# CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)
# NOTICE OF EXEMPTION

**To:** ☒    **County Clerk**
County of Ventura
800 South Victoria Ave., L#1210
Ventura, CA 93009

**From:** **County of Ventura**
RMA, Planning Division
800 South Victoria Ave., L#1740
Ventura, CA 93009

☐    **Office of Planning and Research**
1440 Tenth Street, Room 121
Sacramento, CA 95814
*(Only if State discretionary approval is required)*

**A.**    **Project Description: Greenhouse Gas Reduction Project with California Conservation Corps**

1. **Entitlement:** Parcel Map

2. **Applicant's Name:** Ventura County Parks Department; County of Ventura

3. **Applicant's Address:** 11201 Riverbank Drive, Ventura, CA 93004

4. **Location:** 525 W. Toland Road, Santa Paula, CA 93060 Ventura County

5. **Assessor Parcel Nos.:** 041021011

6. **Project Description:** Removal of hazardous fuels as depicted in the Greenhouse Gas Reduction project guide in the fuel load reduction section on page 6. See attached guidelines.

**B.**    **Lead Agency Contact:**

1. **Public Agency Approving Project:** County of Ventura, Resource Management Agency, Planning Division

2. **Contact Person:** Jeri Cooper, Park Manager

3. **Telephone No.:** 805-654-3968

4. **E-mail Address:** Jeri.Cooper@Ventura.org

**C.**    **Exempt Status:**

Categorical Exemption 15304 (minor alterations to land)

**D.**    **Justification for Exemption:**

Minor modifications to land through the removal of hazardous materials including dead plants.

**Project Approval:** 3/15/23

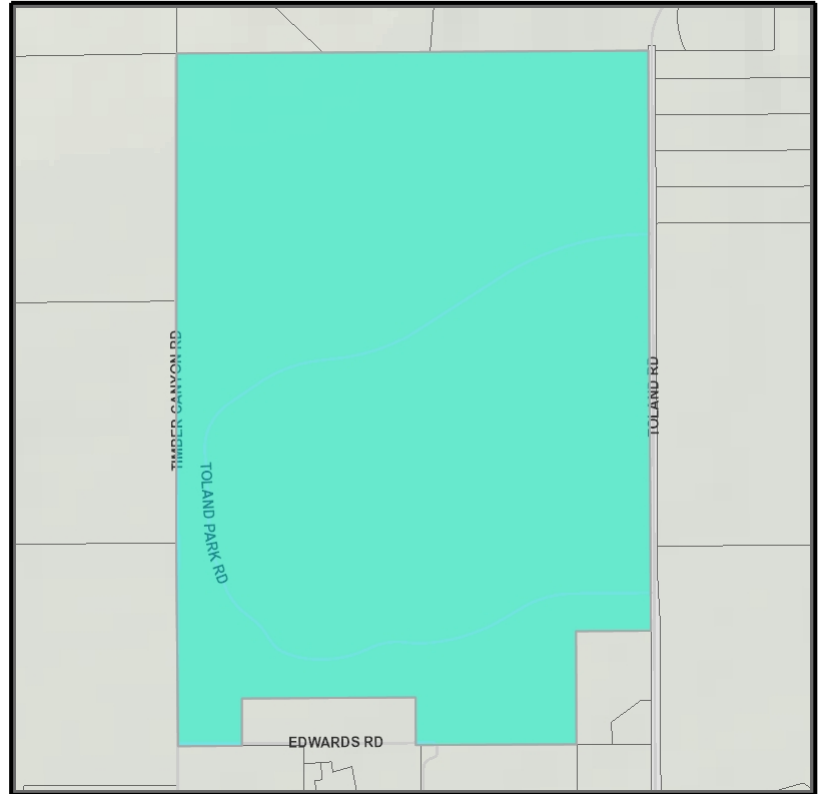**Prepared by:** Jeri Cooper, Parks Manager

**Reviewed by:**

Colter Chisum, Deputy GSA Director - Parks

# Parcel Report

## Parcel Information

| | |
|---|---|
| **APN** | 041021011 |
| **APN Suffix** | 0 |
| **Document Date** | 19620703 |
| **Document Number** | 002171537 |
| **Tract Number** | |
| **Map Number** | |
| **Situs Number** | |
| **Situs Direction** | |
| **Situs Street** | TOLAND PARK |
| **Situs Suffix** | |
| **Acreage** | 212.720 |



## Cities

### City Boundary

No

## Election Precincts

### Election Precinct

Number:                                    SANTA CLARA NO. 3-002

# Parcel Report

## Political Districts

### Assembly Districts

| | |
|---|---|
| Name: | Stephen Anthony Bennett |
| Ordinal: | 38th |

### Senatorial Districts

| | |
|---|---|
| Name: | S Monique Limon |
| Ordinal: | 21st |

### Congressional Districts

| | |
|---|---|
| Name: | Julia Andrews Brownley |
| Ordinal: | 26th |

### Supervisorial Districts

| | |
|---|---|
| Name: | Kelly Long |
| Ordinal: | 3rd |

## School Districts

### Elementary School Districts

| | |
|---|---|
| Name: | SANTA CLARA |

### Secondary School Districts

| | |
|---|---|
| Name: | SANTA PAULA UNION |

## Land Use

### County SOAR

Yes

### 2020 County Designated Places

No

### General Plan

| | |
|---|---|
| Description: | Open Space |

### Overlay Zones

No

# Parcel Report

## Zone Designation

No

## Hazards

### Earthquake Fault Hazard Zones

No

### Liquefaction

Yes

### Military Operations Areas

No

### Tsunami Inundation

No

*WARNING: The information contained herein was created by the Ventura County Geographic Information System (GIS), which is designed and operated solely for the convenience of the County and related contract entities. The County does not warrant the accuracy of this information, and no decision involving a risk of economic loss or physical injury should be made in reliance thereon.*

**STATE OF CALIFORNIA**

**CALIFORNIA CONSERVATION CORPS**

**June 2022**



**Emergency and Environmental Programs Unit
Training and Workforce Development Program
CCC Center Guidelines and Project Proposal
Fiscal Year 2022/2023**


**Funded by
Greenhouse Gas Reduction Fund**

Notes:
- New items for Fiscal Year 2022-2023 are typed in **Orange** text.
- See Appendix L for definitions of key words and terms.

**Technical Assistance for GGRF Program**

If Centers have additional questions after reading the guidelines, please contact the Environmental Programs Analyst for technical assistance.

