

APPENDIX A – SAMPLE DOCUMENTS AND FORMS

TEMPLATES AND RESOURCES FOR PROJECT PROPOSALS (ATTACHED)

A1. Authorized Resolution Template

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A1. Authorized Resolution Template

RESOLUTION NO. [xxxx]

A RESOLUTION OF THE [GOVERNING BODY] OF THE [AGENCY NAME]
AUTHORIZING THE GRANT APPLICATION, ACCEPTANCE, AND EXECUTION
FOR THE [PROJECT TITLE]

WHEREAS, [Agency Name] proposes to implement [Project Title];

WHEREAS, [Agency Name] has the legal authority and is authorized to enter into a funding agreement with the State of California; and

WHEREAS, [Agency Name] intends to apply for grant funding from the California Department of Water Resources for the [Project Title];

THEREFORE, BE IT RESOLVED by the [Governing Body] of the [Agency Name] as follows:

1. That pursuant and subject to all of the terms and provisions of [for SJFPEP applicants] the Costa-Machado Water Act of 2000 (Wat. Code, § 79000 et seq.) [for USRP applicants] Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006 (Pub. Resources Code, § 75001 et seq.) and the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access For All Act of 2018 (Pub. Resources Code, § 80000 et seq.), the [Agency Name] [Title of Authorized Representative], or designee is hereby authorized and directed to prepare and file an application for funding with the Department of Water Resources, and take such other actions as necessary or appropriate to obtain grant funding.
2. The [Agency Name] [Title of Authorized Representative], or designee is hereby authorized and directed to execute the funding agreement with the Department of Water Resources and any amendments thereto.
3. The [Agency Name] [Title of Authorized Representative], or designee is hereby authorized and directed to submit any required documents, invoices, and reports required to obtain grant funding.

CERTIFICATION I hereby certify that the foregoing Resolution was duly and regularly adopted by the [Governing Body Name] of the [agency name] at the meeting held on [date], motion by [member name] and seconded by [member name], motion passed by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

[Printed Name]
[Title], [Governing Body]

Attest:

[Secretary/Clerk]

A2. Environmental Information Form

Grantees are responsible for complying with all applicable laws and regulations for their projects, including the California Environmental Quality Act (CEQA) (Please see CEQA Process document in Appendix B2). Work that is subject to CEQA shall not proceed under this Agreement until documents that satisfy the CEQA process are received and approved by the Department of Water Resources.

Such approval is fully discretionary and shall constitute a condition precedent to any work for which it is required. Once CEQA documentation has been completed, DWR will consider the environmental documents and decide whether to continue to fund the project or to require changes, alterations or other mitigation (see CEQA Process document in Appendix B2 for details).

Grant Recipient: _____

Project Manager: _____

Phone Number: _____

Address: _____

1. Is this project exempt from CEQA compliance? Yes No (if no – skip to #2)

If “yes,” provide reasons for exemption. Cite the CEQA Article, Section and Title of the CEQA exemption, if appropriate.

[CEQA statutory exemptions](#): Title 14. Natural Resources; Division 6. Resources Agency; Chapter 3. Guidelines for Implementation of CEQA; Article 18. Statutory Exemptions

[CEQA categorical exemptions](#): Title 14. Natural Resources; Division 6. Resources Agency; Chapter 3. Guidelines for Implementation of CEQA; Article 19. Categorical Exemptions

Check appropriate box below:

Lead Agency has already filed a Notice of Exemption (NOE) with the State Clearinghouse and/or County Clerk. (Attach copy of NOE and, if applicable, a copy of Board Resolution)

Lead Agency will file a NOE with the State Clearinghouse and/or County Clerk.
Provide estimated date: _____

Lead Agency will NOT file a NOE with the State Clearinghouse and/or County Clerk.

If Lead Agency chooses not to file a NOE, sufficient documentation and information must be submitted to the Project Manager, along with this form, to allow DWR to make its own CEQA findings.

