



CALIFORNIA CONSERVATION CORPS GRANT PROGRAM

PROPOSITION 68 GRANT GUIDELINES & APPLICATION

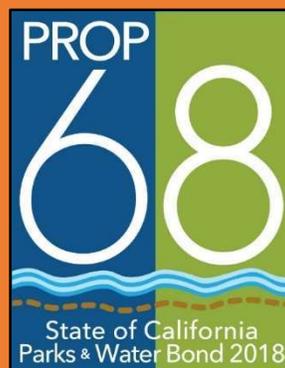
Certified Local Conservation Corps
2020/2021

Revised September 2020

FUNDED BY

PROPOSITION 68

**“CALIFORNIA DROUGHT, WATER, PARKS, CLIMATE, COASTAL
PROTECTION AND OUTDOOR ACCESS FOR ALL ACT OF 2018”**



TECHNICAL ASSISTANCE

Direct all correspondence and grant applications to your assigned Local Corps Grant Coordinator:

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

**** 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 68, the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018 (hence referred to as the “Act”), was passed by the voters in June 2018. It added Section 5096.611, Section 75089.5 and Division 45 (commencing with Section 80000) to the Public Resources Code (PRC), and Section 79772.5 to the Water Code. Section 80136 of Chapter 10: Climate Preparedness, Habitat Resiliency, Resource Enhancement, and Innovation authorizes the Legislature to appropriate \$40,000,000 to the California Conservation Corps (CCC) for natural resource conservation projects, and for equipment and facilities acquisition, development, restoration, and rehabilitation. Not less than 50% of the amount available shall be allocated for grants to certified local community conservation corps.

Section 80130 of the Act states that funds are available for projects that plan, develop and implement climate adaptation and resiliency. Eligible projects shall:

- Improve a community’s ability to adapt to the unavoidable impacts of climate change;
- Improve and protect coastal and rural economies, agricultural viability, wildlife corridors or habitat;
- Develop future recreational opportunities; and/or
- Enhance drought tolerance, landscape resilience, and water retention.

Funds Available to Certified Local Conservation Corps

Proposition 68 is a five-year, non-continuous appropriation. For Fiscal Year 2020/2021 (FY 20/21), the CCC has been authorized to administer \$6,850,000.00 in grants to certified local conservation corps (LCC). Grant funds of up to **\$489,285.00** are available to each eligible, certified LCC for projects. If an LCC has made any allocation transfers in previous fiscal years, please consult the applicable Local Corps Grant Coordinator to determine the available allocation.

Priorities for Proposition 68

- Projects that leverage private, federal or local funding or produce the greatest public benefit;
- Local parks projects that have obtained all required permits and entitlements and a commitment of matching funds;
- Projects that includes water efficiencies, stormwater capture for infiltration or reuse or carbon sequestration features in the project design; and
Projects that seeks to achieve wildlife conservation objectives on public lands or voluntary projects on private lands. Projects on private lands will be evaluated based on the durability of the benefits created by the investment. Funds may be used for payments for the protection or creation of measurable habitat improvements or other improvements to the condition of endangered or threatened species, including through the development and implementation of habitat credit exchanges.

Applicant Eligibility

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

- Be 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 an Applicant that would undermine the ability to carry out the project and/or contacting other public agencies to inquire about an Applicant's current or past performance in complying with an agency's grant or contract management policies.

Calendar of Key Dates

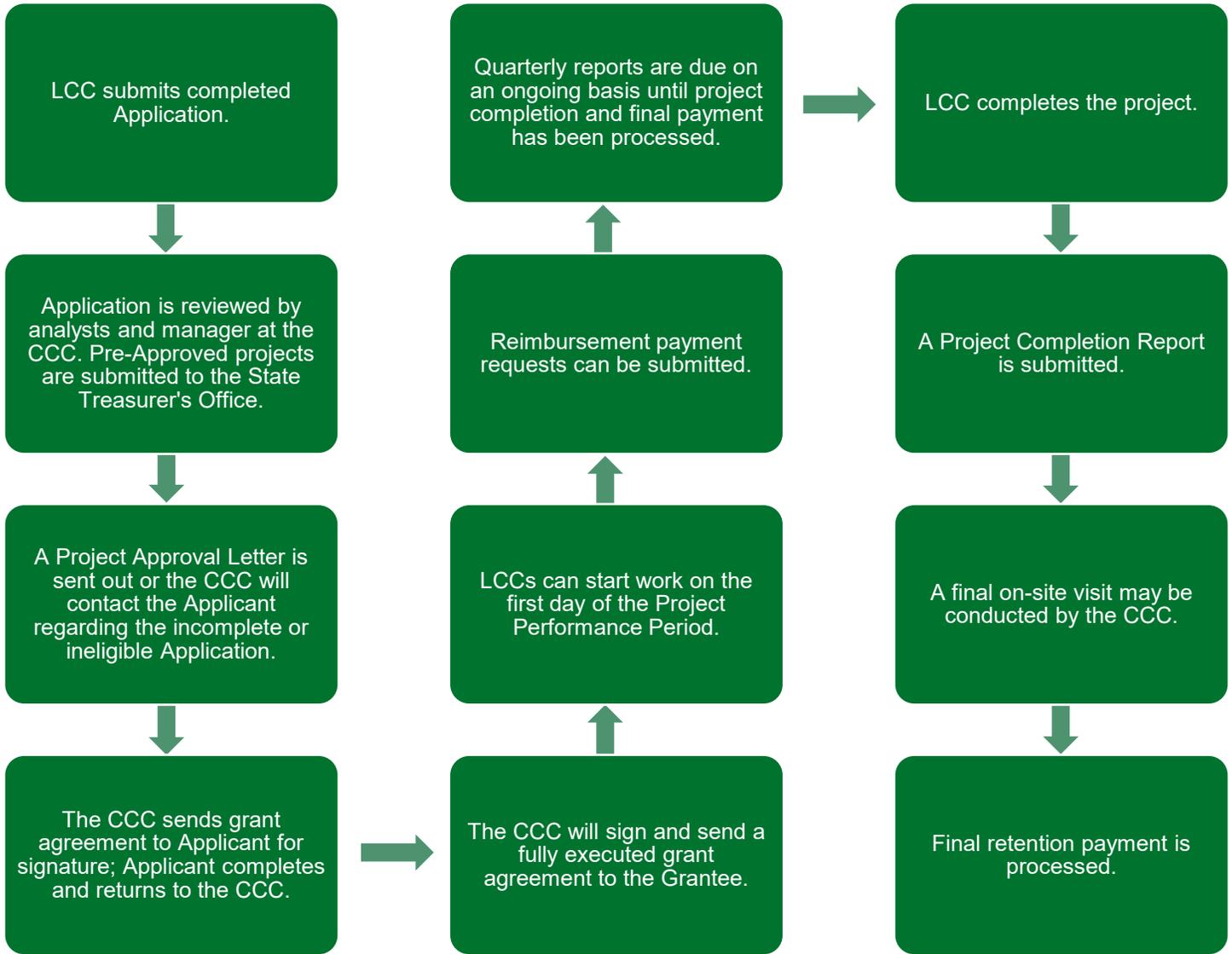
Calendar of Key Dates	
September 3, 2020	Solicitation period begins. Applications will be screened and reviewed on continuous first come, first serve basis.
November 30, 2020	Last day to submit Applications for FY 20/21.
June 30, 2021	Last day for the CCC to encumber all funds for FY 20/21 into a grant 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"> • Quarter 1 – July 1st through September 30th • Quarter 2 – October 1st through December 31st • Quarter 3 – January 1st through March 31st • Quarter 4 – April 1st through June 30th

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 68 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.
- When feasible, projects will provide workforce education and training, contractor and job opportunities for Disadvantaged Communities (DAC)¹. See Appendix A for more information on DACs.
- At least 15% of Proposition 68 funds shall be allocated for projects serving Severely Disadvantaged Communities (SDAC)². See Appendix A for more information on SDACs.
- All projects must meet the definition of a capital project (see Appendix G for definition).
- All projects must comply with the California Environmental Quality Act (CEQA), Division 13 (commencing with Section 2100) (see Page 30).
- Legally mandated/required mitigation is not an allowable use of Proposition 68 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 Page 25 for detailed information.
- The Grantee is responsible for ensuring the project complies with all applicable current laws and regulations.
- When feasible, projects will include Prop 68 signage (See Appendix B).

Eligible Projects

Projects must qualify under one of the following categories:

- **Natural Resource Conservation Projects**
 - Rehabilitation or improvement of local and state parks;
 - Restoration of watersheds and riparian zones;
 - Regional and community-level fuel load reduction;
 - Compost application and food waste management;
 - Resources conservation and restoration; or
- **Facility or equipment acquisition, development, restoration and rehabilitation project**

¹ DAC means a community with a median household income less than 80% of the statewide average.

² SDAC means a community with a median household income less than 60% of the statewide average.

Eligible Natural Resource Conservation Projects

The items below provide examples of types of projects in accordance with the Act and Guidelines. (Note: This is not a comprehensive list.)