**Environmental Programs Analyst**
Courtnie Braziel
courtnie.braziel@ccc.ca.gov

**Direct all correspondence and applications to:**
California Conservation Corps
**Attn: Environmental Programs**
1719 24th Street
Sacramento, CA 95816
courtnie.braziel@ccc.ca.gov

# Table of Contents

## Appendices

# I. Introduction

### A. Greenhouse Gas Reduction Fund
The Greenhouse Gas Reduction Fund (GGRF) is used to further the objectives of Assembly Bill (AB) 32, the California Global Warming Solutions Act of 2006, and related statutes which requires California to reduce its Greenhouse Gas (GHG) emissions to 1990 levels by 2020 and 40% below the 1990 level by 2030. AB 1550 requires that at least 35 percent of all GGRF funds go to benefit disadvantaged communities, with an additional 10 percent benefitting low-income households or communities as identified by the California Environmental Protection Agency (CalEPA). These communities and households are collectively referred to as "priority populations." The California Conservation Corps (CCC) has been appropriated approximately $3.371 million in GGRF funds in Fiscal Year (FY) 2022-2023 to conduct projects and activities that will decrease GHG emissions, provide co-benefits, and provide direct, meaningful, and assured benefits to priority populations (Appendix M). More information can be found on the California Climate Investments page: http://www.caclimateinvestments.ca.gov/.

To view an interactive map of priority populations, please visit: https://ww3.arb.ca.gov/cc/capandtrade/auctionproceeds/communityinvestments.htm  or https://calepa.ca.gov/EnvJustice/GHGInvest/

### B. CCC Training and Workforce Development GGRF Program
The CCC intends to direct the majority of (non-administrative) funds toward Corpsmember labor, training, and project-related operating expenditures. CCC projects must result in GHG emission reduction and meet at least **one** of the following statutory requirements:
1. Benefit priority populations.
2. Address an important community need.
3. Significantly reduce fire risk.
4. Provide project related training opportunities.

# II. CCC Allocations and Qualifying Projects

### A. CCC Allocations Based on Project Hours and Training Hours
The CCC intends to direct the majority of hours toward Corpsmember labor. Each Center will receive an allocation of GGRF hours. A minimum of ninety percent (90%) of each Center's allocated hours are to be used on approved project work. The remaining ten percent (10%) may be used for approved training. Centers will be notified of allocated hours by the Emergency and Environmental Programs Unit.

### B. Qualifying Project Types and Activities
Corpsmember training projects must be relevant to the GGRF work projects they are completing this fiscal year. Examples of qualifying projects and activities include, but are not limited to, the following:

**Fuel Load Reduction**
- Removing dead and dying trees to reduce wildfire intensity and rate of spread.
- Vegetation clearance in critical locations to reduce wildfire intensity and rate of spread.
- Creation or maintenance of fuel breaks in strategic locations, as identified in CAL FIRE Unit Fire Plans, Community Wildfire Protection Plans, or similar strategic planning documents.
- Removing ladder fuels to reduce the risk of crown fires.
- Elective tree removal (thinning) to improve forest health to withstand wildfire.
- Modification of vegetation adjacent to roads to provide for safer ingress and egress of evacuating residents and responding emergency personnel.

**Reforestation**
- Planting seedlings on deforested land.
- Protecting watersheds.
- Soil stabilization/debris removal.
- Improving forest stand conditions through the removal of diseased and dead trees.

**Wetland/Riparian Restoration**
- Restoration or enhancement of wetlands and/or mountain meadows.
- Restoration or enhancement of upland habitat.
- Restoration of riparian habitat.
- Improved habitat for native species.
- All wetland/riparian restoration projects **must** include vegetation planting.

**Urban & Community Forestry**
- Increasing the urban tree canopy.

**Urban Greening**
- Expansion or enhancement of neighborhood parks, community gardens, etc.
- Establishment of green streets and alleyways.
- Establishment of non-motorized urban trails connecting activity centers.
- Turf replacement

**Corpsmember Training**
- S-212 Chainsaw training
- Chipper training
- Project-specific training
- Development of partnerships with existing programs or institutions that provide training and skills to support long-term, stable employment and career development for Corpsmembers.
- Creation of other GGRF-related training and educational opportunities for Corpsmembers that are not already provided through CCC core training.

To use GGRF hours on any type of work or training outside of the uses listed above, contact the Environmental Programs Analyst for more information and approval **prior** to submitting an application.

Examples of <u>**non**</u>-qualifying projects and activities include, but are not limited to, the following:
- Projects within the 100' defensible space zone of a habitable structure.
- Projects performed on CCC land.
- Weed/grass cutting.
- Deferred maintenance.
- Retreatment of a previous project area may be approved on a case-by-case basis.
- Approval of projects on private property will be made on a case-by-case basis.

## C. Operating Costs

Centers may utilize funds to cover spike expenses and/or general supplies and equipment related to GGRF projects when deemed necessary. Funds have been allocated to each Center based on the number of project hours allocated. Additional spike funds and/or staff overtime may become available.  Please submit requests for additional funds to the Environmental Programs Analyst for approval.  All funds utilized for spikes and/or general supplies and equipment will still need to be reported to the Environmental Programs Analyst on a monthly basis.

Centers are encouraged to work with the Project Sponsor to offset costs whenever possible. Allowable costs include Conservationist I overtime and spike OE&E food costs.

Allowable OE&E food costs should be calculated as follows:
> **Non-Residential Centers**
> <u>Number</u> of Corpsmembers **x** <u>number</u> of days **x** $20.00 **=** <u>total amount eligible</u>
>
> **Residential Centers**
> <u>Number</u> of Corpsmembers **x** <u>number</u> of days **x** $14.00 **=** <u>total amount eligible</u>
>
> **Non-Residential Center spiking and eating at a Residential Center**
> <u>Number</u> of Corpsmembers **x** <u>number</u> of days **x** $11.00 **=** <u>total amount eligible</u>
> *(Funds will be transferred directly to the Residential Center)*
>
> **Residential Center spiking and eating at another Residential Center**
> GGRF funds will not be approved for this expense. Centers should work together to negotiate costs and terms.

