

**Certified Local Conservation Corps**

**Fiscal Year 2023/2024**

**Forestry Corps: Wildfire Resilience Grant Program**

**Grant Guidelines**

**Funded by:**



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# **I. Overview**

## **Introduction**

Assembly Bill 2126 (2018) requires the California Conservation Corps (CCC) Director to establish a Forestry Corps program to accomplish certain objectives related to forestry health, corpsmember training, and employment pathways. The enacted 2023-2024 California Budget directed \$15,000,000.00 to the CCC for forest resilience projects to be developed and implemented by the CCC and certified Local Conservation Corps (LCCs). \$5,000,000.00 of these funds shall be in the form of grants to certified LCCs for forest health and resilience projects.

The Forestry Corps program shall accomplish the following objectives:

- Develop and implement forest health/resilience projects, pursuant to PRC § 14412.
- Provide assistance to corpsmembers in obtaining forestry and forest technician degrees and certificates.
- Train corpsmembers to operate equipment in forestry and related fields.
- Create pathways from corps to degree programs and jobs.
- Partner with community colleges, trade associations and forest and timber industries to provide training and experience to corpsmembers.

## **Wildfire Resilience Priorities**

The priority of this grant program is to fund proposals that restore the health and resilience of California forests, grasslands, and natural lands in a manner that reduces wildfire risk to communities. The most competitive proposals will meet one or more of the following priorities:

- Maintain and enhance the resilience of California's forestland to promote healthy resilient forests throughout the state.
- Improve forest health and reduce the risk of catastrophic fire in areas where people are living near wildlands.
- Implement demonstrable and measurable forest improvement practices.

## **Competitive Criteria for LCC Forestry Corps Proposals**

The most competitive proposals will meet one or more of the following criteria:

- Located in a high or very high fire hazard area.
- Included in CAL FIRE Unit Fire Plans, Community Wildfire Protection Plans or similar community-wide strategic planning document.
- Leverages private, federal, or local funding.
- Is shovel-ready and has California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) (if applicable) completed.
- Receives documented support from an appropriate fire or public agency identifying the project as an important community need and demonstrating that the project meaningfully addresses that need.
- Demonstrably and measurably creates pathways for corpsmembers and/or provides unique opportunities for workforce development, education, and training.
- Directly benefits a Disadvantaged or Severely Disadvantaged Community as defined in Appendix D.

## **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 2023/2024 fiscal year,

- Not already receive direct funds from the legislature to operate a Forestry Corps,
- 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.

## **Funds Available to Certified Local Conservation Corps**

For Fiscal Year 2023/2024, the CCC has been authorized to administer \$5,000,000.00 in grants to LCCs. LCCs certified for the 2023/2024 fiscal year may submit Forestry Corps proposals to the CCC for consideration. All proposals will be reviewed by the CCC Environmental Programs Unit on a competitive basis and scored based on the scoring criteria outlined on page 7-8.

Note:

- The minimum proposal amount for each proposal is \$50,000.00.
- The maximum proposal amount for each proposal is \$500,000.00.
- An LCC may submit multiple proposals in accordance with the parameters listed above.

## **Calendar of Key Dates**

- September 5, 2023: Solicitation period begins.
- November 9, 2023: Last day to submit proposals.
- December 15, 2023 – December 31, 2023: Grant awards announced and grant agreements executed.
- March 31, 2030: All project work completed.
- May 15, 2030: All invoices, including retention, must be submitted.
- June 30, 2030: Funding appropriation expires.

## **Technical Assistance & Program Support**

For all questions related to the grant agreement and the administration of grant funds and policies, please contact your designated Grant Coordinator:

Anthony Pham  
Office: (916) 341-3183  
[Anthony.Pham@ccc.ca.gov](mailto: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

- 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

## II. General Requirements

All proposals funded under this program must comply with all applicable state laws, including:

- Promote the goals of the Forestry Corps grant program and comply with AB 2126 directives, including reporting requirements.
- Comply with prevailing rate of per diem wages (Labor Code Section 1771.5), as applicable.
- Be certified in accordance with PRC § 14507.5.
- Comply with the California Environmental Quality Act (CEQA), Division 13 (commencing with Section 2100).
- Obtain three bids for contract work, supplies, and materials costing at or above \$10,000.00 or submit a non-competitive justification form.
- Ensure the proposal complies with all applicable current laws and regulations.

## Eligible Proposal Categories

Proposals must qualify under one of the categories listed below. Examples listed are not exhaustive.

- Fuels reduction and hazardous fuels removal  
Examples:
  - Removing dead and dying trees to reduce wildfire intensity and rate of spread.
  - Vegetation clearance in critical locations to reduce wildfire intensity and rate of spread.
  - Creation or maintenance of fuel breaks in strategic locations, as identified in CAL FIRE Unit Fire Plans, Community Wildfire Protection Plans, or similar strategic planning documents.
  - Removing ladder fuels to reduce the risk of crown fires.
  - Elective tree removal (thinning) to improve forest health to withstand wildfire.
  - Modification of vegetation adjacent to roads to provide for safer ingress and egress of evacuating residents and responding emergency personnel.
- Reforestation and forest health  
Examples:
  - Cone and seed collection.
  - Planting seedlings on deforested land.
  - Soil stabilization/debris removal.
  - Improving forest stand conditions through the removal of diseased and dead trees.
  - Protecting watersheds through fire rehabilitation and erosion control.
- Tree mortality and tree felling  
Example:
  - Felling dead or dying trees for the purpose of wildfire resilience, ecology restoration or public safety.