Project Category	Examples
Rehabilitation or improvement of local and state parks	<ul style="list-style-type: none"> • Creation, restoration or rehabilitation of trails in local and state parks • Construction or restoration of park infrastructure and features • Landscaping and installation of drought-resistant vegetation at local and state parks
Restoration of watersheds and riparian zones	<ul style="list-style-type: none"> • Invasive plant removal • Native plant/tree planting • Installing drought-resistant vegetation • Irrigation system installation to conserve water use or establish native plants • Construction of fuel breaks • Construction of pedestrian/bike/trail pathways for the purposes of erosion control/watershed restoration
Regional and community-level fuel load reduction	<ul style="list-style-type: none"> • Activities which decrease the risk of fire, including: <ul style="list-style-type: none"> ○ Vegetation management/brush clearance ○ Thinning of trees and removal of dead and dying trees ○ Construction of fuel breaks • Fuel load reduction must be located in a strategic area that will provide the greatest public benefit
Compost application and food waste management	<ul style="list-style-type: none"> • Acquisition and/or development of facilities or equipment that increase composting and processing of food waste • Construction of community gardens (must include a composting element and narrative for mitigating food waste)
Resources conservation and restoration projects	<ul style="list-style-type: none"> • “Restoration” as defined in Proposition 68 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"> ○ Erosion control ○ Stormwater capture and storage or to otherwise reduce stormwater pollution ○ Invasive species control/elimination ○ Planting of native species ○ Removal of waste and debris ○ Prescribed burning and fuel hazard reduction ○ Fencing out threats to existing or restored natural resources ○ Improving instream, riparian or managed wetland habitat conditions ○ Other plant and wildlife habitat improvement to increase the natural system value of the property or coastal or ocean resource • Restoration projects shall include the necessary planning, monitoring and reporting to ensure successful implementation of the project objectives

Eligible Facility or Equipment Acquisition, Development, Restoration and/or Rehabilitation Projects

The items below provide examples of types of projects in accordance with the Act and Guidelines. (Note: This is not a comprehensive list.)

Project Category	Project Activities
Facility Acquisition	<ul style="list-style-type: none"> • Please see Page 8 for additional requirements for the acquisition of real property.
Facility Development	<ul style="list-style-type: none"> • Development activities that will expand LCC operations and/or corpsmember programs, including: <ul style="list-style-type: none"> ○ Construction of new buildings or structures on LCC-owned property. ○ Installation of new utility infrastructure services for the purposes of expansion. • Development activities that will renovate, rehabilitate, or improve outdated or deteriorating structures or interior infrastructure, including: <ul style="list-style-type: none"> ○ Flooring replacement ○ HVAC Installation ○ Parking lot repaving ○ Reconfiguration of interior space ○ Roof repair or replacement ○ Solar Panel Installation
Equipment Acquisition	<ul style="list-style-type: none"> • Includes but is not limited to: <ul style="list-style-type: none"> ○ Skid-Steer Loader ○ Fleet Vehicle and/or Truck ○ Equipment Trailer ○ Excavator ○ Front-End Loader ○ Woodchipper ○ Recycling Truck ○ Compactor

Chapter 10, Section 80130 of the Act, states, in part: “Eligible projects shall improve a community’s ability to adapt to the unavoidable impacts of climate change, improve and protect coastal and rural economies, agricultural viability, wildlife corridors, or habitat, develop future recreational opportunities, or enhance drought tolerance, landscape resilience, and water retention.”

To ensure all facility and equipment acquisition, development, restoration and/or rehabilitation projects comply with the intention of the Legislature to fund projects that contribute to climate adaptation and resiliency, any project under this category must adhere to all State environmental regulations regarding emission reductions and sustainability.

Facilities:

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.

Equipment:

Equipment acquisitions must adhere to all California Air Resources Board (CARB) equipment guidelines to ensure the acquisition meets state environmental targets and standards. In addition, Applicants must obtain all required equipment operating permits.

For more information, see the following CARB webpages:

- Off-Road Mobile Sources: www.arb.ca.gov/msprog/offroad/offroad.htm
- Statewide Portable Equipment Registration Program (PERP): www.arb.ca.gov/portable/portable.htm
- PERP Frequently Asked Questions: <https://ww2.arb.ca.gov/sites/default/files/2019-06/PERP%20FAQ.pdf>

Buying “green” is highly encouraged to support the State’s goal of making California more sustainable.

For more information on Environmentally Preferable Purchasing, visit <https://www.dgs.ca.gov/PD/Resources/Find-EPP-Goods-and-Services>.

Vehicles:

Vehicle acquisitions must observe all California Department of General Services (DGS) guidelines to ensure the vehicle meets state environmental targets and standards. For more information, <https://www.dgs.ca.gov/PD/Resources/Find-EPP-Goods-and-Services/Transportation/Vehicles>.

In addition to the above sustainability requirements, the acquisition, development, restoration and/or rehabilitation of facilities or equipment is eligible only if the project:

- a) Supports LCC programs and operations,
- b) Contributes to the Act’s goal of funding projects that improve climate preparedness, habitat resiliency, resource enhancement or innovation, AND
- c) Ensures that the use of the facility or equipment complies with all applicable provisions in the Act.

Ineligible Projects

Ineligible Natural Resource Conservation Projects

- Projects that are not an eligible category as stated on Page 5 of the Guidelines, or
- Projects that do not have a long-term 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 or Equipment Acquisition, Development, Restoration and/or Rehabilitation Projects

Any facility or equipment acquisition, development, restoration and/or rehabilitation project:

- That does not support LCC programs and operations;
- That does not contribute to climate preparedness, habitat resiliency, resource enhancement or innovation; or
- Where the LCC is not the primary user of the facility.

Any facility or 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

Additional Requirements for the Development of Property and/or 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). See Appendix C for more information.
- Development projects must comply with Labor Code Section 1771.5 (prevailing rates of per diem wages), as applicable.
- All development must meet site control and land tenure requirements. Please see page 32 for detailed requirements.
- A Memorandum of Unrecorded Grant Agreement (MOUGA) will be required for a development project if the total development funding is equal to or greater than \$250,000, or equal to or greater than 25% of the total value of the facility, whichever is less.
- A Notice of Completion will be required for a development project that includes contracted construction work equal to or greater than \$250,000. See Appendix E.

Additional Requirements for Acquisition of Real Property

- Property 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).
- Property must be acquired from a willing seller.
- Property must be acquired without exceeding current Fair Market Value.
- Property cannot be used as security for any debt or collateral.
- Bond funds cannot be used as a down payment on property or be used to further pay off an existing mortgage or loan. All acquisitions must be acquired in full and without financing at the time of purchase.
- The CCC must have an opportunity to review and approve all purchase documents and escrow instructions before the transaction is finalized.
- As the State – via the CCC – has a vested interest in the property as a funder of Proposition 68 grant funds, yet is not a party to the acquisition or ownership of the property, the LCC must provide transaction documents to the CCC prior to escrow, as well as any escrow instructions, amendments or modifications to the acquisition transaction, supplements, preliminary reports, notices of cancellation and closing statements to the CCC within 10 business days of receipt of the executed documents. The LCC shall also provide copies of any subsequent recordings filed on said property by or on behalf of the LCC to the CCC within the prescribed period.
 - Any financial fees regarding duplication and delivery of the executed document shall be the responsibility of the LCC.
- Grantee shall purchase comprehensive Title Insurance.
Grantee must maintain and operate the property for a period commensurate with the site control and land tenure requirements (see Page 32). *Note: Site control and land tenure will be based on the total amount requested per each individual acquisition or development. Requests cannot be broken down into lesser amounts to circumvent site control and land tenure requirements.*

Please see Appendix C- Acquisition of Real Property – Required Documents & Grant Acquisition Process for all required documents and detailed instructions.

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

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

Proposition 68 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 Natural Resource Conservation Projects

Note: This section and the policies listed applies to using and/or acquiring equipment for a specific, grant-funded project. Please read carefully. If the grantee wishes to acquire new equipment for general operations and projects under the eligible project category of the Acquisition of Equipment, the grantee must submit a separate, standalone proposal. Please see page 14 for more information.

Equipment owned by the Grantee may be charged to the project for each use. Equipment use charges must be made in accordance with the Grantee'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 LCC 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 LCC 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 LCC 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 LCC 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 statutorily required when feasible for Proposition 68 funded natural resource conservation projects. Eligible costs include design, construction, and placement. All signs must be approved by the CCC prior to production. See Appendix B for additional information and instructions.

- 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 Grantee.

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 Grantee'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 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 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 Grantee'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 Grantee. 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.

Additional Eligible Costs for Facility or Equipment Acquisition Projects

Facility Acquisition

In addition to the purchase price of the property at or less than the appraised Fair Market Value, associated costs of acquiring real property are eligible for reimbursement and include:

- Escrow fees
- Title insurance fees
- DGS appraisal review fees
- Direct staff and consultant costs (maximum \$5,000)
- Costs for appraisals, surveys for boundary adjustments, and preliminary title reports (if incurred during the Project Performance Period).
- Relocation costs if acquisition results in the displacement of any person and/or business. The Grantee must comply with the State Relocation Act requirements (Government Code, Chapter 16, Section 7260 et seq.), even if relocation costs are not claimed for funding as part of the grant request.

Equipment Acquisition

In addition to the purchase price of the equipment, associated costs directly related to procurement are eligible for reimbursement.

Equipment purchased must have a useful life of at least two (2) years and must support local conservation corps programs and operations. Corps who wish to acquire equipment must demonstrate a need for the purchases via the Proposal Summary.

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. Bind packages only with binder clips. Do not put in folders or notebooks.
- 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. This includes proposals for the acquisition of equipment.