2. If the project will require CEQA compliance, identify the Lead Agency.

CEQA Lead Agency: _____

3. Please check types of CEQA documents that have been or are to be prepared:

- Initial Study
- Negative Declaration / Mitigated Negative Declaration
- Environmental Impact Report

4. Please describe the status of the CEQA documents, expected date of completion, and estimated cost, if requesting DWR funds relating to CEQA compliance:

Status: _____

Date of Completion: _____

Estimated Costs: _____

5. If the CEQA document has been completed, please provide the name of the document and the State Clearinghouse number if available. Submit two copies to the Program Manager.

6. Please list all environmental permits you must obtain to complete the project:
(Attach additional pages as necessary)

Type of Permit Required

Permitting Agency

7. This form was completed by:

Print or Type Name

Phone Number

Signature

Date

DWR received environmental documents.

DWR made findings.

A3. Project Scope of Work Template

The scope of work will describe the project and tasks in detail and provide project deliverables, opportunities, and constraints by describing the extent of the proposed work, the methods planned to perform the work, and the potential for discovery of critical conditions requiring additional work.

The scope of work should describe each task fully and correlate tasks to the items and quantities in the budget. Tasks should be listed numerically and include subtasks where necessary. The scope of work will include a discussion of the following:

1. Introduction/Background (one paragraph maximum).
2. Description of the Proposed Project.
 - a. Provide detailed description of proposed project and how the project will benefit native fish populations, and/or enhance the aesthetic, recreational, and flood control value of an urban creek or river.
 - b. Describe how this project will respond to or ameliorate identified climate change impacts, and how it will generate greenhouse gas emissions reductions and/or carbon sequestration benefits?
 - c. Provide detailed description of how the completed project will be operated and maintained.
3. Task Breakdown.
 - a. Provide a detailed description of the project tasks, subtasks, and deliverables. Tasks and subtasks shall be numerically listed consistently with the tasks and subtasks in the project schedule and budget. Each task shall have corresponding deliverables that provide evidence that the task has been completed.
4. Project Opportunities and Constraints.
 - a. Discuss any relevant opportunities and constraints.

A4. Example Project Schedule

Provide a project schedule based on the project task breakdown (preferably in a Microsoft Project or Excel Gantt chart). The schedule should display the number of calendar days needed to complete the project. Explicitly state the expected start and completion date of the project in this section. Below is an example.

	2020				2021
Project Elements (Sample Only)	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	1st -4th Qtr
Project Administration					
Quarterly & Final Report Preparation					
Public Meetings and Notices					
Labor Compliance Program					
Pre-implementation: Designs, CEQA/Permitting, Bidding, etc.					
Finish final designs					
CEQA & Regulatory Compliance					
Contractor Bidding and Selection					
Site Preparation					
Implementation/Construction					
List activities from the scope of work specific to implementation (i.e. boulder revetment, grading, planting, etc...)					
Post Construction Monitoring					
List activities from the monitoring plan specific to monitoring and maintenance (i.e. weeding, plant replacement, surveying, annual reporting, etc...)					

A5. Example Project Budget

Briefly discuss the estimated project cost and financial resources to be used in meeting those costs. Provide a table detailing all costs. The task and subtasks shown in the budget should match the scope of work and schedule.

Where possible, quantify the components of the project (e.g., labor, materials, etc.), the lateral and linear extent of restoration work, labor, materials, and equipment requirements. Indicate tasks to be funded by USRP/SJFPEP and by other sources, as well as in-kind contributions. Below is an example.

Project Elements (SAMPLE ONLY)	Unit Price	Units	Quant.	Total Project Costs	USRP/SJFPEP Grant	Local Contributions (Specify)	Other Funding Source(s) (Specify)
<u>Direct Project Management & Administration</u>							
Staff Time							
Incidental Charges							
Consultants							
<i>Subtotal</i>							
<u>Planning, Design & Permitting</u>							
Staff Time							
Consultants							
Permit Costs							
<i>Subtotal</i>							
<u>CEQA Compliance (if applicable)</u>							
Staff Time							
Consultants							
<i>Subtotal</i>							
<u>Subtotal Preconstruction Costs</u>							
<u>Implementation/Construction</u>							
Labor							
Materials							
Equipment							
or Bid Items							
<i>Subtotal</i>							
<u>Land Acquisition (if applicable)</u>							
Staff Time							
Consultants							
Appraisal, Escrow, Title Reports, etc.							
<i>Subtotal</i>							
<i>Grant Completion Date:</i>							
GRAND TOTAL:							
Category listing should be detailed and customized to fit the project proposal. Each funding source, whether in-kind or cash should have its own column. Specify in-kind or cash in each column heading. The unit price multiplied by the quantity equals the Total Project Costs column. The USRP / SJFPEP Grants and Other Funding Sources should also sum to the Total Project Costs column. LS = Lump Sum.							