Centers have the flexibility to purchase items **that reasonably support GGRF project work and spikes**. Purchases should be made prior to or during the project.  Any purchases made after project completion must be accompanied with a justification for the delayed purchase.  Examples of appropriate use of GGRF funds are:

- Small equipment: chain saws, chaps, Personal Protective Equipment (PPE), hedgers, pole saws, gas cans, hand tools, field water dispenser (e.g., Igloo water dispenser), shade canopy, etc.
- Spike supplies: wall tents, personal tents, sleeping bags, kitchen/cooking utensils, etc.

All purchases and copies of receipts will need to be included on the monthly GGRF Record Report Form submitted to the Environmental Programs Analyst. For spikes, a copy of the C-I Standard 634 will need to be submitted. Funds **may not** be used to support non-GGRF projects. **Projects with spike allocations must be identified on the GGRF Work Project Application Checklist** (Appendix C).

**All funds must be spent by May 13, 2023.**

## III. Overview of CCC Funding Requirements

**A. Strict Accountability**
GGRF funds are appropriated directly by the Legislature to the CCC from Cap-and-Trade auction proceeds. The CCC needs to be responsible stewards of the appropriated monies by ensuring that all projects meet the intent of the GGRF and reporting project accomplishments bi-annually to the Legislature and California Air Resources Board (CARB). CCC must review and **approve projects in advance**, conduct ongoing monitoring, and follow final closeout procedures. Centers should plan to allow extra time for GGRF project approvals.

**B. Public Benefit**
Projects must provide a public benefit and should take place on public land. However, if any of your planned project work will take place on privately owned land, it must rise to the level of public benefit. In addition, programs must avoid substantial potential burdens to priority populations.

**C. Greenhouse Gas Emission Reduction**
Projects should facilitate the reduction of GHG emissions and further the purposes of AB 32 (Appendix M).

**D. Advanced Approval**
Work and/or training conducted outside of the Project Performance Period (pre-approved start and end dates) will **NOT** be eligible to be counted as GGRF hours. Each Center will receive notification from the Environmental Programs Analyst indicating an approved start date. The CCC will make **NO exceptions** to this rule.

**E. CEQA Compliance**

All projects and chainsaw training must comply with the California Environmental Quality Act (CEQA), California Public Resources Code, Division 13 (commencing with Section 21000). If National Environmental Protection Act (NEPA) compliance has been obtained for a project, by law, the CEQA requirement still applies.  Fuel reduction projects on federal land meeting the requirements listed below, may be exempt from CEQA.

A CEQA Compliance Certification form, along with a recorded copy of the CEQA notice and document (e.g. Notice of Exemption, Notice of Determination, Negative Declaration, etc.), must be submitted to the Environmental Programs Analyst (see Appendix A). **Documented CEQA compliance is required prior to commencing any on-the-ground activity.** For documents completed more than 5 years prior to the project start date, the sponsor will need to provide written verification that the conditions in the project area have not changed since the CEQA documentation was completed.

For projects where the Sponsor is a public agency, the Sponsor is responsible for: (a) performing the necessary environmental effects analysis; (b) preparing the Environmental Review Report for an Exempt Project and notice of exemption; and (c) filing the notice of exemption. For projects where the Sponsor is a not a public agency (e.g., Fire Safe Council), a public agency will need to file the notice of exemption.

Centers should target scheduling projects to start and end between October 2022 and February 2023 to avoid additional CEQA compliance measures.

For fuels reduction work performed on federal land, the project must comply with NEPA. CEQA should not apply to the project if the following criteria are met.
- The project must be located in a high hazard zone as designated pursuant to Directive 1.
- The project must be necessary to protect the public health and safety.
- The project involves the removal of dead or dying trees that threaten residences, critical community infrastructure, roads and other evacuation corridors.
- The work will be conducted in accordance with the most current draft Guidelines for High Hazard Zone Tree Removal.

**F. Priority Projects**

Work projects are considered high priority if they:
- Have a high potential for GHG emission reductions.
- Provide direct, meaningful, and assured benefits to priority populations and maximize benefits to disadvantaged communities.
- Incorporate Corpsmember education or training that supports long-term, stable employment and career development.
- Maximize economic, environmental, and public health co-benefits to the State.
- Have a completed CEQA Compliance Certification form and supporting documents.

**G. C³ Resource Categories & Work Activities**

To ensure consistent reporting for GGRF projects throughout the CCC, Centers should use GGRF specific Resource Categories, Work Activities and Units of Measurement identified in C³. For more information, refer to section *VI. Completing a Project Package in C³*.

**H. Average Fuel Load Reduction Rate Per Acre**

For fuel load reduction projects, the average fuel load reduction rate should fall within the range of 91 to 152 project hours per acre. Projects that have a higher rate will need to submit additional justification for review with the project application. Contact the Environmental Programs Analyst for more information and guidance **prior to submitting an application**.

**I. CCC Internal Criteria**

CCC projects must meet CCC mandates by:
- Conserving, improving, developing natural resources, and maintaining environmentally important lands or waters;
- Providing public benefit or public access; and
- Providing Corpsmembers with opportunities for training in employable skills.

**J. 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, etc.). 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: i.e., 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, technical skill development in context to the specific project.
- Other: i.e., Education and training activities that directly relate to the project and develop skills, knowledge, and abilities in young adult Corpsmembers.

Centers are strongly encouraged to develop partnerships with existing programs or institutions that provide training and skills to support long-term, stable employment and career development, and/or create other training and educational opportunities for Corpsmembers that are not already provided through CCC core training. Please work with the Environmental Programs Analyst when developing curriculum or partnerships for training related to GHG reduction.

**K. Sponsor Match**

Projects are **not** required to have a match from a Project Sponsor. Sponsor matches are not part of the CCC GGRF Program.

# IV. Approval Process and Project Timeline

A. **Application / Project Approval Process Overview**

1. Each Center awarded GGRF hours should plan projects for submittal. GGRF hours are awarded to centers based on input from the Regional Deputy Director and the Environmental Programs Unit according to the center's capacity to complete the hours.

2. The Conservationist Supervisor will coordinate with the Project Sponsor regarding project specifics, including requirements, scope, additional costs, timing, Corpsmember development considerations, etc. The District Director will approve the project for submittal.

3. The Conservationist Supervisor will build a project in $C^3$. While the project is in draft form, submit via email a copy of the CCC 58 along with all required application materials to the Environmental Programs Analyst by the deadline specified. **Do not submit the project for approval in $C^3$ until the project has received approval by the Environmental Programs Analyst.** This will ensure project applications are not going through the approval process until they are complete and accurate.

