

**CALIFORNIA CONSERVATION CORPS
GRANT PROGRAM**

FUNDED BY

**THE SAFE DRINKING WATER, WATER QUALITY
AND SUPPLY, FLOOD CONTROL, RIVER AND COASTAL
PROTECTION BOND ACT OF 2006**

PROPOSITION 84

CCC CENTERS

FISCAL YEAR 2010/2011 GRANT GUIDELINES & APPLICATION



STATE OF CALIFORNIA

CALIFORNIA CONSERVATION CORPS

June 16, 2010

When applicable, rules and information stated in these Guidelines will supersede previous 09-10 CCC Center Guidelines dated March 2010. These Guidelines will remain in force until replaced with an updated version.

Note: *Italicized* words in this document have specific meanings (See Appendix F).

Technical Assistance Workshops

Bond Program Analysts are scheduling in-person and LiveMeeting Workshops throughout July 2010 to provide Centers with assistance in preparing applications and to answer any questions.

REGION I

Tuesday, July 20, 2010

Redding Center (to Include Fortuna
and Ukiah)

10:00 am – 3:00 pm

Monday, July 12, 2010

Greenwood Center (to Include Placer
And Tahoe)

10:00 am – 3:00 pm

REGION II

Wednesday, July 14, 2010

Los Padres Center (to Include Monterey Bay
and Camarillo)

10:00 am – 3:00 pm

Thursday, July 15, 2010

Inland Empire Center (to Include San Diego)

9:30 am – 2:30 pm

Bond Program Analysts are working to have either Live Meeting capabilities or a conference call line for a couple of these workshops in case you are not able to attend in person.

Bond Program Analyst Assignments:

Craig Zeff
(Region II)
(916) 341-3185
craig.zeff@ccc.ca.gov

Hunt Drouin
(Region I)
(916) 341-3146
hunt.drouin@ccc.ca.gov

Direct all correspondence and applications to:

California Conservation Corps
Attn: Proposition 84 Bond Program Analysts
1719 24th Street
Sacramento, CA 95816

Table of Contents

Section 1 – Introduction	4
Proposition 84	4
Bond Accountability / Executive Order S-02-07	4
Overview of CCC Requirements	4
Calendar of Key Dates	6
Section 2 – Bond Funding Overview	7
Center / Region Allocations	7
CCC Headquarters Project Development	8
Distributing and Shifting Allocations	8
Section 3 – Funding Requirements and Eligible Projects	8
Project Performance Period	8
Project Requirements	8
Additional Requirements	10
Eligible and Ineligible Projects (Examples)	11
Eligible Costs	12
High Impact, Innovative Projects	12
Section 4 – Application / Project Approval Process and Instructions	13
Application / Project Approval Process Overview	13
Local Projects	13
Statewide Projects	14
Specific Procedures and Required Information	15
What to Submit in Your Project Application	15
Every Document You Need to Keep in Your Project File	18
Completion - What to Submit to Bond Program Analysts to Close a Project	19
Section 5 – Additional Information	19
On-going Activities During Project	19
Audits	19
Appendices	20
Appendix A: California Environmental Quality Act (CEQA) Form	20
Appendix B: Land Tenure / Site Control and Sample Letter	23
Appendix C: Project Submission Checklist	25
Appendix D: Form CCC 58 Instructions	26
Appendix E: Project Proposal / CCC 58 Addendum	29
Appendix F: Term Definitions	33
Appendix G: Signage	36
Appendix H: Relevant Bond Language	37
Appendix I: Governor’s Executive Order S-02-07	40
Appendix J: Common Work Product Codes	43
Appendix K: California’s Foster Youth	44

Section 1 - Introduction

A. Proposition 84

Proposition 84, the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006 was passed by the voters November 8, 2006. It added Public Resources Code 75050, authorizing the Legislature to appropriate Forty Five Million dollars (\$45,000,000) to the *California Conservation Corps* (CCC) for resources conservation and restoration *projects*, and for *Local Corps projects*, facilities acquisition, development and restoration. With the Spring 2010 Bond sale, \$10,765,633 is now available to the CCC.

B. Bond Accountability / Executive Order S-02-07

On January 24, 2007, the Governor signed Executive Order S-02-07, which establishes tighter accounting and monitoring controls over the disbursement and use of bond funds. In addition, Executive Order S-02-07 requires Front-End (prior approval), In-Progress and Follow-Up (close out) Accountability for all parties.

For Proposition 84-funded projects, the CCC has developed the following structure:

- **Front-End Accountability:** **All projects MUST be pre-approved BEFORE any work begins.** The CCC has developed a strategic plan, outlined throughout these guidelines, which indicate performance standards for projects prior to the expenditure of funds. Once a project has been approved, all pertinent details will be posted on a statewide website, available to the public, to disclose how bond funds are being used.
- **In-Progress Accountability:** Weekly tracking, monthly data entry, and Quarterly updates are required for each bond-funded project to track the project's status. Current photographs of the work site are a component of quarterly updates. Copies of backup documentation will be required prior to any fund reimbursement credited to your Center. The CCC may make site inspections and review financial and work accomplishment tracking of a bond-funded project at any time to ensure that projects and associated activities stay within the approved project scope and costs.
- **Follow-Up Accountability:** The CCC may conduct follow-up site visits once the project is completed to determine whether expenditures matched goals laid out in the strategic plan. A project completion report will be required along with a Sponsor Project Close-Out Letter.

C. Overview of CCC Requirements

1. STRICT ACCOUNTABILITY

The Governor's Executive Order S-02-07 **requires** the CCC to review and **approve projects in advance**, conduct ongoing monitoring, and follow final close out procedures. Standards and Requirements will be stricter than in the past! Plan ahead to allow extra time for approvals.

2. ALL PROJECTS MUST BE APPROVED IN ADVANCE

The CCC will make **NO exceptions** to this rule. Costs incurred outside of the *Project Performance Period* (pre-approved start and end dates) will NOT be eligible for bond funding.

3. FUNDING AVAILABILITY

Project approval is also contingent upon the CCC receiving spending authority from State Control Agencies. Bond Program Analysts will obtain this information from the CCC Budgets Office. In other words, even if a project has been approved, work cannot begin until funding has become available.

4. ALLOWABLE PROJECTS

Proposition 84 Bond Funds may be used for projects that *improve public safety pertaining to a watershed*; improve and *restore watersheds* including regional and community *fuel load reduction* projects on *public land*; and *restore streams and rivers*.

5. ADDITIONAL CCC CRITERIA

CCC projects must meet a minimum of one [1] of the following internal criteria:

- Address unmet needs through significant projects in underserved geographic areas;
- Expand CCC corpsmember opportunities;
- Leverage additional funding to increase the impact of P84 funds;
- Develop Legacy project.

6. CORPSMEMBER DEVELOPMENT

Projects must offer a high level of *corpsmember* development.

7. CENTER ALLOCATIONS

Actual Center Allocations are included in these Guidelines and are based on *corpsmember* FTE (full-time equivalent) allotments. If a Center does not intend to use its allocation, Center staff should inform its Regional Deputy immediately. The Regional Deputy may redirect funds to another location.

In addition to Center allocations, the CCC may set aside funding for special projects with partnering governmental agencies and non-profit organizations.

8. ELIGIBLE COSTS – CORPSMEMBER LABOR

The CCC intends to direct the maximum amount of funding toward *corpsmember* labor. Regional Deputies may make exceptions for other costs allowable under Proposition 84 *Bond funds* in certain instances.

9. NON-ELIGIBLE COSTS

Project materials, supplies (not including signage), non-standard equipment, and spike costs are not eligible for Proposition 84 Bond Funding except under rare circumstances. Centers with projects that have extenuating circumstances will need Regional Deputy approval in writing to obtain funding for non-labor costs. In most cases, the sponsor will be responsible for these types of costs. Please direct any inquiries regarding project payment/reimbursement procedures to CCC Regional Analysts.

D. Calendar of Key Dates

No projects can begin until:

- The State of California budget is enacted,
- The CCC receives spending authority/approval from control agencies,
- Bond sales have made cash available, and
- Your specific project has been approved in writing by the Bond Program Analysts.

Please allow 30 days for review after complete applications have been received by the Bond Program Analysts.

July 2010	Technical Assistance Workshops – See Page 2 of these Guidelines for the current schedule.
August 15, 2010	Local Project Application Packet for projects to be implemented in FY 2010/11 Due
August 30, 2010	Statewide Project Proposals for projects to be implemented in FY 2010/11 Due
September 15, 2010	Decisions Announced for FY 2010/11 Local Projects
September 21, 2010	Decisions Announced for FY 2010/11 Statewide Projects
September 30, 2010	Additional Documents for Statewide Project Application Packet (for projects to be implemented in FY 2010/11) Due
Upon Enactment of the 2010/11 Budget	Funding available for FY 2010/11 projects. 2010/11 projects can be implemented AFTER approval from Bond Analysts
March 30, 2011	Local and Statewide Project Applications for projects to be implemented in FY 2011/12 Due

Section 2 - Bond Funding Overview

A. Center/Region Allocations

The total amount of Proposition 84 funds available to the CCC for projects is \$10,765,633. The state has an interest in expediting the use of these funds to support job creation and economic activity. The CCC is planning to encumber and expend these funds over the next two fiscal years ending in June 2012. Over the upcoming fiscal year, FY 2010/11, the CCC is planning to encumber and expend a minimum of one-half of available funding or \$5,382,816.