List all sources of project funding and their current status. Below is an example.

Source	Amount	Describe Status of Funds
DWR	\$939,000.00	This amount is being requested and is contingent on award.
Local Agency	\$5,000.00	The county has reserved these funds for the project.
Third Party	\$2,500.00	The third party has reserved these funds for the project.
Total	\$946,500.00	

A6. Permit Checklist

Permitting Agency	Type of Requirement	Required?	Applied?	Acquired?	Date Anticipated
Federal Agencies:					
U.S. Army Corps of Engineers (USACE)	Clean Water Act Section 404 Permit, in consultation w/USFWS & NMFS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
U.S. Fish and Wildlife Service (USFWS), or NOAA Fisheries	Biological Opinion (Section 7 Endangered Species Act)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
State Agencies:					
California Department of Fish and Wildlife	Streambed Alteration Agreement (Section 1600)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
California Department of Fish and Wildlife	Incidental Take Permit, or consistency determination (CA Endangered Species Act)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
California Department of Transportation (Caltrans)	Encroachment Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
California Coastal Commission	Letter of Consistency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Regional Water Quality Control Board (RWQCB)	401 Water Quality Certification or Waste Discharge Requirement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
State Water Resources Control Board	Construction Activities Storm Water General Permit (RWQCB in Lake Tahoe and San Jacinto watersheds)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Central Valley Flood Protection Board	Permission to Encroach on Waterways within Designated Floodways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
State Lands Commission	Permit required if using State owned property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
State Office of Historic Preservation	Cultural Resources Assessment (National Historic Preservation Act, Section 106) – required by USACE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Delta Stewardship Council	Delta Plan Consistency Determination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Local and Regional Planning Agencies					
City/County	Grading Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
City/County	Environmental Health Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
City/County	Road use permits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
San Francisco Bay Conservation and Development Commission	Any relevant permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tahoe Regional Planning Agency	Any relevant permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Local Resource Conservation District	Consultation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Flood Control Districts	Floodway & Hydrological Analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Others (List):					

A7. Private Property Access Letter Template (if applicable)

Date:

To: California Department of Water Resources
Division of Integrated Regional Water Management
Riverine Stewardship Program

From: Name(s) of Legal Owner (Trust, etc.)
Address of Legal Owner(s)

Re: Property Name/Parcel Number:
County:
Property Address:

To Whom It May Concern:

This letter is provided to confirm that (name of owner, trust, etc.), owner of the above referenced property, is a willing participant in the proposed restoration project. Should grant funds be awarded to the grant applicant (name of grant applicant), then (name of owner, trust, etc.), is willing to allow the applicant (with reasonable notice), to access, implement, and when applicable, operate and maintain the proposed project. Owner is aware that a temporary easement may be placed on property deed for life of the project including construction, operation for the project's useful life.

Acknowledged:

Signature of ALL parties required to sign to allow access

Date signed

A8. Property Acquisition Cost Schedule (if applicable)

Project Name:	
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Indicate fee or easement:			
Willing Seller? (check one)	<input type="checkbox"/> Yes	<input type="checkbox"/> No/Unsure	

ACQUISITION BUDGET				
I. Land Value	DWR Share	Other Share	Other Share Description	Total Cost
Fair Market Value				
Improvements				
Other				
Subtotal				
II. Associated Costs	DWR Share	Other Share	Other Share Description	Total Cost
Preliminary Title Rpt.				
Appraisal				
Negotiations				
Escrow				
Surveying				
Site Assessment				
Other				

Subtotal				
III. Other Costs	DWR Share	Other Share	Other Share Description	Total Cost
Administration				
Contingency				
Subtotal				
Grand Total				

ACQUISITION SCHEDULE		
Description	Timeframe	Comments
Request appraisals		
Submit appraisal and title report for State approval		
Submit instruments of conveyance, escrow instructions, and purchase agreements for State approval		
Close of escrow and complete acquisition		

Land Acquisition Cost Schedule Instructions

Complete a separate form for each escrow.