4. The Environmental Programs Unit at CCC Headquarters will review all submitted proposals. Proposals that meet the requirements within CCC GGRF guidelines will be approved.

5. The Environmental Programs Analyst will work with the Conservationist Supervisor to make any required modifications to the project application and submitted documents. Once all documentation is complete, the Conservationist Supervisor will be instructed to submit the project for approval in $C^3$.

6. Once Headquarters has approved the project, the Center will receive an award letter from the Environmental Programs Analyst and the project will be approved in $C^3$. The award letter will indicate if the project is approved to start, or if any further documentation is needed. **Projects cannot start until all application materials have been received, the 35-day CEQA waiting period (from the Notice filing date) is completed, and the Conservationist Supervisor has received an official approval letter from the Environmental Programs Analyst.**

**B. Project Performance Period**
Project work and training hours must be completed in the same fiscal year for which they are approved.

No projects can begin until:
- The State of California budget is enacted;
- The CCC has a posted Expenditure Record and receives spending authority/approval;
- CEQA compliance has been documented, submitted, and the 35-day waiting period has expired;
- The Environmental Programs Analyst has approved the project in writing and provided an approved start date.

If approved hours need to be transferred to another eligible GGRF project within the same fiscal year, please submit a Project Change Request Form (Appendix J) to the Environmental Programs Analyst.

All GGRF work and training projects must be completed by **May 31, 2023**.

**C. Calendar of Key Dates**
Please allow at least 45 days for review after **complete** applications have been received by the Environmental Programs Analyst.

| | |
|---|---|
| **July 1, 2022** | Notification of FY 2022/2023 Allocation of Hours |
| **July 1, 2022** | Release of FY 2022/2023 GGRF Guidelines & Application Forms. |
| **July 1, 2022 – December 31, 2022** | GGRF Project Application Packets will be reviewed on an ongoing first come, first serve basis. |
| **January 2, 2023** | GGRF Project Application Packet for FY 2022/2023 projects are due to Environmental Programs Analyst. |
| **May 15, 2023** | **ALL GGRF OPERATING FUNDS MUST BE SPENT AND REPORTED ON THE APPROPRIATE MONTHLY REPORT** |
| **May 31, 2023** | **ALL GGRF PROJECTS MUST BE COMPLETED** |

# V. Application Instructions

Centers will submit a separate project application packet for **each** work and/or training project. **All GGRF projects, work and training, are B projects in C³.**

**All projects must meet the specific naming convention as outlined below:**
- **GGRF "Project Name"** (e.g. GGRF Sunshine Fuel Load Reduction)
- **GGRF "Project Name" Training** (e.g. GGRF Headquarters S-212 Training)

The project application consists of several attachments as outlined below. Applications should be submitted via email to the Environmental Programs Analyst as scanned documents. Photos should be sent in their original form.

### A. Training Projects - Procedures and Required Information
The following must be submitted in each training project application packet:

1. Training Project Application Packet Checklist (Appendix B)
   All training project applications must include a completed checklist.

2. CCC 58 Project Evaluation
   Each 58 Project Description must be detailed, thorough, and clear. For training projects, describe the type of training in as much detail as possible including the dates of the training, training provider, number of Corpsmembers to be trained, the total number of hours each Corpsmember will be trained, confirmation that training will have an in-classroom and field training component (covered by CEQA/NEPA), training outcomes, and any certifications Corpsmembers will receive. Include a short description on how the proposed training will benefit work on GGRF projects. Submit a signed copy of the CCC 58 to the Environmental Programs Analyst.

### B. Work Projects - Procedures and Required Information
The following must be submitted in each work project application packet:

1. GGRF Work Project Application Packet Checklist (Appendix C)
   All Project Applications must include a completed checklist. All checklists must identify the sponsor contact, email and phone number. The sponsor will be required to report by questionnaire on the project for up to 5 years post completion. The checklists can be found at L:\Environmental Programs\Forms.

2. CCC 58 Project Evaluation
   Each 58 Project Description must be detailed, thorough, and clear. For work projects, describe the scope of work in as much detail as possible. Include the prescription and treatment area in **acreage**, project deliverables, types of vegetation, disposal method(s) for cut materials, whether the project is included in any existing fire plans, and how the project is a good fit for the GGRF program. If planting vegetation, describe the types and quantity, and any other details that will help the GGRF Review Committee determine eligibility and quality of the project. Submit a signed copy of the CCC 58 to the Environmental Programs Analyst.

3. CCC 96 Sponsor Agreement
All project applications must have a signed CCC 96 Sponsor Agreement on file. The CCC 96 forms were revised in November 2016 and include two versions: one for private entities and one for local government agencies. The revised forms can be found on the CorpsNet under Forms and Templates. If no agreement is on file, please work with the Project Sponsor to sign the revised CCC 96 form and submit with your application.  If the agreement is already on file, there is no need to resubmit the CCC 96.  You can indicate on the Checklist that it is on file.

4. CCC 57 Sponsor Authorization - Private Property (if applicable)
If the project includes work on privately owned land, submit CCC Form 57 and a private property ownership list including Assessor's Parcel Numbers for all property on which work is to occur.

If the project will accomplish work on private property that is not owned by the Project Sponsor, the Sponsor must secure written permission to conduct work on that property. The land use agreements must be kept on file by the Sponsor and available for inspection by State personnel upon request.

5. Letter of Support
All fuel load reduction work projects require a letter of support for the project from the appropriate fire agency.  A project on the SRA should be from the local CAL FIRE Unit, Federal Agency if on the FRA, or local fire service if on the LRA. It is preferable for the support document to come from a Unit Chief or Assistant Unit Chief. However, some Units may designate Foresters or other Pre-Fire Managers to approve CCC's GGRF applications.  The letter should confirm that the project is in a high fire hazard area and identify if it is a part of a larger fire plan.

All other project types require a letter of support from the project sponsor identifying an important community need and demonstrating that the project meaningfully addresses that need. In the absence of a letter of support, you must work with the Environmental Programs Analyst to identify a common need for the community according to California Climate Investments (CCI) funding guidelines.

6. Fire Resource Assessment Program (FRAP) Fire Hazard Severity Zone (FHSZ) Map
For fuel load reduction projects, submit a copy of the FHSZ Map with the project location **clearly** marked in an approved zone. All projects must be located within a "Very High", "High", or "Moderate" Fire Severity Zone as shown on CAL FIRE's FHSZ Maps. Please refer to Appendix E for an example FHSZ map.

