.
3. Type in the address under "Find address or place" and click Search.
4. Under the Layer List, check the "Disadvantaged Communities – Tract 2016." An overlay will appear on the map for DAC and SDAC and locations.
5. Click on the Legend symbol in the top right (  ) to identify the overlay colors

*If you need any assistance, contact your Local Corps Grant Coordinator.*

## APPENDIX B

### Acknowledgment Signage

Acknowledgment signage is strongly recommended for Proposition 84 funded projects. Signs eligible for reimbursement must meet the criteria specified below.

#### State Approval

The Grantee shall submit proposed location(s), size, number of signs, and language for review prior to ordering signs. Failure to receive approval prior to production may result in the loss of funds

#### Sign Construction

All materials used shall be durable and resistant to the elements and graffiti. The California Department of Parks and Recreation and California Department of Transportation standards can be used as a guide.

#### Sign Duration

Project Signs must be in place for a minimum of four years from the date of project completion.

#### Sign Size

There is no minimum or maximum size required, however, all signs must be large enough to maximize durability and visibility.

#### Language & Logos

All signs shall contain the following:

- Proposition 84 logo (Visit <http://resources.ca.gov/grants/logo-art/> for the Prop 84 logo artwork)
- Project title/description: *"Another project funded by Proposition 84."*
- Full name and title of Governor
- Full name and title of Natural Resources Secretary
- Full name of California Conservation Corps and logo (email your grant coordinator for artwork)
- Full name of Local Conservation Corps and logo

The sign may also include the names (and/or logos) of other partners, organizations, individuals and elected representatives.

**Please note: Signage is not required for development projects.**

#### Sign Example (sample only - exact layout not required)



## APPENDIX C

### Notice of Completion

A Notice of Completion is required for facility development projects that include contracted construction work. The Notice of Completion must be submitted prior to receiving the final retention payment. Civil Code 3093 provides the specifics pertaining to what should be included in a Notice of Completion.

**3093.** "Notice of Completion" means a written notice, signed and verified by the owner or his agent, containing all of the following:

- The date of completion (other than a cessation of labor). The recital of an erroneous date of completion shall not, however, affect the validity of the notice if the true date of completion is within 10 days preceding the date of recording of such notice.
- The name and address of the owner.
- The nature of the interest or estate of the owner.
- A description of the site sufficient for identification, containing the street address of the site, if any. If a sufficient legal description of the site is given, the validity of the notice shall not, however, be affected by the fact that the street address recited is erroneous or that such street address is omitted.
- The name of the original contractor, if any, or if the notice is given only of completion of a contract for a particular portion of such work of improvement, as provided in Section 3117, then the name of the original contractor under such contract, and a general statement of the kind of work done or materials furnished pursuant to such contract.

#### Additional Requirements:

- The Notice of Completion shall be recorded in the office of the county recorder of the county in which the site is located, within 30 days after such completion. A Notice of Completion in otherwise proper form, verified and containing the information required by this section shall be accepted by the recorder for recording and shall be deemed duly recorded without acknowledgment.
- If there is more than one owner, any Notice of Completion signed by less than all of such co-owners shall recite the names and addresses of all of such co-owners; and provided further, that any Notice of Completion signed by a successor in interest shall recite the names and addresses of his transferor or transferors.

For the purpose of this section, owner is defined as set forth in subdivision (g) of Civil Code Section 3092.

## APPENDIX D

### Relevant Bond Language

#### CHAPTER 1 GENERAL PROVISIONS

75001. This Division shall be known and may be cited as the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006.

75002. The people of California find and declare that protecting the state's drinking water and water resources is vital to the public health, the state's economy, and the environment.

75002.5. The people of California further find and declare that the state's waters are vulnerable to contamination by dangerous bacteria, polluted runoff, toxic chemicals, damage from catastrophic floods and the demands of a growing population. Therefore, actions must be taken to ensure safe drinking water and a reliable supply of water for farms, cities and businesses, as well as to protect California's rivers, lakes, streams, beaches, bays and coastal waters, for this and future generations.