1. **Estimated fair market value of land and improvements** – Provide an estimate for each parcel. On a separate sheet, describe existing improvements and explain the proposed use or disposition.

Note: The State must approve the fair market value of the acquisition.

2. **Relocation Costs** – Attach additional pages as needed. Provide a parcel-by-parcel analysis of the extent of the relocation assistance required by the *State Relocation Act* (Gov. Code, Section 7260 et seq.).

Include at a minimum:

- a. Number of persons/businesses displaced.
 - b. Types of displaced entities (families, small retail businesses, large wholesale or manufacturing enterprises, farms, churches, hospitals, etc.).
 - c. Tenure (month-to-month rent, long-term lease or fee title) of the displaced entities.
 - d. Special problems inherent in relocating the displaced entities (lack of adequate replacement housing, large inventory of merchandise to be moved, or unique quality of the enterprise difficult to duplicate at any other location).
3. **Preliminary Costs** – Provide an estimate of the preliminary acquisition costs. Direct staff and consultant costs are limited to \$10,000 per grant.
 4. **Cost of State approval of appraisal, transaction review, etc.** – For cost estimation purposes, use \$10,000 per escrow.
 5. **Contingency** – Grantees are allowed to use 10 percent for contingency to cover unexpected eligible costs. For USRP projects with both acquisition and implementation, the contingency for the whole project may not exceed 10 percent.
 6. **Required signage** – Provide an estimated cost of required signage.
 7. **Other** – Include any additional tasks directly related to the proposed acquisition.

Acquisition timeline – Provide the estimated dates of completion for each acquisition task. (Grantee should submit evidence of progress on the acquisition, e.g., appraisal, title report, purchase documents, correspondence with owner, etc., within 6 months of grant execution.)

A9. Willing Seller Letter Template (if applicable)

Project Name

Property owner mailing info to be filled in by grantee/applicant:

Name:

Address:

City and zip:

Property Address:

Assessor Parcel Number (APN):

Please check the appropriate paragraph below (filled out by resident):

- Subject to terms yet to be negotiated that are mutually acceptable to seller and buyer, I would be willing to sell the property and/or grant an easement restricting the use of the property listed above to the (grantee/applicant name) for fair market value in accordance with the Federal Land Acquisition rules.
- I am not willing to sell the property listed above to the (grantee/applicant name) for fair market value in accordance with the Federal Land Acquisition rules.

If you are willing to sell, please provide the following information:

Best time to contact you: _____

Telephone #: _____ Cell: _____

Email: _____

Signature of landowner (trustee, etc.)

Date signed

A10. Land Tenure/Site Control Requirements and Property Data Sheet

DWR recognizes that specific activities may change over time; but, uses of the project property must remain compatible with the program in accordance with the following requirements:

Projects That Include Acquisitions

The grantee or the grantee's successor in interest shall use the real property acquired with grant funds only for the purpose for which the grant was made and make no other use or sale or other disposition of the property without DWR's written permission. A document must be recorded against the real property that defines the State's interest in the property. Exceptions granted as appropriate and at DWR's sole discretion. The grantee shall not use any portion of the real property for mitigation (e.g., to compensate for adverse changes to the environment elsewhere) or as security for any debt without DWR's written permission.

Management and Maintenance – All Projects

Projects generally should be maintained for a minimum of 15 years, although some projects and land uses may be required to exist in perpetuity. To facilitate project success, the grantee shall provide a mutually agreeable plan of long-term management and maintenance as part of their grant agreement. Specific terms and conditions appropriate to the scope of the project may be negotiated prior to grant execution.