Application Checklist

SAMPLE ONLY



California Conservation Corps Local Conservation Corps Grant Application Checklist

Proposition 68: The California Drought, Water, Parks, Climate, Coastal Protection and Outdoor Access for All Act of 2018

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

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

<p>Completed Application Form – All applications must include a completed application form that is signed and dated.</p>	
<p>Proposal Summary – Answer the questions on the “Proposal Summary” form. If items are not applicable, insert “N/A.”</p>	
<p>Supplemental Questions: Organizational & Fiscal Capacity – Answer the set of Supplemental Questions.</p>	
<p>CCC Form 510 – Budget Estimate Form – All cost elements should be clearly indicated and described on the Budget Estimate Form (see Section IV). The CCC encourages Applicants to be thorough when including costs/categories into a project’s estimated budget. Complete CCC Form 531 for Acquisitions.</p>	
<p>Budget Narrative – All costs should be clearly described using the Budget Narrative (see Section IV for additional instructions).</p>	
<p>CCC Form 509 – Hourly Rate Justification Form – If applicable. Approved hourly rates may only be updated once per fiscal year, except for special circumstances such as State wage increases. Consult with your grant coordinator to determine if a new Hourly Rate should be submitted (see Section IV).</p>	
<p>Hourly Rate Justification Narrative – If applicable (see above). All costs and components included in the Hourly Rate Justification (HRJ) should be clearly explained in the HRJ Narrative with enough detail that an auditor would be able to understand the reasoning/computation for all inclusions.</p>	
<p>Project Location Map – Directional map with enough detail to allow a person unfamiliar with the area to identify the site. Include a Google Map if the site is in an urban area. Include other maps and/or aerial photographs that demonstrate the location and need for the project. Streets and other notable landmarks should be clearly marked to allow easy identification. Maps or images must fit into an 8½” X 11” folder.</p>	
<p>Site Plan – Site plans should be for the project for which funds are being requested. If the proposal is part of a larger project, it should be clearly marked and labeled appropriately. Plans must contain specific property details as described in the grant application, including exterior boundaries, public access points (if applicable) and proposed location(s) of mandatory acknowledgement signage and any interpretive signage. Indicate the names and location of rivers, creeks or streams that abut or cross the property; other natural/geologic features; and any existing buildings and/or impediments (i.e. wells, storm drains, power lines, etc.).</p>	
<p>Timeline – Provide a high-level, estimated timeline for all major tasks detailed in the proposal summary, supplemental questions and Budget Estimate.</p>	
<p>Photos – Include a minimum of three photos of the proposed project in its current condition. Photos must include location, directional view, and street names (if applicable). <i>In-progress and completion photos should be taken in the same location to record the progress of the project throughout the performance period.</i></p>	

<p>California Environmental Quality Act (CEQA)</p> <ol style="list-style-type: none"> 1. Submit a copy of the recorded/filed CEQA document with County Recorder's Stamp. If a CEQA review has not been completed, submit detailed status (see Question 8a in Application). 2. Submit completed CEQA Compliance Certification form with original signature of Lead Agency contact. 	
<p>Site Control and Land Tenure – Provide verification of site control and land tenure. See Section IV - Site Control/Land Tenure Requirements for Application for specific documents required.</p>	
<p>Independent Auditor's Report – 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>	

Additional Required Items for Acquisitions

Must be submitted with the application:

<p>Assessor's Parcel Map – Submit a photocopy from the Assessor's office with the parcels highlighted.</p>	
<p>Escrow Cost Breakdown – Include a thorough breakdown of all costs involved in an acquisition.</p>	
<p>Evidence of a Willing Seller – Provide a copy of accepted offer, purchase agreement or willing seller letter signed by land owner(s) (see Section IV for sample letter).</p>	
<p>CCC Form 531 – Grant Acquisition Budget Estimate – All cost elements associated with the acquisition should be clearly indicated and described on the Grant Acquisition Budget Estimate form or "Good Faith Estimate" of closing costs (see Section IV). *To be used in lieu of CCC Form 510*</p>	

Can be submitted later, prior to the distribution of funds:

<p>Independent Appraisal – Applicant must obtain an independent appraisal and submit it to the CCC. The appraisal must conform to the Uniform Standards of Professional Appraisal Practice (USPAP) as adopted by the Appraisal Standards Board of the Appraisal Foundation. The CCC will submit all appraisals to the Department of General Services (DGS) for review and approval. All appraisals for Proposition 68 grant program acquisitions must meet the DGS appraisal review specifications (See Appendix E). All acquisitions will require a DGS Appraisal Review prior to initiating escrow. Please allow eight to twelve (8-12) weeks from the submission of the independent appraisal for DGS to complete the review. Must submit a bound, physical copy AND digital copy.</p>											
<p>Preliminary Title Report</p>											
<p>Contact Information from the Current Property Owner</p> <table data-bbox="178 1386 1299 1554"> <tr> <td>i) Name</td> <td>vi) Zip</td> </tr> <tr> <td>ii) Contact Name</td> <td>vii) Phone</td> </tr> <tr> <td>iii) Street Address</td> <td>viii) E-mail</td> </tr> <tr> <td>iv) City</td> <td>ix) Mailing Address (if different than above)</td> </tr> <tr> <td>v) County</td> <td></td> </tr> </table>	i) Name	vi) Zip	ii) Contact Name	vii) Phone	iii) Street Address	viii) E-mail	iv) City	ix) Mailing Address (if different than above)	v) County		
i) Name	vi) Zip										
ii) Contact Name	vii) Phone										
iii) Street Address	viii) E-mail										
iv) City	ix) Mailing Address (if different than above)										
v) County											
<p>STD Form 204 - Payee Data Record – This form must be filled out by the Title Company and is required to initiate the distribution of funds into escrow. Note: A W-9 cannot be substituted for this form (see Section IV).</p>											

Proposition 68 Grant Application Form

SAMPLE ONLY



California Conservation Corps Local Conservation Corps Proposition 68 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 68 Application Checklist.
2. Submit completed application via email: Lauren.Crachy@ccc.ca.gov or Anthony.Pham@ccc.ca.gov
3. If necessary, CCC will contact you to review details, ask questions, etc.

**DEADLINE TO SUBMIT APPLICATION:
November 30, 2020**

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

Proposed Project Category (select one):

- Rehabilitation or improvement of local and state parks
- Restoration of watersheds and riparian zones
- Regional and community-level fuel load reduction
- Compost application and food waste management
- Resources conservation and restoration projects
- Facility or equipment acquisition, development, restoration, and rehabilitation

1. Project Information:

Project Name*:	
Project Partner/Sponsor:	
Estimated Start Date:	Estimated End Date:

Project Address:	
Latitude/Longitude:	Nearest City:

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

2. Project Funding:

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

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

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

Project Activity/Deliverable	Quantity	Unit of Measurement

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

- Yes
- No

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

6. Statutory Priorities (Please check all that apply):

- Project leverages private, federal or local funding.
- Project includes water efficiencies, stormwater capture for infiltration or reuse or carbon sequestration features in the project design.
- Project seeks to achieve wildlife conservation objectives.
- Project provides workforce education and training, contractor and/or job opportunities for Disadvantaged Communities (DAC).
- Project is located in and/or benefits a Severely Disadvantaged Community (SDAC).

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
- CEQA not completed at the time of application submission

7a. 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:

7b. 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 68 Grant Application – Proposal Summary

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 current status of the project and describe how the completion of the project addresses a critical statewide need and 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.**]
2. If the project is the acquisition, development, restoration and/or rehabilitation of a facility or equipment, please respond to the following additional questions:
 - a. How the project will support local corps operations and programs.
 - b. How the project complies with the Bond Act to fund climate adaptation and resiliency projects. Include steps taken to ensure the project meets any relevant environmental regulations for the State of California as they relate to emissions reductions and sustainability.
 - c. How the brand, model and maintenance plan of all equipment will produce an expected useful life of at least 2 years.
3. Describe how the project will do one or more of the following (must do at least one). If the project has more than one, please separate responses by category.
 - a. Improve a community’s ability to adapt to the unavoidable impacts of climate change;
 - b. Improve and protect coastal and rural economies, agricultural viability, wildlife corridors or habitat;
 - c. Develop future recreational opportunities; or
 - d. Enhance drought tolerance, landscape resilience and water retention.
4. Describe how the project will reduce greenhouse gas emissions and/or implement carbon sequestrations, and provide the steps you will take to measure this.
5. 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. [Note: “incidental maintenance” means non-capital activities that are generally routine, such as weed or litter abatement, minor repairs, or brush clearance, that are necessary to carry out the project but are minor project activities.]
6. 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.
7. If applicable, describe how the project will provide workforce education and training, contractor and job opportunities for Disadvantaged Communities (DAC). The project itself must provide these opportunities to a DAC. Please provide all pertinent information for the review team to evaluate DAC qualification. Please see Appendix A in the Guidelines for more information.

8. If applicable, describe how the project serves Severely Disadvantaged Communities (SDAC). The project itself, through either location and/or benefits directly derived from the project, must serve an SDAC. Please provide all pertinent information for the review team to evaluate SDAC qualification. Please see Appendix A in the Guidelines for more information. [Note: Applicants **cannot** use Corpsmember residency to qualify as an SDAC project.]
9. Describe the land ownership and how project stakeholders will ensure site control and land tenure requirements will be met.
10. If applicable, provide information regarding all matching or leveraged funds for the project. This includes: funding source, amount, and purpose/project activity.
11. If applicable, describe how your project includes water efficiencies, stormwater capture for infiltration or reuse or carbon sequestration features in the project design.
12. If applicable, describe how your project seeks to achieve wildlife conservation objectives.

Supplemental Questions: Organizational & Fiscal Capacity

SAMPLE ONLY

Local Conservation Corps Proposition 68 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 68 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.