75003. The people of California further find and declare that it is necessary and in the public interest to do all of the following:

(a) Ensure that safe drinking water is available to all Californians by:

(1) Providing for emergency assistance to communities with contaminated sources of drinking water.

(2) Assisting small communities in making the improvements needed in their water systems to clean up and protect their drinking water from contamination.

(3) Providing grants and loans for safe drinking water and water pollution prevention projects.

(4) Protecting the water quality of the Sacramento-San Joaquin Delta, a key source of drinking water for 23 million Californians.

(5) Assisting each region of the state in improving local water supply reliability and water quality.

(6) Resolving water-related conflicts, improving local and regional water self-sufficiency and reducing reliance on imported water.

(b) Protect the public from catastrophic floods by identifying and mapping the areas most at risk, inspecting and repairing levees and flood control facilities, and reducing the long-term costs of flood management, reducing future flood risk and maximizing public benefits by planning, designing and implementing multi-objective flood corridor projects.

(c) Protect the rivers, lakes and streams of the state from pollution, loss of water quality, and destruction of fish and wildlife habitat.

(d) Protect the beaches, bays and coastal waters of the state for future generations.

(e) Revitalizing our communities and making them more sustainable and livable by investing in sound land use planning, local parks and urban greening.

75003.5. The people of California further find and declare that the growth in population of the state and the impacts of climate change pose significant challenges. These challenges must be addressed through careful planning and through improvements in land use and water management that both reduce contributions to global warming and improve the adaptability of our water and flood control systems. Improvements include better integration of water supply, water quality, flood control and ecosystem protection, as well greater water use efficiency and conservation to reduce energy consumption.

75004. It is the intent of the people that investment of public funds pursuant to this division should result in public benefits.

75005. As used in this division, the following terms have the following meanings:

(a) "Acquisition" means the acquisition of a fee interest or any other interest in real property including easements, leases and development rights.

(b) "Board" means the Wildlife Conservation Board.

(c) "California Water Plan" means the California Water Plan Update Bulletin 160-05 and subsequent revisions and amendments.

(d) "Delta" means the Sacramento-San Joaquin River Delta.

(e) "Department" means the Department of Water Resources.

(f) "Development" includes, but is not limited to the physical improvement of real property including the construction of facilities or structures.

(g) "Disadvantaged community" means a community with a median household income less than 80% of the statewide average. "Severely disadvantaged community" means a community with a median household income less than 60% of the statewide average.

(h) "Fund" means the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Fund of 2006.

(i) "Interpretation" includes, but is not limited to, a visitor serving amenity that educates and communicates the significance and value of natural, historical, and cultural resources in a way that increases the understanding and enjoyment of these resources and that may utilize the expertise of a naturalist or other specialist skilled at educational interpretation.

(j) "Local conservation corps" means a program operated by a public agency or nonprofit organization that meets the requirements of Section 14406.

(k) "Nonprofit organization" means any nonprofit corporation qualified to do business in California, and qualified under Section 501(c) (3) of the Internal Revenue Code.

(l) "Preservation" means rehabilitation, stabilization, restoration, development, and reconstruction, or any combination of those activities.

(m) "Protection" means those actions necessary to prevent harm or damage to persons, property or natural resources or those actions necessary to allow the continued use and enjoyment of property or natural resources and includes acquisition, development, restoration, preservation and interpretation.

(n) "Restoration" means the improvement of physical structures or facilities and, in the case of natural systems and landscape features includes, but is not limited to, projects for the control of erosion, the control and elimination of exotic species, prescribed burning, fuel hazard reduction, fencing out threats to existing or restored natural resources, road elimination, and other plant and wildlife habitat improvement to increase the natural system value of the property. Restoration projects shall include the planning, monitoring and reporting necessary to ensure successful implementation of the project objectives.