- Urban forestry  
Examples:
  - Wildfire resilience landscaping (hardscaping).
  - Tree planting and native landscaping for the purposes of carbon sequestration and water conservation.
  - Vegetation management for the purposes of fuels reduction and/or habitat restoration.
  - Wetland restoration and erosion control around river corridors.
- Forestry and conservation awareness and educational outreach  
Example:
  - Programs that educate the public on wildfire resilience, forest health, and conservation awareness.
- Corpsmember training related to forest health and resilience  
Examples:
  - Tree nursery and arborist training.
  - Wildlands forest firefighting programs.
  - Forestry equipment operation.
  - Collaborative training opportunities with community colleges, trade associations, and/or forest and timber companies, including forestry pilot programs.
  - Development of partnerships with existing programs or institutions that provide training and skills to support long-term, stable employment and career development for Corpsmembers.
  - Creation of other Forestry Corps-related training and educational opportunities for Corpsmembers that are not already provided through LCC baseline training.

## 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 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, project administration and management, 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

Corpsmember labor must be calculated using CCC Form 509 - Hourly Rate Justification Form (HRJ). The CCC Form 509 is a standardized form to determine an approved Corpsmember Hourly Rate for all CCC grant-funded 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.

Additionally, a narrative explaining all included costs in the HRJ is required with the submission of the HRJ form. The 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.

The Corpsmember Hourly Rate is capped at \$50 per hour.

- **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.

- **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.

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

Up to 20% of awarded funds may be used for the costs of supplies, materials, equipment, vehicle expenses and transportation and equipment directly related to the completion of the project. Supplies that are part of the standard complement 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. 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.

- **Equipment for Wildfire Resilience Projects**

Note: This section and the policies listed applies to using and/or acquiring equipment for a specific, grant-funded project. Stand-alone equipment acquisition is not an eligible project category for this grant program.

**Equipment Not Owned by Grantee:** 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. The residual market value is the original cost less than amount of use, utilizing an average of daily rental rates for the specified equipment. For example, a skid-steer loader is purchased for a project for \$5,000 and the average of daily rental rates is \$100 per day. At the end of the project, the daily use log shows that the skid-steer loader was used for 20 days, for a total use cost of \$2,000 (20 days x \$100 per day). \$2,000 can be



charged to the grant, and the residual market value of \$3,000 (original cost minus the amount of use) must be returned to the state, either in the form of payment or the deduction of the final retention amount. In many cases, it is more efficient for a LCC to rent or lease equipment.

Equipment owned by the Grantee: Owned equipment may be charged to the grant in accordance with the Grantee's normal accounting practices. Local prevailing rental rates may be used as a guide. If the Grantee's equipment is utilized, 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.

- **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. 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. See Appendix G for the tracking log requirements.

- **Acknowledgment Signage**

Acknowledgment signs are optional. Eligible costs include design, construction, and placement. All signs must be approved by the CCC prior to production. Grantee must consult with the CCC prior to ordering a sign to ensure proper language and logos. See Appendix I for more information.

- **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 Grant Coordinator to determine if an OE&E cost not already listed is eligible.

## **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.

Grantees may apply their Federally Negotiated Indirect Cost Rate (NICRA), or a maximum flat allocation rate of 15% of total direct costs, whichever is lower. Grantees must still ensure all costs charged to the grant follow Generally Accepted Accounting Principles, including maintaining an allocation methodology and ensuring a documented audit trail. The CCC and oversight agencies may request supporting documentation for a Grantee's indirect cost rate at any time.

## **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.

Capital Acquisitions and Facility Development projects are not eligible under this program.

### III. Evaluation Process

#### Scoring Criteria for Proposals

Information provided in the proposal should demonstrate how effectively the proposed project aligns with the funding priorities listed in these Guidelines. Proposals will be evaluated using established criteria and additional funding considerations. Proposals will receive an initial ranking with a score of 100 points possible.

Below are the Scoring Criteria and Points.

1. Project Impact: 0-40 points

The proposal advances the objectives of the Forestry Corps Program through an eligible project, establishes a link between the project's impact and the priorities of the program, and articulates how the project accomplishes and/or meets these priorities. The scope of work and deliverables demonstrate how the project will improve wildfire resilience and forest health.

Forestry Corps program objectives:

- Develop and implement forest health/resilience projects, pursuant to PRC § 14412.
- Provide assistance to corpsmembers in obtaining forestry and forest technician degrees and certificates.
- Train corpsmembers to operate equipment in forestry and related fields.
- Create pathways from corps to degree programs and jobs.
- Partner with community colleges, trade associations, and forest and timber industries to provide training and experience to corpsmembers.

Forestry Corps program priorities:

- Maintain and enhance the resilience of California's forestland to promote healthy resilient forests throughout the state.
- Improve forest health and reduce the risk of catastrophic fire in areas where people are living near wildlands.
- Implement demonstrable and measurable forest improvement practices.

2. Develops Career Pathways: 0-20 points

The proposal creates pathways for corpsmembers and/or provides unique opportunities for workforce development, education, and training.

3. Located in a High or Very High Fire Hazard Area: 0 or 5 points

Project is in a high or very high fire hazard area. For projects in a State Responsibility Area (SRA) or Local Responsibility Area (LRA), a CAL FIRE Fire Resource Assessment Program (FRAP) Fire Hazard Severity Zone (FHSZ) map is referenced to support this criterion. For projects in a Federal Responsibility Area (FRA), a U.S. Forest Service Wildfire Hazard Potential map is referenced.

4. Included in a Fire Strategic Planning Document: 0 or 5 points

Proposal is part of CAL FIRE Unit Fire Plans, Community Wildfire Protection Plans, or similar community-wide strategic planning documents.

5. Ability to Leverage Other Funds: 0 or 5 points

Proposal leverages private, federal, or local funding.

6. Environmental Law Compliance & Timeline: 0-10 points

Proposal is shovel-ready and has CEQA (and NEPA, if applicable) completed. If environmental review documents have not been completed, a detailed description of their status and the implementing agency's plan to complete it is provided. The proposal includes a realistic timeline and can be completed by March 2030.

