



Local Conservation Corps Climate Bond Grant Program

Grant Guidelines Update March 2026

Funded by Proposition 4: Safe Drinking Water, Wildfire Prevention,
Drought Preparedness, and Clean Air Bond Act of 2024



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Technical Assistance & Program Support

The California Conservation Corps will provide ongoing technical assistance and other support to Applicants. Examples of technical assistance include, but are not limited to:

- Guidelines: Thursday, October 23, 2025
- Technical Assistance Workshops: 9:00 am – 12:00 pm virtually or in person
 - Northern California: Wednesday, October 29, 2025, at Civicorps – 101 Myrtle Street, Oakland, CA 94607
 - Southern California: Thursday, November 13, 2025, at Orange County Conservation Corps – 1853 N. Raymond Avenue, Anaheim CA, 92801
- Virtual or in-person support with project development
- Virtual or in-person support with preparing an application and required documents

For all questions related to the Grant Agreement and the administration of Grant Funds and policies, please contact your designated Program Coordinator or the Grants and Certification unit at Grants.Certification@ccc.ca.gov.

I. Overview

Introduction

The Climate Bond, Proposition 4: the Safe Drinking Water, Wildfire Prevention, Drought Preparedness, and Clean Air Bond Act of 2024 (Senate Bill (SB) 867), was approved by the voters in November 2024. It added Division 50 (Commencing with Section 80000) to the Public Resources Code (PRC). Section 91545 of Chapter 3: Wildfire and Forest Resilience authorizes the Legislature to appropriate \$50,000,000 to the California Conservation Corps for demonstrated job projects. At least 60% of the amount available shall be made available to certified community conservation corps.

Section 91545 of the Climate Bond states that California Conservation Corps (CCC) Grant Funds are available for projects that include the following:

- Projects to mitigate unemployment and assist the State with the implementation of critical natural resources, transportation, energy, and housing infrastructure to promote climate resilience.
- Projects to prepare for, prevent, respond to, and rehabilitate following natural disasters, declared emergencies, or climate-related impacts to communities.

For the full bond language, please visit the [Climate Bond California Legislative Information website](#).

Priorities for Climate Bond

The priority of the Climate Bond is to fund Proposals that confront climate change, protect California communities and nature from its impacts, and improve the lives of Californians.

Specific priorities for this grant program include projects designed to provide educational and career pathways for young adults while working on Natural Resource Projects, as defined in Appendix F, that do one or more of the following:

- Leverage private, federal, or local funding or produce the greatest public benefit;
- Improve climate resiliency by preparing, preventing, responding to, and rehabilitating communities after natural disasters, declared emergencies, or climate-related impacts;
- Promote watershed restoration, protection of ecosystems, habitat restoration, forest health/resilience, sustainably managed landscapes, and other conservation outcomes; and
- Expand and/or improve transportation, energy, and housing infrastructure.

Grant Funds Available

The Budget Act of 2025, SB 105, authorized for the fiscal year 2025/2026 (FY 25/26) a total of \$9,949,000 of CCC Climate Bond Grant Funds to certified local conservation corps (LCCs) for demonstrated job projects. An additional \$9,949,000 is anticipated to be allocated in both FY 26/27 and FY 27/28. The total appropriation to LCCs is anticipated to be \$29,847,000.

This grant will be administered on a non-competitive basis, and each certified LCC will receive an equal allocation of \$2,131,928, over three enactment years (ENYs):

- ENY 2025: \$710,642
- ENY 2026: \$710,643
- ENY 2027: \$710,643

Availability of Grant Funds are subject to the passage of the California State Budget and budget authorization by the Department of Finance each applicable Fiscal Year. Additionally, totals may be adjusted based upon the number of certified LCC's in existence at the start of the ENY.

Calendar of Key Dates

Project applications will be accepted on a rolling basis beginning October 23, 2025, until June 30, 2029. The CCC will actively monitor Grant Funds allocated to each LCC to ensure the Grant Funds are being spent in a timely manner. Unutilized Grant Funds may be reallocated by the CCC to other LCCs to ensure the liquidation of all appropriated Grant Funds.

October 23, 2025 – June 30, 2029: Solicitation period begins. Applications are accepted on a rolling basis.

| Enactment Year | Grant Funds available | Date by which to Encumber 50% of funds | Date by which to Encumber 100% of funds | Project Work Completed/ Grant Funds Expended | Last Day to Submit Reimbursement Request |
|----------------|-----------------------|--|---|--|--|
| 2025 | \$710,642 | 4/30/2026 | 6/30/2027 | 2/15/2030 | 5/15/2030 |
| 2026 | \$710,643* | 4/30/2027 | 6/30/2028 | 2/15/2031 | 5/15/2031 |
| 2027 | \$710,643* | 4/30/2028 | 6/30/2029 | 2/15/2032 | 5/14/2032 |

*Anticipated future allocations, dependent on the number of certified LCCs at the start of the ENY.

II. Program Requirements

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 fiscal year 2025/2026, and future fiscal years 2026/2027, and 2027/2028;
- 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.

Statutory/General Requirements

All projects funded under this program must comply with Proposition 4 – Safe Drinking Water, Wildfire Prevention, Drought Preparedness, and Clean Air Bond Act of 2024 and all other applicable State laws, including:

- All projects must advance the objectives of the Proposition 4 – Climate Bond grant program and comply with SB 867, including reporting requirements.
- Only Local Conservation Corps certified in the fiscal year of the corresponding Climate Bond appropriation in accordance with PRC § 14507.5 are eligible to apply.
- All projects must provide a long-term benefit to the public.
- At least 40% of the total Grant Funds available shall be allocated for projects that provide meaningful and direct benefits to vulnerable populations or disadvantaged communities. Of this 40%, at least 10% of the total Grant Funds available pursuant to this Bond Act shall be allocated for projects that provide meaningful and direct benefits to severely disadvantaged communities to comply with Proposition 4 – Climate Bond Section 90140 (see Appendix B).
- All projects must comply with the California Environmental Quality Act (CEQA), Division 13 (commencing with Section 2100) of the Public Resources Code.
- Projects funded pursuant to Chapter 3 of the Bond Act shall be consistent with the policies and guidelines established by [the California Wildfire and Forest Resilience Action Plan](#), and by the Natural Resources Agency and the Department of Forestry and Fire Protection, if applicable.
- Acknowledgment signage is required under this grant program, when feasible.