Funding can be accessed by Centers through two processes:

- **Local Projects:** 30% (\$3,229,690) is available to Centers for approved local projects. Projects funded through this process must meet prescribed P84 statutory and CCC criteria (described below). Funding is available to each Centers as follows (**NOTE: This has changed to reflect revised FTE counts for Inland Empire and Fortuna**):

Region	Center	CM Count	P84 Local Allocation
1	Redding	130	\$333,752
	Fortuna	95	\$243,896
	Backcountry	46	\$118,097
	Greenwood	95	\$243,896
	Placer	145	\$372,262
	Ukiah	80	\$205,386
	Total	591	\$1,517,287
2	Camarillo	117	\$300,377
	Inland Empire	135	\$346,588
	Los Padres	170	\$436,445
	Tahoe	125	\$320,915
	San Diego	120	\$308,079
	Total	667	\$1,712,403
CCC Total		1258	\$3,229,690

Centers that do not plan to submit applications for the total allocation are instructed to contact their Regional Deputy. This funding will be reallocated.

- **Statewide Projects:** 70% (\$ 7,535,943) is available for projects of statewide significance. Projects funded through this process must meet prescribed P84 statutory and CCC criteria. Projects funded in this category will be larger, more visible projects of long-term significance (legacy projects) and projects that entail expansion of corpmember positions.

Centers can submit both Local and Statewide project applications.

Bond Hours will be reimbursed at a rate of \$ 25.77 per hour (subject to change per Budgets).

B. CCC Headquarters Project Development

In addition to projects developed at the Center level, projects will also be developed at Headquarters. Headquarters' efforts will be focused on project development with outside organizations, including but not limited to:

- California Department of Fish and Game
- California State Parks
- Sierra Nevada Conservancy
- Tahoe Conservancy
- California Council of Land Trusts

C. Distributing and Shifting Allocations

Center Directors have the authority to distribute bond allocations between each of their units as necessary.

Regional Deputies have the authority to shift allocations between Centers in their region as necessary. The special Projects Support Unit shall be informed by a Regional Deputy of any allocation shift between Centers in writing (including email) prior to allocation expenditure.

Section 3 – Funding Requirements and Eligible Projects

A. *Project Performance Period*

1. Only costs incurred within the established Project Performance Period (the APPROVED beginning and end dates) are eligible for reimbursement. Costs incurred outside of the *Project Performance Period* WILL NOT be eligible for reimbursement. A Project Approval Memo sent by the Bond Program Analysts will specify the start and end dates of the project for which eligible costs can be incurred.
2. Project work is intended to be completed in the same fiscal year it was approved. However, Bond Program Analysts will work with Centers and other Headquarters Units to reappropriate and re-encumber any unspent project funding to the next fiscal year.

B. Project Requirements

1. Statutory (Legal) Requirements - *Projects* must meet **one** of the following statutory (legal) requirements:
 - a. *Improve public safety, all public safety projects must improve public safety **pertaining to a watershed** (Revised per Office of Attorney General guidance dated **August 25, 2008**),*
 - b. *Improve and restore watersheds including regional and community fuel load reduction projects on public land, or*
 - c. *Stream and river restoration.*

2. CCC Internal Criteria - CCC projects must **ALSO** meet a minimum of one [1] of the following internal criteria:
 - a. Address unmet needs through significant projects in underserved geographic areas;
 - b. Expand CCC corpsmember opportunities;
 - c. Leverage additional funding to increase the impact of P84 funds; and/or
 - d. Develop a Legacy project.
3. Public Benefit - *Projects* must provide *public benefit*. Project work is encouraged to take place on public land. However, if any of your planned project work will take place on privately owned land, please contact your assigned Bond Program Analyst for assistance.
4. CEQA Compliance - All projects must comply with the *California Environmental Quality Act (CEQA)*, Division 13 (commencing with Section 2100). If National Environmental Protection Act (NEPA) compliance has been obtained for a project, by law, the CEQA requirement still applies. A CEQA compliance certification form, along with a recorded copy of the CEQA report, Notice of Exemption/Determination, etc. must be submitted to your Bond Program Analyst (See Appendix A).
5. Land Tenure/Site Control - All project work must meet State *Land Tenure/Site Control* requirements (See Appendix B for form).
6. The Project Sponsor or property manager shall maintain and operate the project improvement for a period of:
 - At least 10 years for Projects up to \$ 100,000
 - At least 20 years for Projects up to \$ 1 million
 - At least 25 years for Projects over \$ 1 million
7. Sponsor Match - Projects are not required to have a match from a Project Sponsor. Sponsor matches are not part of the CCC Prop 84 Bond Program.
8. Corpsmember Development – All projects must create an opportunity for a positive corpsmember experience and provide corpsmembers with opportunities for training in employable skills (e.g. specific tools and use, fire control, carpentry). Corpsmember development can come in any of the following categories:
 - Work Ethic: e.g., work maturity skills, dependability, working with others, employability, workplace orientation and behavior
 - Work/Learn: i.e., academic and hard skills incorporated into *project* work
 - Career Development: e.g., career guidance and development related to the project

- Conservation Awareness: e.g., environmental awareness, water conservation and conservation ethics and behaviors
 - Job-Specific Skills: e.g., chainsaw operation, trail construction and other technical skill development in context to the specific *project*
 - Other: e.g., Education and training activities that do not fit into the categories above, but directly relate to the *project* and develop skills, knowledge, and abilities in young adult *corpsmembers*.
9. Capital Asset - All *projects* must meet the definition of a *Capital Asset* unless otherwise specified in the bond (fuel load reduction). A capital asset includes the following:
- Tangible physical property with an expected useful life of 10 to 15 years.
 - Major maintenance, reconstruction, demolition for the purpose of reconstruction of public resources or facilities, and retrofitting work that is ordinarily done no more than once every 5 to 15 years.
 - Expenditures that continue or enhance the useful life of the capital asset.
10. Mitigation - Legally required mitigation is **not** an allowable project or activity for Proposition 84 bond funds (e.g., if a project involves removing trees from one area and replacing them in another to satisfy a legal requirement, this is not an allowable activity for Proposition 84 bond funds).
11. Maintenance/Landscaping - *Funds* from these bonds **cannot** be used for routine maintenance, weed removal, lot clearing, trash pick-up or landscaping, which is ordinarily conducted less than every 5 years. **However**, such activities can occur if they are incidental and/or needed to accomplish a project that meets one of the statutory criteria.
- Acceptable: Remove non-native invasive plants and replace with native species.
Remove weeds to install an irrigation system.
12. Public education and/or outreach is NOT an allowable project or project activity.
13. Prevailing Wages - *Projects* must comply with Labor Code Section 1771.8 regarding the labor compliance program and prevailing wages. All corpsmember, CCC staff and volunteer labor is currently exempt from Prevailing Wages.

C. Additional Requirements

1. Funds **WILL NOT** be disbursed until the State of California's current Fiscal Year budget is enacted, the CCC receives spending authority/approval from control agencies for available funding, and your specific project has been approved by the Bond Program Analysts. Once you receive a Project Approval Memo from your Bond Program Analyst, **and funding is available**, project costs can be incurred.

2. Centers shall receive WRITTEN verification that bond funding (cash) is available before beginning any project work.
3. Recommended Acknowledgement Signage (See Appendix G)
 - a. A sign indicating the source of funding is recommended to be posted during construction of the project until 4 years following the completion of the project.
 - b. Signs must contain the Proposition 84 logo and the logo of the CCC. A Project Sponsor can also include their logo on the sign, if applicable.
 - c. All materials used for the sign must be durable and resistant to the elements and graffiti.
 - d. Recommended minimum size of sign: (8.5" x 11")
 - e. For projects where the required sign may be out of compliance and/or affected by local sign ordinances, the Bond Program Analyst, in consultation with the Conservation Supervisor, may authorize a sign that is appropriate to the project in question.
 - f. Signage is an eligible expense for bond funds.

D. Eligible and Ineligible Projects

The table below provides examples of projects that are eligible and ineligible in accordance with the bond language and guidelines.

<p>Eligible Projects – The items below provide examples of types of <i>projects</i> which meet the requirements. (Note: This is <u>not</u> a comprehensive list.)</p>	<p>Ineligible Projects – The items below provide examples of <i>projects</i> that <u>do not meet the requirements</u> and cannot be funded with Proposition 84 Funds. (Note: This is <u>not</u> a comprehensive list.)</p>
<p><u>Improving Public Safety Pertaining to a Watershed</u></p> <ul style="list-style-type: none"> • Constructing “Safe Routes to Schools” and/or pedestrian parkways for the purpose of erosion control / watershed restoration • Demolition (in conjunction with brownfield and/or redevelopment Projects) • Constructing pedestrian bridges (over a river or stream) • Developing bike paths (off-highway) for the purpose of erosion control / watershed restoration • Constructing new trails / Restoring unsafe trails • Constructing a viewing deck on public land to protect the public from hazards and protect the natural habitat 	<p><u>Improving Public Safety Pertaining to a Watershed</u></p> <ul style="list-style-type: none"> • Routine highway maintenance/stripping, putting up signs • Developing safety curriculum for schools • Safety studies or monitoring • Public outreach on safety topics, including brochures, talks, etc. • Emergency response (i.e. distributing sand bags, working emergency shelters) • Replacing existing electricity/lighting with solar power