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 Corpsmember Hourly Rate (e.g. vehicle/transportation costs, standard corpsmember 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., Corpsmember 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	Total Cost
A. Direct Project Personnel					
Corpsmember Hours			Hours		\$ -
<i>(Add/Delete/Edit rows as necessary)</i>					Sub-total \$ -
B. Direct Project Management (not to exceed 15% of Grant Total)					
Project Manager			Hours		\$ -
<i>(Add/Delete/Edit rows as necessary)</i>					Sub-total \$ -
C. Direct Operating Expenses & Equipment (not to exceed 20% of Grant Total)					
Materials/Supplies					
Equipment					
Acknowledgment/Signage					
<i>(Add/Delete/Edit rows as necessary)</i>					Sub-total \$ -
C. Indirect Costs (not to exceed 15% of Grant Total)					
Administrative Costs					
Executive Costs					
<i>(Add/Delete/Edit rows as necessary)</i>					Sub-total \$ -
D. Contingency (not to exceed 10% of Grant Total)					
					Grant Grand Total \$ -

CCC Form 509 – Hourly Rate Justification Form

SAMPLE ONLY

STATE OF CALIFORNIA
 CALIFORNIA CONSERVATION CORPS
 GRANT HOURLY RATE JUSTIFICATION FORM

LCC:
 Date:
 FY:

CCC 509 (Revised 08/2019)

1	*ENTER DATA IN YELLOW CELLS*	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>
CORPSMEMBER SALARIES, WAGES, TAXES, BENEFITS				
<u>Corpsmember Salaries & 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	Total Corpsmember Salaries & Wages			\$ -
<u>Corpsmember Taxes & 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	Total Corpsmember Taxes & Benefits			\$ -
11	TOTAL CORPSMEMBER SALARIES, WAGES, TAXES, BENEFITS			\$ -
DIRECT STAFF / SUPERVISORS SALARIES, WAGES, TAXES, BENEFITS				
<u>Direct Staff / Supervisors Salaries & 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	Total Direct Staff Salaries & Wages			\$ -
<u>Direct Staff Taxes & 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	Total Direct Staff Taxes & Benefits			\$ -
22	TOTAL DIRECT STAFF SALARIES, WAGES, TAXES, BENEFITS			\$ -
CREW EQUIPMENT & DIRECT PROJECT SUPPORT				
23	Corpsmember Project SPECIFIC Training Materials & Supplies			\$ -
24	Uniforms			\$ -
25	Crew Hand Tools, Equipment (Chainsaws, Drills, etc.)			\$ -
26	First Aid Supplies			\$ -
27	Crew Supervisor 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	TOTAL CREW EQUIPMENT & DIRECT PROJECT SUPPORT			\$ -
34	TOTAL CORPSMEMBER EXPENSES			\$ -
35	TOTAL CORPSMEMBER HOURS			0
36	CORPSMEMBER HOURLY RATE			RATE

Hourly Rate Justification Narrative Instructions

Please organize your 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 Local Conservation Corps Proposition 68 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.

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 68 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.

Legally Mandated Mitigation: Proposition 68 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/admin/Legal/CEQA-Supplemental-Documents>.

CEQA compliance is NOT required for the acquisition of equipment.

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)

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 68 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>.

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: If the proposed project includes the development, rehabilitation or restoration of or on a property that was acquired or developed using previous bond funds, site control requirements for the proposed Proposition 68 project will be applied to the entire property to ensure the Proposition 68-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.

SAMPLE ONLY

<Use Landowner's Letterhead>

(Date)

California Conservation Corps
Bonds and Grants Unit
ATTN: Local Corps Grant Coordinator
1719 24th 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 [Insert Grant Program].

[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 Sponsor / Landowner Signature

Date

Authorized Sponsor / Landowner Printed Name

Printed Title

Willing Seller Letter

SAMPLE ONLY

Name(s) of Legal Owner(s) [Trust(s), etc.]
Address of Legal Owner(s)

[Date]

To: California Conservation Corps, Local Corps Grant Coordinators

Re: Purchase of _____ (address)
located in _____ County;
Assessor's Parcel Number(s) _____

To Whom It May Concern:

This letter is provided to confirm that (Name of Owner, Trust, etc.), owner of the above referenced property, is a willing participant in the proposed real property transaction. Should grant funds be awarded to the grant applicant (Name of Grant Applicant), then (Name of Owner, Trust, etc.), as seller, is willing to enter into an agreement for the sale of the real property for a purchase price not to exceed a Fair Market Value.

Acknowledged:

Signature of Landowner(s) (Trustee(s), etc.)

Date Signed

CCC Form 531 – Property Acquisition Budget Estimate Form

This form is only required for the acquisition of real property. For all other projects, including the acquisition of equipment or the development of facilities, please use CCC Form 510 – Budget Estimate.

SAMPLE ONLY

STATE OF CALIFORNIA - CALIFORNIA CONSERVATION CORPS FORM	
PROPERTY ACQUISITION BUDGET ESTIMATE - CCC FORM 531 (Rev 08/2019)	
Local Conservation Corps:	Date Budget Submitted:
<p>All costs shall be documented with records sufficient to meet auditing standards. All documentation including, but not limited to, receipts for goods and services, payroll records, methodologies, and source documents shall be retained in the Local Conservation Corps program files and shall be made available for review by the CCC or an independent auditor upon request.</p> <p>Grant funds may be used for acquiring real property that may include the approved Fair Market Value of the purchase price of the property, surveys for boundary adjustments, preliminary title reports, and escrow and title insurance fees. Costs for direct staff and consultants who work directly on the Project are limited to \$10,000 per grant. Grant funds may also be used for costs incurred for State approvals for purchase price and transaction reviews from the Department of General Services (DGS) if completed during the Project Performance Period.</p> <p>Grant funds for relocation costs are allowable for acquisition projects that result in displacement of any person or business as authorized by the State Relocation Act, California Government Code, Chapter 16, Section 7260 et seq. Grantee is responsible for compliance with all applicable requirements even if relocation costs are not claimed for funding as part of the grant request.</p> <p>A proposed Escrow Buyer's Closing Statement may be provided in lieu of the Grant Acquisition Budget Estimate if staff,</p>	
Project Elements	Total Cost
A. Acquisition Costs	
Amount of Purchase Price to be Funded through Grant Funding	\$ -
Title Charges	\$ -
Recording Fees	\$ -
Appraisal Cost (Only eligible for reimbursement if expense incurred during Project Performance Period)	\$ -
Escrow Charges	\$ -
Surveys	\$ -
Other (Please Specify - add lines as necessary)	\$ -
Sub-total	\$ -
B. Additional Costs	
DGS Appraisal Review [Estimate \$ 3,000.00] (Only eligible if incurred during Project Performance Period)	\$ -
Relocation Charges (Please specify - add lines as necessary)	\$ -
Acknowledgement Signage	\$ -
Real Estate Consultant Charges (Please Specify)	\$ -
Other (Please Specify - add lines as necessary)	\$ -
Sub-total	\$ -
Grant Grand Total (Add all Sub-totals from above)	\$ -

STD Form 204 – Payee Data Record Instructions

SAMPLE ONLY

STATE OF CALIFORNIA-DEPARTMENT OF FINANCE

PAYEE DATA RECORD

(Required when receiving payment from the State of California in lieu of IRS W-9 or W-7)

STD 204 (Rev. 4/2017)

1	Requirement to Complete the Payee Data Record, STD 204 A completed Payee Data Record, STD 204 form, is required for all payees (non-governmental entities or individuals) entering into a transaction that may lead to a payment from the state. Each state agency requires a completed, signed, and dated STD 204 on file; therefore, it is possible for you to receive this form from multiple state agencies with which you do business. Payees who do not wish to complete the STD 204 may elect not to do business with the state. If the payee does not complete the STD 204 and the required payee data is not otherwise provided, payment may be reduced for federal and state backup withholding. Amounts reported on Information Returns (Form 1099) are in accordance with the Internal Revenue Code (IRC) and the California Revenue and Taxation Code (R&TC).
2	Enter the payee's legal business name. The name must match the name on the payee's tax return as filed with the federal Internal Revenue Service. Sole proprietorships must also include the owner's full name. An individual must list his/her full name as shown on the SSN or as entered on the W-7 form for ITIN. The mailing address should be the address at which the payee chooses to receive correspondence (i.e. 1099 form) and payments. The business address is the address of the business' physical location; do not enter the payment address or lock box information here.
3	Check only one box that corresponds to the payee business type. Corporations must check the box that identifies the type of corporation. The State of California requires that all parties entering into business transactions that may lead to payment(s) from the state provide their Taxpayer Identification Number (TIN). The TIN is required by the R&TC sections 18646 and 18661 to facilitate tax compliance enforcement activities and the preparation of Form 1099 and other information returns as required by the IRC section 6109(a) and R&TC section 18662 and its regulations. Payees must provide one of the following TINs on this form: social security number (SSN), individual taxpayer identification number (ITIN), or federal employer identification number (FEIN). The TIN for sole proprietorships and individuals is the SSN or ITIN. Only partnerships, estates, trusts, and corporations will enter their FEIN.
4	Are you a California resident or nonresident? A corporation will be defined as a "resident" if it has a permanent place of business in California or is qualified through the Secretary of State to do business in California. A partnership is considered a resident partnership if it has a permanent place of business in California. An estate is a resident if the decedent was a California resident at time of death. A trust is a resident if at least one trustee is a California resident. For individuals and sole proprietors, the term "resident" includes every individual who is in California for other than a temporary or transitory purpose and any individual domiciled in California who is absent for a temporary or transitory purpose. Generally, an individual who comes to California for a purpose that will extend over a long or indefinite period will be considered a resident. However, an individual who comes to perform a particular contract of short duration will be considered a nonresident. Payments to all nonresidents may be subject to withholding. Nonresident payees performing services in California or receiving rent, lease, or royalty payments from property (real or personal) located in California will have 7% of their total payments withheld for state income taxes. However, no withholding is required if total payments to the payee are \$1,500 or less for the calendar year. For information on Nonresident Withholding, contact the Franchise Tax Board at the numbers listed below: Withholding Services and Compliance Section: 1-888-792-4900 E-mail address: wscs.gen@ftb.ca.gov For hearing impaired with TDD, call: 1-800-822-6268 Website: www.ftb.ca.gov
5	Provide the name, title, email address, signature, and telephone number of the individual completing this form. Provide the date the form was completed.
6	This section must be completed by the state agency requesting the STD 204.