- See Appendix E for more information.
- All Applicants must obtain three bids for contract work, supplies, and materials which total in cost at or above \$10,000 from a single vendor/supplier or submit a CCC 521 Sole/Single Source Justification Form (non-competitive justification form).
- Legally mandated/required mitigation is not an allowable use of Grant Funds.
- The Applicant is responsible for ensuring the project complies with all applicable current laws and regulations.

Eligible Proposals

Section 91545 of Chapter 3: Wildfire and Forest Resilience of the Climate Bond states that Grant Funds are available for projects that include the following:

- Projects to mitigate unemployment and assist the State with the implementation of critical natural resources, transportation, energy, and housing infrastructure to promote climate resilience.
- Projects to prepare for, prevent, respond to, and rehabilitate following natural disasters, declared emergencies, or climate-related impacts to communities

In an effort to combat unemployment, Proposals should, when possible, incorporate career pathways and/or industry-recognized training for corpsmembers as components of Natural Resource Project implementation.

Eligible Projects include but are not limited to:

Climate Resiliency/Natural Resource Conservation

Wildfire and Forest Resilience

- Restore and/or promote forest health
 - Post-fire rehabilitation, soil stabilization, and erosion control
 - Reforestation, planting, and cone and seed collection for planting
 - Vegetation management for the purposes of ecological restoration and preservation
 - Planting seedlings and seeding on deforested land
 - Improving forest stand conditions through the removal or treatment with lasting effect of diseased, dead, and dying trees
 - Removal and eradication of invasive species
 - Forest thinning to improve forest health
- Reduce hazardous fuels and decrease the risk of fire
 - Removing dead and dying trees to reduce wildfire intensity and rate of spread
 - Fuel reduction in critical locations to reduce wildfire intensity and rate of spread

- Creation 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
- Tree mortality and tree felling
 - Felling dead or dying trees for the purpose of wildfire resilience, ecology restoration, or public safety
- Urban and Community Greening and Forestry
 - Increase urban tree canopy cover including new tree planting (in cities, communities, school yards, roadsides, etc.)
 - Increase of green space in developed areas (e.g., parks, gardens, greenways/greenbelts), including green roofs, rain gardens, and bioswales
 - Creation of defensible space in the Wildland Urban Interface (WUI)
 - Fire Road Treatment of priority roads that function as priority evacuation routes
 - Removing asphalt to restore natural areas

Wetlands and Watershed Restoration

- Restoration and re-establishment of coastal wetlands to restore natural barriers to address sea-level rise
 - Vegetation management and invasive species removal
 - Native planting
 - Restoring tidal flow
 - Stormwater management
 - Erosion control
 - Riparian restoration
 - Improving instream conditions
- Wetland and watershed restoration to help manage stormwater runoff, improve water quality, and restore habitat
 - Vegetation management and invasive species removal
 - Native planting and reintroducing native trees, shrubs, and grasses
 - Restoring proper hydrologic flow to direct water back to the wetland
 - Planting and installation of erosion and flood control measures including planting native woody vegetation for stream bank stabilization and riprap along levees for long-term stabilization
 - Riparian restoration
 - Sediment Management
 - Improving instream conditions including urban streams
 - Restore mountain meadow wetlands through conifer encroachment removal

Emergency/Disasters

Projects to prepare for, prevent, respond to, and rehabilitate following natural disasters, declared emergencies, or climate-related impacts to communities including

but not limited to:

- Wildfire
 - Creation of fuel breaks and shaded fuel brakes
 - Prescribed burns
 - Trail/fire road treatment for safer ingress and egress of evacuating residents and responding emergency personnel
 - Post-fire rehabilitation, soil stabilization, and erosion control
 - Reforestation
- Flooding
 - Installation of stormwater capture systems
 - Increasing permeable surfaces
 - Improving instream, riparian, floodplain, or wetland habitat condition
- Extreme Heat/Drought
 - Installation of drought-tolerant landscapes
 - Urban greening
 - Installation of shaded structures in parks and transportation stops

Transportation

- Construction, repair, or improvement of pedestrian or bicycle facilities to encourage increased use of active modes of transportation including but not limited to sidewalks, trail pathways, crosswalks, bike lanes, multi-use paths, protected cycle tracks, and bike racks and lockers
- Community electric vehicle (EV) charging infrastructure

Energy

- Energy efficiency upgrades to Critical Community Infrastructure including installation of electric vehicle (EV) charging infrastructure, solar panel and emergency back-up battery installation, insulation, central heating and cooling system upgrades, lighting upgrades, and window replacement.

Housing Infrastructure

Climate resiliency upgrades to Critical Community Infrastructure, including but not limited to the following areas:

- Flooding
 - Construction of stormwater management systems to control and/or treat urban rainwater runoff to reduce flooding, prevent erosion, and protect water quality (i.e. rain garden, bioswale, retention basins, etc.)
 - Increase permeable surfaces to help manage stormwater runoff (i.e. asphalt removal and installation of permeable pavements)
- Extreme Heat
 - Building or retrofitting community cooling or air relief centers

- Weatherization

- Drought
 - Removing grass lawns and/or turf and installing native and drought-tolerant vegetation
 - Installing water-saving irrigation on public lands

- Energy
 - Corpsmember training and installation of energy efficiency and renewable energy infrastructure
 - Electric vehicle (EV) charging infrastructure
 - Solar panels
 - Lighting retrofit

- Outdoor Access and Recreation
 - Construction or restoration of park infrastructure and features especially in park-poor neighborhoods including:
 - Making Americans with Disabilities Act (ADA) improvements
 - Community gardens
 - Playgrounds
 - Educational or interpretive signage
 - Corpsmember-led outdoor education as a component of a natural resource implementation project

Internships

Please see Appendix F for detailed information on internship-specific eligibility and requirements.