<p><u>Stream and River Restoration</u></p> <ul style="list-style-type: none"> • Invasives/exotics removal near streams and rivers • Native plant <i>restoration</i> • Re-establishment of flood plain (widening, re-contouring) • Placement of in-channel structures • Construction and placement of fish ladders • Improvement of <i>anadromous</i> fish habitat/breeding • Day lighting streams • Livestock exclusion fencing <p><u>Improve and Restore Watersheds</u></p> <ul style="list-style-type: none"> • Invasives removal/native plant <i>restoration</i>/tree planting • Irrigation system installation to conserve water use/water native plants • Deconstruction/demolition of old buildings and industrial sites; and decommissioning of old roads for open space/parks/erosion control • Construction of fuel breaks • Fire rehabilitation (e.g., placement of erosion control structures, re-seeding, replanting) • Erosion control/trail restoration or other projects for erosion control purposes • <i>Fuel load reduction</i> projects on <i>public land</i> 	<p><u>Stream and River Restoration</u></p> <ul style="list-style-type: none"> • Routine levee maintenance • Developing restoration curriculum for schools and making presentations • Water quality studies • Pre/post restoration and/or biological monitoring • Landscaping or maintenance projects • Legally mandated mitigation projects <p><u>Improve and Restore Watersheds</u></p> <ul style="list-style-type: none"> • Storm water-related maintenance • Developing watershed restoration curriculum, field trips, etc. • Pre/post restoration and/or biological monitoring • Legally mandated mitigation projects • Deconstruction projects not tied to creating open space/parks/erosion control • Creation of off-road vehicle parks
---	--

E. Eligible Costs

The CCC intends to direct all (non-administrative) funds toward *corpsmember* labor and signage. Regional Deputies may make exceptions for other costs (such as materials, supplies and equipment costs) allowable under Proposition 84 *Bond funds*.

F. High Impact, Innovative Projects

The CCC seeks to create long-term, high impact *projects* with Proposition 84 funding. Wherever possible, priority will be given to these types of *projects*. High impact projects are long-term *projects* that will provide opportunities for corpsmembers into the future. In addition, high-impact *projects* include outstanding opportunities for corpsmember development. Examples of previous projects include Backcountry, San Diego Wetlands Restoration and Salmon Restoration Program projects.

Section 4 – Application / Project Approval Process and Instructions

A. Application / Project Approval Process Overview

1. Local Projects

- a. Each Center should be planning how the Center’s bond funding will be used, based on the specified local allocations. **Plans should be communicated to Bond Program Analysts to ensure proposed projects are eligible.**
- b. Conservation Supervisor negotiates with Project Sponsor regarding project specifics, including requirements, scope, additional costs, timing, corpsmember development considerations, etc. Center Director approves project for submittal. Regional Deputy approves any exceptions.
- c. Conservation Supervisor completes the following Application Packet information and submits the packet to the assigned Headquarters Bond Program Analyst by the deadline.
 1. Form CCC 58 (Project Evaluation)for Proposition 84 Funds (See Appendix D);
 2. Project Proposal / CCC 58 Addendum;
 3. COPY of Corresponding Sponsor Contribution Project 96A (If Applicable);
 4. The CEQA Compliance Form (with original signature), **AND** a copy of the CEQA report or Notice of Exemption with the County Recorder’s stamp;
 5. A Land Tenure/Site Control letter with original signature; and
 6. A minimum of three [3] photos showing the current status of the project location where work will be done.
- d. After the Conservation Supervisor sends all documentation, Bond Program Analysts review project proposals and make recommendations for approval, changes, or, if needed, request additional information.
- e. Manager reviews proposals approved by Bond Program Analysts and either approves them or explains what changes or additional information is required.
- f. The Program Development and Support Division Chief will either approve or reject project proposals. If approved, a Project Approval Memo will be sent to the Regional Deputy, Center Director, and Conservation Supervisor specifying approval and the project performance period.
- g. If needed, the Conservation Supervisor will work with his/her Budget Analyst to provide all information necessary for reimbursement projects.
- h. Work can begin on the first day of the project performance period, provided the budget has been approved and bond funding (cash) is available, after Headquarters releases the Project Approval Memo.

2. Statewide Projects

- a. Each Center should be planning projects to submit for statewide funding opportunities.
- b. Conservation Supervisor negotiates with Project Sponsor regarding project specifics, including requirements, scope, additional costs, timing, corpsmember development considerations, etc. Center Director approves project for submittal. Regional Deputy approves any exceptions.
- c. Conservation Supervisor completes Project Proposal / CCC 58 Addendum and submits it to the assigned Headquarters Bond Program Analyst by the deadline.
- d. The proposal will be reviewed by an Executive Team committee consisting of representatives from Field Operations, Administration and Program Development & Support. Final approval will be made by the CCC Director.
- e. Once the proposal has been approved, Conservation Supervisor completes the following Application Packet information and submits the packet to the assigned Headquarters Bond Program Analyst.
 1. Form CCC 58 (Project Evaluation) for Proposition 84 Funds (See Appendix D);
 2. The CEQA Compliance Form (with original signature), **AND** a copy of the CEQA report or Notice of Exemption with the County Recorder's stamp;
 3. COPY of Corresponding Sponsor Contribution Project 96A (If Applicable);
 4. A Land Tenure/Site Control letter with original signature; and
 5. A minimum of three [3] photos showing the current status of the project location where work will be done.
- f. Bond Program Analyst reviews complete application packets and works with Conservation Supervisors on any revisions or additional information needed. Manager and Program Development and Support Chief review and approve Application Packets.
- g. Once all documentation is complete, a Project Approval Memo will be sent to the Regional Deputy, Center Director, and Conservation Supervisor specifying approval and the project performance period.
- h. If needed, the Conservation Supervisor will work with his/her Reimbursement Analyst to provide all information necessary for reimbursement projects.
- i. Work can begin on the first day of the project performance period, provided the budget has been approved and bond funding (cash) is available, after Headquarters releases the Project Approval Memo.

B. Specific Procedures and Required Information

1. What to submit in your Project Application Packet:

- a. CCC 58 for Proposition 84 Funding (See Appendix D for Specifics on how to complete the custom CCC 58 for Prop. 84 projects). Conservation Supervisor will assign **B** codes to Prop. 84 projects from their previously assigned codes.
- b. Project Proposal / CCC 58 Addendum – This document will contain answers to all project questions and required information (See Appendix E for Specifics on how to complete the Project Proposal / CCC 58 Addendum).

EXCEPTION: For Statewide Funding Applications, this document is submitted initially, by itself, and must be approved before the rest of the Application Packet is submitted.

- c. **NEW – Expansion Project Information** – The Project Proposal / CCC 58 Addendum must also include answers relating to the project being an expansion project or not.
 - Is this an expansion project? Y/N
 - Is additional staff authority needed (any staff other than a corpsmember)? Y/N

New positions (other than corpsmembers) cannot be hired until your center is given specific position authority to do so.

**** The Center must ALSO complete and submit a Provision 2 Request form for additional position authority. Conservation Supervisor must get Center Director approval and submit to the appropriate Regional Analyst.**

- d. CCC 58 for corresponding sponsor contribution project (if applicable) – to the extent possible, please assign B codes first with the R code next in the project number sequence.

REMINDER!

- 1) Each bond project shall be assigned a B project number by the Conservation Supervisor. Bond projects will require completed 58s.
- 2) Project Titles - All B-Bond projects must have the words "Prop 84" at the beginning of the project title (for example "Prop 84 – Sonoma Trail Restoration"). Any corresponding sponsor projects must have the same project title and include "Prop 84 Sponsor" (for example "Prop 84 Sponsor – Sonoma Trail Restoration").
- 3) **Include the HQ Reference Number (11-9000 for FY 10/11, 12-9000 for FY 11/12, etc.) on the CCC 58.**

- e. CEQA Forms – The CEQA Certification Form (See Appendix A) must be completed by the lead agency (typically the sponsor or land owner, a public agency) responsible for overseeing the area where work will be done. Original signatures are required. The lead agency must comply with California Environmental Quality Act for the specified project. Although often challenging to complete and file with the County Recorder, this is a small price to pay for all of the corpsmember labor the sponsor/land owner will be getting.
- Additionally, a COPY of any CEQA report or Notice of Exemption, etc. must be submitted with the project application. This additional CEQA documentation must show the County Recorder’s stamp.
 - Please Note: By law, if a project has complied with the National Environmental Policy Act (NEPA), typically for work performed on Federally-owned land, **it must still comply with CEQA**, which is slightly different.
- f. Land Tenure / Site Control – This form (See Appendix B) or a letter must be submitted with original signature(s). The form and/or letter states that the legal owner(s) of the property gives permission to the CCC to conduct the project work on their land. It also provides documentation that the land owner and/or project sponsor agrees to maintain the project improvement for a period of time commensurate with the funding amounts:

10 Years	Up to \$ 100,000
20 Years	Up to \$ 1 Million
25 Years	Over \$ 1 Million

g. Photos – Please include photos of the project location to show current condition.

- Headquarters requires photos taken of the same area(s) during the project and after project work is completed in order to create a “before, in progress, and after” scenario.
- Visual evidence for a minimum of 25% of project work area will be required in most cases. If not practical, a representative sample may be submitted.
- Please ensure that if a date stamp is included on a digital photo, that it is the correct date.
- Due to electronic file storage constraints, please use the smallest resolution available which can generate a clear 5 x 7 image.