Privacy Statement

Section 7(b) of the Privacy Act of 1974 (Public Law 93-579) requires that any federal, state, or local governmental agency, which requests an individual to disclose their social security account number, shall inform that individual whether that disclosure is mandatory or voluntary, by which statutory or other authority such number is solicited, and what uses will be made of it.

It is mandatory to furnish the information requested. Federal law requires that payment for which the requested information is not provided is subject to federal backup withholding and state law imposes noncompliance penalties of up to \$20,000.

You have the right to access records containing your personal information, such as your SSN. To exercise that right, please contact the business services unit or the accounts payable unit of the state agency(ies) with which you transact that business.

All questions should be referred to the requesting state agency listed on the bottom front of this form.

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.

For non-acquisition projects, 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.

For acquisition projects, please see Page 8 and Appendix C for additional information.

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 category in the Budget Estimate may be increased by up to ten percent (10%) through reallocation of funds from another category (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 category 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.

Advance Payments

For projects that serve a disadvantaged community, advanced payments of up to 25% of the total grant amount may be available to initiate the project in a timely manner, based on **compelling need**. No advances will be made for in-house labor costs.

- When requesting an advance payment, the CCC Form 532 – Grant Advance Request Form must be submitted. In addition, quotes and/or labor estimates substantiating the total amount requested as an advance are also required.
- The Grantee must submit, along with the Grant Advance Request form, a detailed narrative demonstrating the need for an advance.
- For non-acquisition projects, the Grantee must establish a separate interest-bearing account dedicated to a specific project to provide accountability for advance payments from the State. The account must be set up and identified prior to receiving the advance. All interest earned in the separate interest-bearing account must be documented by project and reported to the CCC on a quarterly basis. All interest earned must be used to further the project for which the bond funds earned the interest.
- As bank accounts are FDIC insured for a maximum of \$250,000, the CCC limits advance payment requests to \$250,000 at any given time, or no more than 25% of the total grant amount.
- All advanced funds must be spent on project-related expenses within three (3) months from the date of the advance.
- Funds will only be advanced into an escrow account within 60 days from the estimated date of close of escrow for all acquisition transactions.
- Source documentation must clearly itemize and show receipt of payment and/or an invoice showing a zero balance.
- A current quarterly report must be on file or submitted before additional funds will be advanced.
- Retention will not be taken out of advance payments (with the exception of acquisition project advances). However, the final 10% of the grant amount will not be paid until project completion.
- If funds are advanced and not expended, the unused portion of the funds shall be returned to the CCC within 60 days of completion of the project or the end of the Project Performance Period, whichever is earlier.

- Prior to requesting an advance, the CCC will require a copy of contracts for construction and/or materials (and other) vendors specifying projected payment schedules. Requests for advances should be correlated with these contract schedules.
- Before an additional payment request (including advance or reimbursement requests) will be approved, a prior advance payment must be reconciled with the State. The Grantee must submit a CCC Form 534 – Advance Reconciliation Form and all source documentation to account for all expenditures paid with advanced funds.

Additional Requirements for Acquisition Advance Payments

- To protect the State’s investment of bond funds, the Escrow Company must place acquisition advance funding into a non-interest bearing account with a financial institution participating in the Federal Transaction Account Guarantee (TAG) program through the FDIC.
- The CCC will consider lesser retention for acquisition projects based on demonstration of compelling need. The minimum retention that the CCC will consider for an acquisition project will be one percent (1%) of the grant amount.
- In instances where an acquisition is unable to be completed, all funds must be returned to the CCC within 60 days.
- Copies of the grant deed, title insurance policy and buyer’s final closing statement from the title company must be attached to the retention payment request. The LCC must provide these documents to the CCC within **30 calendar days** of close of escrow.

Reporting Requirements

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

- **Quarterly Reports** – Each LCC 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 st – September 30 th	Last business day of October
Quarter 2 (Q2)	October 1 st – December 31 st	Last business day of January
Quarter 3 (Q3)	January 1 st – March 31 st	Last business day of April
Quarter 4 (Q4)	April 1 st – June 30 th	Last business day of July

- **Project Completion Report** – Each LCC 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 and MOUGA is also required. See Appendix E.

Accountability Requirements

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 68 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 68 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 68 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 – Disadvantaged and Severely Disadvantaged Communities

Disadvantaged Communities (DAC)

Per the Proposition 68 Bond (Section 80001(b)(5)), projects will provide workforce education and training, contractor and job opportunities for Disadvantaged Communities (DAC) to the extent practicable. A DAC is defined as a community with a median household income less than 80% of the statewide average.

A project can qualify as a DAC project in the following ways:

- The project itself provides workforce education and training, contractor, and job opportunities for a specific DAC, as defined above. The applicant must clearly describe how the project will provide these opportunities to the DAC.
- The Local Conservation Corps is located in, and/or is immediately surrounded by, a DAC.

Severely Disadvantaged Communities (SDAC)

Per the Proposition 68 Bond (Section 8006(a)(2)), at least 15% of Proposition 68 funds shall be allocated for projects serving Severely Disadvantaged Communities (SDAC). SDAC is defined as a community with a median household income less than 60% of the statewide average.

To qualify as an SDAC project, the project itself, through either location and/or benefits directly derived from the project, must serve an SDAC. The applicant must clearly demonstrate, with verifiable information, a direct, meaningful, and assured benefit to the SDAC. Corpsmember residency cannot be used to qualify for 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 statutorily required when feasible for Proposition 68 funded natural resource conservation 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 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 68 logo (Visit <http://resources.ca.gov/grants/logo-art/> for the Prop 68 logo artwork)
- Project title/description
- *“Another project funded by Proposition 68.”*
- 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.

Sign Example (sample only - exact layout not required)

[Project Title/Description]

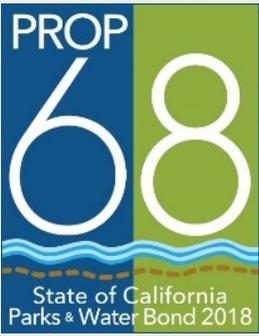
Another project funded by Proposition 68 to improve climate adaptation and resiliency in California.

[INSERT NAME], GOVERNOR

[Insert Name], Secretary, California Natural Resources Agency

California Conservation Corps

[Insert Name of Local Conservation Corps]





LCC Logo

Optional Logo

APPENDIX C – Acquisition of Real Property – Required Documents & Grant Acquisition Process

Required Documents

The following documents must be included *with the application*:

- Assessor's Parcel Map
- Evidence of a Willing Seller (e.g. purchase agreement, commitment letter, etc.)
- CCC Form 531 – Grant Acquisition Budget Estimate
- Escrow Cost Breakdown (can be estimate)
- Evidence of CEQA compliance:
 - Notice of Exemption or Notice of Determination AND
 - CEQA Compliance Certification Form(Note: For acquisitions of real property only, the CCC may act as CEQA Lead Agency. Please contact the applicable Local Corps Grant Coordinator.)

The following documents must be submitted to the CCC *prior to the distribution of grant funds into escrow*:

For the State's Department of General Services (DGS) Appraisal Review:

- Independent Property Appraisal:
 - Must submit two copies – one digital copy and one **bound**, physical copy.
 - The property appraisal must conform to the Uniform Standards of Professional Appraisal Practice (USPAP) as adopted by the Appraisal Standards Board of the Appraisal Foundation.
 - The property appraisal must conform to the State's Department of General Services (DGS) appraisal review specifications (see Appendix D). The CCC strongly recommends using an appraiser who has worked with the DGS or other Federal, State or local governmental agencies before.
 - The CCC will submit the independent appraisal to the DGS for review and approval.
 - Costs associated with the property appraisal and the DGS appraisal review are eligible costs for the grant acquisition and should be included in the Budget Estimate if the grantee wishes to be reimbursed. The CCC recommends budgeting \$5,000 to \$10,000 for appraisal-related costs, depending on the complexity of the acquisition.
 - In order to be eligible for grant reimbursement, the appraisal must occur within the approved Project Performance Period of the executed Grant Agreement.
- Written confirmation that Grantee understands DGS billing requirements (see next section)
- Preliminary Title Report
- Seller Contact Information:
 - Name
 - Street Address
 - City
 - County
 - Zip
 - Phone
 - E-mail
 - Mailing Address (if different than above)

For the Payment of Grant Funds:

- Title Company/Officer Contact Information
- Payee Data Record (STD Form 204) for title company (Note: A W-9 **cannot** be substituted for the Payee Data Record)
- CCC 532 - Grant Advance Request Form
- A letter on the Grantee's letterhead requesting funds be deposited to escrow, containing all of the following:
 - Name and address of Grantee
 - Grant Agreement Number
 - Dollar amount of disbursement requested
 - Name, address and telephone number of the title company or escrow holder, and the escrow account number to which the Grant Funds will be disbursed.
 - A statement by the Grantee that all funds (exclusive of the Grant Funds to be provided under this Grant Agreement) needed for completion of Acquisition of the real property have been secured and have been or will be deposited to escrow at or about the same date as the requested Grant Funds. In making this statement, Grantee shall be entitled to reasonably rely on the representations of the transferor of the real property; and
 - Anticipated close of escrow date

The following documents must be submitted to the CCC *within 30 calendar days of close of escrow*:

- Copy of buyer's final closing statement
- Copy of grant deed
- Copy of title insurance policy
- Summary report of final total project expenditures
- Advance Reconciliation Form

Grant Acquisition Process

Step 1: LCC submits required documents with application for CCC review.