Ineligible Natural Resource Conservation Projects

- Projects that are not an eligible category as stated on pages 7 – 10 of the Guidelines;
- Acquisitions and LCC Facility Development projects; or,
- Projects that do not have a long-term benefit of more than 10 years and/or is not a capital project as defined by State General Obligation Bond (GO Bond) law. This includes but is not limited to:
 - Legally mandated or mitigation projects
 - Routine maintenance or landscaping
 - Standalone education and/or training curriculum projects
 - Community outreach

III. Application Process & Instructions

Complete the [LCC Climate Bond application](#) online via Submittable. [Grant Application Forms and Documents](#) are available via Dropbox or upon request from your Program

Coordinator.

Application Documents

Grant applications will be accepted on a rolling basis on Submittable. The Project Partner should take an active and primary role in assisting the LCC in answering the Proposal summary questions, especially as it relates to the overall purpose and objective of the project, how it relates to the Climate Bond priorities, 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 following required information and documents below must be submitted as part of the Proposal on Submittable:

1. Applicant Information, including LCC name, address, and contact information for the designated representative.
2. Project Partner Information
 - Organization name
 - Partner Representative's name, title, and contact information
3. Project Information
 - Project Title
 - Project Start Date
 - Project End Date
4. Project Funding
 - Amount of Grant Funds requested
 - Any matching or leveraged funds including the funding source, amount, and planned use for the funds
 - A high-level list of budget categories and amounts
 - CCC Form 510-Grant Budget Estimate: The CCC Form 510 is a standardized form and budget line items provided are examples only. To enhance clarity, the Applicant should delete any budget line items and categories from the template that will not be used. [Note: some example categories or line items may not be eligible – always consult the Eligible Costs section.] Round to the nearest whole number for total costs, not exceeding available funding.
 - Budget Narrative supporting the Budget Estimate Form.
 - The narrative must provide a full explanation of all proposed costs. Calculations must be specific and should be presented in a way that clearly shows how a cost was estimated. This includes but is not limited to explaining the purpose of the cost(s) and underlying item(s), the justification for the cost(s) and item(s), and the basis of the calculations

- used to arrive at your estimate.
- 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, and other relevant materials are to be kept with the project files and submitted to the CCC or an Independent Auditor for review upon request.
- Indirect Cost Rate your LCC will be using and any necessary supporting documentation (i.e. NICRA, State Grant Agreement, or other documentation).
 - Proposition 4 – Climate Bond section 90133 allows Applicants to request one of the following indirect cost rates:
 - The Applicant’s federal negotiated indirect cost rate, pursuant to its Negotiated Indirect Cost Rate Agreement (NICRA).
 - The 15% de minimis indirect cost rate specified in Part 200 of Title 2 of the Code of Federal Regulations.
 - A rate negotiated by the Applicant with another state agency within the last five years.
 - If the Applicant does not have an existing state rate, a rate proposed by the Applicant.
- If your budget includes contract work, equipment, supplies, or materials which total in cost at or above \$10,000 from a single vendor/supplier, upload the quote/estimate(s) you used to prepare your budget.
- Note: The Indirect Cost Rate cannot be applied to vehicles and equipment over \$10,000.00. 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 project.
 - 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.

The CCC encourages Applicants to be thorough when including eligible costs/categories in a project's estimated budget and budget narrative. Per Department of Finance (DOF), any costs/cost categories NOT included in the

budget estimate will not be eligible for reimbursement unless an approved budget change has been implemented in advance.

5. Project Scope

- Project Category(ies)
- Expected Project Deliverables: Deliverables should be the specific, measurable, and verifiable outputs that will be produced and delivered at the end of the project (i.e. 20 acres treated for fuel load reduction, 30 native trees planted, etc.)
- Estimated 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 LCC's project calendar and Project Partner's plans. If permits, special licenses, or other approval items are needed to initiate the project, please clearly detail what they are and the steps needed to obtain them.

6. Proposal Summary

- Describe how your project and how it accomplishes and/or meets one or more of the Climate Bond priorities below.
 - Leverage private, federal or local funding or produce the greatest public benefit;
 - Improve climate resiliency aimed at preparing, preventing, responding to, and rehabilitating communities after natural disasters, declared emergencies, or climate-related impacts;
 - Promote watershed restoration, protection of ecosystems, habitat restoration, forest health/resilience, sustainably managed landscapes, and other conservation outcomes; and/or
 - Expand and/or improve transportation, energy and housing infrastructure.

Include whether the project will protect people and/or nature from climate impacts, such as extreme heat, wildfire, flooding, drought, and/or sea level rise, and if so, explain how.

Please use headings for each objective and be as detailed and thorough as possible.

- Describe the current status of the project and describe how the completion of the project addresses a critical statewide need and will provide a direct and meaningful long-term public benefit. [Note: If the project you are requesting Grant Funds for is part of an overall, larger project, please delineate clearly between the benefits of the proposed project and the benefits of the overall project.]
- If incidental maintenance activities are included in the project activities, describe how these activities are related to the project and required for the completion of the project. [Note: "incidental maintenance" means non-capital activities that are generally routine, such as weed or litter abatement,

minor repairs, or brush clearance, that are necessary to carry out the project but are minor project activities.]