7. Support From Fire or Public Agency: 0 or 5 points

Proposal receives documented support from an appropriate fire or public agency identifying the proposal as an important community need and demonstrating that the proposal meaningfully addresses that need.

8. Serves a DAC and/or SDAC: 0 or 10 points

Proposal directly benefits a Disadvantaged or Severely Disadvantaged Community as defined in Appendix D.

Total Points Possible: 100 points

## **Selection Process**

Each proposal will be evaluated for merit and relevance to this grant program and will be reviewed and scored by the CCC Bonds & Grants Unit based on the scoring criteria listed in these Guidelines. In evaluating proposals, scores will be used to determine initial rankings and facilitate discussions for each proposal. After the completion of the review of all proposals, the Unit will submit the list of recommended proposals to the CCC Executive Team for final review.

Note: To achieve equitable distribution of funds, the CCC may consider additional factors and funding considerations, including but not limited to geographic distribution, organizational capacity, youth impact, and the likelihood of success of the proposal.

## **Appeals Process**

An applicant may file an appeal regarding the denial of a submitted proposal by the CCC Grants Manager within 30 calendar days of the date of notification of any decision. Written appeals shall be submitted directly to the CCC's Deputy Director of Statewide Programs, or designated authority. The Deputy Director 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 Deputy Director's 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 proposal for awards. The CCC Director's decision shall be final.

## **IV. Proposal Instructions & Questions**

Each proposal must be submitted via an individual and separate packet. The Project Partner/Sponsor should take an active and primary role in assisting the LCC in answering the proposal questions, especially as it relates

to the overall purpose and objective of the project, how it relates to forest health and resilience, and the specific project activities and deliverables. Avoid using “N/A” by stating clearly why a question or section does not apply to the project.

The documents below must be submitted as part of the proposal. See Appendix C for Tips for Strengthening Your Proposal.

1. **Cover Letter** – The cover letter must include the following:

- Applicant’s official letterhead including LCC name, address, and contact information for designated representative.
- Proposal Title, location, and estimated start and end dates.
- Assembly District and Senate District.
- Proposal Partner/Sponsor and contact information.
- Amount of grant funds requested and any matching funds.
- Grant applicant’s Authorized Representative name and signature, and date signed.

2. **Proposal Summary** – Applicant must answer all questions listed below in a standalone document no more than five (5) typewritten pages in total. Applicants are encouraged to number responses for clarity and completeness.

- a. Which of the proposal categories on page 3-4 does this proposal fall under?
- b. Describe the goals, nature of the work, detailed project activities, and partners involved.
  - i. For work projects, please see Appendix A for tips to strengthen your application and score higher on this competitive grant program.
  - ii. For outreach projects, describe the type of outreach that will be conducted (in-person or virtual), plan to implement outreach, outreach outcomes, sponsor/partners, and audience.
  - iii. For training projects, describe the type of training in as much detail as possible including the dates of the training, training provider, number of Corpsmembers to be trained, the total number of hours each Corpsmember will be trained, confirmation that training will have an in-classroom and field training component, training outcomes, and any certifications Corpsmembers will receive.
- c. Describe the overall purpose of the proposal and how the proposal promotes the objectives of the Forestry Corps Grant Program and complies with AB 2126 directives.
- d. What are the specific activities and deliverables of the proposal, including quantity and unit of measurement?
- e. Describe how your proposal accomplishes and/or meets one or more of the wildfire resilience priorities below. Please use headings for each objective and be as detailed and thorough as possible.
  - i. Maintain and enhance the resilience of California’s forestland to promote healthy resilient forests throughout the state.
  - ii. Improve forest health and reduce the risk of catastrophic fire in areas where people are living near wildlands.
  - iii. Implement demonstrable and measurable forest improvement practices.
- f. Describe how your proposal includes the feature and/or meets the criteria below:
  - i. Located in a high or very high fire hazard severity zone.
  - ii. Included in CAL FIRE Unit Fire Plans, Community Wildfire Protection Plans or similar community-wide strategic planning document.
  - iii. Leverages private, federal, or local funding.

- iv. Is shovel-ready and has CEQA (and NEPA, if applicable) completed.
  - o If environmental law compliance has not been completed, describe its status in detail and the plan to complete it.
- v. Receives documented support from an appropriate fire or public agency identifying the proposal as an important community need and demonstrating that the proposal meaningfully addresses that need.
- vi. Demonstrably and measurably creates pathways for corpsmembers and/or provides unique opportunities for workforce development, education, and training.
- vii. Directly benefits a Disadvantaged or Severely Disadvantaged Community as defined in Appendix D.

g. **Project Site**

- i. What is the name of the Property/Landowner and what entity type are they: federal, state, local, tribal, or private?
  - ii. If the partner/sponsor does not own the land, and/or if the property is subject to any land use agreement, operations and management agreement, easement, or other MOU, please explain/describe.
  - iii. Has the LCC worked on this project site or the surrounding areas in the last 5 years? If yes, please provide the specific project location and describe project activities performed.
- h. Will the proposal reduce GHG emissions and/or sequester carbon? If so:
- i. How does this proposal reduce GHG and/or sequester carbon?
  - ii. Do you have a way to measure GHG emission reduction/carbon sequestration after the completion of the proposal? If yes, provide the steps you will take to measure GHG emission reduction/carbon sequestration after the completion of the project.

**3. 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.
- 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.

**4. Project Partner Letter of Interest**

Include with your proposal the implementing agency's documented interest and support of the proposal and request for funding. Letter should be no more than two pages and include the objective and long-term goals of the project and why the Partner/Sponsor believes this should be funded.