After a full eligibility and compliance review, the Local Corps Grant Coordinator will contact the Applicant to discuss any missing documentation and next steps. When all necessary documentation to enter into a Grant Agreement is submitted, a contingent approval notification will be sent via email to the Applicant. A Grant Agreement will be drafted to include a contingency clause stating that the distribution of funds into escrow for the acquisition will only occur after the CCC receives confirmation from DGS that the property is being acquired at or below Fair Market Value.

Step 2: LCC submits all required documents to initiate DGS appraisal review.

To initiate the DGS review, the LCC must submit to the CCC the appraisal report, written confirmation that the LCC will directly pay DGS for the review, the preliminary title report, and the seller's contact information. The CCC will submit the documentation to the DGS Real Estate Services Division – Real Property Services Section for review.

The DGS appraisal review can take 8-12 weeks from the submission date. It is critical to submit all documentation as early as possible and to communicate with all relevant parties the State's process in reviewing acquisitions. On a case by case basis, the CCC may be able to request an expedited review. Note that granting an expedited review is the sole discretion of DGS and that additional costs may be incurred for expedited service.

Step 3: CCC conducts site visit to view property and meet seller.

Prior to any distribution of funds, the CCC Grants Team will visit the property to ensure it meets all bond and grant requirements. Additionally, all parties to the acquisition, including all sellers if there are multiple owners, must be present at the visit so as to confirm their understanding of the State's regulations and procedures regarding the acquisition of property using bond funds.

Step 4: CCC initiates distribution of funds into escrow.

After DGS releases their findings and Fair Market Value is confirmed, the CCC will initiate engagement with the assigned title company to distribute funds directly into escrow. In order to do this, the CCC needs the contact information of the Title Officer, the Payee Data Record, the grant advance form, and the request of funds via the letter on organization letterhead.

To protect the State's investment of bond funds, note the following:

- Pursuant to site control/land tenure requirements and General Obligation Bond law regulations, a deed restriction will be placed on the property to ensure the long-term use of the property. This Deed Restriction is as follows:

“This property may not be sold, refinanced, further collateralized, or converted to a non-public use without the prior express written and recorded consent of the California Conservation Corps or its successor agency, if any. This restriction and the conditions described herein may not be modified or revoked without the prior express written and recorded consent of the California Conservation Corps or its successor agency, if any. The California Conservation Corps is deemed and agreed to be a third-party beneficiary of this Deed Restriction and as such can enforce the provisions thereof. The State of California's rights pertaining to these restrictions will expire [#] years after [LCC] closes escrow on the property.”

- Grant Funds for acquisition projects will only be advanced into an escrow account within sixty (60) days from the estimated date of close of escrow.
- The title company must place the funding into a non-interest-bearing account with a financial institution participating in the Federal Transaction Account Guarantee (TAG) program through the Federal Deposit Insurance Corporation (FDIC).

APPENDIX D – Department of General Services (DGS) Appraisal Specifications

(Revised January 1, 2008)

All appraisals must be completed and signed by a State of California Certified Real Estate Appraiser who certifies that the appraisal complies with the Uniform Standards of Professional Appraisal Practice as currently adopted by the Appraisal Standards Board of the Appraisal Foundation.

The principle appraiser who is responsible for developing the appraisal report must certify that they have inspected the subject property and comparable property data whenever physically possible. The following specifications are required when applicable to the assignment:

1. Title page with sufficient identification of appraisal project.
2. Letter of transmittal summarizing important assumptions and conclusions, value estimate, date of value, date of report, etc.
3. Table of contents.
4. Assumptions and Limiting Conditions.
5. Description of the scope of work, including the extent of data collection and limitations, if any, in obtaining and analyzing relevant data.
6. Definition of Fair Market Value, as defined by California Code of Civil Procedures, Section 1263.320.
7. Photographs of subject property and comparable data, including significant physical features and the interior of structural improvements if applicable.
8. Copies of Assessor's plat maps with the subject parcels marked and an assemblage of all contiguous Assessors' parcels that depicts the ownership.
9. A legal description of the subject property if available.
10. For large, remote, or inaccessible parcels, provide aerial photographs or topographical maps depicting the subject boundaries.
11. Three-year subject property history, including sales, listings, leases, options, zoning, applications for permits, or other documents or facts that might indicate or affect use or value.
12. Discussion of any current Agreement of Sale, option, or listing of subject property. This issue requires increased diligence since state agencies often utilize non-profit organizations to quickly acquire sensitive-habitat parcels using Option Agreements. However, due to confidentiality clauses, the terms of the Option are often not disclosed to the state. If the appraiser discovers evidence of an Option, or the possible existence of an Option, and the terms cannot be disclosed due to a confidentiality clause, then the appraiser is to cease work and contact the client. Current DGS policy requires disclosure of any Option or Purchase Agreement. If the Agreement is not made available, DGS will not review the appraisal.
13. Regional, area, and neighborhood analyses.
14. Market conditions and trends including identification of the relevant market area, a discussion of supply and demand within the relevant market area (or other areas of competition), and a discussion of the relevant market factors impacting demand for site acquisition or leasing within the relevant market area.
15. Discussion of subject land/site characteristics (size, topography, current use, zoning and land use issues, development entitlements, General Plan designations, utilities, offsite improvements, access, easements and restrictions, flood and earthquake information, toxic hazards, taxes and assessments, etc.)
16. Description of subject improvements, including all structures, square footage, physical age, type of construction, quality of construction, condition, site improvements, etc.
17. Subject leasing and operating cost history.
18. Opinion of highest and best use for the subject property, based on an in-depth analysis supporting the concluded use. Such support typically requires a discussion of the four criteria or tests utilized to determine the highest and best use of a property. If alternative feasible uses exist, explain and support market, development, cash flow, and risk factors leading to an ultimate highest and best use decision.
19. All approaches to market value applicable to the property type and in the subject market. Explain and support the exclusion of any usual approaches to value.

20. Map(s) showing all comparable properties in relation to subject property.
21. Photographs and plat maps of comparable properties.
22. In-depth discussion of comparable properties, similarities and differences, and comparisons and adjustments to the comparable data, and discussion of the reliability and credibility of the data as it relates to the indicated subject property value.
23. Comparable data sheets: 1) For sales, include information on grantor/Grantee, sale/recordation dates, listed or asking price as of date of sale, financing, conditions of sale, buyer motivation, sufficient location information (street address, post mile, and/or distance from local landmarks such as bridges, road intersections, structures, etc.), land/site characteristics, improvements, source of any allocation of sale price between land and improvement, and confirming source. 2). For listings, also include marketing time from list date to effective date of the appraisal, original list price, changes in list price, broker feedback, if available. 3). For leases, include significant information such as lessor/lessee, lease date and term, type of lease, rent and escalation, expenses, size of space leased, tenant improvement allowance, concessions, use restrictions, options, and confirming source.
24. Discussion of construction cost methodology, data source used, costs included and excluded, depreciation methodology, a discussion of accrued depreciation from all causes, and remaining economic life.
25. Copies of construction cost data including, section and pages of cost manual (date of estimate or date of publication of cost manual must be provided if not indicated on page), copies of cost estimate if provided from another source, and supporting calculations including worksheets or spreadsheets.
26. In part-take situations, a discussion of special benefit and severance damages.
27. Include a copy of a recent preliminary title report (within the past year) as an appraisal exhibit and discuss the effect of title exceptions on fair market value. If unavailable, the appraisal should be made contingent upon review of the preliminary title report and the assumption that there is no affect on value.
28. Implied dedication statement.
29. Reconciliation and final value estimate. Explain and support conclusions reached.
30. Signed Certification consistent with language found in USPAP.
31. If applicable, in addition to the above, appraisals of telecommunication sites must also provide:
 - A discussion of market conditions and trends including identification of the relevant market, a discussion of supply and demand within the relevant market area and a discussion of the relevant market factors impacting demand for site acquisition and leasing within the relevant market area.
 - An analysis of other (ground and vault) leases comparable to subject property. Factors to be discussed in the analysis include the latitude, longitude, type of tower, tower height, number of rack spaces, number of racks occupied, placement of racks, power source and adequacy, back-up power, vault and site improvements description and location on site, other utilities; access, and road maintenance costs.
32. On occasions where properties involve personal property, business interests, water rights, minerals, or merchantable timber separate valuations may be necessary. If the Appraiser determines that there are such property interests or rights requiring a separate valuation, the appraiser shall notify his/her client. The client may choose to modify the appraisal request to include a separate valuation by an appropriate credentialed subject matter specialist. In such cases, the appraisal package submitted to DGS for review should include the real estate appraisal and a separate appraisal/valuation of the personal property, business interests, water rights, minerals, or merchantable timber by a credentialed subject matter specialist, together with a review of this separate appraisal/valuation by a second credentialed subject matter specialist.

