

**Local Conservation Corps Non-Residential
Programs – Corpsmember Development
Grant for Certified Local Conservation Corps**

GRANT GUIDELINES

Fiscal Year 2023/2024

Funded by California Conservation Corps



Table of Contents

I. INTRODUCTION	3
Program Overview	3
Eligibility	3
Technical Assistance	3
Key Dates	4
II. GRANT PROGRAM INFORMATION	4
Funding and Eligibility	4
Project Examples	4
III. GRANT APPLICATION AND AWARDS	5
Grant Application Instructions and Questions	5
Grant Awards and Agreements	7
IV. ELIGIBLE COSTS AND GRANT BILLING	7
Eligible Costs	7
Ineligible Costs	7
Grant Billing	7
V. GRANT REPORTING AND ACCOUNTABILITY	8
CCC 514 – CMD Accomplishments Report	8
Grant Accountability Requirements	8

I. INTRODUCTION

Program Overview

In support of the California Conservation Corps' (CCC) legislative mandate to develop non-residential programs in urban and non-urban communities which have high concentrations of ethnic-minority youths, a high level of youth unemployment, and a need for conservation work¹, the CCC has been authorized to administer \$336,000.00 in grants to certified local conservation corps (LCC). The CCC is granting a maximum of \$24,000.00 to qualifying LCCs for the 2023/2024 fiscal year.

Eligibility

To be eligible to receive grant funds under this program, the LCC must be certified by the CCC in accordance with Public Resources Code (PRC) § 14507.5 for the 2023/2024 fiscal year and must meet all of the following requirements:

- The local conservation corps has procedures for recruiting high school dropouts from the neighborhoods in which the corps is located. (**PRC § 14401**)
- The local conservation corps cooperates with, and seeks the cooperation of, state and local workforce investment boards and youth councils, designated pursuant to the federal Workforce Investment Act to secure employment and training services for corpsmembers. (**PRC § 14403**)
 - These employment and training services may include job search assistance, skills training, transitional employment, or any other services provided under the federal Workforce Investment Act that would lead to employment for the corpsmember.
 - Employment and training services may be provided to corpsmembers as a component of their work with the corps or upon their termination from the corps.
- The local conservation corps assists corpsmembers who desire to return to school to develop plans to accomplish this goal. (**PRC § 14404**)
- The local conservation corps has secured, to the extent possible, funding or services from the local service delivery area for necessary employment and training services. (**PRC § 14406**)
- The local conservation corps has secured reimbursements for a significant portion of the work performed. (**PRC § 14406**)
- The local conservation corps has secured a commitment from local educational institutions that appropriate educational services will be provided. (**PRC § 14406**)

Technical Assistance

Technical assistance will be provided upon request. For all questions related to the LCC Non-Residential Programs Grant, please contact your designated grant coordinator.

Andrea Gabriel

Office: (916) 341-3272

Andrea.Gabriel@ccc.ca.gov

- 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

Anthony Pham

Office: (916) 341-3183

Anthony.Pham@ccc.ca.gov

- 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

¹Public Resources Code § 14400

Key Dates

- **September 8, 2023:** Last day to submit Applications for FY 23/24
- **September 8 – September 29, 2023:** Grant funds awarded to LCCs and encumbered into grant agreements.
- **June 30, 2024:** Last day for LCC to expend grant funds
- **August 1, 2024:** Final invoicing/payment requests due

Project Performance Period: *Grant funds must be encumbered into a grant agreement by September 29, 2023, and must be expended in total by June 30, 2024.*

II. GRANT PROGRAM INFORMATION

Funding and Eligibility

Grant funds, up to \$24,000.00 per certified local conservation corps, are available for projects, activities, and other expenses that support the CCC's goals in developing non-residential programs that provide employment, job training, and education services to corpsmembers. Eligible projects include*:

- I. **Corpsmember Labor for Conservation Project Work** – projects that fall under one or more conservationist categories listed in PRC § 14300 [items a-h]. *Any project activity that is reimbursed through LCC's CalRecycle grant funding is not eligible for reimbursement under this grant program.*
- II. **Corpsmember Training** – courses, classes, workshops, or other organized activity that develops and/or enhances corpsmembers' technical skills and abilities related to project work.
- III. **Career Development/Job Readiness** – courses, classes, workshops, field trips, or other organized activity that assists corpsmembers in preparing for, searching for, and/or securing employment following their participation in the corps.
- IV. **Corpsmember Support Services** – projects, services, equipment, or materials, provided on-site at the corps, which assist corpsmembers in removing barriers to success and assist corpsmembers with their personal well-being.
- V. **Corpsmember Education Services** – projects, services, equipment, materials, courses, classes, workshops, field trips, or other organized activity that assists student corpsmembers in developing their educational goals, obtaining their high school diploma, and/or attending higher education.