**5. Project Area Map(s)**

Each project proposal must include at least one project area map that clearly shows the location of the work, the project area's boundaries, and relevant topographical features. The map(s) must include:

- Clearly labeled project acreage.
- Clearly labeled project area boundaries.
- Nearby roads, structures, streams, lakes, creeks, staging areas, and other landmarks.

For projects that include multiple project activities (e.g., wildfire resilience projects with cone and seed collection, seedling planting, fuel load reduction, etc.), the map must clearly label and delineate each project activity.

For projects that are part of a larger plan and include multiple features that are not applicable to the submitted proposal, the map must include a map legend that clearly identifies each feature of the map.

For projects on Private Property, maps must also include the Assessor's Parcel Numbers (APNs) for each property included in the project area.

See Appendix E for Sample Project Area Maps & Before and After Photos.

## **6. Project Photos**

Project proposal packets must include at least three "before" photos of the project location. These photos should be clear, relevant photos of the site as it currently exists and be able to represent the progress of the project through completion. The photo taker should note the GPS location and directional view of each photo to refer to for the "after" photos required for the completion packet. Please email original, high-resolution files of the photos.

See Appendix E for Sample Project Area Maps & Before and After Photos.

## **7. Project Timeline**

The project timeline should be a high-level, projected schedule for all major tasks detailed in the proposal. Dates can be estimates but should be based on actual projections based on the project calendar and implementing agency's plans. If permits, special licenses, or other approval items are needed to initiate the project, please clearly detail what they and the steps needed to obtain them.

## **8. Hourly Rate Justification Form and Narrative (if applicable)**

This form is only required if a current Hourly Rate Justification (HRJ) Form is not already on file, or if the LCC would like to request an adjustment to their corpmember hourly rate currently on file due to circumstances external to the LCC (e.g., state or locally mandated wage increases).

## **9. CEQA & NEPA Compliance**

CEQA compliance is mandatory for this program. Proposals that have CEQA compliance, and NEPA compliance if applicable, fully completed at the time of proposal submission will receive additional points for being shovel-ready. To receive maximum points, the following documentation must be submitted:

- Copy of the recorded/filed CEQA document with a stamp from County Recorder's or State Clearinghouse The filed CEQA document must be one of the following:
  - a) Notice of Exemption
  - b) A Notice of Determination with the associated adopted environmental review document:
    - A Negative Declaration or Mitigated Negative Declaration with the corresponding Initial Study (IS-MND or IS-ND) or
    - An Environmental Impact Report.
- CCC Form 536 – CEQA Compliance Certification Form.
- If the project is located on federal land or is receiving federal funds, documentation of NEPA compliance is also required. Request the NEPA environmental review and decision document from the implementing agency.

If CEQA compliance has not been completed at the time of proposal submission, please provide a narrative as to the status of CEQA and a detailed plan to complete CEQA compliance prior to the implementation of the project.

## **Additional Optional Documents**

### **10. Letter of Support (Optional)**

Proposals that have a letter of support by a fire or public agency will receive additional points. The letter must identify an important community need and demonstrate that the project meaningfully addresses that need.

For fuel load reduction projects, the letter of support for the project should come from a Unit Chief or Assistant Unit Chief of the local California Department of Forestry and Fire Protection (CAL FIRE) Unit or a local Fire Department.

### **11. Planning Document (Optional)**

Proposed projects that are included in strategic planning documents for wildland fire response and prevention, developed at the regional and/or community level, will receive additional points.

- Here is the link to locate a specific [Unit CAL FIRE Strategic Fire Plan](#).
- For a Community Wildfire Protection Plans (CWPP), contact the applicable local or county government or visit the County's website to acquire a copy.

### **12. Fire Hazard Map (Optional):**

The most competitive proposals under this program will be in a very high or high fire hazard area. If the project is in one of these areas, documentation is required to support the proposal. Utilize the tools below and submit a copy showing that the project location is within an eligible fire hazard area.

For proposals in a State Responsibility Area (SRA) or Local Responsibility Area (LRA):

- [CAL FIRE Fire Resource Assessment Program \(FRAP\) Fire Hazard Severity Zone \(FHSZ\) Map](#)
- [CAL FIRE Mapping Tool](#)

For projects in a Federal Responsibility Area (FRA):

- [U.S. Forest Service's Wildfire Hazard Potential Online Mapping Tool](#)

See Appendix B for a list of Required Proposal Administration Forms/Documents and where they can be found.

## **V. Grant Administration**

### **Approval & Grant Agreement Execution**

Once the proposal is approved by the CCC, a grant agreement will be prepared. Please allow 10-14 business days from the date of 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.

After approval, the LCC must receive a fully executed grant agreement BEFORE beginning work or otherwise incurring any expenses. Only costs incurred during the specified Project Performance Period in the grant agreement are eligible for reimbursement.

All projects must be completed by March 31, 2030.

## **Overview of Grant Process**

1. The Applicant submits proposal.
2. Proposals are screened for eligibility.
3. Proposals are reviewed and scored by the Review Committee.
4. Recommended proposals are submitted to and reviewed by the Executive Award Panel.
5. Once a proposal is selected and awarded, the CCC will initiate the grant agreement process with the Grantee. This process will include:
  - a. Finalizing the agreed upon scope of work, cost estimate, and any outstanding documents as outlined in proposal.
  - b. Drafting Grant Agreement.
6. The CCC will sign and send a fully executed grant agreement to the Grantee. The Grantee can start work on the first day of the Project Performance Period.
7. Advance requests and reimbursement payment requests can be submitted.
8. Quarterly reports are completed on an ongoing basis until project completion and final payment has been processed.
9. The Grantee completes the project. A Project Completion Report is submitted.

## **Changes to an Approved Project**

Project scope changes are allowed. Proposed changes to the approved Scope of Work must be requested using the CCC Form 513 – Grant Change Request. 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 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 proposal.
- **Changes to Budget**  
The total dollars of a category in the Budget Estimate may be increased by up to 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 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.