APPENDIX E – Notice of Completion

A Notice of Completion is required for grantees to close out all facility development, restoration and/or rehabilitation projects greater than \$250,000 and receive 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 F – Relevant Bond Language

CHAPTER 1 GENERAL PROVISIONS

80000. This division shall be known, and may be cited, as the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018.

80001. (a) The people of California find and declare all of the following:

(1) From California's beautiful rivers, streams, coastal shorelines, and other waterways, to our federal, state, local, and regional parks and outdoor settings, to our vast network of trails connecting people with natural landscapes, Californians value the rich diversity of outdoor experiences afforded to this state and its citizens.

(2) Demand for local parks has exceeded available funding by a factor of 8 to 1, with particularly high demand in urban, disadvantaged communities.

(3) Many Californians across the state lack access to safe parks, wildlife, trails, and recreation areas, which limits their ability to experience the outdoors, improve their physical and emotional health, exercise, and connect with their communities.

(4) Investments to create and improve parks and recreation areas, and to create trail networks that provide access from neighborhoods to parks, wildlife, and recreational opportunities, will help ensure all Californians have access to safe places to exercise and enjoy recreational activities.

(5) The California Center for Public Health Advocacy estimates that inactivity and obesity cost California over forty billion dollars (\$40,000,000,000) annually, through increased health care costs and lost productivity due to obesity-related illnesses, and that even modest increases in physical activity would result in significant savings. Investments in infrastructure improvements such as biking and walking trails and pathways, whether in urban or natural areas, are cost-effective ways to promote physical activity.

(6) Continued investments in the state's parks, wildlife and ecological areas, trails, and natural resources, and greening urban areas will help mitigate the effects of climate change, making cities more livable, and will protect California's natural resources for future generations.

(7) California's outdoor recreation economy represents an eighty-seven-billion-dollar (\$87,000,000,000) industry, providing over 700,000 jobs and billions of dollars in local and state revenues.

(8) California's state, local, and regional park system infrastructure and national park system infrastructure are aging, and a significant infusion of capital is required to protect this investment.

(9) There has been a historic underinvestment in parks, trails, and outdoor infrastructure in disadvantaged areas and many communities throughout California.

(10) Tourism is a growing industry in California and remains an economic driver for the more rural parts of the state.

(11) California's highly variable hydrology puts at risk the state's supply of clean and safe water. In recent years, California has experienced both the state's worst drought and also the wettest winter in recorded history.

(12) Extreme weather changes such as prolonged drought, intense heat events, and a changing snowpack are real climate impacts happening right now in California, and these changes increase the need to safeguard water supply for the quality of life for all Californians.

(13) Every Californian should have access to clean, safe, and reliable drinking water.

(14) California's water infrastructure continues to age and deteriorate.

(15) Encouraging water conservation and recycling are commonsense actions to improve California's water future.

(16) Successfully implementing the Sustainable Groundwater Management Act in collaboration with local government and communities is a key state priority.

(17) Flooding can devastate communities and infrastructure.

(18) Protecting and restoring lakes, rivers, streams, and the state's diverse ecosystems is a critical part of the state's water future and ensures the quality of life for all Californians.

(19) This division provides funding to implement the California Water Action Plan.

(20) Periodic investments are needed to protect, restore, and enhance our natural resources and parks to ensure all Californians have safe, clean, and reliable drinking water, prevent pollution and disruption of our

water supplies, prepare for future droughts and floods, and protect and restore our natural resources for the benefit and enjoyment of our children and future generations.

(b) It is the intent of the people of California that all of the following shall occur in the implementation of this division:

(1) The investment of public funds pursuant to this division will result in public benefits that address the most critical statewide needs and priorities for public funding.

(2) In the appropriation and expenditure of funding authorized by this division, priority will be given to projects that leverage private, federal, or local funding or produce the greatest public benefit.

(3) To the extent practicable, a project that receives moneys pursuant to this division will include signage informing the public that the project received funds from the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018.

(4) To the extent practicable, when developing program guidelines for urban recreation projects and habitat protection or restoration projects, administering entities are encouraged to give favorable consideration to projects that provide urban recreation and protect or restore natural resources. Additionally, the entities may pool funding for these projects.

(5) To the extent practicable, a project that receives moneys pursuant to this division will provide workforce education and training, contractor, and job opportunities for disadvantaged communities.

(6) To the extent practicable, priority for funding pursuant to this division will be given to local parks projects that have obtained all required permits and entitlements and a commitment of matching funds, if required.

(7) To the extent practicable, administering entities should measure or require measurement of greenhouse gas emissions reductions and carbon sequestrations associated with projects that receive moneys pursuant to this division.

(8) To the extent practicable, as identified in the "Presidential Memorandum--Promoting Diversity and Inclusion in Our National Parks, National Forests, and Other Public Lands and Waters," dated January 12, 2017, the public agencies that receive funds pursuant to this division will consider a range of actions that include, but are not limited to, the following:

(A) Conducting active outreach to diverse populations, particularly minority, low-income, and disabled populations and tribal communities, to increase awareness within those communities and the public generally about specific programs and opportunities.

(B) Mentoring new environmental, outdoor recreation, and conservation leaders to increase diverse representation across these areas.

(C) Creating new partnerships with state, local, tribal, private, and nonprofit organizations to expand access for diverse populations.

(D) Identifying and implementing improvements to existing programs to increase visitation and access by diverse populations, particularly minority, low-income, and disabled populations and tribal communities.

(E) Expanding the use of multilingual and culturally appropriate materials in public communications and educational strategies, including through social media strategies, as appropriate, that target diverse populations.

(F) Developing or expanding coordinated efforts to promote youth engagement and empowerment, including fostering new partnerships with diversity-serving and youth-serving organizations, urban areas, and programs.

(G) Identifying possible staff liaisons to diverse populations.

(9) To the extent practicable, priority for grant funding under this division will be given to a project that advances solutions to prevent displacement if a potential unintended consequence associated with park creation pursuant to the project is an increase in the cost of housing.

80002. As used in this division, the following terms have the following meanings:

(a) "Committee" means the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Finance Committee created by Section 80162.

(b) "Community access" means engagement programs, technical assistance, or facilities that maximize safe and equitable physical admittance, especially for low-income communities, to natural or cultural resources, community education, or recreational amenities.

(c) "Conservation actions on private lands" means projects with willing landowners that involve the adaptive flexible management or protection of natural resources in response to changing conditions and threats to habitat and wildlife. The actions may include the acquisition of conservation interests or fee interests in the

land. These projects result in habitat conditions on private lands that, when managed dynamically over time, contribute to the long-term health and resiliency of vital ecosystems and enhance wildlife populations.

(d) "Department" means the Department of Parks and Recreation.

(e) "Disadvantaged community" means a community with a median household income less than 80 percent of the statewide average.

(f) "Fund" means the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Fund, created by Section 80032.

(g) "Heavily urbanized city" means a city with a population of 300,000 or more.

(h) "Heavily urbanized county" means a county with a population of 3,000,000 or more.

(i) "Interpretation" includes, but is not limited to, a visitor-serving amenity that enhances the ability to understand and appreciate the significance and value of natural, historical, and cultural resources and that may utilize educational materials in multiple languages, digital information, and the expertise of a naturalist or other skilled specialist.

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

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

(l) "Protection" means those actions necessary to prevent harm or damage to persons, property, or natural, cultural, and historic resources, actions to improve access to public open-space areas, or actions to allow the continued use and enjoyment of property or natural, cultural, and historic resources, and includes site monitoring, acquisition, development, restoration, preservation, and interpretation.

(m) "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, stormwater capture and storage or to otherwise reduce stormwater pollution, the control and elimination of invasive species, the planting of native species, the removal of waste and debris, prescribed burning, fuel hazard reduction, fencing out threats to existing or restored natural resources, road elimination, improving instream, riparian, or managed wetland habitat conditions, and other plant and wildlife habitat improvement to increase the natural system value of the property or coastal or ocean resource. Restoration also includes activities described in subdivision (b) of Section 79737 of the Water Code. Restoration projects shall include the planning, monitoring, and reporting necessary to ensure successful implementation of the project objectives.

(n) "Severely disadvantaged community" means a community with a median household income less than 60 percent of the statewide average.

80004. An amount that equals not more than 5 percent of the funds allocated for a grant program pursuant to this division may be used to pay the administrative costs of that program.

80006. (a) Except as provided in subdivision (b), up to 10 percent of funds allocated for each program funded by this division may be expended, including, but not limited to, by grants, for planning and monitoring necessary for the successful design, selection, and implementation of the projects authorized under that program. This section 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. Planning may include feasibility studies for environmental site cleanup that would further the purpose of a project that is eligible for funding under this division. Monitoring may include measuring greenhouse gas emissions reductions and carbon sequestration associated with program expenditures under this division.

(b) Funds used for planning projects that benefit disadvantaged communities may exceed 10 percent of the funds allocated if the state agency administering the moneys determines that there is a need for the additional funding.

80008. (a) (1) Except as provided in paragraph (2), at least 20 percent of the funds available pursuant to each chapter of this division shall be allocated for projects serving severely disadvantaged communities.

(2) At least 15 percent of the funds available pursuant to Chapter 9 (commencing with Section 80120) and Chapter 10 (commencing with Section 80130) shall be allocated for projects serving severely disadvantaged communities.

(b) (1) Except as provided in subdivision (c), up to 10 percent of the funds available pursuant to each chapter of this division may be allocated for technical assistance to disadvantaged communities. The

agency administering the moneys shall operate a multidisciplinary technical assistance program for disadvantaged communities.

(2) Funds used for providing technical assistance to disadvantaged communities may exceed 10 percent of the funds allocated if the state agency administering the moneys determines that there is a need for the additional funding.