2. Every Document You Need To Keep In Your Project File:

<u>Document</u>	<u>Center File</u>	<u>HQ File</u>
<p><u>CCC 58 Project Evaluation</u> (Original Signatures Required) One form CCC 58 is required for (B) Bond projects. This form must be signed (original signatures) by the authorized representative for both the CCC and sponsor.</p> <p>Include a thorough project description on the CCC 58 as specified in these Guidelines (See Appendix D for instructions on how to complete CCC 58 form with all required information).</p>	XX	XX <u>Original</u>
<p><u>Project Proposal / CCC 58 Addendum</u> (Original Signatures Required) Provide thorough, yet concise answers to all questions on this form as specified in these Guidelines (See Appendix E for sample and instructions on how to complete this form).</p>	XX	XX <u>Original</u>
<p><u>CCC 96 Sponsor Agreement</u> (Original Signatures Required) Signed by authorized representative for both the CCC and sponsor. Required for new sponsors (sponsors the CCC has not contracted with before or recently). Other applicable contracting documents such as Memoranda of Understanding or Interagency Agreements may take the place of a CCC 96 for Proposition 84 projects. Please check with your Reimbursement Analyst for applicable specifics.</p>	XX	N/A
<p><u>CCC 175 Job Hazard Analysis</u> Include Material Safety Data Sheets (MSDS) sheets for Hazardous Substances Collect CCC176 Tailgate Safety Meeting sheets from crews, route copies to Region Safety Officer. Keep copy in your center's project file.</p>	XX	N/A
<p><u>CCC 151 Weekly Work Accomplishments Summary</u> Collect from crews WEEKLY and compile numbers for completing CCC 45.</p>	XX	N/A
<p><u>CCC Monthly 123s</u> Send copies of a month's worth of 123s (Crew Rosters) per project. These must be signed by the crew supervisor AND the Conservation Supervisor. Highlight bond project numbers and forward to Bond Program Analysts. To minimize tracking any changes to timesheets, please send these 3 months in arrears. For example, documents for work performed in April should be sent to Bond Program Analysts in July.</p>	XX	XX <u>Original</u>
<p><u>Project Close Out Letter</u> This is a letter on sponsor's letterhead (see CCC Website under the Proposition 84 link for sample) signifying that the sponsor agrees that the project is complete to their satisfaction. Letter must include the sponsor's original signature.</p>	XX	XX <u>Original</u>
<p><u>CCC 45 Project Progress/Completion Report</u> Complete MONTHLY in CADCARS for each project worked on in the month. The final 45 shall be sent to your Bond Program Analyst with original Conservation Supervisor signature.</p>	XX	FINAL <u>Only</u>

Note: N/A above means that the particular document in question is not required (copies of all documents must be retained in center files and only some are required by HQ).

3. Project Completion – What to Submit to Bond Program Analysts to Close A Project

- a. Final CCC 45 Project Progress / Completion Report; with original signature from the Conservation Supervisor
- b. Project Close-Out Letter or Form; with original signature from the Sponsor
- c. Final CCC 123 Crew Rosters (Sent 3 months in Arrears)
- d. Final Project Photos – These photos should be of the same location as the beginning and quarterly photos to show the final result of the project
- e. A project site visit may be scheduled with the Bond Program Analyst

Once a project is officially completed, you will receive a Project Completion Memo from your Bond Program Analyst. This should be retained in your Center’s project file.

Section 5 – Additional Information

A. Ongoing Activities During Project

1. Daily: CIs complete crew rosters and track work accomplishments.
2. Weekly: Collect CCC 151 Weekly Work Accomplishment Summary from crews
3. Monthly (Due by the 8th of each month):
 - a. Compile numbers and complete CCC 45 Project Progress/Completion Report.
 - b. Enter Work Product accomplishments in CADCARS
 - c. Send Bond Program Analysts copies of forms CCC 123 (Crew Rosters) from 3 months prior. For example, documents for work performed in December should be sent to analysts in March.
4. Quarterly: Send in-progress photos of project site and report exceptional circumstances (project delays, etc.) to Bond Program Analyst.
5. Project completion (Send all documents per project to Bond Program Analysts after obtaining all necessary items):
 - a. Have Conservation Supervisor sign the final CCC 45 Project Completion Report (original signatures).
 - b. Have sponsor sign a Project Close-Out Letter (see CCC Website under Proposition 84 link for sample) and send the original to your Bond Program Analyst.
 - c. Send final CCC 123 Crew Rosters (3 months in arrears).
 - d. Send project completion photos to Bond Program Analyst.
 - e. Contact Bond Program Analyst to schedule Close-Out site visit as applicable.

B. Audits

The CCC expects audits on Proposition 84 funded projects. Keeping this in mind, it is important to keep thorough and adequate records of all bond-funded projects. **It is much easier to make a copy and put it in a project file today (and submit the original to Headquarters) than it will be to find the original in five years.**

APPENDIX A: California Environmental Quality Act (CEQA)

Compliance Certification Form

Grantee/Applicant: _____ Project Name: _____

Project Address: _____

When was CEQA analysis completed for this project? Date _____

What document(s) was filed for this project's CEQA analysis: (check all that apply)

Initial Study Notice of Exemption Negative Declaration Mitigated Negative Declaration

Environmental Impact Report Other: _____

Please attach the Notice of Exemption or the Notice of Determination as appropriate.

If these forms were not completed please attach a letter from the Lead Agency explaining why, certifying the project has complied with CEQA and noting the date that the project was approved by the Lead Agency.

Lead Agency Contact Information:

Agency Name: _____ Contact Person: _____

Mailing Address: _____

Phone: (_____) _____ Email: _____

Certification:

I hereby certify that the Lead Agency listed above has determined that it has complied with the California Environmental Quality Act (CEQA) for the project identified above and that the project is described in adequate and sufficient detail to allow the project's construction or acquisition.

I certify that the CEQA analysis for this project encompasses all aspects of the work to be completed with grant funds. This project is not part of any legally mandated mitigation.

Authorized Representative Date
(Signature)

Authorized Representative
(Printed Name and Title)

APPENDIX A (Continued)

California Environmental Quality Act (CEQA)

CEQA, the California Environmental Quality Act, is a statute that requires state and local agencies to identify the significant environmental impacts of their proposed actions and to avoid or mitigate those impacts, if feasible.

Public Resource Code 75070 states, “Every proposed activity or project to be financed pursuant to this division [Proposition 84] shall be in compliance with the California Environmental Quality Act, Division 13 (commencing with Section 21000).”

CEQA is triggered when a public agency directly undertakes or funds a “project” (as defined by CEQA guidelines). Most projects funded by this program will trigger CEQA compliance or may be considered categorically exempt.

Lead Agency

All CEQA reports are to be completed by the lead state or local agency (ultimate project sponsor, in most cases).

CEQA Process

The Applicant should check with its local city or county planning agency for more information on how to complete CEQA.

Information on complying with CEQA can also be found on the Natural Resources Agency’s California Environmental Resources Evaluation System (CERES) website - <http://ceres.ca.gov/ceqa/>

The CCC requires CEQA compliance or the initiation of the CEQA process at the time of application. In either case, CEQA compliance is required prior to commencement of project work. Complete CEQA documentation must include one of the following:

- (a) A Notice of Exemption filed with, and stamped by, the county clerk, or
- (b) An Initial Study with a Negative Declaration, with the response from the State Clearinghouse, and a copy of the Notice of Determination filed with, and stamped by, the county clerk, or
- (c) An Initial Study and an Environmental Impact Report, with the response from the State Clearinghouse, and a copy of the Notice of Determination filed with, and stamped by, the county clerk.

Categorical Exemptions

Many approved projects may qualify for categorical exemptions. In these cases, only a Notice of Exemption is needed to successfully comply with the CEQA requirement. A list of Categorical Exemptions to CEQA can be found here: <http://www.ceres.ca.gov/ceqa/guidelines/art19.html>

APPENDIX A (Continued)

Legally Mandated Mitigation

Proposition 84 project work cannot include legally mandated mitigation. The CEQA Compliance Certification Form has the sponsor verify that this is the case.

CEQA vs. National Environmental Policy Act (NEPA)

All Proposition 84 bond projects must comply with CEQA. Project work on Federally-owned land will require NEPA (National Environmental Policy Act) compliance as well. One option to obtain CEQA compliance on Federal land is to have the Federal Agency partner with a State or Local agency so that the State or Local agency can act as the Lead Agency and file for a Notice of Exemption with the appropriate County Clerk's Office, if applicable.

- a) When a project will require compliance with both CEQA and NEPA, state or local agencies should use the Environmental Impact Study (EIS) or Finding of No Significant Impact (NEPA Required Documents) rather than preparing an Environmental Impact Report (EIR) or Negative Declaration (CEQA Required Documents) if the following two conditions occur:
 - (1) An EIS or Finding of No Significant Impact will be prepared before an EIR or Negative Declaration would otherwise be completed for the project; and
 - (2) The EIS or Finding of No Significant Impact complies with the provisions of these Guidelines.
- b) Because NEPA does not require separate discussion of mitigation measures or growth inducing impacts, these points of analysis will need to be added, supplemented, or identified before the EIS can be used as an EIR.

Note: Authority cited: Section 21083, Public Resources Code; Reference: Sections 21083.5 and 21083.7, Public Resources Code; Section 102(2)(C) of NEPA, 43 U.S.C.A. 4322(2)(C).

For further information about the limited circumstances when NEPA can be done instead of CEQA, please refer to the following link:

http://ceres.ca.gov/topic/env_law/ceqa/guidelines/15220-15229_web.pdf

APPENDIX B: Land Tenure/Site Control Specifications

The California Conservation Corps (CCC) requires verification of land ownership and authorization that project work can be performed on the specified land. Additionally, the CCC requires assurance that land improved by the project will be maintained and operated as intended per the project scope in the grant contract for a specified period of time:

- All grant amounts up to and including \$ 100,000 require at least 10 years of project operation and maintenance.
- All grant amounts greater than \$ 100,000 but up to and including \$ 1,000,000 require at least 20 years of project operation and maintenance.
- All grant amounts greater than \$ 1,000,000 require at least 25 years of project operation and maintenance.