(o) "Secretary" means the Secretary of the Natural Resources Agency.

(p) "State Board" means the State Water Resources Control Board.

75009. The proceeds of bonds issued and sold pursuant to this division shall be deposited in the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Fund of 2006, which is hereby created. Except as specifically provided in this division the money shall be available for appropriation by the Legislature, in the manner and for the purposes set forth in this division in accordance with the following schedule:

(a) The sum of one billion five hundred twenty five million dollars (\$1,525,000,000) for safe drinking water, water quality and other water projects in accordance with the provisions of Chapter 2.

(b) The sum of eight hundred million dollars (\$800,000,000) for flood control projects in accordance with the provisions of Chapter 3.

(c) The sum of sixty five million dollars (\$65,000,000) for statewide water management in accordance with the provisions of Chapter 4.

(d) The sum of nine hundred twenty eight million dollars (\$928,000,000) for the protection of rivers, lakes and streams in accordance with the provisions of Chapter 5.

(e) The sum of four hundred fifty million dollars (\$450,000,000) for forest and wildlife conservation in accordance with the provisions of Chapter 6.

(f) The sum of five hundred forty million dollars (\$540,000,000) for the protection of beaches, bays, and coastal waters and watersheds in accordance with the provisions of Chapter 7.

(g) The sum of five hundred million dollars (\$500,000,000) for state parks and nature education facilities in accordance with Chapter 8.

(h) The sum of five hundred eighty million dollars (\$580,000,000) for sustainable communities and climate change reduction projects in accordance with Chapter 9.

## **CHAPTER 5 PROTECTION OF RIVERS, LAKES AND STREAMS**

75050. The sum of nine hundred twenty eight million dollars (\$928,000,000) shall be available for the protection and restoration of rivers, lakes and streams, their watersheds and associated land, water, and other natural resources in accordance with the following schedule:

(l) The sum of forty five million dollars (\$45,000,000) shall be available to the California

Conservation Corps for resource Conservation and Restoration Projects and for facilities Acquisition, Development, Restoration, and rehabilitation and for grants and State administrative costs, in accordance with the following schedule:

(1) The sum of twenty five million dollars (\$25,000,000) shall be available for Projects to improve public safety and improve and restore Watersheds including regional and community Fuel Load Reduction Projects on Public Lands, and Stream and River Restoration Projects. Not less than 50% of these Funds shall be in the form of grants to Local Conservation Corps.

(2) The sum of twenty million dollars (\$20,000,000) shall be available for grants to Local Conservation Corps for Acquisition and Development of facilities to support Local Conservation Corps programs, and for local resource Conservation Activities.

## **CHAPTER 10 MISCELLANEOUS PROVISIONS**

75070. Every proposed Activity or project to be financed pursuant to this division shall be in compliance with the California Environmental Quality Act, Division 13 (commencing with Section 21000).

75070.4. Acquisitions of real property pursuant to Chapters 5, 6, 7, 8, and 9 shall be from willing sellers.

75070.5. Not more than 5% of the Funds allocated to any program in this division may be used to pay the costs incurred in the administration of that program.

75072. Up to 10 percent of Funds allocated for each program funded by this division may be used to finance planning and monitoring necessary for the successful design, selection, and implementation of the Projects authorized under that program. This provision shall not otherwise restrict Funds ordinarily used by an agency for "preliminary plans," "working drawings," and "construction" as defined in the Annual Budget Act for a capital outlay project or grant project. Water quality monitoring shall be integrated into the Surface Water Ambient Monitoring Program administered by the State board.

75073. Funds scheduled in Chapter 5, 6, 7 and 8 of this division that are not designated for competitive grant programs may also be used for the purposes of reimbursing the General Fund, pursuant to the Natural Heritage Preservation Tax Credit Act of 2000 (Division 28 (commencing with Section 37000)).