- Describe how your Proposal demonstrably and measurably creates career pathways for Corpsmembers and/or provides unique opportunities for workforce development, education, and training including industry-recognized training. Do not include training activities that all Corpsmembers experience as part of your general program.
- Does your project provide direct and meaningful benefits to a disadvantaged community or communities (DAC(s)), a severely disadvantaged community or communities (SDAC(s)), or vulnerable population(s) as defined in Appendix B.
 - If so, describe how the project itself will provide direct and meaningful benefits to DACs, SDACs, or vulnerable population(s). Please provide all pertinent information for the review team to evaluate qualification, including your source for determining that the population is DAC, SDAC, or vulnerable. [Note: While the applicant's location and its corpsmembers' residency does not preclude a project from meeting the DAC, SDAC, or vulnerable population requirement, those factors cannot by themselves qualify the project as serving a DAC, SDAC, or vulnerable population.]
- Will the proposed project reduce greenhouse gas (GHG) emissions and/or sequester carbon? If so:
 - How does this proposed project reduce GHG and/or sequester carbon?
 - Do you have a way to measure GHG emission reduction/carbon sequestration after the completion of the proposed project? If yes, provide the steps you will take to measure GHG emission reduction/carbon sequestration after the completion of the project.
- If the project includes tree or vegetation removal, please describe the:
 - Disposal method(s) (i.e. chip and broadcast, collect/bag and dispose of off-site, pile for later burning, etc.).
 - For invasive vegetation removal, plan for controlling or eradicating invasive vegetation for long-term control.
- If the project includes the purchase of equipment, please explain how the brand, model, and maintenance plan of all purchased equipment will produce an expected useful life of at least 2 years.

7. Project Site Information

- Name of the Property/Land Owner and the type of entity they are:
 - Federal
 - State
 - Local
 - Tribal
 - Non-Governmental Organization (NGO)
 - Private

- Project Site Address
- Project Coordinates for all worksites. If there are multiple sites, number each site and provide coordinates for each location. For example, Site 1: 38.56669, -121.47768, Site 2: 38.54697, -121.46874, etc.
- Assembly District and Senate District
- At least one Project Area Map – in KML, KMZ, or Shapefile format – that clearly indicates:
 - The entire project area boundary as a polygon
 - Each worksite as a polygon labeled with the:
 - Site’s clear and unique name (i.e. Project Site 1, Project Site 2, etc.)
 - Activities taking place within the worksite
 - Size of the worksite in acres
- For projects on Private Property, maps must also include the Assessor's Parcel Numbers (APNs) for each property included in the project area. Maps should be accompanied by written confirmation from the Project Partner stating that they have obtained landowner permission to work on the property or will obtain permission before field work begins. Email confirmation from the Project Partner is acceptable.
- If the Project Partner does not own the land, and/or if the property is subject to any land use agreement, operations and management agreement, easement, or other Memorandum of Understanding (MOU), please explain/describe.
- Site control and land tenure requirements

The State requires site control and land tenure compliance before a project can start (i.e., verification of land ownership and authorization to work on the specified land) including the assurance that the project and/or property will be maintained and operated as intended for a specified period according to General Obligation Bond law. The land tenure required for projects funded under this program are:

 - 10 years for grant amounts up to and including \$100,000;
 - 20 years for grant amounts greater than \$100,000 but up to and including \$1,000,000; and
 - 25 years for grant amounts over \$1,000,000.

The 10, 20 or 25 year operations and maintenance requirement begins upon completion of the project.

 - What is the strategy for long-term maintenance of the project?
 - Who will perform long-term maintenance?
 - How will ongoing maintenance be funded beyond the Project Performance Period (as applicable)?
 - Signed Site Control/Land Tenure Letter. Letter Templates can be found in the [Grant Application Forms and Documents](#) are available via Dropbox or upon request from your Program Coordinator

- For project sites or surrounding areas that have been worked by the LCC in the last 5 years, please describe the funding source and project activities performed and provide a separate map that indicates the sites previously worked in relation to the proposed project's location.
- For Wildfire and Forest Resilience projects, is your project located in a very high or high fire hazard area? If the project is in one of these areas, specific documentation is required to support the Proposal. Utilize the tools below and submit a copy of a map 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](#)
 - For projects in a Federal Responsibility Area (FRA):
 - [U.S. Forest Service's Wildfire Hazard Potential Online Mapping Tool](#)
- CEQA Documentation: Evidence of compliance with CEQA or a detailed summary describing the status of CEQA must be submitted with the Proposal. Grant Projects may not begin, nor may any Grant Funds be expended, until CEQA compliance is documented and received and the close of the period for administrative challenge under CEQA, if applicable.

See Appendix C for detailed information and instructions on how to comply with CEQA and limited suspensions of CEQA compliance.

In certain circumstances, the CCC *may* be able to act as Lead Agency for CEQA if all NEPA documents are completed and a Categorical Exclusion was determined. Please contact your Program Coordinator for more information.

- NEPA Documentation (if applicable): If the project is located on federal land or is receiving federal funds, documentation of NEPA compliance must be submitted with the Proposal (this is **in addition to** CEQA documentation). Request the NEPA environmental review and decision document from the implementing agency.
- Project Photos: 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. Note the proposed activities of the sites photographed and the GPS location and directional view of each photo to refer to for the “after” photos required for the Completion Report.

See Appendix A for a full list of required application and project administration forms and documents.

8. Supplemental Organizational/Fiscal Capacity Questionnaire

- Describe the applicant's experience in completing this type of project.

- Is the expertise needed for this project readily available within the organization? If not, how will the relevant expertise be acquired?
- Identify and describe steps to be taken and the work to be completed within the first year following the award of Grant Funds.
- Explain methods for estimating costs and in what way the project is cost-effective.
- Describe how your project will ensure that projects billed against Grant Funds will be tracked, recorded and kept separate from other funding sources.
- Describe the applicant's fiscal capacity to carry out the proposed project on a reimbursement-only basis and ability to ensure the necessary financial resources are available to complete the project.
- If the applicant has had a grant terminated by a State agency in the past year, please describe the reason for termination and steps taken to resolve the issues that led to the termination.