With DWR's approval, the grantee or the grantee's successor in interest in the property may enter into an agreement with another party to maintain and operate the property in accordance with this program.

Working on Private Property

An applicant may propose a project that includes working on private properties; but, to be competitive the project must result in a larger community benefit (e.g., bank stabilization work on several private properties that contributes to downstream community flood reduction benefits) and not result in a direct, material benefit to the private landowner. If the project site is not owned by one of the project sponsors, the application package must include letter(s) from the property owner(s) stating support for the project, allowing access by the project sponsor(s) to implement the project, and willingness to manage the stream in accordance with the goals of the program (or to allow the project sponsor(s) to manage the stream for an appropriate period with DWR's concurrence to ensure success of the project). As a condition of being awarded funding, the prospective grantee may be required to obtain easement(s) or other interests in land as deemed

necessary by DWR to properly construct and/or operate and maintain the funded project.

Property Data Sheet

Owner Name	Address of Property to be Acquired	Mailing Address of Owner	Email Address	APN	Acreage	Type of Property Interest to be Acquired		
						Fee Simple	Easement ^a	Other ^b

Notes:
^a If acquiring a conservation easement, describe the proposed restrictions and reservation for the easement and the funding mechanism available to support the plan.
^b If applicable, describe other property interest to be acquired.

A11. Application Signature Page

Project Name:	
Grantee/Sponsor Name and Mailing Address:	Circle one: Local Public Agency, or Citizens' Group
Grantee/Sponsor's Representative whose title is identified in resolution	
Name:	Title:
Phone:	Email Address:
I certify that the information contained in this project application, including required attachments, is complete and accurate. I certify that I have the legal authority to submit the proposal on behalf of the sponsor, and the sponsor has the legal authority to enter into a contract with the State.	
Signed: _____ Date: _____	
Grantee/Sponsor's Project Manager – Person with day to day responsibility for project (if different from authorized representative)	
Name:	Title:
Phone:	Email Address:
(USRP Projects Only) Co-Sponsor Name and Mailing Address	Circle one: Local Public Agency Citizens' Group
Co-Sponsor's Representative whose title is identified in resolution	
Name:	Title:

Phone:	Email Address:
<p>I certify that the information contained in this project application, including required attachments, is complete and accurate. I certify that I have the legal authority to submit the proposal on behalf of the co-sponsor, and the co-sponsor has the legal authority to enter into a contract with the State.</p>	
<p>Signed: _____ Date: _____</p>	
Co-Sponsor's Project Manager	
Name:	Title:
Phone:	Email Address:
Fiscal Agent and Mailing Address (if applicable)	Circle one: Local Public Agency or Non-Profit
<p>I certify that my agency will serve as Fiscal Representative for the Sponsor (No other certification implied)</p>	
<p>Signed: _____ Date: _____</p>	

A12. Example Invoice Template

State of California

Department of Water Resources
IRWM
Urban Streams Restoration Program Invoice Form

