

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

Funded by California Conservation Corps



Grant Guidelines

Fiscal Year 2025/2026

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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 fiscal year 2025/2026 (FY 25/26).

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 FY 25/26 fiscal year and 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

¹ Public Resources Code § 14400

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 Non-Residential Programs/Corpsmember Development Grant, please contact your designated Program Coordinator.

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Key Dates

- August 15, 2025: Last day to submit Applications for FY 25/26.
- August 15, 2025 – October 8, 2025: Grant funds awarded to LCCs and encumbered into grant agreements.

- June 30, 2026: Last day for LCC to expend grant funds.
- August 1, 2026: Final reimbursement request and CCC 514 – CMD Accomplishments Report due. See page 8 for more information on the report.

PROGRAM REQUIREMENTS

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 activities 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 activities that assist 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 following are examples of projects by project category. Note: This is not a comprehensive list.

Conservation Project Work

- 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

- S-212 Chainsaw
- CPR/First Aid/Wilderness First Responder
- CAL OSHA
- Arborist/Horticulture Training
- NWCG Training
- ACI Certification

Career Development/Job Readiness

- 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

- 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

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

GRANT APPLICATION PROCESS AND INSTRUCTIONS

For the FY 25/26 grant cycle, the CCC will be using Submittable for the online submission of grant proposals. The [Non-Residential Programs/Corpsmember Development Grant Application](#) is available online via Submittable. Application forms

can be found on the [Non-Residential Programs/Corpsmember Development Grant Application Dropbox](#).

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

1. Applicant Information: LCC name, address, and contact information for the designated representative.

2. Project Information:

- Project title
- Estimated start and end dates

3. Project Summary:

- Project category(ies)
- Applicants must answer all questions listed below in a standalone document with no more than two (2) typewritten pages in total. Applicants are encouraged to number responses for clarity and completeness.
 - Scope of Work: Provide detailed information on what grant funds will be used for. Please be clear, concise, and relevant when describing the project.

If more than one project category is selected, provide separate Scopes of Work for each proposed project.
 - Development: Provide a detailed explanation as to how the project(s) will assist in the professional, personal, and/or educational development of corpsmembers.
- Support documents (if applicable): 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.

4. Project Funding:

- Amount of grant funds requested
- A high-level list of budget categories and amounts
- 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 Scope of Work in the Project Summary includes detailed information explaining 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).

- Budget Narrative supporting the Budget Estimate Form.

- The narrative must provide a full explanation of all proposed costs, including their purpose, justification, and the basis of the calculations. Calculations must be specific and should be presented in a way that clearly shows how a cost was estimated.
- Organize the narrative in the order of the Budget Estimate Form, including category headers and line items.
- All costs must be able to stand up to an independent audit. Records, methodologies, source documentation, etc. are to be kept with project files and be submitted to the CCC or an Independent Auditor for review upon request.
- Hourly Rate Justification Form and Narrative (if applicable): The CCC Form 509 is a standardized form and rates should be based on an approved hourly rate for all projects completed during a given fiscal year, regardless of program. The LCC shall base their hourly reimbursement rate on direct costs associated with operating natural resource crews during the previous fiscal year. This rate will remain consistent throughout the program.
 - An LCC may request an adjustment to their Corpsmember hourly rate during the year if their actual costs change due to circumstances external to the LCC (e.g., state or locally mandated wage increases). The LCC shall submit a CCC Form 513 – Grant Change Request for approval with documentation to the CCC in advance. The new hourly rate will go into effect on the first day of the month following approval and cannot be applied retroactively to Corpsmember hours. An increased hourly rate will not result in an increase of the total project grant amount.

5. Other Required Documents (if applicable):

- Independent Auditor's Report: The annual report must be 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).
- General Liability Insurance: This document must provide evidence of insurance, or equivalent self-insurance, demonstrating that the Applicant has general liability insurance presently in effect with a limit of no less than \$1,000,000.00 per occurrence for bodily injury and property damage combined. The certificate of insurance shall state:
 - That the insurer will not cancel the insured's coverage without thirty (30) day prior written notice to the CCC.
 - That the State of California, its officers, agents, employees, and servants are included as additional insured, but only insofar as the operations under this Grant are concerned.