Application Review Process

Please allow 60 days from the date the CCC receives a complete application with all required attachments for the full review by the CCC including State Treasurer's Office approval. The CCC Review Team will review all submitted applications according to the requirements listed in these Guidelines.

Applicant will be notified if their application is approved and the Program Coordinator will initiate the process to execute a Grant Agreement.

Appeals Process

An Applicant may file an appeal regarding the denial of a submitted application by the CCC Grants and Certification Manager within 20 business days of the date of notification of any decision. Written appeals shall be submitted directly to the CCC's Senior Deputy Director or designated authority. The Senior Deputy Director may request additional information. Upon receiving the additional information, a decision will be rendered in 20 business days.

If needed, a second level appeal shall be made to the CCC's Director. The second level appeal shall be made within 20 business days of the date of the Senior 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 20 business days to review and render a decision. The second level appeal shall include a full and complete written statement specifying the grounds of protest and must be based on the process and/or procedures used in the review and recommendation of application for awards. The CCC Director's decision shall be final.

IV. Grant Project Administration

Approval and Grant Agreement Execution

Once the application is approved by the CCC, a Grant Agreement will be prepared. Please allow 10 to 15 business days from the date of project approval for Grant Agreement preparation and execution. Grant agreements are fully executed when both the Grantee's authorized signatory and the CCC's Deputy Director of Administration have signed the Grant Agreement.

After approval, the Grantee must receive a fully executed Grant Agreement BEFORE beginning work or otherwise incurring any expenses.

Eligible Costs

Only direct project-related costs and indirect costs that can be directly tied to the implementation of an approved project incurred during the Project Performance Period specified in the Grant Agreement will be eligible for reimbursement. All eligible project costs must be supported by the appropriate documentation and must be able to hold up to a State audit.

- **Direct Project Personnel** – Costs for the services of Grantee's personnel directly engaged in implementation and execution of the project, which may include Corpsmember labor, project/program managers, other staff directly involved in program administration and/or project coordination and required technical consultants for projects. *To maximize workforce development benefits to Corpsmembers, direct project personnel must be at least 60% of the total award amount. Exceptions may be considered on a case-by-case basis.*
 - Costs for the services of Grantee's personnel directly engaged in project execution must be computed according to Grantee's pay or salary scales, and may include benefits such as vacation, 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 Applicant's established policy provided the regular work time was devoted to the same project.
 - 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. **The Corpsmember Hourly Rate is capped at \$50 per hour.**
- **Equipment, Supplies and Materials** – Costs for equipment, supplies, and materials directly related to the implementation of the project.
 - Purchases of equipment, supplies, and materials must be made for the

direct implementation of the project and not for re-supply of a center stock upon completion of field work.

- Supplies that are part of the standard complement of tools and equipment given to all Corpsmembers, including Personal Protective Equipment (PPE) and hand tools, should be captured in the Hourly Rate Justification Form.
 - 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. 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. A tracking log (hourly or daily use or mileage) will be required with the submission of reimbursement requests as source documentation to determine residual market value.
 - 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 (hourly or 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 D for the tracking log requirements.
 - PRC 90050 (b) To the extent practicable, a project funded pursuant to this division shall include signage informing the public that the project received funding from the Safe Drinking Water, Wildfire Prevention, Drought Preparedness, and Clean Air Bond Act of 2024. See Appendix E for signage requirements.
 - In addition to signage, the cost of video releases and other communication materials will be considered for reimbursement.
- **Indirect Costs/Overhead** – 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. Overhead should be included as a line item in the approved project budget and the amount.

The Climate Bond section 90133 allows Applicants to request one of the following indirect cost rates:

- The Applicant's federal negotiated indirect cost rate, pursuant to its Negotiated Indirect Cost Rate Agreement (NICRA).
- The 15% de minimis indirect cost rate specified in Part 200 of Title 2 of the Code of Federal Regulations.
- A rate negotiated by the Applicant with another state agency within the last five years.

- If the Applicant does not have an existing state rate, a rate proposed by the Applicant.

After the application is reviewed, the Applicant may be required to provide additional information depending on the indirect cost rate methodology selected.

When submitting requests for reimbursement, the approved indirect cost rate will be applied to total direct project costs not including vehicles and equipment over \$10,000.00.

- **Contingency** – Up to 10% of the requested grant amount 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 [Note: indirect costs cannot exceed your approved rate]. Explanation and approval may be required prior to expenditure of contingency funds.
- **Other Expenditures** – 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 Program Coordinator to determine if an operating expenses and equipment (OE&E) cost not already listed is eligible.

Note: Acquisitions and LCC Facility Development projects are not eligible under this program.

Changes to an Approved Project

Project scope changes are allowed. Proposed changes to the approved project must be requested at least four weeks prior to implementing the change using the CCC Form 513 – Grant Change Request available via Submittable. 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.

Proposed changes to the project scope or deliverables must continue to meet the conditions and criteria described in these Guidelines and must not include any modifications that would significantly alter the Project’s purpose, impact, and/or eligibility set forth in the Grantee’s application.

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 Grantee 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 D 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

Public Resources Code (PRC) §90130 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 D 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 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

Per requirements of the Internal Revenue Service for General Obligation Bonds, the Grantee shall retain such financial accounts, documents, and records related to the bond-funded grant for a period of 35 years.

V. Reporting Requirements

Grant Quarterly Reports

Quarterly Reports must be submitted and describe the status of the project, 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 Program Coordinator will work with you to get the required information for reporting.

Other 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 in a timely manner to comply with all reporting requirements.

Completion Report

Each Grantee must submit a Project Completion Report *within 90 days after the completion of the project – regardless of the end date on the Project Performance Period* – 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/Partner 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.