Resources Agency

Grantee Name and Address: Grantee 123 Main Street Sacramento CA	Project Title: Restoration Project X	Agreement Number: 46000XXXX	Date of Invoice: MM/DD/YY	Invoice # 1								
		BMS IO Group #	Period Covered by this Invoice:									
		Proposition ID Code:	From: MM/DD/YY	To: MM/DD/YY								
		Retention Amount: 10%										
Budget Information		Current Invoice Summary			Total Invoiced Summary							
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.		
Total Project Cost	Non-DWR Funding Share	USRP Grant Share	Total Billed to USRP this Invoice	5% Retention Withheld from USRP Payment	Net Amount to Be Paid by USRP this Invoice	Total Billed to USRP in Previous Invoices	Total Billed to USRP to Date	Total Retention Withheld to Date	Total Grant Share Paid by DWR to Date	Total Grant Amount Remaining to date		
Tasks												
Task 1. Project Management & Administration	\$50,000.00	\$ 8,500.00	\$41,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 41,500.00		
Task 2. Planning, Design, CEQA, Permitting	\$208,940.00	\$ 25,000.00	\$183,940.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 183,940.00		
Task 3. Implementation and Community Engagement	\$298,790.00	\$ 63,022.00	\$235,768.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 235,768.00		
Task 4. Monitoring and Assessment	\$63,352.00	\$ 39,352.00	\$24,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,000.00		
GRANT TOTALS:	\$ 621,082.00	\$ 135,874.00	\$ 485,208.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 485,208.00		
Signature of Agency's Authorized Representative:					Date:							
Printed Name of Agency's Authorized Representative:					Title:							
* By signing this form I certify that the information provided is correct and accurate to the best of my knowledge, represents the work performed as outlined under this agreement during the period of this invoice, and that the reimbursement requested has not been nor will be submitted for payment as part of any other invoice for this project.												
FOR DEPARTMENT OF WATER RESOURCES USE ONLY												
Approved by DWR Project Manager** (Print Name):					Approved by DWR Program Manager** (Print Name):							
Title:					Title:							
Signed:					Date:			Signed:			Date:	
**By signing this form I verify the supporting documentation has been reviewed, is satisfactory, and is available		DWR Project Manager Comments:				DWR Program Manager Comments:						
SAP Agreement: 46000XXXX		Service Entry Sheet #		Approved Gross Invoice Amount:						\$ -		
Bond Program: Urban Streams Restoration		SAP Document Acceptance#		NET AMOUNT TO BE PAID BY USRP THIS INVOICE:						\$0.00		
Purchase Order:		Internal Order #		Contract Coordinator: Jane Doe								

A13. California Conservation Corps Consultation Process and



California Conservation Corps and Certified Community Conservation Corps



Proposition 68 – Parks, Environment and Water Bond Guidelines *Corps Consultation Process*

This process has been developed to ensure compliance with Division 45 of the Public Resources Code, Chapter 1, Section 80016 that specifies the involvement of the California Conservation Corps (CCC) and the Certified Community Conservation Corps (as represented by the California Association of Local Conservation Corps (CALCC)).

Public Resources Code Section 80016 states "To the extent feasible, a project whose application includes the use of services of the California Conservation Corps or Certified Community Conservation Corps, as defined in Section 14507.5, shall be given preference for receipt of a grant under this division."

Applicants seeking funds for Proposition 68 projects should consult with representatives of CCC AND CALCC (hereafter collectively referred to as Corps) to determine the feasibility of the Corps' participation. **Both CCC and CALCC must be consulted prior to application submission.**

The Corps have developed the following consultation process:

Step 1: Applicants are encouraged to reach out to both Corps early in the process while developing project proposal(s) to determine how the Corps can be included. ***Applicant prepares the following information for submission to both CCC and CALCC:***

- Project Title
- Project Description (identifying key project activities, deliverables and a clear description of field work)
- Project Map (showing project location)
- Project Implementation – estimated start and end dates of project and estimated start and end dates of field work

Step 2: Applicant submits the forgoing information via email concurrently to CCC AND CALCC representatives:

California Conservation Corps representative:

Name: Andrea Gabriel
Email: Prop68@ccc.ca.gov
Phone: (916) 341-3272

California Association of Local Conservation Corps representative:

Name: Cailin Jessup
Email: Inquiry@Prop68CommunityCorps.org
Phone: (916) 426-9170 x4

Step 3: Within five (5) business days of receiving the project information, CCC and CALCC representatives will review the submitted information, contact the applicant if necessary and respond to the applicant with a Corps Consultation Review Document (template attached) informing them:

- (1) It is NOT feasible for CCC and/or Certified Community Conservation Corps services to be used on the project; or

Review Document

- (2) It is feasible for CCC and/or Certified Community Conservation Corps services to be used on the project and identifying the aspects of the project that can be accomplished with Corps services.

Note: While the Corps will take up to five (5) business days to review projects, applicants are encouraged to contact CCC/CALCC representatives to discuss the Corps' project costs and feasibility **early in the project development process**.

The Corps cannot guarantee a compliant review process for applicants who submit project information fewer than five (5) business days before an application deadline.