## **Payment of Grant Funds**

Payments will be made on a reimbursement basis. All eligible reimbursement requests must be paid out by the LCC to the vendor before the CCC will approve a payment request. 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.



All supporting documentation must demonstrate that the invoiced amounts are for valid expenditures incurred and that the expenditures are consistent with the intended purpose of the grant agreement.

Please see Appendix G for detailed information on submitting Grant Reimbursement Requests and required information.

## **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. A final site visit may 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**

Government Code (GC) §11019 authorizes the CCC to make advanced payments of up to 25% of the total grant amount, with controls in place, if it is determined that an advance is essential for the effective implementation of the project.

Please see Appendix G for detailed information on how to submit an advance request and the requirements associated with receiving one.

## **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 NBS-funded projects are consistent with the 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 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 were consistent with the intent of the Grant program, 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 records for a period of 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 5 of records retention, records should be retained an additional 1 year following the audit.

## **VI. Reporting Requirements**

### **Forestry Corps Reporting**

The California Air Resources Board (CARB) and the California Wildfire and Forest Resilience Task Force (Task Force) require ongoing reporting of project activities and accomplishments for all projects undertaken to address forest management, forest health, and wildfire resiliency in California's forests. All grants awarded through this program will be subject to data reporting. The CCC has grant administration and monitoring policies in place to ensure required information and project data is reported accurately and timely to comply with all reporting requirements.

### **Grant Quarterly Reports**

Quarterly Reports must be submitted and describe the status of the project or program, a narrative describing activities and accomplishments during the reporting period, a list of deliverables and their measurable outcomes, budget expenditures incurred during the reporting period, and progress photos.

Quarters are determined using the State Fiscal Year of July 1 to June 30. Reports are due on the last business day of the month following the completion of the previous quarter. Reporting periods for each quarter are as follows:

- Quarter 1 (July 1 – September 30) is due the last business day in October
- Quarter 2 (October 1 – December 31) is due the last business day in January
- Quarter 3 (January 1 – March 31) is due the last business day in April
- Quarter 4 (April 1 – June 30) is due the last business day in July

### **Reducing Greenhouse Gases**

It is a priority of the California Natural Resources Agency to fund projects that reduce greenhouse gas (GHG) emissions and/or sequester carbon. Additional reporting requirements may be requested if your project reduces GHGs or sequesters carbon. Your Grant Coordinator will work with you to get the required information for reporting.

### **Completion Report**

Each LCC must submit a CCC 515 – Grant Completion Report within 90 days after the project end date 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.

## **VII. Appendices**

Appendix A: Proposal Submission Checklist

Appendix B: Required Proposal Administration Forms/Documents

Appendix C: Tips for Strengthening Your Proposal

Appendix D: Disadvantaged and Severely Disadvantaged Communities

Appendix E: Sample Project Area Maps & Before and After Photos

Appendix F: CEQA Information

Appendix G: Grant Reimbursement & Advance Payments

Appendix H: Acknowledgment Signage

## Appendix A: Proposal Submission Checklist

Use the checklist below to ensure that you have include all required documents in your proposal submission. You do not need to include this checklist with your proposal.

- ☐ Cover Letter
- ☐ Proposal Summary: See pages 9-10 of the Guidelines for required questions. Limit responses to five (5) typewritten pages.
- ☐ CCC Form 510 – Budget Estimate Form
- ☐ Project Partner Letter of Interest
- ☐ Project Area Map(s)
- ☐ Project Photos
- ☐ Project Timeline
- ☐ CEQA Documentation:
  - Copy of recorded/filed CEQA document(s) with a stamp from County Recorder's or State Clearinghouse and CCC 536 – CEQA Compliance Certification Form
  - OR**
  - Narrative of CEQA status and detailed plan for completion.
- ☐ NEPA Documentation (if applicable)

If Applicable:

- ☐ CCC 509 – HRJ Form and Narrative
- ☐ Letter of Support – Fire or Public Agency
- ☐ CAL FIRE Unit Fire Plan, Community Wildfire Protection Plan, or other community-wide strategic planning document
- ☐ CAL FIRE FRAP FHSZ Map or a U.S. Forest Service Wildfire Hazard Potential Map (see page 12 for more information on fire hazard maps)

## **Appendix B: Required Proposal Administration Forms/Documents**

All required forms and documents can be found on the [CCC Website](#) or by contacting your Grant Coordinator.

\*Note that Excel forms are not available on the website – please reach out directly if needed.

### **Proposal Forms & Documents**

- FY 23-24 LCC Forestry Corps Guidelines
- CCC Form 509 – Hourly Rate Justification Form\*
- CCC 510 Budget Estimate Form\*
- CCC Form 536 – CEQA Compliance Certification Form
- California Environmental Policy Quality Act (CEQA) Notice of Exemption Template

### **Project Administration Forms & Documents**

- CCC Form 512 – Grant Reimbursement Request Form\*
- CCC Form 513 – Grant Change Request Form
- CCC Form 514 – CMD Accomplishments Report
- CCC Form 515 – Grant Completion Report
- CCC Form 518 – Grant Quarterly Report
- CCC Form 529 – Non-Competitive Bid Justification Form
- CCC Form 532 – Grant Advance Request\*
- CCC Form 534 – Advance Reconciliation Form\*
- Sponsor Verification Letter Template
- Budget Line-Item Tracker\*

## Appendix C: Tips for Strengthening Your Proposal

It is important that your proposal be as thorough and descriptive as possible to be competitive.