VI. Appendices

Appendix A: Required Application and Project Administration Forms/Documents

Appendix B: Disadvantaged, Severely Disadvantaged, and Vulnerable Communities

Appendix C: California Environmental Quality Act (CEQA) Information

Appendix D: Grant Reimbursement & Advance Payments

Appendix E: Acknowledgment Signage

Appendix F: Internship Project Eligibility

Appendix G: Definition of Terms

Appendix A: Required Application and Project Administration Forms/Documents

The application for LCC Climate Bond funding can be found on Submittable.

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

Application Forms & Documents

- FY 25-26 LCC Climate Bond Guidelines
- FY 25-26 LCC Climate Bond Application
- 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 521 – 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 B: Disadvantaged, Severely Disadvantaged, and Vulnerable Communities

The Climate Bond encourages Applicants to develop projects that serve disadvantaged communities (DACs), severely disadvantaged communities (SDACs), or vulnerable communities. To determine if the project serves a DAC, SDAC, or vulnerable community, the project itself must serve a DAC, SDAC, or vulnerable community or the project site must be located in and/or immediately adjacent to a DAC, SDAC, or vulnerable community. *While the applicant's location and its corpmembers' residency does not preclude a project from meeting the DAC, SDAC, or vulnerable population requirement, those factors cannot by themselves qualify the project as serving a DAC, SDAC, or vulnerable population.* Below are tools to identify DACs and vulnerable communities.

Disadvantaged and Severely Disadvantaged Communities

The [Disadvantaged Communities Mapping Tool](#) should be used to identify DACs and SDACs. A DAC is defined as a community with a median household income of less than 80% of the area average or less than 80% of statewide median household income. An SDAC is defined as a community with a median household income of less than 60% of the area average or less than 60% of statewide median household income.

Vulnerable Communities

The following tools, data, and resources attempt to identify both climate hazard exposure and adaptative capacity.

- [Vulnerable Communities Platform \(VCP\)](#) is an interactive web-based tool that can be used to identify communities most sensitive to the impacts of climate change including extreme heat, flooding, sea level rise, drought, and wildfire. Guidance on the use of the platform is available via [Vulnerable Communities Platform](#).
- [Climate Change & Health Vulnerability Indicators for California \(CCHViz\)](#) can be used to better understand the people and places that are more susceptible to adverse health impacts associated with climate change.
- [Adapting to Rising Tides Bay Shoreline Flood Explorer](#) can be used to understand what could be at risk to shoreline flooding in the San Francisco Bay Area, including socially vulnerable communities and contaminated sites.
- [California Heat Assessment Tool \(CHAT\)](#) can be used to understand community and public health vulnerability to extreme heat.

The following tools, data, and resources only address climate hazard exposure and *should be used alongside tools and data related to physical (built and environmental), social, political, and/or economic factors that impact a population's adaptive capacity.*

- [Cal-Adapt](#) can be used to understand projected climate impacts, including heat, precipitation changes, wildfire, snowpack, and sea level rise.

- [Fire Hazard Severity Zones \(FHSZ\) Maps](#) can be used to understand fire hazard within the State Responsibility Area.
- [Best Available Maps \(BAM\)](#) can be used to understand flood risk.
- [Our Coast, Our Future](#) can be used to understand and visualize sea level rise, coastal erosion and storms, and coastal groundwater impacts.

As stated above, physical (built and environmental), social, political, and/or economic factors contribute to a population's adaptive capacity and thus, vulnerability. *The following tools can be used in combination with climate hazard exposure tools and data to help understand a population's vulnerability.*

- [State Parks' Community FactFinder](#) can be used to analyze population demographics and park acres within a half mile of a point you select to help understand park and outdoor access.
- [CalEnviroScreen](#) can be used to identify California communities that are most affected by environmental pollution, and where people are often especially vulnerable to pollution's effects.
- [California Access and Functional Needs Viewer](#) is designed to assist emergency managers in identifying, locating, and deploying access and functional needs-related assets and resources during all phases of emergencies. This tool can be used to understand and evaluate a project that has an emergency management component.
- [Healthy Places Index](#) can be used to help understand community conditions that impact life expectancy.

Appendix C: California Environmental Quality Act (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 Public Resources Code (PRC) § 21067, “Lead Agency’ means the Public Agency which has the principal responsibility for carrying out or approving a project which may have a significant effect upon the environment.” The Lead Agency for CEQA must be a State-based Public Agency as defined by PRC § 21063 and cannot be the federal government, a tribal government, or a non-profit entity.

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. Refer to the [CEQA Statute & Guidelines](#) for a list of Categorical Exemptions.

What CEQA documentation is required to submit with the application?

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

1. CEQA document filed must be one of the following:
 - a) A Notice of Exemption (NOE) filed with the State Clearinghouse [Note: NOEs filed with the local county clerk must also be filed with the State Clearinghouse]; 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 the State Clearinghouse and 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 the State Clearinghouse and the County Clerk.
2. CEQA Compliance Certification Form must:
- a) Match the project details in the application, including project title, location, and activities.
 - b) Must be signed by the Lead Agency.

Limited Suspension of CEQA Review Requirements

Project Streamlining Requests for Fuel Reduction Projects

A new online process now makes it easier to obtain State approval for critical wildfire risk reduction efforts. This streamlined system helps expedite fuel reduction projects under specific conditions, consistent with Governor Newsom’s March 1, 2025 [State of Emergency Proclamation](#).

Authority & Purpose

The Proclamation authorizes the Secretaries of the California Natural Resources Agency (CNRA) and the California Environmental Protection Agency (CalEPA) to determine which projects are eligible for suspension of certain State-level statutory and regulatory requirements to expedite critical fuels reduction projects, while at the same time protecting public resources and the environment.