The 10, 20, or 25 year operation and maintenance requirement must start on the project completion date.

Each center is required to provide the specified documentation for each project:

Allocation 1 Projects - PRC Section 75050(1)(2)

In almost all cases, the applicant must obtain a signed sponsor letter (See attached sample of “Sponsor Land Tenure” letter) and submit it with the application. Please discuss any exceptions with your Bond Program Analyst.

APPENDIX B (Continued)

Sample Sponsor Land Tenure / Site Control Letter

(Use Sponsor's Letter Head)

(Date)
Bond Program Analysts
California Conservation Corps
1719 24th Street
Sacramento, CA 95816

To Whom It May Concern:

_____(Sponsor Name)_____ acknowledges that corpsmember labor is being provided by the California Conservation Corps (CCC) for the _____(Project Name)_____. It is further understood that funding for this labor is being provided through Proposition 84, the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006. _____(Sponsor Name)_____ understands that bond funds granted by the State of California require project operation and maintenance, pursuant to the amount of bond funds invested in the project.

It is intended that land upon which a project improvement is made will be operated and maintained for a period of:

- 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
- 25 years for grant amounts over \$ 1,000,000

_____(Sponsor Name)_____ acknowledges that project work is intended to be maintained for the period of time indicated above, and gives the California Conservation Corps the authority to construct the project, and begin the project work, in accordance with the grant contract provisions.

_____(Sponsor Name or Alternate Site Manager)_____ will assume the responsibility to operate and maintain the project on an ongoing basis.

Sincerely,

Authorized Sponsor Signature

Date

Authorized Sponsor Printed Name

Authorized Sponsor Title

APPENDIX C: Project Application Packet Submission Checklist

Please include this form as page 1 of your project submission documentation. Organize all documents in the order shown on this form. If information is entered into CADCARS, please submit copies of all forms with signatures so your Bond Program Analysts can review your project application more quickly.

If a form does not pertain to this project, please write "N/A."

Date Submitted to CCC Headquarters: _____ Project Amount: _____
 (Hours X \$ 25.77 Per Hour)

Center/Satellite: _____ Conservation Supervisor: _____

Project Name: _____ Project Sponsor: _____
 Property Owner/Manager (if different than Project Sponsor): _____

Check One: Local Funding: ____ Statewide Funding: ____

Check	Required Form/Information	Comments
	CCC 58 for Proposition 84 Funding (with original signatures)	
	Project Proposal / CCC 58 Addendum (with original signatures)	
	CCC 96 (if none on file – with original signatures)	
	Prop 84 Corresponding Sponsor Contribution Project – COPY of 96A (If applicable) – Please insert the Reimbursement Project Number in the box to the right. Original 96A should be sent to the assigned Reimbursement Analyst.	
	CEQA Compliance Form (with original signature) with Copy of CEQA Document filed with County Clerk/Recorder – Must include Recorder’s stamp	
	Land Tenure / Site Control Form or Letter (with original signatures)	
	Photos of Project Site in Current Condition	

APPENDIX D: Form CCC 58 Instructions

Fill out this form following standard procedure. Pay special attention to **highlighted** Prop 84 additions.
Please **complete all sections in full.**

CALIFORNIA CONSERVATION CORPS PROJECT EVALUATION CCC-58

[A] PROJECT DATA		Center Code:
Project/Work Code: "B"		Location Code:
Contract:		Resources Category:
Project Title: Include "Prop 84" in title.		
Project Description:		
<ul style="list-style-type: none"> Provide an outline of the work to be done. Write "See attached CCC 58 Addendum." 		

[B] SPONSOR INFORMATION

Agency Code:	Sponsoring Agency:	Address:	
City:	State:	Zip:	
Sponsor Representative:	Title:	Phone: ()	
Technical Supervisor:	Title:	Phone: ()	

[C] EMERGENCY RESPONSE INFORMATION

CFD Incident #	Request #	OES #	HQ Ref. # Use 11-9000 for FY 2010/11, 12-9000 for FY 2011/12, etc.
CCC Index #	Corpsmember Overtime Pay Serial #		

[D] ESTIMATE INFORMATION

Hours : XXX Start Date: / /
--

[E] WORKSITE INFORMATION

Directions to Worksite Location: Include complete street address where applicable. At minimum, a city and zip code are necessary to report longitude and latitude of project.		
Zip:	County Code:	County:

[F] For HQ Use Only

Received:	Logged:	Verified:
Analyst:	Entered:	Checked:

APPENDIX D: FORM CCC 58 INSTRUCTIONS (Continued)

[G] EDUCATIONAL ACTIVITIES

Sponsor: Educational presentation to increase corpsmember understanding of the natural environment.
 Length of time scheduled: 0.0 Hrs.
Write "See Attached CCC 58 Addendum."

CCC: The CCC will be doing the following work/learn activities.
 Length of time scheduled: 0.0 Hrs.
Write "See Attached CCC 58 Addendum."

[H] EQUIPMENT, MATERIALS AND LABOR

<p>To be Supplied by Sponsor:</p> <p>Elaborate on the specific components of the project funded by the sponsor. Include materials, supplies, equipment, signage, and spike costs.</p>	<p>To be Supplied by CCC:</p> <p>FYI, Labor is intended to be the only eligible expense for (B) Bond (Prop 84) Projects. However, Acknowledgement Signage (if applicable) is also eligible.</p>
--	--

Special SPIKE equipment needed by crew:

SPIKE information(description and location of housing):

APPENDIX D: FORM CCC 58 INSTRUCTIONS (Continued)

[I] NARRATIVE ON HOW THE PROJECT WILL MEET ALL LEGISLATIVELY MANDATED OBJECTS (Assign a numerical rating: 0=low, 2=medium, 3=high)

Conserving, improving, developing natural resources, maintaining environmentally important lands or waters. RATING:
• Write "See attached CCC 58 Addendum."
Providing public benefit or access (Estimated visitor use, increasing safety, reduced maintenance costs, etc. RATING:
• Write "See attached CCC 58 Addendum."
Providing Corpsmembers with opportunities for training in employable skills (e.g. specific tools and use, fire control, carpentry) RATING:
• Write "See attached CCC 58 Addendum."

[J] PROJECT CHECKLIST & SIGNATURE BLOCKS

SIGNING THIS DOCUMENT VERIFIES THAT:

- A sponsor Agreement (CCC 96) is on file at Headquarters.
- If a reimbursable project, CCC-96A or STD-13 agreement has been submitted to Headquarters.
- If the Sponsor is a non-profit entity, a statement of non-profit status and Private Property/ Sponsor Authorization form has been submitted to HQ.
- The project conforms to CCC's Injury and Illness Prevention Program (IIPP).

Project Coordinator: Print Sign Date:

Regional Deputy:

THE SPONSOR REPERSENTITIVE AGREES TO THE FOLLOWING:

- If there are hazardous materials present, the sponsor has provided the location, identity, and amounts of any hazardous substances at the worksite and provided all Material Safety Data Sheets for hazardous Materials that are present at the worksite

Or

- To the best knowledge of the sponsor, the worksite is free of any known hazardous materials.

And

- That all applicable local, state, and federal permits, approvals, and clearances have been obtained.

Sponsor Representative: Print Sign Date:

APPENDIX E: Project Proposal / CCC 58 Addendum

This form can be found on the CCC’s website (www.ccc.ca.gov) under the Proposition 84 link. It is a Word document. All information should be inserted into the document, printed and submitted to the assigned Bond Program Analyst.

Instructions: Please complete this form for both Local and Statewide Projects. Insert N/A when a question is not applicable.

- Local Projects – This form is to be attached to the Project’s Form CCC58 (Project Evaluation) and submitted TOGETHER with ALL additional documentation (CEQA Compliance, Land Tenure/Site Control Letter, Project “Before” Photos, etc.) to your Bond Program analyst.
- Statewide Projects – Complete this form and send it to your Bond Program Analyst for routing through the approval process. **Once approved**, submit ALL additional documentation (Form CCC58, CEQA Compliance, Land Tenure / Site Control Letter, Project “Before” Photos, etc.) to your Bond Program Analyst.