*Grantees may select multiple categories for funding and submit one complete grant application.

Project Examples

The items below provide examples of types of projects. (Note: This is not a comprehensive list.)

Conservation Project Work

Examples:

- Creation, restoration, or rehabilitation of trails
- Watershed, riparian zone, and habitat restoration
- Invasive plant removal/fuel load reduction
- Landscaping and irrigation installation
- Native plant/tree planting

Corpsmember Training

Examples:

- S-212 Chainsaw
- CPR/First Aid/Wilderness First Responder

- CAL OSHA
- Arborist/Horticulture Training
- NWCG Training
- ACI Certification

Career Development/Job Readiness

Examples:

- Staff directly related to career development:
 - Career Pathways Coordinator/Manager
 - Corps Transition Counselor
 - Career Transition Specialist
- Financial Literacy
- Heavy Equipment/Forklift Operator
- Driver Training School
- Interview Attire

Support Services

Examples:

- Staff directly related to support services:
 - Case Manager
 - Outreach and Recruitment Coordinator
- Transportation (bus passes, gas card)
- Basic necessities (meals, hygiene products)
- Legal documents (birth certificate, taxes preparation)
- Awards (gift cards, recognition events/banquets, tools, uniforms)

Education Services

Examples:

- Staff directly related to education services:
 - Student Development Coordinator/Manager
 - College Counselor
- Trips to post-secondary schools
- Classroom materials, products, and books
- Guest speakers

III. GRANT APPLICATION AND AWARDS

Grant Application Instructions and Questions

Grant applications are due September 8, 2023 and must be submitted by email to your designated grant coordinator: Anthony.Pham@ccc.ca.gov or Andrea.Gabriel@ccc.ca.gov.

All associated documents can be found the CCC's Local Conservation Corps webpage: <https://ccc.ca.gov/what-we-do/funding-opportunities/local-conservation-corps/>

The following documents must be submitted as part of the Application:

1. **Cover Letter:** The cover letter must include the following:
 - Applicant's official letterhead including LCC name and address
 - Grant Manager's contact information (name, email, and phone number)
 - Project title
 - Assembly District and Senate District
 - Amount of grant funding request

- Confirm the following:
 - Applicant has been certified by the CCC in accordance with PRC § 14507.5 for FY 2020-2021
 - Applicant complies with high school dropout recruitment requirements as stated in PRC § 14401
 - Applicant complies with employment and training requirements as stated in PRC § 14403
 - Applicant complies with high school assistance requirements as stated in PRC § 14404
 - Applicant complies with local service delivery area requirements as stated in PRC § 14406
 - Applicant complies with reimbursement requirements as stated in PRC § 14406
 - Applicant complies with local educational institution requirements as stated in PRC § 14406
 - Grant applicant's Authorized Representative name and signature, and date signed
- 2. Project Summary:** Applicants must answer all questions listed below in a standalone document no more than two (2) typewritten pages in total. Applicants are encouraged to number responses for clarity and completeness.
- a. State the proposed project category (select all that apply):
 - Corpsmember Labor – Conservation Project Work
 - Corpsmember Training
 - Career Development/Job Readiness
 - Corpsmember Support Services
 - Corpsmember Education Services
 - b. Provide detailed information on what grant funds will be used for. Please be clear, concise, and relevant when describing the project. Attach supporting documentation when appropriate, e.g., a Duty Statement or Job Description when requesting funds for salary support, or curriculum documentation when requesting funds for training.

If more than one project category is selected, provide separate Scopes of Work for each proposed project.
 - c. Provide a detailed explanation as to how the project(s) will assist in the professional, personal, and/or educational development of corpsmembers.
- 3. CCC Form 510 – Grant Budget Estimate:** This is a standardized form for all grants – please customize and modify as necessary.

For this grant program only, a budget estimate with detailed line items for all planned expenses is not required. Ensure the project description in the Project Summary includes detailed information as to what and how all grant funds will be spent. All reimbursement requests will be reviewed to ensure expenditures directly and tangibly provide services and support corpsmembers' development under the approved project category(ies).

If Applicable:

- 4. Additional Supporting Documents:** Attach supporting documentation when appropriate, e.g., required quotes, a Duty Statement or Job Description when requesting funds for salary support, or curriculum documentation when requesting funds for training.
- 5. Independent Auditor's Report:** Only submit this report if you have not already submitted one for fiscal year 2021-2022 or calendar year 2022. The report must be an annual audit from an outside-accredited source completed within six (6) months of the end of the fiscal year. The audit should be performed using Generally Accepted Auditing Standards (GAAS) as specified by the American Institute of Certified Public Accountants (AICPA).