Eligibility Criteria

To qualify for the streamlining request process:

- The request for suspension must be submitted in the 2025 calendar year.
- All project work must be performed or supervised by one or more certified or licensed responsible parties, also known as the Qualified Responsible Party, such as Registered Professional Foresters, Certified Rangeland Managers, qualified vegetation management contractors, qualified incident commanders, certified arborists, certified burn bosses and/or authorized cultural burners.
- The project must meet at least one of the following objectives:
 - Removal of hazardous, dead, and/or dying trees
 - Removal of vegetation for the creation of strategic fuel breaks as identified by approved fire prevention plans, including without limitation, CAL FIRE Unit Fire Plans or Community Wildfire Preparedness Plans
 - Removal of vegetation for community defensible space

- Removal of vegetation along roadways, high-ways, and freeways for the creation of safer ingress and egress routes for the public and responders and/or to reduce roadside ignitions

Note the following:

- *Ground fuel reduction operations must commence no later than October 15, 2026. Project work should conclude no later than two years after initiating work on the ground.*
- *Suspensions only apply to State statutes, rules, and regulations, and compliance with all local and federal statutes, rules, and regulations is still required.*
- *In submitting this request, the Applicant attests that projects conducted under a Secretarial Determination will follow Best Management Practices (BMPs) and measures identified in the Statewide Fuels Reduction Environmental Protection Plan (EPP). A copy of the EPP must be on display at the project operating site.*
- *Suspensions do not apply to commercial timber operations that do not have one of the six eligible objectives cited in the State of Emergency Proclamation as a primary project objective.*

Who Can Submit a Request?

Eligible Project Partners include, but are not limited to:

- Public Agencies
- Tribes
- Resource Conservation Districts
- Non-Governmental Organizations
- Fire Safe Councils
- Utilities and Professional Land Managers

How to Apply

1. Submit a request via the [Project Streamlining Requests Webpage](#)
2. After submission, forward the Stage 1 confirmation email to your Program Coordinator
3. Once Stage 2 is complete, forward the final determination email to your Program Coordinator

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 NEPA are exempt from CEQA as authorized by Secretary Wade Crowfoot in February 2020, Public Resources Code (PRC) § 4799.05(d).

The Project Streamlining Requests and PRC § 4799.05 apply only to CEQA for fuel load reduction/tree morality and tree felling projects as described above.

All other project types may be exempt from the CEQA review process through alternative CEQA exemptions, such as those outlined in the [2025 CEQA Statute & Guidelines](#) (e.g., Certified State Regulatory Programs under PRC § 15251) or other applicable programs. Please contact your Program Coordinator for further information.

If no other exemption options apply, your project must comply with CEQA. Additionally, projects located on federal land must also comply with the National Environmental Policy Act (NEPA).

Appendix D: Grant Reimbursement & Advance Payments

Grant Reimbursement Requests (Invoices)

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

1. CCC Form 512 – 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 project costs incurred within the billing period minus the cost of purchased vehicles and/or equipment over \$10,000.00.
2. 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.
3. Documentation Verifying Expenditures:

- Labor: 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.

If submitting a labor distribution report, the report must include the following:

- Names of staff or Corpsmembers
- Hours worked or earnings
- Dates worked or date range of report

If submitting Corpsmember timesheets, they must include the following:

- Supervisor signature
- Project title and/or project number/code

If submitting staff timesheets, they must include the following:

- Supervisor signature
- Project title and/or project number/code
- Type of work clearly indicated

- Non-labor expenditures (i.e. OE&E): documentation must confirm 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.

4. Equipment Log (if applicable): If equipment used on the project is purchased using Grant Funds or already 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
5. Vehicle Log (if applicable): If the vehicle used on the project is purchased using Grant Funds or already owned by the Grantee, a tracking log (hourly or 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 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

Advance payments of up to 25% of the total grant amount may be available to initiate the project in a timely manner based on compelling need. No advances will be made for in-house labor costs.

Statutory Requirements

For the Climate Bond, the CCC has adopted Public Resources Code (PRC) §90130 to govern 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 to exceed 25% of the total grant amount awarded to that recipient entity. An administering state agency may exceed the 25% 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 Government Code (GC) § 11019.3(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 § 11019.3

- 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 the 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.
- GC 11019.3 (c)(2)(B)(i) allows Grantees to use funds from the advance payment to pay 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 § 11019.3 (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 E: Acknowledgment Signage

Acknowledgment signage is required under this grant program, when feasible. Signs eligible for reimbursement must meet the criteria specified below.

State Approval

The Grantee shall submit proposed location(s), number of signs, size of signs, and draft designs for review prior to ordering signs. Signage costs incurred without approval may not be eligible for reimbursement.

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 and public-friendly description of project
- Reference to the funding source
- Full name and title of Governor
- Full name and title of Natural Resources Secretary
- Full name of California Conservation Corps and logo (email your Program 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)

| | |
|---|--|
|  | <p>[Project Title]</p> |
| | <p><i>This project was funded by the California Natural Resources Agency's Climate Bond program to confront climate change, protect California communities and nature from its impacts, and improve the lives of Californians.</i></p> |
| | <p>[Insert Name], Governor</p> |
| | <p>[Insert Name], Secretary, California Natural Resources Agency</p> |
| | <p>California Conservation Corps</p> |
|  | <p>[OPTIONAL: Name of Sponsor/Project Partner]</p> |
| | <p>LCC Logo</p> |
| | <p>Optional Logo</p> |

Appendix F: Internship Project Eligibility

Overview

Local Conservation Corps (LCCs) looking to provide career pathways and additional development opportunities for corpsmembers may utilize Climate Bond funding to place corpsmembers as interns with Project Partners. These opportunities must comply with the Climate Bond statutory and general requirements and further the Climate Bond's priorities of confronting climate change, protecting California communities, and improving the lives of Californians.