75074. In enacting Chapters 5, 6, 7 and 8 of this division it is the intent of the people that when a project or program is funded herein, Funds for such program or project may be used to the full extent authorized by the statute governing the program or conservancy receiving such Funds.

75075. The body awarding any Contract for a public works project financed in any part from Funds made available pursuant to this division shall adopt and enforce, or Contract with a third party to enforce, a labor compliance program pursuant to subdivision (b) of Labor Code Section 1771.5 for application to that public works project.

75078. The Secretary shall provide for an independent audit of expenditures pursuant to this division to ensure that all moneys are expended in accordance with the requirements of this division. The secretary shall publish a list of all program and project expenditures pursuant to this division not less than annually, in written form, and shall post an electronic form of the list on the Natural Resources Agency's Internet Website.

75079. The Secretary shall appoint a citizen advisory committee to review the annual audit and to identify and recommend Actions to ensure that the intent and purposes of this division are met by the agencies responsible for implementation of this division.

## APPENDIX E

### Term Definitions

**Allocation 2** - The sum of twenty million dollars (\$20,000,000) shall be available for grants to Local Conservation Corps for acquisition and development of facilities to support Local Conservation Corps programs, and for local resource conservation activities.

**Anadromous** - Migrating up rivers from the sea to breed in fresh water.

**Applicant** – An eligible organization requesting funding from a program administered by the state.

**Bond or “Act”** – Proposition 84, The Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006.

**California Conservation Corps (CCC)** – A state department under the California Natural Resources Agency that provides young men and women 18 – 25 years old a year of paid service to the State of California, during which Corpsmembers work on environmental projects and respond to natural and man-made disasters. Corpsmembers receive workforce education, training and job opportunities, and those who do not already have their high school diploma may earn one while serving.

**California Environmental Quality Act (CEQA)** – Adopted in 1970 and incorporated in the Public Resources Code §21000 et seq.; Title 14 California Code of Regulations § et seq. Its basic purposes are to: 1) inform governmental decision makers and the public about the potential significant environmental effects of proposed activities; 2) identify ways that environmental damage can be avoided or significantly reduced; 3) require changes in projects through the use of alternatives or mitigation measures when feasible; and 4) disclose to the public the reasons why a project was approved if significant environmental effects are involved. CEQA applies to projects undertaken, funded or requiring an issuance of a permit by a public agency.

**Capital Asset** – An asset with a tangible physical life of 15 years; or major maintenance, reconstruction, demolition for purposes of reconstruction of facilities, and retrofitting work that is ordinarily done no more often than once every five (5) to 15 years or expenditures that continue or enhance the useful life of the capital asset; or equipment with a useful life of two years or more.

**Capital Project** – A project that includes acquiring, constructing or improving property, including land, buildings or equipment, or to adapt the property to a new or different use.

**Corpsmember** – A young adult enrolled as a participant in the Local Conservation Corps’ programs who performs public service conservation work and has an active corpsmember agreement on file.

**Development** – Includes but is not limited to the physical improvement of real property including the construction of facilities or structures.

**Direct Costs** – Costs that can be identified specifically with a particular final cost objective, i.e., a particular award, project, service, or other direct activity of an organization. However, a cost may not be assigned to an award as a direct cost if any other cost incurred for the same purpose, in like circumstance, has been allocated to an award as an indirect cost. Costs identified specifically with awards are direct costs of the awards and are to be assigned directly thereto. Costs identified specifically with other final cost objectives of the organization are direct costs of those cost objectives and are not to be assigned to other awards directly or indirectly.

**(Federal Office of Management and Budget (OMB) Circular A-122)**

**Disadvantaged Community** – a community with an annual median household income less than 80% of the statewide average.

**Fund** – The Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Fund of 2006.

**Fuel Load Reduction** – Includes activities which decrease the risk of fire on public or private land. Proposition 84 funds can only be used on fuel load reduction projects on public lands.