The following are tips to help you strengthen your proposal:

- Submit a proposal that meets one or more of the competitive criteria listed on page 1 of the Guidelines.
- Submit a proposal that provides more than one co-benefit and explain the measurable outcomes of the project.
- Incorporate unique opportunities for corpsmember development.
- Acquire multiple Letters of Support to demonstrate priority of project and multiple stakeholder investment.
- Work collaboratively with your project partners to:
  - Walk the project thoroughly and develop the proposal based on actual conditions and realistic projections.
  - Provide a clear, concise, and detailed scope of work that captures the overall objective of the project as well as all activities and deliverables. Proposals that clearly and thoroughly link the proposal to Assembly Bill 2126 (2018) and the wildfire resilience priorities will require less follow-up and may be scored higher.
    - Example: ABC Community Fuel Break
      - Objective: Reduce the risk of wildland fire in the community of ABC
      - Activities: Corpsmembers will cut trees less than 12" DBH, thin vegetation and understory, and brush back overgrown vegetation using chainsaws, loppers, and other hand tools.
      - Deliverables: Crews will create a 25ft fuel break approximately 1 mile long that will slow or stop the spread of wildfire in a strategic area for egress and ingress.
  - Provide clear and useful maps (see Appendix E) that demonstrate not only the location of the project, but the project boundaries/treatment area, topographical features and terrain, and nearby landmarks.
  - Provide clear and useful "before" photos (see Appendix E) that demonstrate the actual, current conditions with GPS coordinates and directional views that can be replicated for the "after" photos.
  - Provide a detailed and realistic estimated timeline that details all major tasks included in the project description.

## Appendix D: Disadvantaged and Severely Disadvantaged Communities

Projects that serve a Disadvantaged or Severely Disadvantaged Community will be scored higher. The categories below can be used to determine if the proposal qualifies. To discuss these categories or additional measurements/tools not listed, please contact your Grant Coordinator.

Median Household Income:

A Disadvantaged Community (DAC) is defined as a community with a median household income less than 80% of the statewide average. A median household income between \$47,203 to \$62,938 qualifies as a DAC. To qualify for a DAC, LCCs must be located in, and/or is immediately surrounded by a DAC.

A Severely Disadvantage Community (SDAC) is defined as a community with a median household income less than 60% of the statewide average. A median household income of \$47,203 or less qualifies as a SDAC. To qualify for an SDAC, the project itself, through either location and/or benefits directly derived from the project, must serve an SDAC.

These numbers are based on the \$78,672 California statewide median household income from the U.S. Census Bureau (Table B19013; American Factfinder Survey 5-year estimates).

To determine if your project qualifies under this category, utilize the Department of Water Resources: Disadvantaged Communities Mapping Tool. This mapping tool is designed to assist in the evaluation of DACs and SDACs through the state using the ACS dataset above. Go to the [DAC Mapping Tool](#). Under the Layer List, check the “Disadvantaged Communities – Census Tracts (ACS: 2016-2020).” An overlay will appear on the map for DAC and SDAC and locations.

CalEnviroScreen (for DACs only):

CalEnviroScreen is a mapping tool that helps identify California communities that are most affected by many sources of pollution, and where people are often especially vulnerable to pollution’s effects. CalEnviroScreen uses environmental, health, and socioeconomic information to produce scores for every census tract in the state. CalEnviroScreen scores represent a combined measure of pollution and the potential vulnerability of a population to the effects of pollution.

For the purposes of this program, a [CalEnviroScreen DAC](#) is defined by SB 535.

To determine if your project qualifies under this category, utilize the [CalEnviroScreen 4.0 Mapping Tool](#).

National School Lunch Program (for DACs only):

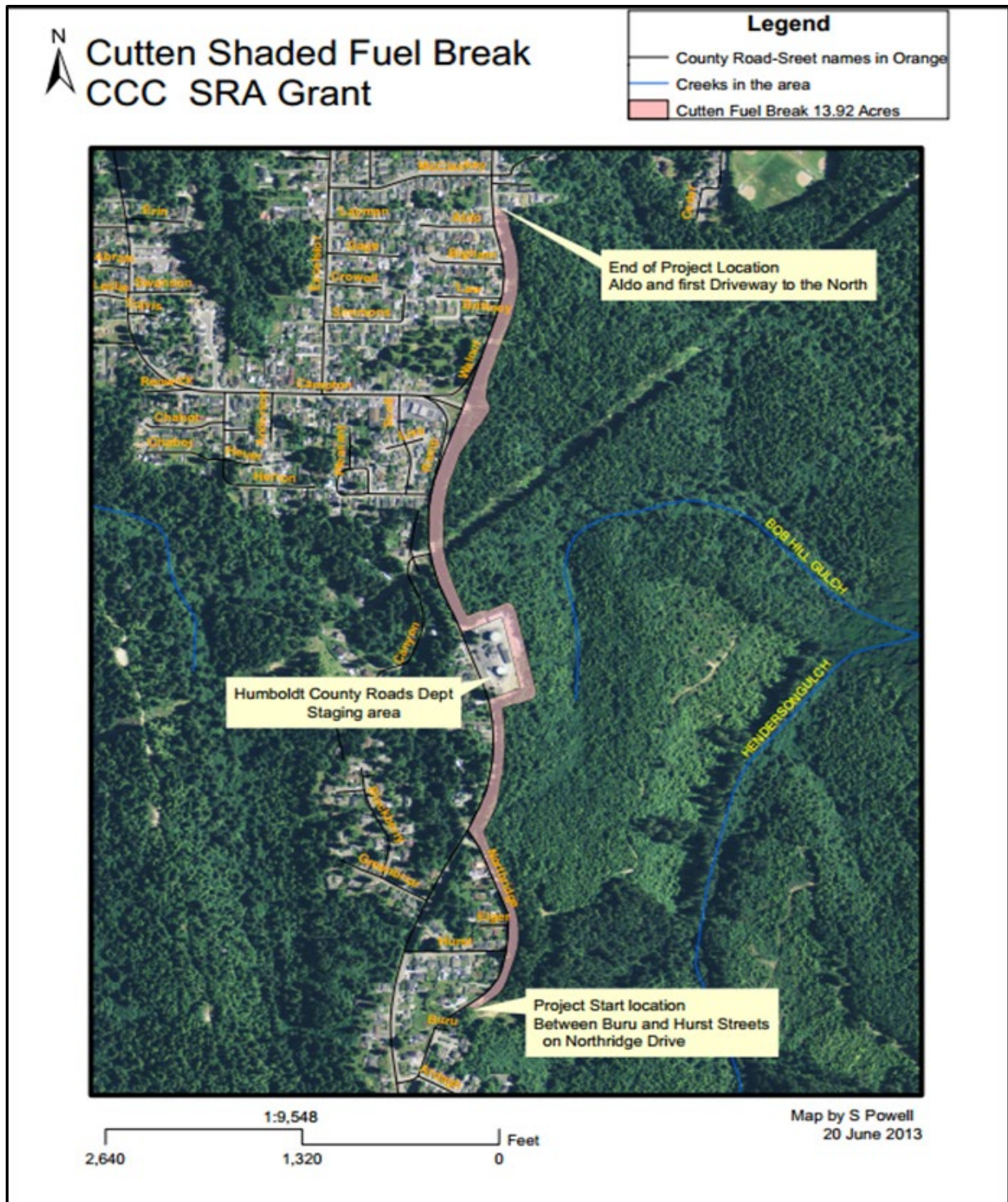
A DAC is defined as a community in which at least 75% of public-school students are eligible to receive free or reduced-price meals under the National School Lunch Program.