Check One - Local Project Application : _____ Statewide Project Application: _____	
Center Name: Submission Date:	Project Name: Project Number: B-
Corpsmember Expansion? Yes / No	Expanded Position Authority Needed? Yes/ No (Must complete and Submit CCC Provision 2 Request before project work can begin)
Prop 84 Funds Requested (List Amount Per Year based on \$ 25.77 per hour): 2010/11: _____ Hours @ \$ 25.77/Hr: _____ 2011/12: _____ Hours @ \$ 25.77/Hr: _____ 2012/13: _____ Hours @ \$ 25.77/Hr: _____ Addl Years: ___ Hours @ \$ 25.77/Hr: _____ Acknowledgement Signage: \$ _____ FY _____	Project Partner/Sponsor(s): Reimbursement Rate: Partner Funds Secured (List Amount -If Applicable): 2010/11: _____ 2011/12: _____ 2012/13: _____ Addl Years: _____
Proposed Project Start Date:	Proposed Project End Date:
Project’s Statutory Criteria (Please Check ONE): <input type="checkbox"/> Improve Public Safety, <i>Pertaining to</i> a Watershed <input type="checkbox"/> Improve and Restore Watersheds, Including Regional and Community Fuel Load Reduction Projects on Public Land <input type="checkbox"/> Stream and River Restoration	
CCC Project Criteria (Please Check ALL That Apply): <input type="checkbox"/> Address Unmet Needs through Significant Projects in Underserved Geographic Areas <input type="checkbox"/> Expand CCC Corpsmember Opportunities <input type="checkbox"/> Leverage Additional Funding to Increase Impact of P84 Funds <input type="checkbox"/> Create/Expand Legacy Project(s)	
Project Description:	
Printed Name of Requestor*:	Printed Title of Requestor:
Signature (Print Name/Title if different than Requestor):	Date:

***This form can ONLY be signed by a Center Director or HQ Manager/Division Chief**

APPENDIX E: Project Proposal / CCC 58 Addendum (Continued)

Project Sponsor Information

Project Sponsor 1	Project Sponsor 2
Organization Name:	Organization Name:
Contact Person:	Contact Person:
Title:	Title:
Mailing Address:	Mailing Address:
Contact Phone:	Contact Phone:
Contact E-Mail:	Contact E-Mail:

Land Tenure and CEQA Information

Name of Land Owner (Organization):	Name of Land Manager (If Different):
Name of CEQA Lead Agency:	How far along is the project in the CEQA process? <input type="checkbox"/> Not Stated <input type="checkbox"/> In Progress (Explain Below) <input type="checkbox"/> Completed In Progress Explanation:

Section 1 – General Project Questions

Please respond to the following questions. Be thorough, yet concise in your responses. If questions 6 and 7 do not apply to your specific project, please write "N/A."

1. Describe the environmental need for the project (i.e. what is the current condition / status of the potential project site; what is the problem to be addressed?).
2. What is the Public Benefit to be gained from the project? If the project will provide public access, please describe how and when.

APPENDIX E: Project Proposal / CCC 58 Addendum (Continued)

3. How will the project sponsors and program partners contribute to the project?
4. What are the project deliverables (e.g. acres of brushing, linear feet of trails built/rehabilitated, number of native trees/plants planted)? **Please list in a bullet-point format. Be realistic; you will be responsible for achieving the deliverables listed here.**
5. Provide the name of the watershed and sub-watershed (as applicable) of the project location.
6. List any native species which will be helped by this project.
7. Does this project include spiking? If so, please describe.
8. What are the corpsmember development activities (specific training, education and support) planned for this specific project?

Section 2 – Bond Statutory Criteria Questions – Check the “box” and answer the question that pertains to the ONE statutory condition required by Proposition 84 Bond Law.

___ **Improve Public Safety, Pertaining to a Watershed**
HOW will performing the project improve public safety pertaining to a watershed?

___ **Improve or Restore Watersheds, including Fuel Load Reduction on Public Land**
HOW will performing the project improve or restore a watershed? If the project includes regional and/or community fuel load reduction on public land, please describe what type of fuel load exists **and** the method(s) to be used.

___ **Stream and River Restoration**
HOW will the potential project restore a stream or river? Additionally, provide the name of the stream, and/or river into which it drains.

APPENDIX E: Project Proposal / CCC 58 Addendum (Continued)

Section 3 – CCC Criteria Questions – Check the “box” and answer the question(s) that pertain to ALL applicable CCC internal criteria for this project.

___ **Address Unmet Needs through Significant Projects in Underserved Geographic Areas**

1. Describe the underserved geographic area to be served, any previous CCC service activities in the area, and current or likely project partners in the area. How will they contribute to the project?
2. What is the unmet project need and **HOW** will the project address it? For example, significant amount of work to be done and not enough workers to complete it, environmental need, the CCC doesn't have a presence there, etc.

___ **Expand CCC Corpsmember Opportunities**

1. **HOW** does this project expand CCC corpsmember opportunities **and HOW** will the project enhance the employability of corpsmembers? For example, are new positions created (please quantify), will new skills be learned (please describe)?

___ **Leverage Additional Funding to Increase Impact of P84 Funds**

1. **HOW** does the project leverage additional funding **and HOW** will the additional funding be used for the project?

___ **Create/Expand Legacy Project(s)**

1. **HOW** does the project contribute to developing a sustainable special program or major legacy project?
2. **HOW** will the project be sustained over the next 2 – 3 years? For example, what are the sponsors contributing to the project's sustainability (describe specific funding, education, training, etc.)? What are the plans to increase funding from other sources as Proposition 84 funding phases out (describe initial ideas; a full plan is not necessary at this time)?

APPENDIX F: Term Definitions

Anadromous - Migrating up rivers from the sea to breed in fresh water.

Bond or Bond Act - Proposition 84, The Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006.

California Conservation Corps (CCC) - A state agency modeled after the Civilian Conservation Corps (federal) of the 1930's. A program begun in 1976, based on the employment and development of California's young adults (ages 18 to 25, at enrollment) and the protection and enhancement of our state's natural resources.

California Environmental Quality Act (CEQA) - Adopted in 1970 and incorporated in the Public Resources Code §21000 et seq.; Title 14 California Code of Regulations § et seq. Its basic purposes are to: 1) inform governmental decision makers and the public about the potential significant environmental impacts of proposed activities; 2) identify ways that environmental damage can be avoided or significantly reduced; 3) require changes in projects through the use of alternatives or mitigation measures when feasible; and 4) disclose to the public the reasons why a project was approved if significant environmental effects are involved. CEQA applies to projects undertaken, funded or requiring an issuance of a permit by a public agency.

Capital Asset - As specified in Government Code § 16727, "capital assets" mean 1) tangible physical property with an expected useful life of 15 years or more; 2) tangible physical property with an expected useful life of 10 to 15 years, but these costs may not exceed 10 percent of the bond proceeds net of all issuance costs; 3) major maintenance, reconstruction, demolition for purposes of reconstruction of facilities, and retrofitting work that is ordinarily done no more often than once every 5 to 15 years or expenditures that continue or enhance the useful life of the capital asset; 4) equipment with a useful life of two years or more.

Contract - An agreement between the Department and the sponsor.

Corpsmember - An 18 to 25 year old man or woman (at enrollment) who performs public service conservation work for the CCC and/or a Local Conservation Corps.

Easement - An interest in land entitling the holder to a limited use or enjoyment of the land in which the interest exists.

Funds/Proposition 84 Bond Funds - The Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Fund of 2006.

Fuel Load Reduction - Includes activities that decrease the risk of fire on public or private land. Proposition 84 funds can only be used on fuel load reduction projects on public lands.

Interagency Agreement - An agreement between the CCC and another State or Federal agency.

Land Tenure/Site Control – A Project Sponsor or partnering public agency owns the project land or has legal long-term interest with the land owner that is satisfactory to the State of California and the CCC (See Appendix B).

Match - Contributions to the project, in addition to Proposition 84 Funds, which may be in the form of money from any source, including funds from other state local assistance programs. For CCC projects, match might include hour-per-hour funding for corpsmember labor and all materials, supplies, non-standard equipment, and spike and overtime costs.

Public Benefit – Helpful or advantageous to the local community and/or the state.

Preservation - Rehabilitation, stabilization, restoration, and reconstruction, or any combination of those activities.

Project(s) - A plan to accomplish improvement of public safety, improvement and restoration of watersheds including regional and fuel load reduction on public lands, stream and river restoration in compliance with the Proposition 84 Guidelines.

Project Performance Period - The period of time that the Proposition 84 funds are available, the time in which all costs must be incurred. Only eligible costs incurred during the project performance period will be reimbursed. A project approval memo from your bond program analyst **must be received before work on a project can begin.**

Protection - Actions necessary to prevent harm or damage to persons, property or natural resources or those actions necessary to allow the continued use and enjoyment of property or natural resources and includes acquisition, development, restoration, preservation, and interpretation.

Public Access - Generally refers to full right-of-way from public thoroughfares or public transportation.

Public Land - Refers to land owned or managed by a public entity. The general public may or may not have complete access to this land.

Public Safety Improvement Pertaining to a Watershed - An activity or project on a capital asset, which serves the specific purpose of minimizing a threat to the public in relation to a watershed

Restoration - The improvement of physical structures or facilities and, in the case of natural systems and landscape features includes, but is not limited to, projects for erosion control, exotic species control, prescribed burning, fuel hazard reduction, fencing out threats to existing or restored natural resources, road elimination, and other plant and wildlife habitat improvement that improves the value of the property's natural ecosystem. Restoration projects shall include the planning, monitoring and reporting necessary to ensure successful implementation of the project objectives

River - A large natural watercourse generally flowing into the sea.

Stream - A body of water flowing in a usually natural surface channel.

Watershed - The total land area, regardless of size, above a given point on a waterway that contributes runoff water to the flow at that point. It is a major subdivision of a drainage basin. The United States is generally divided into 18 major drainage areas and 160 principal river drainage basins containing about 12,700 smaller watersheds.

APPENDIX G: Signage

Signage is strongly recommended for Proposition 84 funded projects. Signs eligible for reimbursement must meet the criteria specified below. Additional information related to the project sponsors can be included (e.g., sponsor logo) if applicable. Signage must be approved before an order can be placed.