FHSZ Maps can be found in: L:\Environmental Programs\GGRF\FRAP FHSZ Maps or an interactive map can be found at https://egis.fire.ca.gov/FHSZ/.

7. <u>CEQA Compliance Certification Form</u> (Appendix A)
This form must include an original signature from a representative of the CEQA lead agency responsible for performing the environmental review.  The signature must be from a non-federal public agency. For recurrent projects, the Compliance Form must be signed yearly.

   If CEQA has not yet been completed, indicate clearly on the Application Checklist the status and plan of action for completing the CEQA requirements. **Project applications must include a plan for CEQA compliance in order to be reviewed.**

8. <u>CEQA Documentation</u>
A copy of the date stamped, filed Notice of Exemption or Notice of Determination and all associated documents, including environmental analyses and any mitigation/avoidance measures must be submitted. The filed notice must be date stamped by either the county clerk/recorder's office or the State Clearinghouse (SCH).  If the document is dated more than 5 years from the project's start date, the sponsor must provide written verification that the conditions in the project area have not changed.

9. <u>Project Location Maps (Public and Private Property)</u>
Include a map or maps of the project with the project application. The maps shall meet the following requirements:
   - The maps should show enough of the surrounding area so that the application review team can get a sense of relationship of the project to the surrounding area.
   - The map should clearly show:
     o Project area boundaries
     o Treatment area(s) by type
     o Project acreage
     o Work completed in previous fiscal years by CCC (your Center/Satellite or others)
     o Any work being completed by other CCC crews in the same fiscal year
     o Nearby roads and structures
     o Streams, lakes, and/or creeks
     o Any other necessary information
     o Locations where project photos are taken
   - Legend: Include a map legend that identifies the:
     o Features on the map
     o Project number
     o Project name

   Project applications that include work on private property must include a detailed project map that also includes the entire proposed treatment area and the **Assessor's Parcel Numbers (APNs) for each property where CCC work will occur.** The Sponsor is responsible for obtaining APNs and ensuring that the CCC has a complete list.

If you need technical or software support to create a project map, contact the Environmental Programs Analyst. Please see Appendix F for a detailed example of the types of maps required.

10. Project Photos
Include at least three "before" photos of the project location to show the **current** condition. If a date stamp is included on a digital photo, ensure that it is the correct date. Whenever possible, email original files of digital photos with the application rather than scanned copies. The location of each photo must be identified.  If there are multiple project locations, include photos from each location.  If the photo is for riparian restoration, label each photo with the work that will be completed (i.e. invasive removal, planting, debris removal, etc.).  Please see Appendix G for examples of work project photos.

Applications will be treated in accordance with Public Records Act requirements and that certain information, subject to those requirements, may be publicly disclosed.

# VI. Completing a Project Package in C³

A. **Project Titles**
All projects must meet the specific naming convention as outlined below:
- **GGRF "*Project Name*"** (e.g. GGRF Sunshine Fuel Load Reduction)
- **GGRF "*Project Name*" Training** (e.g. GGRF Headquarters S212 Training)

B. **Resource Categories and Work Activities in C³**
Use the work activities identified below to ensure consistent reporting throughout the CCC for GGRF projects. Please refer to Appendix D for screenshots of what this step looks like in C³.

1. Training Projects
In C³, select "**CCC Activities**" as the Resource Category and "**People Trained**" as the Work Activity for all GGRF training projects. Select "**Each**" as the unit of measure.

2. Work Projects
In C³, select the Resource Category that most closely matches your project and at least one of the Work Activities identified below for all GGRF work projects. Select the appropriate unit of measure for that Resource Category. **All fuel load reduction, reforestation, and riparian restoration projects must have a work activity measured in acres.**  If you need to use a work activity or unit of measure to capture the work accomplished on your approved GGRF project that is not on the following list, please contact the Environmental Programs Analyst.

| Project Type | Work Activity | Unit of Measure |
|---|---|---|
| Fuel Load Reduction | Brushing | Acres |
| | Trees Removed | Each |
| | Pile Slashing | Acres |
| | Chipping | Acres |
| | Burning | Acres |
| | Fire Line Construction | Acres |
| Reforestation (use Resource Categories Habitat Improvement and/or Forest-Rehabilitation) | Trees Planted | Each |
| | Planting | Each |
| | Exotics Removal | Each |
| | Brushing | Acres |
| | Trees Limbed | Each |
| | Chainsaw Use-Cutting Brush/Trees | Acres |
| Wetland Restoration (use Resource Categories Habitat Improvement, Invasive Removal, and/or Meadow Restoration) | Trees Planted | Each |
| | Planting | Each |
| | Channel Clearance | Acres |
| | Exotics Removed | Acres |
| | Excavation (Soil) | Acres |
| | Revegetation | Acres |
| Urban and Community Forestry (use Resource Category Landscape Construction) | Trees Planted | Each |
| | Irrigation Installation | Each |
| | Digging Holes | Each |
| | Fencing | Feet |
| Urban Greening (use Resource Categories Landscape Construction, Park Construction, Community Garden, and/or Trail Construction) | Irrigation Installation | Feet |
| | Fencing | Feet |
| | Excavation (soil) | Cubic Yards |
| | Trees Planted | Each |
| | Debris Removal | Cubic Yards |
| | Sod Removed | Feet |
| | Raking Leaves/Wood Chips | Cubic Yards |
| | Plants Removed | Each |
| | Plant Containers Constructed | Each |
| | Planting | Each |
| | Trail-Tread Construction | Miles |

If the Resource Categories or Work Activities do not fit your project, please contact the Environmental Programs Analyst to assist in determining the best reporting method for your project. **Reporting requirements are subject to change based on the documentation needed for reporting to the California Air Resources Board.**

## IMPORTANT REMINDERS

- **Project Titles - All projects must meet the specific naming convention as outlined below:**
    - **GGRF "*Project Name*"** (e.g. GGRF Sunshine Fuel Load Reduction)
    - **GGRF "*Project Name*" Training** (e.g. GGRF Headquarters S212 Training)

- Enter projects in C³ as "B" projects

- To ensure consistent reporting, only select the approved C³ Resource Categories & Work Activities for GGRF training and work projects. If you need to use a work activity or unit of measure to capture the work accomplished on your approved GGRF project that is not on the list above, please contact the Environmental Programs Analyst.