**Grant Agreement** – An agreement between the Department (CCC) and the Grantee specifying the payment of funds by the department for the performance of the project scope within the Project Performance Period by the Grantee.

**Grantee** – An entity that has a grant agreement for grant funds.

**Grantor** – California Conservation Corps (CCC).

**Indirect Costs** – Costs that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective after direct costs have been determined and assigned directly to awards or other work as appropriate, indirect costs are those remaining to be allocated to benefiting cost objectives. A cost may not be allocated to an award as an indirect cost if any other cost incurred for the same purpose, in like circumstances, has been assigned to an award as a direct cost. **(Federal Office of Management and Budget (OMB) Circular A-122)**

**Interpretation** – Includes, but is not limited to, a visitor serving amenity that educates and communicates the significance and value of natural, historical, and cultural resources in a way that increases the understanding and enjoyment of these resources and that may utilize the expertise of a naturalist or other specialist skilled at educational interpretation.

**Land Tenure** – The ownership of and/or the right to hold property (the project land).

**Local Conservation Corps (LCC or local corps)** – A program operated by a public agency or nonprofit organization that meets the requirements of Section 14507.5.

**Match** – Contributions to the project, in addition to grant funds, which may be in the form of money from any source, including funds from other state local assistance programs; reduced-cost use of land; facilities/venues or equipment; and/or bequests and income from wills, estates, and trusts.

**Natural Resource** – A necessary or beneficial material source occurring in nature.

**Other Sources of Funding** – Cash or in-kind contributions that are required or used to complete a project or acquisition beyond the grant funds provided by Proposition 84.

**Owner** – The owner who causes a building, improvement, or structure, to be constructed, altered, or repaired (or his successor in interest at the date of a notice of cessation from labor is filed for record) whether the interest or estate of such owner be in fee, as vendee under a contract of purchase, as lessee, or other interest or estate less than the fee. Where such interest or estate is held by two or more persons as joint tenants or tenants in common, any one or more of the cotenants may be deemed to be the “owner” within the meaning of this section. Any notice of cessation signed by less than all of such cotenants shall recite the names and addresses of all such cotenants.

**Preservation** – Rehabilitation, stabilization, restoration, development, and reconstruction, or any combination of those activities.

**Project** – The project to be accomplished with grant funds.

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

**Protection** – Actions necessary to prevent harm or damage to persons, property or natural resources or those actions necessary to allow the continued use and enjoyment of property or natural resources and includes acquisition, development, restoration, preservation, and interpretation.

**Public Benefit** – Helpful or advantageous to the local community and/or the state.

**Public Land** – Refers to land owned or managed by a public entity. The general public may or may not have complete access to this land.

**Public Safety Improvement** – An activity or project on a capital asset which serves the specific purpose of improving and/or restoring a watershed(s) and minimizing a threat to the public.

**Restoration** – The improvement of physical structures or facilities and, in the case of natural systems and landscape features includes, but is not limited to, projects for the control of erosion, the control and elimination of exotic species, prescribed burning, fuel hazard reduction, fencing out threats to existing or restored natural resources, road elimination, and other plant and wildlife habitat improvement to increase the natural system value of the property. Restoration projects shall include the planning, monitoring, and reporting necessary to ensure successful implementation of the project objectives.

**River** – A large natural watercourse generally flowing into the sea.

**Severely Disadvantaged Community** – a community with an annual median household income less than 60% of the statewide average.

**Site Control** – An entity with a legal control and interest in a property.

**Stream** – A body of water flowing in a usually natural surface channel.

**Watershed** – The total land area, regardless of size, above a given point on a waterway that contributes runoff water to the flow at that point. It is a major subdivision of a drainage basin. The United States is generally divided into 18 major drainage areas and 160 principal river drainage basins containing about 12,700 smaller watersheds.

**END OF GUIDELINES**