Signage Language:

<p>Project Title/Description</p> <p>Another project funded by Proposition 84 through the California Conservation Corps.</p> <p>ARNOLD SCHWARZENEGGER, GOVERNOR</p> <p>Lester A. Snow, Secretary, California Natural Resources Agency</p> <p>David Muraki, Director, California Conservation Corps</p>
--

Logos:

The following logos must be included on the sign:

<p>California Conservation Corps Logo</p>  The logo for the California Conservation Corps (CCC) is circular. It features a green tree in the center, with the letters 'CCC' in green. The words 'CALIFORNIA CONSERVATION CORPS' are written in a blue arc at the top, and 'EST. 1976' is at the bottom.	<p>Proposition 84 Logo</p>  The Proposition 84 logo is a diamond shape. It features a green mountain range and a blue sky. The text 'FAIRLY WISE BOND - 2008' is written in blue along the top edge, and 'State of California' is written in blue along the bottom edge.
--	--

Sign Construction:

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

Sign Duration:

Project Signs must be in place for a minimum of four years from the date of project completion.

State Approval:

The center must submit proposed locations, size, number of signs and language for review prior to ordering the sign(s).

APPENDIX H: Relevant Bond Language

CHAPTER 1 GENERAL PROVISIONS

75001. This Division shall be known and may be cited as the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006.

75002. The people of California find and declare that protecting the state's drinking water and water resources is vital to the public health, the state's economy, and the environment.

75002.5. The people of California further find and declare that the state's waters are vulnerable to contamination by dangerous bacteria, polluted runoff, toxic chemicals, damage from catastrophic floods and the demands of a growing population. Therefore, actions must be taken to ensure safe drinking water and a reliable supply of water for farms, cities and businesses, as well as to protect California's rivers, lakes, streams, beaches, bays and coastal waters, for this and future generations.

75003. The people of California further find and declare that it is necessary and in the public interest to do all of the following:

- (a) Ensure that safe drinking water is available to all Californians by:
 - (1) Providing for emergency assistance to communities with contaminated sources of drinking water.
 - (2) Assisting small communities in making the improvements needed in their water systems to clean up and protect their drinking water from contamination.
 - (3) Providing grants and loans for safe drinking water and water pollution prevention projects.
 - (4) Protecting the water quality of the Sacramento-San Joaquin Delta, a key source of drinking water for 23 million Californians.
 - (5) Assisting each region of the state in improving local water supply reliability and water quality.
 - (6) Resolving water-related conflicts, improving local and regional water self-sufficiency and reducing reliance on imported water.
- (b) Protect the public from catastrophic floods by identifying and mapping the areas most at risk, inspecting and repairing levees and flood control facilities, and reducing the long-term costs of flood management, reducing future flood risk and maximizing public benefits by planning, designing and implementing multi-objective flood corridor projects.
- (c) Protect the rivers, lakes and streams of the state from pollution, loss of water quality, and destruction of fish and wildlife habitat.
- (d) Protect the beaches, bays and coastal waters of the state for future generations.
- (e) Revitalizing our communities and making them more sustainable and livable by investing in sound land use planning, local parks and urban greening.

75003.5. The people of California further find and declare that the growth in population of the state and the impacts of climate change pose significant challenges. These challenges must be addressed through careful planning and through improvements in land use and water management that both reduce contributions to global warming and improve the adaptability of our water and flood control systems. Improvements include better integration of water supply, water quality, flood control and ecosystem protection, as well greater water use efficiency and conservation to reduce energy consumption.

75004. It is the intent of the people that investment of public funds pursuant to this division should result in public benefits.

75005. As used in this division, the following terms have the following meanings:

- (a) "Acquisition" means the acquisition of a fee interest or any other interest in real property including easements, leases and development rights.
- (b) "Board" means the Wildlife Conservation Board.
- (c) "California Water Plan" means the California Water Plan Update Bulletin 160-05 and subsequent revisions and amendments.
- (d) "Delta" means the Sacramento-San Joaquin River Delta.
- (e) "Department" means the Department of Water Resources.

APPENDIX H (Continued)

(f) "Development" includes, but is not limited to the physical improvement of real property including the construction of facilities or structures.

(g) "Disadvantaged community" means a community with a median household income less than 80% of the statewide average. "Severely disadvantaged community" means a community with a median household income less than 60% of the statewide average.

(h) "Fund" means the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Fund of 2006.

(i) "Interpretation" includes, but is not limited to, a visitor serving amenity that educates and communicates the significance and value of natural, historical, and cultural resources in a way that increases the understanding and enjoyment of these resources and that may utilize the expertise of a naturalist or other specialist skilled at educational interpretation.

(j) "Local conservation corps" means a program operated by a public agency or nonprofit organization that meets the requirements of Section 14406.

(k) "Nonprofit organization" means any nonprofit corporation qualified to do business in California, and qualified under Section 501(c) (3) of the Internal Revenue Code.

(l) "Preservation" means rehabilitation, stabilization, restoration, development, and reconstruction, or any combination of those activities.

(m) "Protection" means those actions necessary to prevent harm or damage to persons, property or natural resources or those actions necessary to allow the continued use and enjoyment of property or natural resources and includes acquisition, development, restoration, preservation and interpretation.

(n) "Restoration" means the improvement of physical structures or facilities and, in the case of natural systems and landscape features includes, but is not limited to, projects for the control of erosion, the control and elimination of exotic species, prescribed burning, fuel hazard reduction, fencing out threats to existing or restored natural resources, road elimination, and other plant and wildlife habitat improvement to increase the natural system value of the property. Restoration projects shall include the planning, monitoring and reporting necessary to ensure successful implementation of the project objectives.

(o) "Secretary" means the Secretary of the Natural Resources Agency.

(p) "State Board" means the State Water Resources Control Board.
75009. The proceeds of bonds issued and sold pursuant to this division shall be deposited in the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Fund of 2006, which is hereby created. Except as specifically provided in this division the money shall be available for appropriation by the Legislature, in the manner and for the purposes set forth in this division in accordance with the following schedule:

(a) The sum of one billion five hundred twenty five million dollars (\$1,525,000,000) for safe drinking water, water quality and other water projects in accordance with the provisions of Chapter 2.

(b) The sum of eight hundred million dollars (\$800,000,000) for flood control projects in accordance with the provisions of Chapter 3.

(c) The sum of sixty five million dollars (\$65,000,000) for statewide water management in accordance with the provisions of Chapter 4.

(d) The sum of nine hundred twenty eight million dollars (\$928,000,000) for the protection of rivers, lakes and streams in accordance with the provisions of Chapter 5.

(e) The sum of four hundred fifty million dollars (\$450,000,000) for forest and wildlife conservation in accordance with the provisions of Chapter 6.

(f) The sum of five hundred forty million dollars (\$540,000,000) for the protection of beaches, bays, and coastal waters and watersheds in accordance with the provisions of Chapter 7.

(g) The sum of five hundred million dollars (\$500,000,000) for state parks and nature education facilities in accordance with Chapter 8.

(h) The sum of five hundred eighty million dollars (\$580,000,000) for sustainable communities and climate change reduction projects in accordance with Chapter 9.

APPENDIX H (Continued)

CHAPTER 5 PROTECTION OF RIVERS, LAKES AND STREAMS

75050. The sum of nine hundred twenty eight million dollars (\$928,000,000) shall be available for the protection and restoration of rivers, lakes and streams, their watersheds and associated land, water, and other natural resources in accordance with the following schedule:

(1) The sum of forty five million dollars (\$45,000,000) shall be available to the California Conservation Corps for resource Conservation and Restoration Projects and for facilities Acquisition, Development, Restoration, and rehabilitation and for grants and State administrative costs, in accordance with the following schedule:

(1) The sum of twenty five million dollars (\$25,000,000) shall be available for Projects to improve public safety and improve and restore Watersheds including regional and community Fuel Load Reduction Projects on Public Lands, and Stream and River Restoration Projects. Not less than 50% of these Funds shall be in the form of grants to Local Conservation Corps.

(2) The sum of twenty million dollars (\$20,000,000) shall be available for grants to Local Conservation Corps for Acquisition and Development of facilities to support Local Conservation Corps programs, and for local resource Conservation Activities

CHAPTER 10 MISCELLANEOUS PROVISIONS

75070. Every proposed Activity or project to be financed pursuant to this division shall be in compliance with the California Environmental Quality Act, Division 13 (commencing with Section 21000).

75070.4. Acquisitions of real property pursuant to Chapters 5, 6, 7, 8, and 9 shall be from willing sellers.

75070.5. Not more than 5% of the Funds allocated to any program in this division may be used to pay the costs incurred in the administration of that program.

75072. Up to 10 percent of Funds allocated for each program funded by this division may be used to finance planning and monitoring necessary for the successful design, selection, and implementation of the Projects authorized under that program. This provision shall not otherwise restrict Funds ordinarily used by an agency for "preliminary plans," "working drawings," and "construction" as defined in the Annual Budget Act for a capital outlay project or grant project. Water quality monitoring shall be integrated into the Surface Water Ambient Monitoring Program administered by the State board.

75073. Funds scheduled in Chapter 5, 6, 7 and 8 of this division that are not designated for competitive grant programs may also be used for the purposes of reimbursing the General Fund, pursuant to the Natural Heritage Preservation Tax Credit Act of 2000 (Division 28 (commencing with Section 37000)).

75074. In enacting Chapters 5, 6, 7 and 8 of this division it is the intent of the people that when a project or program is funded herein, Funds for such program or project may be used to the full extent authorized by the statute governing the program or conservancy receiving such Funds.

75075. The body awarding any Contract for a public works project financed in any part from Funds made available pursuant to this division shall adopt and enforce, or Contract with a third party to enforce, a labor compliance program pursuant to subdivision (b) of Labor Code Section 1771.5 for application to that public works project.