GRANT PROJECT ADMINISTRATION

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 Non-Residential Programs/Corpsmember Development 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 – Non-Competitive Bid 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.

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 trainings, classes, field trips, or other organized activities 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 expenses 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 LCC to the vendor before the CCC will approve a reimbursement/payment request.

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

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
- For direct labor costs, documentation must include copies of payroll records for corpsmembers and staff for eligible, grant funded activities. Payroll records must align with the reimbursement/billing period and, if applicable, show paid time coded specifically to the project through a unique project code. Examples of payroll records include, but are not limited to:
 - Corpsmember timesheets with project coding and corpsmember and supervisor approval
 - Labor distribution summary
 - For staff salaries, check register report
 - For training projects, evidence of attendance such as a roster or sign-in sheet with the activity title, date, and full list of attendees
- For direct contract, materials, supplies, and other eligible expenditures, one of the following must be provided for each expense:
 - Copies of invoices with a zero-balance,
 - Copies of canceled checks (front and back) with invoices for verification,
 - A statement from the vendor (with signature) verifying the payment has

been made, or

- A receipt.

All billing must be submitted no later than August 1, 2026. Failure to submit the final grant reimbursement request by the deadline may result in the loss of funds.

Please note that due to the CCC's policy to manage year-end closing procedures, requests for reimbursement must be submitted by mid-May 2026. The exact date will be communicated beforehand. Normal procedures for processing and paying invoices will resume on July 1, 2026.

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. The CMD Accomplishments Report must provide detailed information on the project, training, services, equipment, material, and/or other items of expense that were incurred during the project performance period and a description of how the services provided or activity(ies) enhanced corpsmembers' educational, career, and/or personal development.

Grant Accountability Requirements

Site Visits

CCC staff and staff from other agencies – such as the 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 five 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 for one year following an audit.

Appendices

Appendix A: Required Application and Project Administration Forms & Documents

Appendix B: Grant Reimbursement Payments

Appendix A: Required Application and Project Administration Forms & Documents

All required [application and project administration forms and documents](#) can be found on DropBox or by contacting your Program Coordinator.

Application Forms & Documents

- Non-Residential Programs/Corpsmember Development Grant Guidelines
- CCC Form 509 – Hourly Rate Justification
- CCC Form 510 – Grant Budget Estimate

Project Administration Forms & Documents

- CCC Form 512 – Grant Reimbursement Request
- CCC Form 513 – Grant Change Request
- CCC Form 514 – CMD Accomplishments Report
- CCC Form 529 – Non-Competitive Bid Justification
- Grant Budget Line-Item Tracker

Appendix B: Grant Reimbursement & Advance Payments

When submitting requests for reimbursement, 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 512A – Grant Reimbursement Request Form: If your request includes reimbursement for indirect costs, the maximum you may request is your approved indirect cost rate times total direct costs incurred within the billing period.
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 Program Coordinator can provide a template upon request.
4. Documentation Verifying Expenditures:
 - Labor: Documentation supporting corpsmember and staff labor must include the project title and/or project number/code, corpsmember and staff names, dates worked, number of hours worked, and supervisor approval/signature.

If submitting staff timesheets, the type/description of work performed during the billing period must be clearly indicated.

Due to the differences in payroll reporting mechanisms, this information can be reported in a number of ways. Please contact your Program Coordinator for clarification.
 - Non-labor expenditures (i.e. OE&E): documentation that confirms that payment was made to the vendor. Examples include:
 - Copy of invoice with a zero dollar balance,
 - Copy of invoice that shows a balance but is accompanied by a bank or credit card statement highlighting the transaction or a copy of the cancelled check (front and back),
 - A signed statement from the vendor verifying the payment has been made, or
 - A receipt.
5. Equipment Log (if applicable): If equipment used on the project is owned by the

Grantee, a tracking log (hourly or daily) is required and must:

- Describe the work performed
- Indicate the hours/days used
- Relate the use to the project
- Be signed by the operator and supervisor

6. 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 for hourly/daily rates or the number of miles driven for mileage
- Be signed by the driver and supervisor

When submitting Grant Reimbursement Packets, note the following:

- 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.