- For fuel load reduction projects, the average fuel load reduction rate should fall within the range of 91 to 152 project hours per acre. Projects that have a higher rate will need to submit additional justification for review with the project application.

- The Conservationist Supervisor will build a project in C³ to complete the CCC 58. While the project remains in draft form, submit via email a copy of the CCC 58 along with all required application materials to the Environmental Programs Analyst by the deadline specified.

- **Do not submit the project for approval in C³ until the project has received approval by the Environmental Programs Analyst.**

- All project checklists must include the sponsor contact, email, and phone number. The sponsor will be required to report by questionnaire on the project for up to 5 years post completion.

- **Reporting requirements are subject to change based on the documentation needed for reporting to the California Air Resources Board.**

# VII. Maintaining Project Files

The CCC anticipates future audits on GGRF funded projects. With this in mind, it is critical that Centers keep thorough and adequate records of all funded projects. **It is much easier to make a copy and put it in a file today than it will be to find the original in five years.**

The following documentation should be kept in all GGRF project files:

**A. GGRF Training Project Files**
- CCC 58 Project Evaluation (Signatures Required)
- Change Request Form(s) (Signatures Required)
- Monthly Project Reports and a copy of the $C^3$ Hours Report
- Project photos

**B. GGRF Work Project Files**
- CCC 58 Project Evaluation (Signatures Required)
- Fire Resource Assessment Program Fire Hazard Severity Zone map indicating where the project is located for fuel load reduction projects
- Project location map(s)
- Letter of Support (Signatures Required)
- CCC 96 Sponsor Agreement (Signatures Required)
- CEQA Documentation (Signatures Required)
- CCC Award Letter from Emergency and Environmental Programs Unit indicating the project has been approved, including project number, hours approved, and scope of work.
- $C^3$ Weekly Work Accomplishments Summary
- Change Request Form(s) (Signatures Required)
- Monthly Project Reports and a copy of the $C^3$ Hours Report
- Copy of related OE&E receipts
- Project Close-Out Letter (Signature Required)
- Before & after project photos (need to be taken from the same location)

# VIII. Ongoing Project Activities and Documentation

**A. Each Work Day**
- Enter Corpsmember hours in $C^3$.
- Track work or training accomplishments.

**B. Each Work Week**
- Enter weekly work accomplishments in $C^3$.
- Report **any** potential project delays, scope of work changes, and/or schedule changes to the Environmental Programs Analyst. Submit Change Requests as needed. (Appendix J)

## C. Each Work Month

- Submit the total hours worked each month on a completed Monthly Project Report form. Include a $C^3$ Hours Report for the month reported and $C^3$ Work Accomplishments Report summarizing all work accomplishments. See Appendix I for additional tips on completing the Monthly Project Report.
- If the project utilizes any GGRF funds for spike expenses and/or general supplies and equipment related to the GGRF project, include expenses and accompanying itemized receipts on the Monthly Project Report form.
- All documentation must be submitted to the Environmental Programs Analyst by the **10<sup>th</sup> of each month following the month in which work occurred**.

## D. GGRF Reporting

The **GGRF Hours** and **GGRF Work Accomplishments** reports have been created in $C^3$ to use for all GGRF projects. You can customize each report for your Center.

1. Locating GGRF Reports in $C^3$
    a. Click on the $C^3$ Reports tab from the $C^3$ homepage.
    b. The page that appears will display two panes. The left pane shows a list of folders where reports are organized. The right pane displays the list of reports for a particular folder that is selected on the left pane.
    c. Select the folder on the left pane named **Special Projects** to load a list of reports in that folder to be viewed on the right pane.
    d. Select **GGRF Hours Report** and **GGRF Work Accomplishments Report** to customize for your Center.

2. Running Reports
When running monthly reports in $C^3$, ensure the Time Frame is set for the entire month for which you are reporting. Even if the project was only worked for one week during the month, be sure to show all days in the report.

3. To ensure consistent reporting:
- Enter accomplishments weekly in $C^3$.
- Review work activities and units of measurement with all grade staff so that everyone is reporting work accomplishments the same way.
- Do not "repeat" or work over the same area.
- Do not use generic work activities that do not describe the treatment in detail. Avoid work activities such as, "landscaping and beautification," "sites improved," "trees/seedlings lifted," "nursery stock," or "land clearing and weeding." Speak with the Environmental Programs Analyst if the work activities listed in Section VI.B.2 do not capture your project scope.
- Only use work activities that pertain to the project. For example, if using the work activity "Chipping," make sure that it is in the approved project description in the CCC 58.

**E. Site Visits**
The Environmental Programs Analyst (or other CCC Headquarters Staff) may conduct a project site visit at any time during the project or after it is complete. Centers will be notified in advance of the visit. Site visits are a great way to display crew abilities and work accomplishments. It is also a great time to discuss any issues or questions you may have.

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**IMPORTANT REMINDERS**

- Project accomplishments must be entered weekly into $C^3$. An updated **Work Accomplishments Report is required to be submitted with each Monthly Project Report in addition to a monthly Hours Report.** Documents must be submitted by the 10th of the following month. For example, documents for training or work performed in October must be submitted to the Environmental Programs Analyst no later than November 10th.

- Work accomplished and reported must match the work activity and unit of measurement approved in the project scope. For example, if ten acres of brushing was approved in the project scope, work reported as accomplished must be reported in acres, not linear feet, square miles, etc.

- Any changes to the project scope after initial approval may require updated project location maps.

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# IX. Project Completion Procedures

Completion packets are due **30 days** after the last day worked on a project. Documents should be emailed to the Environmental Programs Analyst.

**A. Training Projects – Procedures and Required Information**
The following must be submitted in each training project completion packet:

1. Final Monthly Project Report Form including a $C^3$ Hours Report. See Appendix I for additional tips on completing the Record Report.  This form is located at L:\Environmental Programs\Forms.

2. Final $C^3$ Work Accomplishments Report including the total number of Corpsmembers trained (needs to be reported under "people trained"). This should be a summary report of the entire project.

3. At least three training project photos of Corpsmembers participating in the funded training. Email original digital files of the photos to the Environmental Programs Analyst.

**B. Work Projects – Procedures and Required Information**
The following must be submitted in each work project completion packet:

1. Final Monthly Project Report Form including a $C^3$ Hours Report. See Appendix I for additional tips on completing the GGRF Record Report.  This form is located at L:\Environmental Programs\Forms.