To determine if your project qualifies under this category, utilize the [Free or Reduced-Price Meal \(Student Poverty\) Data](#).

## Appendix E: Sample Project Area Maps & Before and After Photos

See Section IV: Proposal Instructions & Questions for detailed information about project area maps and before and after photos.

Sample Project Location Map





# Sample Before and After Photos

**Before**



**After**



## Appendix F: CEQA Information

### Why is CEQA Required?

CEQA is a law that 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 directly undertakes, funds, or approves a “project” as defined by CEQA Statute and Guidelines. All projects funded by this program will trigger CEQA compliance.

### Who is responsible for implementing CEQA compliance?

Compliance with, and implementation of, CEQA regulations is the responsibility of the implementing agency for the proposed project, called the Lead Agency. As defined by CEQA Statute §21067, “Lead Agency” means the public agency which has the principal responsibility for carrying out or approving a project. The Lead Agency for CEQA must be a State-based public agency as defined by Statute § 21063 and cannot be the federal government, tribal government, or non-profit.

The CCC will review CEQA documentation to ensure it complies with the State law and program policies but does not typically act as Lead Agency for projects carried out by other entities. In limited and special circumstances, the CCC may act as Lead Agency if it is the only public stakeholder involved in the project AND the project meets the definition of a Categorical or Emergency Exemption (see below). If it does not, and if another public stakeholder is not identified, the project will not be approved.

### What projects qualify for Categorical Exemptions?

Many projects approved by the CCC qualify for Categorical Exemptions. Categorical Exemptions do not mean that the project is exempt from CEQA compliance, but rather that a project falls under a specific type of work that does not require an Initial Study or Environmental Impact Report and therefore substantially reduces the amount of analysis and review required. Projects that fall under a Categorical Exemption must still file a notice to the public, called a Notice of Exemption, stating the project is exempt from full review/analysis. To review a list of categorical exemptions, visit the [California Association of Environmental Professionals](#) website.

Some fuel load reduction/wildland fire prevention projects may be eligible for a limited suspension of CEQA requirements. Please see next page for more information and eligibility.

### What CEQA documentation is required to submit with the proposal?

CEQA documentation must include the CEQA document filed and the CCC’s CEQA Compliance Certification Form.

- CEQA document filed must be one of the following:
  - a) A Notice of Exemption filed with and stamped by the County Clerk, OR
  - 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, OR
  - 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. Note: not having CEQA completed at the time of submission may affect an applicant’s score.
- CEQA Compliance Certification Form must:
  - a) Match the project details in the proposal, including project title, location, and activities.
  - b) Must be signed by the Lead Agency.

## Limited Suspension of CEQA Requirements for Eligible Wildland Fire Prevention Activities

- Tree Mortality Emergency Proclamation: Regional and Community-Level Fuel Load Reduction Projects

Certain fuel load reduction/tree mortality and tree felling projects may qualify for the limited suspension of the requirements of the CEQA pursuant to the Governor's October 30, 2015, [Proclamation of a State of Emergency](#):

The emergency proclamation suspends the requirements of the CEQA and Guidelines for purposes of carrying out, among other things, Directive 2 of the proclamation, where the state agency with primary responsibility for implementing the directive concurs that local action is required. To qualify for the emergency proclamation's suspension of the CEQA, the following criteria must be met:

1. The project must be located in a high hazard zone as designated pursuant to Directive 1 of the proclamation.
2. The project must be necessary to protect the public health and safety.
3. The project involves the removal of dead or dying trees that threaten residences, critical community infrastructure, roads, and other evacuation corridors.
4. The work will be conducted in accordance with CAL FIRE's most current draft guidelines for High Hazard Zone Tree Removal.

- [PRC 4799.05](#) – CEQA Exemption on Federal Lands

Projects on federal lands that use prescribed fire, thinning, or fuel reduction to reduce the risk of high-severity wildfire and have been reviewed under (National Environmental Policy Act) NEPA are exempt from CEQA as authorized by Secretary Wade Crowfoot in February 2020, Public Resources Code section 4799.05(d).

These exemptions apply only to CEQA as described above. Projects on federal land must comply with the NEPA. For more details and necessary documents, reach out to your Grant Coordinator.