6. **CCC 509 – Hourly Rate Justification (HRJ) Form:** Only submit this form if you are applying for Corpsmember Labor AND you have not submitted an HRJ in the previous six months, unless within the previous six months your actual costs have changed due to circumstances external to the LCC (e.g., state or locally mandated wage increases).

Grant Awards and Agreements

For each awarded grant, CCC develops an individual grant agreement with detailed terms and conditions specific to the awarded project. Grantees must also comply with the following provisions:

- Actual awards are conditional upon passage of the California budget and funds being available for the LCC Non-Residential Programs Grant.
- Grant-eligible costs may be incurred by the grantee only after the grantee has entered into a fully executed agreement with the CCC.
- Three-Bid Process: A formal three-bid process shall be used for procuring contractors, materials and/or supplies of \$10,000 or more. Sole/single source vendors may be considered. Grantees must submit the CCC 529 – Sole/Single Source Justification Form with their application and receive approval prior to awarding the contract to the vendor. 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. For amounts under \$10,000, a fair and reasonable rate shall be used. The grantee shall inform the State in writing regarding all subcontractors used in performing work under this grant.

Any changes to the executed grant agreement must be requested using the CCC 513 – Grant Change Request Form and must continue to meet the conditions and criteria described in these guidelines. Changes must be approved by the CCC before implementation.

IV. ELIGIBLE COSTS AND GRANT BILLING

Eligible Costs

Only direct costs associated with an eligible project listed in Section II, incurred during the project performance period specified in the grant agreement, will be eligible for funding.

Corpsmember labor costs for project work or to attend training, classes, field trips, or other organized activity are eligible under this grant.

Ineligible Costs

- Indirect costs such as operational and overhead expenses incurred by the organization, including administrative staff salaries and wages, are not eligible for reimbursement under this grant.
- Any costs associated with staff, programs, or general expense that do not **directly and tangibly** provide services or support to corpsmembers' development are not eligible for reimbursement under this grant.

Grant Billing

All eligible reimbursement requests must be paid out by the local corps to the vendor before the CCC will approve a reimbursement/payment request.

The grantee must submit at least one grant reimbursement request to the CCC Grants Team per quarter once expenses have been incurred.

Scanned or emailed packages are allowed and preferred.

When invoicing the CCC for reimbursement, the grantee must submit the following documentation to demonstrate that the invoiced amounts are for valid expenditures incurred during the project performance period and are consistent with the approved activities/deliverables stated in the grant agreement:

- CCC Form 512A – Grant Reimbursement Request
- Copies of vendor invoice(s) with description of item/service purchased and date of purchase. Vendor invoices must show evidence of payment via one of the following types of verification:
 - Copies of invoices with a zero-balance,
 - Copies of cancelled checks (front and back) accompanied with invoice(s),
 - A statement from the vendor (with signature) verifying the payment has been made, or
 - A receipt.
- Any other required documentation described in these Guidelines.

If the LCC is requesting reimbursement for staff salaries, the following documentation is required:

- Work Activity Report/Employee Timesheet for applicable billing period
- Copy of official payroll register and/or paystub showing:
 - Evidence of payment
 - Pay period
 - Gross amounts of all payments
- Spreadsheet or table documenting fringe benefits calculations for amount requested.

If the LCC is requesting corpsmember labor reimbursement for project work, training, or other organized activity approved in the grant award, the following must be submitted in addition to the documentation above:

- Copies of corpsmember timesheets with the date and activity title/code clearly indicated, signed by the corpsmember and a supervisor.
- Roster/sign-in sheet with activity title, date, and full list of corpsmember attendees.
- Copies of training/workshop certificates, if applicable.

All billing must be submitted no later than August 1, 2024. Failure to submit the final grant reimbursement request by the deadline may result in the loss of funds.

V. GRANT REPORTING AND ACCOUNTABILITY

CCC 514 – CMD Accomplishments Report

Grantees will be required to submit a CCC 514 – CMD Accomplishments Report with the final billing. CMD Accomplishments Report must provide detailed information on the project, training, services, equipment, material, and/or other items of expense that was incurred during the project performance period and a description of how the activity(ies) enhanced corpsmembers' educational, career, and/or personal development.

Grant Accountability Requirements

Accountability – Site Visits

CCC staff and staff from other agencies – such as Department of Finance (DOF), State Controller's Office, and/or the Natural Resources Agency – may schedule site visits to determine if grant funds are being used consistently with the program and guidelines. A twenty-four-hour advance notification will be provided, as possible.

Audit Requirements

The CCC and all grantees are subject to audits of grant 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 achieved the intended outcomes.

Additionally, the CCC may conduct intermittent documentation reviews to ensure grant 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 grant can be readily determined.

Records Retention

The grantee shall retain grant records for a period of three years after project completion. A grant is considered complete upon the LCC's receipt of the final grant payment from the State. In addition, records should be retained one year following completion.

END OF GUIDELINES