2. Final C3 Work Accomplishments Report that demonstrates the work activities. Ensure that units of measurement quantified match the approved project scope from the Award Letter. For example, if the project was approved to complete brushing in acres, then the Work Accomplishments Report should include accomplishments for brushing in acres.

3. Project Close-Out Letter with original signature from the Sponsor (see Appendix K for the letter template). The letter must be on Sponsor letterhead and include the **CCC Center Name**, **Project Name**, **Project Number**, **Project Location,** and **Total Hours Completed**.  The project letter template can be found L:\Environmental Programs\Forms.

4. Copies of itemized receipts for the spike expenses and/or general supplies and equipment expenses related to the GGRF project submitted on the GGRF Record Report Form.

5. Final Project Photos. The location of each photo must be identified.  If there are multiple project locations, include photos from each location.  If the photo is for riparian restoration, label each photo with the work that was completed (i.e. invasive removal, planting, debris removal, etc.).  These photos should be taken from the same location(s) as the beginning photos to show the results of the project (see Appendix G). Email original digital files of the photos to the Environmental Programs Analyst.

6. Final Project Map. Conservationist Supervisors should work closely with their crew supervisor and Project Sponsor to map the exact area treated during the project (Appendix F). This should be an accurate map as it could affect the approval of future project sites in the area. Final Project maps can be created using mapping apps like SW Maps, Avenza, etc. Consult with the Environmental Programs Analyst for assistance with mapping apps.

## Appendices

Appendix A:  CEQA Compliance Certification Form
Appendix B:  GGRF Training Project Application Checklist
Appendix C:  GGRF Work Project Application Checklist
Appendix D:  Selecting Resource Categories and Work Activities in C$^3$
Appendix E:  Sample Fire Resource Assessment Program FHSZ Map
Appendix F:  Sample Project Location Maps (Public and Private Property)
Appendix G:  Sample Work Project Photos
Appendix H:  Sample Training Project Photos
Appendix I:   Record Report Form Submission Tips
Appendix J:   Project Change Request Form
Appendix K:  Work Project Closeout Letter Template
Appendix L:   Definitions
Appendix M:  Greenhouse Gas Legislation

STATE OF CALIFORNIA - CALIFORNIA CONSERVATION CORPS FORM
CCC 536 – CEQA Compliance Certification Form (Rev 03/2021)

**California Environmental Quality Act - Compliance Certification Form**

**This form must be submitted to the California Conservation (CCC) for project applications that require compliance with the California Environmental Quality Act (CEQA). For any questions about this form or compliance with CEQA, please contact the appropriate CCC Program Analyst or Grant Coordinator.**

| TO BE COMPLETED BY A REPRESENTATIVE OF THE CEQA LEAD AGENCY |
| --- |
| CCC District or Local Conservation Corps Submitting Application: |
| Project Title: |
| Project Address: |
| Brief Description of Project: |
| CEQA Lead Agency Name: |
| CEQA Lead Agency Mailing Address: |
| CEQA Lead Agency Authorized Representative: |
| Phone:             Email: |
| Date CEQA analysis was completed and/or decision adopted: |
| What CEQA decision was filed and/or adopted for this project:<br><br>Notice of Exemption<br>Notice of Determination – Select which document was adopted:<br>Initial Study/Negative Declaration<br>Initial Study/Mitigated Negative Declaration<br>Environmental Impact Report<br>Other: _<br>No decision or document was filed*<br><br>*If a CEQA decision was not filed and/or adopted for the project, please attach a letter explaining why, certifying the project has complied with CEQA and noting the date that the project was approved by the Lead Agency. |

**Certification:**

I hereby certify that the Lead Agency listed above has determined that it has complied with the California Environmental Quality Act for the project being submitted, that the project is described in adequate and sufficient detail to allow the project's implementation, and that the CEQA analysis for this project encompasses all aspects of the work to be completed under this application.

I also hereby certify this project is not part of any legally mandated mitigation.

_____

Lead Agency's Authorized Representative Signature       Date

# California Environmental Quality Act (CEQA)

CEQA, the California Environmental Quality Act, is a statute that requires state, county, and local agencies to identify the significant environmental impacts of their proposed actions and to avoid or mitigate those impacts, if feasible. 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, county, or local agency (ultimate Project Sponsor, in most cases).

## CEQA Process

Applicants should check with their 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 at https://resources.ca.gov/About-Us/Legal/CEQA-Supplemental-Documents

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/recorder's office or State Clearinghouse (SCH);

(b) An Initial Study with a Negative Declaration or Mitigated Negative Declaration, with the submittal confirmation response from the State Clearinghouse, and a copy of the Notice of Determination filed with, and stamped by, the county clerk/recorder's office or SCH or

(c) An Initial Study and an Environmental Impact Report, with the submittal confirmation response from the SCH, and a copy of the Notice of Determination filed with, and stamped by, the county clerk/recorder's office or SCH.

## Categorical Exemptions

Many approved projects may qualify for categorical exemptions (designated classes of activities that generally do not result in significant impacts). In these cases, only a Notice of Exemption is needed to successfully comply with the CEQA requirement.

## GGRF Training Project Application Checklist

**Include this form as the first page of your Training Project application.** Only submit one (1) training project per application. For information entered into C³, please submit a copy with signatures so the Environmental Projects Analyst can review your application more quickly.

Center/Satellite: _____   Conservation Supervisor: _____

Project name: _____

Project #: _____

Project hours: _____   # Corpsmembers to be trained: _____

Please provide the estimated start date and completion date for your project.
All projects **MUST** be completed by **May 31, 2023**.

Proposed start date: _____   Proposed end date: _____

Proposed training provider: _____

## Type of Training:

☐ S-212 Chainsaw Training

☐ Chipper Training

☐ Other:_____
(Training must relate to the proposed GGRF project. Prior approval from the Special Projects Analyst is needed **before** submission if training is not one of the pre-approved trainings listed above.)

| Check | Required Form/Information | Comments: |
|---|---|---|
| ☐ | CCC 58 Project Evaluation (with signatures) | |

**GGRF Work Project Application Checklist**

**Include this form as the first page of your Work Project application.** Organize all documents in the order shown on this form. For information entered into C³, please submit a copy with signatures so the Environmental Programs Analyst can review your application more quickly. If a specific form does not pertain to this project, please write "N/A" in the Comments section.