## **Appendix G: Grant Reimbursement & Advance Payments**

### **Grant Reimbursement Requests (Invoices)**

When invoicing for payments, the Grantee must submit the following documentation in the order listed:

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. Line-Item Expenditures Tracker: Each Grant Reimbursement Request must include a Line-Item Tracker that shows previous balances, current invoice, and remaining balance for each budget category 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 Grant Coordinator can provide a template upon request.
4. Copies of Corpsmember Timesheets, which 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 several ways. Please contact your Grant Coordinator for clarification.

5. 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
  - A receipt
6. Equipment Log (if applicable): Owned equipment may be charged to the grant in accordance with the Grantee's normal accounting practices. Local prevailing rental rates may be used as a guide. If the Grantee's equipment is utilized, a report or source document must:
  - Describe the work performed
  - Indicate the hours/days used
  - Relate the use to the project
  - Be signed by the operator and supervisor
7. Vehicle Log (if applicable): If the vehicle used on the project is owned by the Grantee, a tracking log (hourly/daily use or mileage) is required and must:
  - Describe the arrival and departure locations
  - Indicate the hours/days used with the number of miles driven

- Be signed by the driver and supervisor

When submitting Grant Reimbursement Packets, note the following:

- The packet must be scanned as one document in the order listed above and emailed to your Grant Coordinator (please do not mail).
- The first reimbursement request must be submitted within three months of the initiation of expenditures and no less than quarterly thereafter.
- Reimbursement packets cannot be submitted more than once per month.

## **Advance Payments**

Background: A new pilot program for advance payments was established on September 27, 2022, through [Assembly Bill 156 \(AB 156\), SEC 15](#). The program's purpose is to explore possible improvements to the state's existing advance payment practices for state-funded local assistance grants. Per AB 156, this pilot program will remain in effect until July 1, 2025.

Statutory Requirements: AB 156 added Section 11019.1 to the Government Code (GC) governing how advances may be administered, stipulating that administering state agencies shall do all the following:

- Prioritize recipients and projects serving disadvantaged, low-income, and under-resourced communities or organizations with modest reserves and potential cashflow problems.
- Stipulate an advance payment structure and request process within the grant agreement or contract between the administering state agency and the recipient entity.
- Ensure the advance payment to the recipient entity does not exceed 25 percent of the total grant amount awarded to that recipient entity. An administering state agency may exceed the 25-percent limit if the administering state agency determines that the project requires a larger advance, and the recipient entity provides sufficient justification and documentation to the administering state agency.

Documents Required for Advance Payment Request: In accordance with GC 11019.1(c)(2)(A), the items below are required when requesting advance payments:

- A detailed summary and any supporting documentation demonstrating the need for advance payment.
- An itemized budget utilizing CCC Form 532 – Grant Advance Request Form.
- A spending timeline and workplan for the advanced funds, including explanation of procedures in place to minimize the amount of time that elapses between the transfer of funds and the spend down of those funds.
- Documentation of good standing with the Internal Revenue Service.

Additional Requirements for Grantee under GC 11019.1:

- Advance payments authorized shall be limited to the minimum immediate cash requirements necessary to carry out the purpose of the approved activity, program, or project.
- The Grantee must establish a separate interest-bearing account with a federally insured bank to deposit all advanced funds. All withdrawals and interest earned must be trackable and reported to the CCC on a quarterly basis. Accumulated interest shall be deemed to be grant moneys and must be used to further the project.
- The Grantee must include in the Quarterly Report, or as requested by the CCC, a progress report on the spend down of advanced funds.
- Utilizing CCC Form 534 – Advance Reconciliation Form, the Grantee must submit a documentation following the expenditure of an advance payment that includes a summary of work completed, proof of expenditure and associated supporting documentation as requested by the CCC.

- Further advance payments shall not be made until a grantee is able to demonstrate that all previously advanced funds have been spent down or a plan is in place to ensure spend down of those funds in a timely manner.
- All unused funding provided as an advance payment but not spent down within the grant timeline shall be returned to the state.
- Note: 11019.1 (c) (2) (B) (i) allows grantees to use funds from the advance payment to subrecipients (subcontractors), however note the following:
  - Grantees shall require all entities they subcontract with to comply with the provisions stated above as they relate to establishing procedures to minimize the amount of time that elapses between the transfer of funds and the spend down of those funds and providing reconciliation documentation.
- Regardless of any transfer or assignment of advanced payments to subrecipients, grantees are liable to the CCC for complying with all provisions specified in GC 11019.1 (c) (2) (B) (i) and for any failures by subrecipients to perform contractual obligations or to comply with the requirements of the referenced section.
- The Department of Finance or its designee may audit, during or after the conclusion of the term of the grant agreement, any state agency, recipient, or subrecipient that received an advanced payment under this section. The state agency, recipient, or subrecipient shall cooperate fully with the audit, including, but not limited to, providing access to its staff, books, records, accounts, or other materials, as requested.

## Appendix H: Acknowledgment Signage

Acknowledgment signage is optional for Forestry Corps-funded projects. Signs eligible for reimbursement must meet the criteria specified below.

### State Approval

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

### Sign Construction

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

### Sign 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:

- Project title/description
- Reference to Forestry Corps
- 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)

|   |   |   |
|---|---|---|
| <b>[Project Title]</b>  |   |   |
| <i>This project was funded by the Forestry Corps Grant Program to restore the health and resilience of California forests, grasslands, and natural lands in a manner that reduces wildfire risk to communities.</i> |   |   |
| <b>[INSERT NAME], <u>GOVERNOR</u></b>   |   |   |
| [Insert Name], Secretary, California Natural Resources Agency   |   |   |
| California Conservation Corps   |   |   |
| [OPTIONAL: Name of Sponsor/Project Partner]   |   |   |
|    |  |  |

**END OF GUIDELINES**