(c) (1) Up to 5 percent of funds available pursuant to each chapter of this division shall, to the extent permissible under the State General Obligation Bond Law (Chapter 4 (commencing with Section 16720) of Part 3 of Division 4 of Title 2 of the Government Code) and with the concurrence of the Director of Finance, be allocated for community access projects that include, but are not limited to, the following:

(A) Transportation.

(B) Physical activity programming.

(C) Resource interpretation.

(D) Multilingual translation.

(E) Natural science.

(F) Workforce development and career pathways.

(G) Education.

(H) Communication related to water, parks, climate, coastal protection, and other outdoor pursuits.

(2) This subdivision does not apply to Chapter 11.1 (commencing with Section 80141) and Chapter 12 (commencing with Section 80150).

80010. Before disbursing grants pursuant to this division, each state agency that receives funding to administer a competitive grant program under this division shall do the following:

(a) (1) Develop and adopt project solicitation and evaluation guidelines. The guidelines shall include monitoring and reporting requirements and may include a limitation on the dollar amount of grants to be awarded. If the state agency has previously developed and adopted project solicitation and evaluation guidelines that comply with the requirements of this subdivision, it may use those guidelines.

(2) Guidelines adopted pursuant to this subdivision shall encourage, where feasible, inclusion of the following project components:

(A) Efficient use and conservation of water supplies.

(B) Use of recycled water.

(C) The capture of stormwater to reduce stormwater runoff, reduce water pollution, or recharge groundwater supplies, or a combination thereof.

(D) Provision of safe and reliable drinking water supplies to park and open-space visitors.

(b) Conduct three public meetings to consider public comments before finalizing the guidelines. The state agency shall publish the draft solicitation and evaluation guidelines on its Internet Web site at least 30 days before the public meetings. One meeting shall be conducted at a location in northern California, one meeting shall be conducted at a location in the central valley of California, and one meeting shall be conducted at a location in southern California.

(c) For statewide competitive grant programs, submit the guidelines to the Secretary of the Natural Resources Agency. The Secretary of the Natural Resources Agency shall verify that the guidelines are consistent with applicable statutes and for all the purposes enumerated in this division. The Secretary of the Natural Resources Agency shall post an electronic form of the guidelines submitted by state agencies and the subsequent verifications on the Natural Resources Agency's Internet Web site.

(d) Upon adoption, transmit copies of the guidelines to the fiscal committees and the appropriate policy committees of the Legislature.

(e) Chapter 3.5 (commencing with Section 11340) of Part 1 of Division 3 of Title 2 of the Government Code does not apply to the development and adoption of program guidelines and selection criteria adopted pursuant to this division.

80012. (a) The Department of Finance shall provide for an independent audit of expenditures pursuant to this division. The Secretary of the Natural Resources Agency 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 agency's Internet Web site in a downloadable spreadsheet format. The spreadsheet shall include information about the location and footprint of each funded project, the project's objectives, the status of the project, anticipated outcomes, any matching moneys provided for the project by the grant recipient, and the applicable chapter of this division pursuant to which the grant recipient received moneys.

(b) If an audit, required by statute, of any entity that receives funding authorized by this division is conducted pursuant to state law and reveals any impropriety, the California State Auditor or the Controller may conduct a full audit of any or all of the activities of that entity.

(c) The state agency issuing any grant with funding authorized by this division shall require adequate reporting of the expenditures of the funding from the grant.

(d) The costs associated with the publications, audits, statewide bond tracking, cash management, and related oversight activities provided for in this section shall be funded from this division. These costs shall be shared proportionally by each program through this division. Actual costs incurred to administer nongrant programs authorized by this division shall be paid from the funds authorized in this division.

80014. If any moneys allocated pursuant to this division are not encumbered or expended by the recipient entity within the time period specified by the administering agency, the unexpended moneys shall revert to the administering agency for allocation consistent with the applicable chapter.

80016. To the extent feasible, a project whose application includes the use of services of the California Conservation Corps or certified community conservation corps, as defined in Section 14507.5, shall be given preference for receipt of a grant under this division.

80018. To the extent feasible, a project that includes water efficiencies, stormwater capture for infiltration or reuse, or carbon sequestration features in the project design may be given priority for grant funding under this division.

80020. Moneys allocated pursuant to this division shall not be used to fulfill any mitigation requirements imposed by law.

80022. (a) To the extent feasible in implementing this division and except as provided in subdivision (b), a state agency receiving funding under this division shall seek to achieve wildlife conservation objectives through projects on public lands or voluntary projects on private lands. Projects on private lands shall be evaluated based on the durability of the benefits created by the investment. Funds may be used for payments for the protection or creation of measurable habitat improvements or other improvements to the condition of endangered or threatened species, including through the development and implementation of habitat credit exchanges.

(b) This section shall not apply to Chapter 2 (commencing with Section 80050), Chapter 3 (commencing with Section 80060), Chapter 5 (commencing with Section 80080), Chapter 6 (commencing with Section 80090), Chapter 11 (commencing with Section 80140), Chapter 11.5 (commencing with Section 80145), or Chapter 12 (commencing with Section 80150).

80024. A state agency that receives funding to administer a grant program under this division shall report to the Legislature by January 1, 2027, on its expenditures pursuant to this division and the public benefits received from those expenditures.

80026. A state conservancy receiving funding pursuant to this division shall endeavor to allocate funds that are complementary, but not duplicative, of authorized expenditures made pursuant to the Water Quality, Supply, and Infrastructure Improvement Act of 2014.

80028. Funds provided pursuant to this division, and any appropriation or transfer of those funds, shall not be deemed to be a transfer of funds for the purposes of Chapter 9 (commencing with Section 2780) of Division 3 of the Fish and Game Code.

80030. For grants awarded for projects that serve a disadvantaged community, the administering entity may provide advanced payments in the amount of 25 percent of the grant award to the recipient to initiate the project in a timely manner. The administering entity shall adopt additional requirements for the recipient of the grant regarding the use of the advanced payments to ensure that the moneys are used properly.

80032. (a) The proceeds of bonds issued and sold pursuant to this division, exclusive of refunding bonds issued and sold pursuant to Section 80172, shall be deposited in the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Fund, which is hereby created in the State Treasury.

(b) Proceeds of bonds issued and sold pursuant to this division shall be allocated according to the following schedule:

(1) Two billion eight hundred thirty million dollars (\$2,830,000,000) for purposes of Chapter 2 (commencing with Section 80050), Chapter 3 (commencing with Section 80060), Chapter 4 (commencing with Section 80070), Chapter 5 (commencing with Section 80080), Chapter 6 (commencing with Section 80090), Chapter

7 (commencing with Section 80100), Chapter 8 (commencing with Section 80110), Chapter 9 (commencing with Section 80120), and Chapter 10 (commencing with Section 80130).

(2) Two hundred fifty million dollars (\$250,000,000) for Chapter 11 (commencing with Section 80140).

(3) Eighty million dollars (\$80,000,000) for Chapter 11.1 (commencing with Section 80141).

(4) Five hundred fifty million dollars (\$550,000,000) for Chapter 11.5 (commencing with Section 80145).

(5) Three hundred ninety million dollars (\$390,000,000) for Chapter 11.6 (commencing with Section 80146). 80034. The Legislature may enact legislation necessary to implement programs funded by this division.

CHAPTER 10 CLIMATE PREPAREDNESS, HABITAT RESILIENCY, RESOURCE ENHANCEMENT, AND INNOVATION

80130. The sum of four hundred forty-three million dollars (\$443,000,000) shall be available, upon appropriation by the Legislature, as competitive grants for projects that plan, develop, and implement climate adaptation and resiliency projects. Eligible projects shall improve a community's ability to adapt to the unavoidable impacts of climate change, improve and protect coastal and rural economies, agricultural viability, wildlife corridors, or habitat, develop future recreational opportunities, or enhance drought tolerance, landscape resilience, and water retention.

80131. In implementing Section 80130, special consideration may be given to the acquisition of lands that are in deferred certification areas of local coastal plans.

80136. Of the amount made available pursuant to Section 80130, forty million dollars (\$40,000,000) shall be available to the California Conservation Corps for projects to rehabilitate or improve local and state parks, restore watersheds and riparian zones, regional and community-level fuel load reduction, compost application and food waste management, resources conservation and restoration projects, and for facility or equipment acquisition, development, restoration, and rehabilitation. Not less than 50 percent of the amount available pursuant to this section shall be allocated for grants to certified local community conservation corps, as defined in Section 14507.5.

APPENDIX G

Term Definitions

Acquisition – The acquisition of a fee interest or any other interest in real property including easements, leases and development rights.

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

Bond or “Act” – Proposition 68, The California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018.

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.

Community Access – Engagement programs, technical assistance or facilities that maximize safe and equitable physical admittance, especially for low-income communities, to natural or cultural resources, community education or recreational amenities.

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.

Easement – An interest in land entitling the holder thereof to a limited use or enjoyment of the land in which the interest exists.

Fair Market Value – The value placed upon the property as supported by an appraisal that has been reviewed and approved by the California Department of General Services.

Fund – The California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Fund, created by Section 80032.

Fuel Load Reduction – Includes activities which decrease the risk of fire on public or private land. Proposition 68 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).

Incidental Maintenance – Non-capital activities that are generally routine, such as weed or litter abatement, minor repairs, or brush clearance, that are necessary to carry out the project but are minor project activities.

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 68.

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.

Willing Seller – Landowner(s) that is inclined to participate in a proposed real property transaction.

END OF GUIDELINES