- Step 4: Applicant submits application and Corps Consultation Review Document to Funder. If the Corps determine their participation is feasible, the applicant must describe the project components involving Corps in the application and provide an estimated budget for that component.
- Step 5: Funder reviews applications. Applications with documentation demonstrating the use of services of the California Conservation Corps or Certified Community Conservation Corps will be given preference for receipt of a grant.

NOTES:

1. The Corps have determined that it is not feasible to use their services on projects that do not include field work. Only projects without field work are exempt from the consultation process and do not need to submit the Corps Consultation Form to Funding Entities.
2. Applicants that have been awarded funds for projects where the Corps has determined Corps services can be used must thereafter work with either CCC or CALCC to develop a scope of work and enter into a contract with the appropriate Corps. Unless otherwise excused, failure to utilize a Corps on such a project will result in Funding Entities assessing a scoring penalty on the applicant's future applications for Proposition 68 Funds.

Compliance with Public Resources Code Section 80001(b)(5)

Public Resources Code Section 80001(b)(5) requires to the extent practicable, that projects provide workforce education and training, contractor, and job opportunities for disadvantaged communities. Partnering with Corps will provide workforce education, training and job opportunities for the young adult members of Conservation Corps.



California Conservation Corps and Certified Community Conservation Corps



Proposition 68 – Parks, Environment and Water Bond

Corps Consultation Review Document

Except for an exempted project, this Corps Consultation Review Document shall be completed by California Conservation Corps and Certified Community Conservation Corps (hereafter collectively referred to as Corps) staff and must accompany applications for funding through Proposition 68, Chapter 1, Division 45: California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018. Please see the [Corps Consultation Process](#), starting with Step 1 on Page 1 of this attachment. Applications that do not include this document demonstrating that both Corps have been consulted will not be given preference for receipt of a grant.

All Implementation projects require Corps consultation. Applicants for all Proposition 68 Planning or Scientific Studies projects must consult with both Corps if the project includes any field work (including but not limited to baseline studies, invasive plant removal, native plant propagation, mapping, and site maintenance). Only projects without field work are exempt from the consultation process and do not need to submit the Corps Consultation Form to Funding Entities.

To be completed by Applicant:

1. Is this application solely for planning or acquisition with no field work?
 Yes (application is exempt from the requirement to consult with the Corps)
 No (proceed to Question 2)
2. Department/Conservancy to which you are applying for funding:
3. Name of Grant Program:
4. Due date of Grant Application:
5. Name of Grant Applicant:
6. Project Title:
7. Project Start and End Dates:
8. Anticipated Start and End Dates for Corpsmember Labor (identify all seasons, if applicable):
9. Best person to contact regarding project details:
Name: Email:
Title & Organization: Phone:
10. Project Map(s): (must be attached)

11. Project Description identifying key project activities, deliverables and a clear description of field work (Attach additional pages if necessary):

12. Portions of this project that can be carried out by Corpsmembers. If unfamiliar with the full capabilities of Corpsmembers, type "Uncertain." (Attach additional pages if necessary):

To be completed by Corps:

1. This Consultation Review Document is being prepared by:
 - California Conservation Corps (CCC)
 - California Association of Local Conservation Corps (CALCC).

2. Applicant has submitted the required information by email to the California Conservation Corps (CCC) and California Association of Local Conservation Corps (CALCC):
 - Yes (applicant has submitted all necessary information to CCC and CALCC)
 - No (applicant has not submitted all information or did not submit information to both Corps)

3. After consulting with the project applicant, CCC and CALCC has determined the following:
 - It is NOT feasible for CCC and/or certified community conservation corps services to be used on the project
 - It is feasible for CCC and/or certified community conservation corps services to be used on the project and the following aspects of the project can be accomplished with Corps services:

CCC and CALCC Representatives will return documentation of consultation to applicant via email within five (5) business days of receipt as verification of consultation. Applicant will include a copy of the document as part of the project application.

If the Corps determine it is feasible to use their services on the project, applicant will coordinate with the Corps to develop estimated costs for those services for inclusion in the budget.

The Corps must be consulted each grant cycle prior to application. If past consultations are submitted, the requirement is not met.