Eligibility Criteria

Corpsmember internships may be funded by the Climate Bond if they meet **all** the following criteria:

1. Career Development: Incorporate corpsmember education or training that mitigates unemployment and supports career development and long-term, stable employment.
2. Public Benefit: Provide a direct and meaningful public benefit and address a public need through demonstrated jobs projects in the following areas:
 - Implementation of critical natural resources, transportation, energy, and housing infrastructure to promote climate resiliency; or,
 - Projects to prepare for, prevent, respond to, and rehabilitate following natural disasters, declared emergencies, or climate-related impacts to communities.
3. Long-Term Benefit: The internship must contribute to the implementation of at least one Natural Resource Project that provides a long-term benefit to the public. The benefit must extend for at least ten (10) years beyond the end of the internship.
4. Climate Resiliency: Improve climate resiliency through meaningful work and implementation of an eligible Natural Resource Project(s), which may include additional incidental activities such as, but not limited to, project development, monitoring, evaluation, research, or corpsmember-led outdoor education.

Eligible Project Types

Interns' activities must align with the eligible Climate Bond Climate Resiliency/Natural Resource Conservation categories outlined on pages 7 – 10 of the Guidelines:

- Wildfire and Forest Resilience
- Wetlands and Watershed Restoration
- Emergency/Disasters
- Transportation

- Energy
- Housing Infrastructure

Note: Internships that consist solely of standalone education, training curriculum, or routine maintenance without a capital project component are not eligible. See page 10 of the Guidelines for the complete list of Ineligible Natural Resource Conservation Projects.

Internship opportunities meeting the requirements above must be submitted via the Submittable [LCC Climate Bond application](#).

Application Requirements

In addition to the LCC Climate Bond application requirements outlined on pages 11 – 16 of the Guidelines, internships are subject to the following internship-specific application requirements:

1. Proposal Summary:
 - Describe how the internship – including subsequently completed Natural Resources Conservation Project(s) – accomplishes and/or meets one or more of the Climate Bond priorities described on page 4 of the Guidelines.
 - Describe how the internship activities and completed Natural Resources Conservation Project(s) provide a *long-term benefit* (10 or more years) *to the public*.
 - Specify the total expected deliverables for all Natural Resources Conservation Project(s) (i.e., 20 acres treated for fuel load reduction, 30 native trees planted, etc.).
2. Internship Position Description: Submit a position description that details the specific internship activities, learning objectives, and project(s).
3. Internship Function Percentages: Provide an itemized list of the specific internship activities and the percentage of time that will be spent on each separate and distinct task, with essential and incidental activities identified. Percentages must be listed in descending order and must equal 100.

After the application is reviewed, the Applicant may be required to provide additional information.

Appendix G: Definition of Terms

As used in the Guidelines, the following words shall have the following meanings:

1. Acquisition: The term “Acquisition” as used means the acquisition of a fee interest or any other interest in real property including easements, leases and development rights.
2. Act: The term “Act” as used means the appropriation for the Projects funded under the Safe Drinking Water, Wildfire Prevention, Drought Preparedness, and Clean Air Bond Act of 2024, SB 867, PRC § 90100.
3. Grant Agreement: The agreement in which the California Conservation Corps (CCC), pursuant to Proposition 4: Safe Drinking Water, Wildfire Prevention, Drought Preparedness, and Clean Air Bond Act of 2024, enters into with the Grantee and agrees to fund the project.
4. Corpsmember: The term “Corpsmember” as used means young adults actively engaged in the Corps Program and participating in conservation projects, educational programs, and workforce development. The term “Corpsmember” does not include any administrative staff or supervisors.
5. Critical Community Infrastructure: The term “Critical Community Infrastructure” means infrastructure that is necessary to providing vital community and individual functions, including, but not limited to, drinking and wastewater infrastructure, emergency shelters, communication and warning systems, evacuation routes, emergency power and public medical facilities, schools, town halls, hospitals, health clinics, community centers, community nonprofit facilities providing essential services, libraries, homeless shelters, senior and youth centers, childcare facilities, food banks, grocery stores, and parks and recreation sites (PRC § 90100).
6. Grantee: The term “Grantee” as used means the party who enters into a Grant Agreement with the CCC for Project work funded by the Grant Funds.
7. Guidelines: The term “Guidelines” means this Grant Guidelines document, all appendices and addendums thereto.
8. Grant Funds: The term “Grant Funds” means the total funds are available to certified local conservation corps (LCCs) for demonstrated job projects under the Safe Drinking Water, Wildfire Prevention, Drought Preparedness, and Clean Air Bond Act of 2024.
9. Land Tenure: The term “Land Tenure” means the ownership of and/or the right to hold property (the project land).
10. Natural Resource Project: The term “Natural Resource Project” is a demonstrated job project implemented by certified local corps or nonprofit

workforce organizations, designed to engage young adults in conserving and enhancing California's natural and working lands while receiving on-the-job work experience, training, and certifications. It does not include standalone training-only projects.

11. Project: The term "Project" as used means the tasks, activities, and/or improvements funded by the Grant Funds.
12. Project Partner: The term "Project Partner" refers to a collaborative relationship between two or more entities to develop a Project Proposal and implement a Project.
13. Project Performance Period: The term "Project Performance Period" refers to the days of and between the beginning and end dates of the Grant Agreement. Eligible costs incurred during this period may be reimbursed by Grant Funds.
14. Proposal: The term "Proposal" as used means the complete proposal package including required attachments, and any applicable materials supplied by the Grantee to the CCC prior to approval pursuant to the enabling legislation and/or Grant Guidelines.
15. Public Agency: The term "Public Agency" as used means any State of California department or agency, county, city, public district, or public agency formed under California law.
16. Scope of Work: The term "Scope of Work" as used means specific tasks, goals, deliverables, and responsibilities necessary to complete the project. Including, but not limited to, estimated timeline and budget.
17. State: The term "State" as used means the CCC, the CCC's authorized representatives, or other political subdivision of the State of California.

END OF GUIDELINES