



## 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><b>Completed Application Form</b> – All applications must include a completed application form that is signed and dated.</p>	
<p><b>Proposal Summary</b> – Answer the questions on the “Proposal Summary” form. If items are not applicable, insert “N/A.”</p>	
<p><b>Supplemental Questions: Organizational &amp; Fiscal Capacity</b> – Answer the set of Supplemental Questions.</p>	
<p><b>CCC Form 510 – Budget Estimate Form</b> – All cost elements should be clearly indicated and described on the Budget Estimate Form (see Section IV). The CCC encourages Applicants to be thorough when including costs/categories into a project’s estimated budget. Complete CCC Form 531 for Acquisitions.</p>	
<p><b>Budget Narrative</b> – All costs should be clearly described using the Budget Narrative (see Section IV for additional instructions).</p>	
<p><b>CCC Form 509 – Hourly Rate Justification Form</b> – If applicable. Approved hourly rates may only be updated once per fiscal year, except for special circumstances such as State wage increases. Consult with your grant coordinator to determine if a new Hourly Rate should be submitted (see Section IV).</p>	
<p><b>Hourly Rate Justification Narrative</b> – If applicable (see above). All costs and components included in the Hourly Rate Justification (HRJ) should be clearly explained in the HRJ Narrative with enough detail that an auditor would be able to understand the reasoning/computation for all inclusions.</p>	
<p><b>Project Location Map</b> – Directional map with enough detail to allow a person unfamiliar with the area to identify the site. Include a Google Map if the site is in an urban area. Include other maps and/or aerial photographs that demonstrate the location and need for the project. Streets and other notable landmarks should be clearly marked to allow easy identification. Maps or images must fit into an 8½” X 11” folder.</p>	
<p><b>Site Plan</b> – Site plans should be for the project for which funds are being requested. If the proposal is part of a larger project, it should be clearly marked and labeled appropriately. Plans must contain specific property details as described in the grant application, including exterior boundaries, public access points (if applicable) and proposed location(s) of 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><b>Timeline</b> – Provide a high-level, estimated timeline for all major tasks detailed in the proposal summary, supplemental questions and Budget Estimate.</p>	
<p><b>Photos</b> – Include a minimum of three photos of the proposed project in its current condition. Photos must include location, directional view, and street names (if applicable). <i>In-progress and completion photos should be taken in the same location to record the progress of the project throughout the performance period.</i></p>	
<p><b>California Environmental Quality Act (CEQA)</b></p> <ol style="list-style-type: none"> <li>1. Submit a copy of the recorded/filed CEQA document with County Recorder’s Stamp. If a CEQA review has not been completed, submit detailed status (see Question 8a in Application).</li> <li>2. Submit completed CEQA Compliance Certification form with original signature of Lead Agency contact.</li> </ol>	

<b>Site Control and Land Tenure</b> – Provide verification of site control and land tenure. See Section IV - Site Control/Land Tenure Requirements for Application for specific documents required.	
<b>Independent Auditor’s Report</b> – 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).	

**Additional Required Items for Acquisitions**

***Must be submitted with the application:***

<b>Assessor’s Parcel Map</b> – Submit a photocopy from the Assessor’s office with the parcels highlighted.	
<b>Escrow Cost Breakdown</b> – Include a thorough breakdown of all costs involved in an acquisition.	
<b>Evidence of a Willing Seller</b> – Provide a copy of accepted offer, purchase agreement or willing seller letter signed by land owner(s) (see Section IV for sample letter).	
<b>CCC Form 531 – Grant Acquisition Budget Estimate</b> – 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*	

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

<b>Independent Appraisal</b> – 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. <b>Must submit a bound, physical copy AND digital copy.</b>	
<b>Preliminary Title Report</b>	
<b>Contact Information from the Current Property Owner</b> i) Name ii) Contact Name iii) Street Address iv) City v) County vi) Zip vii) Phone viii) E-mail ix) Mailing Address (if different than above)	
<b>STD Form 204 - Payee Data Record</b> – 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).	



**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](mailto:Lauren.Crachy@ccc.ca.gov) or [Anthony.Pham@ccc.ca.gov](mailto:Anthony.Pham@ccc.ca.gov)
3. If necessary, CCC will contact you to review details, ask questions, etc.

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

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

**Proposed Project Category (select one):**

- 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:**

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

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

**2. Project Funding:**

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

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

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

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

## 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 B

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.

## 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.