75078. The Secretary shall provide for an independent audit of expenditures pursuant to this division to ensure that all moneys are expended in accordance with the requirements of this division. The secretary shall publish a list of all program and project expenditures pursuant to this division not less than annually, in written form, and shall post an electronic form of the list on the Natural Resources Agency's Internet Website.

75079. The Secretary shall appoint a citizen advisory committee to review the annual audit and to identify and recommend Actions to ensure that the intent and purposes of this division are met by the agencies responsible for implementation of this division.

APPENDIX I: Governor's Executive Order S-02-07

1/24/2007

By the Governor of the State of California

WHEREAS in the 1950s and 1960s, Californians made a phenomenal investment in the State's highways, water supply systems, schools and universities providing the infrastructure that is now the foundation of the eighth largest economy in the world; and

WHEREAS in the 1950s the State's population was about 13 million, but is now approaching 38 million, and over the next two decades it will increase by another 23 percent; and

WHEREAS the infrastructure investments of a half century ago are showing their age and straining to support a vibrant economy and population much larger than they were designed to accommodate; and

WHEREAS a massive infusion of new infrastructure investment is necessary to ensure the State's high quality of life and California's position as a global economic powerhouse; and

WHEREAS on November 7, 2006 the people of California approved a \$42.7 billion Bond package to partially fund the first phase of an historic twenty-year California Strategic Growth Plan that is intended to build a prosperous future for our children and grandchildren; and

WHEREAS I am proposing an additional \$43.3 billion of Bond funding to complete the first phase of the Strategic Growth Plan; and

WHEREAS it is the obligation of State government to ensure that the foresight and commitment shown by the voters results in the high quality infrastructure future which they support; and

WHEREAS the essence of that obligation is for State government to be accountable to the people for how Strategic Growth Plan Bond proceeds are spent; and

WHEREAS that accountability consists both of ensuring that Bond expenditures contribute to long-lasting, meaningful improvements to critical infrastructure, and providing the public with readily accessible information about how the Bonds they approved and are paying for are being spent.

NOW, THEREFORE, I ARNOLD SCHWARZENEGGER, Governor of the State of California, by the virtue of the power and authority vested in me by the Constitution and laws of the State of California, do hereby issue this Executive Order to become effective immediately:

1. All agencies, departments, boards, offices, commissions and other entities of State government (hereinafter referred to "departments") that are responsible for expending the proceeds of already authorized and future State general obligation Bonds and lease revenue Bonds shall be accountable for ensuring that those Bond proceeds are expended in a manner consistent with the provisions of either the applicable Bond Act and the State General Obligation Bond Law or laws pertaining to State lease revenue Bonds and all other applicable State and federal laws. In addition, departments shall be accountable for ensuring that Bond proceeds are spent efficiently, effectively and in the best interests of the people of the State of California.

2. Each department shall establish and document a three part accountability structure for the Strategic Growth Plan Bond proceeds.

APPENDIX I (Continued)

Front-End Accountability

Each department shall follow criteria or processes that will govern the expenditure of Bond Funds, and the outcomes that such expenditures are intended to achieve. Such criteria and outcomes must be defined in, or derived from, one or more of the following:

- * Requirements of State or federal law.
- * Regulations defining the basis upon which Bond proceeds are to be allocated for a program administered by the department.
- * A strategic plan for implementing the mission of the department or the pertinent program funded by Bond proceeds. Such a strategic plan shall have been duly adopted by the executive officer or governing body of the department and be available to the public.
- * A capital outlay program that identifies departmental infrastructure needs and delineates Projects or strategies for addressing those needs. Such a program shall have been duly adopted by the executive officer or governing body of the department and be available to the public.
- * Performance standards or outcome measures duly adopted by the executive officer or governing body of the department and available to the public.

All Projects, grants, loans or other expenditures of Bond proceeds must be made consistent with these criteria and processes. In addition, each department shall prepare a list of all Projects, grants, loans or other Activities funded from Bond proceeds that will be made available to the public.

In-Progress Accountability

Each department shall document what ongoing Actions it will take to ensure that the infrastructure Projects or other permissible Activities funded from Bond proceeds are staying within the scope and cost that were identified when the decision was made to fund the project or Activity. Each department shall make semi-annual reports to the Department of Finance (Finance) of these Actions to ensure that the Projects and Activities funded from Bond proceeds are being executed in a timely fashion and achieving their intended purposes.

Follow-Up Accountability

Department expenditures of Bond proceeds shall be subject to audit to determine whether the expenditures made from Bond proceeds:

- * Were made according to the established front-end criteria and processes.
- * Were consistent with all legal requirements.
- * Achieved the intended outcomes.

Departments shall Contract with Finance for the performance of these audits unless alternative audit arrangements are made with the concurrence of Finance.

APPENDIX I (Continued)

3. By March 1, 2007, each department shall submit its three part accountability structure as delineated in paragraph 2 above to Finance for review. Finance shall determine the reasonableness of the structure and ensure its consistency with this Executive Order. No department shall expend Bond proceeds until Finance has determined that the department's plan is adequate. However, Finance may authorize a department to expend Funds for up to four months prior to approval of its accountability structure in extraordinary cases for an established program for which Bond proceeds are continuously appropriated by the terms of a Bond measure, or when the necessity of a department's governing board meeting schedule will make the March 1 date an unattainable deadline.

4. Finance shall establish a web site to provide the public with readily accessible information on how proceeds of State general obligation Bonds and lease revenue Bonds are being utilized. The web site shall include:

* The three part accountability structure for each department.

* A listing of the Projects, programs or other authorized Activities being funded under the provisions of each general obligation Bond Act and a description of each project funded through State lease revenue Bonds, and the amounts expended for each.

* The ongoing in-progress Actions being taken to ensure that Bond-funded Projects and Activities are remaining within scope and cost.

* The results of the completed Projects, programs or other authorized Activities funded from State general obligation and lease revenue Bond proceeds.

Each department shall provide Finance the information necessary to support this web site in the form and time frame determined by Finance.

IT IS FURTHER ORDERED that State agencies and departments shall cooperate in the implementation of this Order. Other entities of State government not under my direct executive authority, including the California Public Utilities Commission, the University of California, the California State University, California Community Colleges, constitutional officers, and legislative and judicial branches are requested to assist in its implementation.

This Order is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the State of California, its departments, agencies, or other entities, its officers or employees, or any other person.

I FURTHER DIRECT that as soon as hereafter possible, this Order be filed in the Office of the Secretary of State and that widespread publicity and notice be given to this Order.

IN WITNESS WHEREOF I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 24th day of January 2007



APPENDIX J: Common Work Product Codes

The following is a list of Product codes that may be commonly used to code Proposition 84 funded projects. This list is not comprehensive.

Please use these codes whenever possible to create a consistent format for measuring overall work performed throughout the CCC.

For example, always use linear feet to measure how much trail construction (do not use another form of measurement; i.e. miles, etc.).

If an appropriate work product code is not listed, please contact your Bond Program Analyst for a recommended code.

<u>Work product code</u>	<u>Unit</u>	<u>Description</u>
006	SF	Controlled Burns
007	LF	Culverts (Cleaned or Installed)
011	LF	Disabled Trails
016	AC	Brushing (Fire Hazard Reduction)
023	AC	Habitat Improvement & Rehabilitation
046	LF	Erosion Control (Sand Dune Fencing)
050	SF	Slides Stabilized
051	SF	Soil Stabilized
056	MI	Streams Rehabilitated
062	LF	Trails Constructed
063	EA	Trees Planted
070	LF	Trails Rehabilitated
077	LF	Stairways (Constructed or Installed)
094	EA	Gabions Constructed/Installed
096	SF	Rip Rap Installed
097	EA	Waterbanks/Bars Installed
118	EA	Bridges Constructed
147	LF	Channel Clearance
156	LF	Hazardous Materials–Booms Deployed/Retrieved
167	SF	Erosion Control Streambank/Hillside
728	AC	Land Clearing and Weed Removal
777	CY	Hazardous Material Removal
779	AC	Exotic Plant Eradication

APPENDIX K - California's Foster Care Youth

A provision in the 2009/10 Budget Act specified:

“The use of these (Proposition 84) funds shall include, but is not limited to, outreach to, education for, and workforce training of California's foster care youth.”

Whereas bond funds cannot be used to fund these activities per both Proposition 84 law and General Obligation Bond Law, the CCC shall enhance recruitment efforts to California foster care youth. Corpsmembers in the CCC program receive education and workforce training opportunities.

Compliance with this provision is the responsibility of the CCC's Recruitment Unit. They have developed the following procedures:

Regarding enhanced outreach efforts, CCC recruiters give presentations and meet with California foster care providers and foster youth on a continuous basis as well as make presentations to schools and youth organizations where foster youth may attend. As a result of this outreach, the CCC website, and references to the CCC on Employment Development Department (EDD) and other organizational websites, Community-Based Organizations (CBOs) refer foster youth to the CCC recruiters. Many of these CBOs work through county or state service agencies like the Transitional Partnership Program and the Employment Development Department. In Recruitment Unit and management communications, CCC recruiters are encouraged to identify ways to intensify outreach efforts to foster youth.

The CCC's Recruitment Database was modified on August 27, 2009, to include a code that identifies recruits assigned to center intakes as foster youth or homeless foster youth. This coding will enable the CCC to provide reports on California foster care youth recruitment and retention efforts as well as help CCC recruiters gauge their foster youth outreach efforts and modify them as necessary.