Center/Satellite: _____  Conservation Supervisor: _____

Project name: _____

Project #: _____

Project hours: _____  Acres to be treated: _____

Project Sponsor: _____

Sponsor Contact: _____  Sponsor Phone Number: _____

Sponsor Email: _____

Please provide the estimated start date and completion date for your project.

All projects **MUST** be completed by **May 31, 2023.**

Proposed start date: _____  Proposed end date: _____

**IS THIS A SPIKE:** ☐ No  ☐ Yes   If yes, how many spikes? _____

Amount of spike funds to be used: C-I OT_____OE&E_____

Has this project location been worked on in previous fiscal years? ☐ No  ☐ Yes

If yes, please provide the Project #'s: _____

| Check | Required Form/Information | Comments: |
|---|---|---|
| ☐ | CCC 58 Project Evaluation (with signatures) | |
| ☐ | CCC 96 Sponsor Agreement on file | |
| ☐ | CCC 57 Private Property/Sponsor Authorization Form (if applicable) | |
| ☐ | Letter of Support | |
| ☐ | Fire Resource Assessment Program (FRAP) Fire Hazard Severity Zone (FHSZ) Map (if applicable) | |
| ☐ | CEQA Documents:<br>• Copy of CEQA Document filed with County Clerk/Recorder or State Clearinghouse – **Must be date stamped**<br>• CEQA Compliance Form (with signature)<br>• Environmental Conditions/Avoidance Measures (if applicable) | **If CEQA is incomplete,<br>provide plan and dates for compliance:** |
| ☐ | Project location map(s) | |
| ☐ | Three photos of project site in current condition | |

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# APPENDIX D:

## Selecting Resource Categories and Work Activities in C³

Use the C³ work activities identified in Section VI.B.2 to ensure consistent reporting for GGRF projects throughout the CCC.

## GGRF Training Projects



## GGRF Work Projects

**APPENDIX E:**

**Sample Fire Resource Assessment Program (FRAP)**
**Fire Hazard Severity Zone (FHSZ) Map**

All fuel load reduction projects must be located within a "very high," "high," or "moderate" Fire Hazard Severity Zone as shown on CAL FIRE's FHSZ Map. A FHSZ Map that clearly indicates where the project is located is <u>required</u> to be included in all fuel reduction Project Application Packets.

The maps can be found on the L drive: L:\Environmental Programs\GGRF\FRAP FHSZ Maps under each Region.

If you or the Sponsor need technical or software support to create a project location map, please contact the Environmental Programs Analyst.
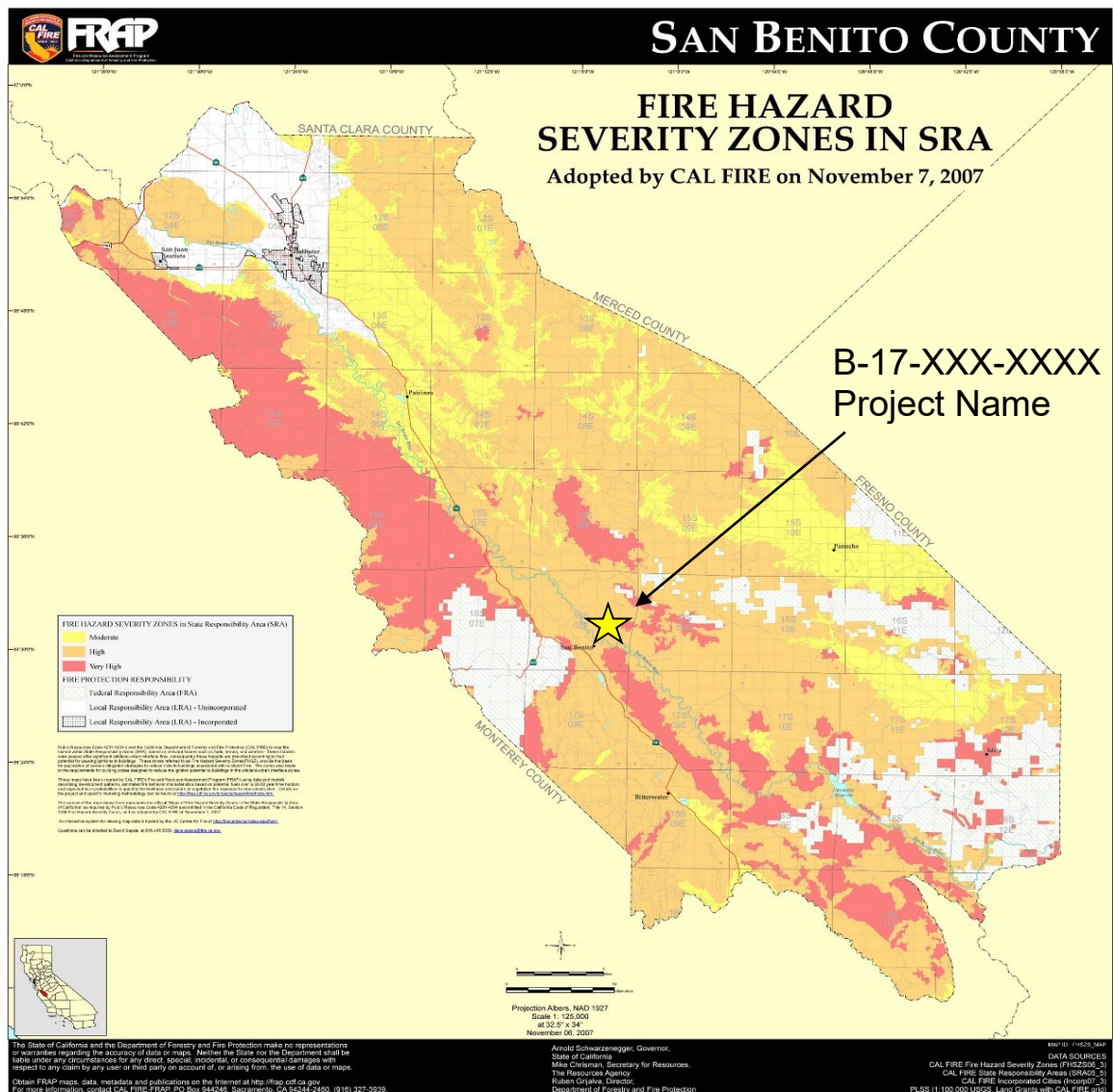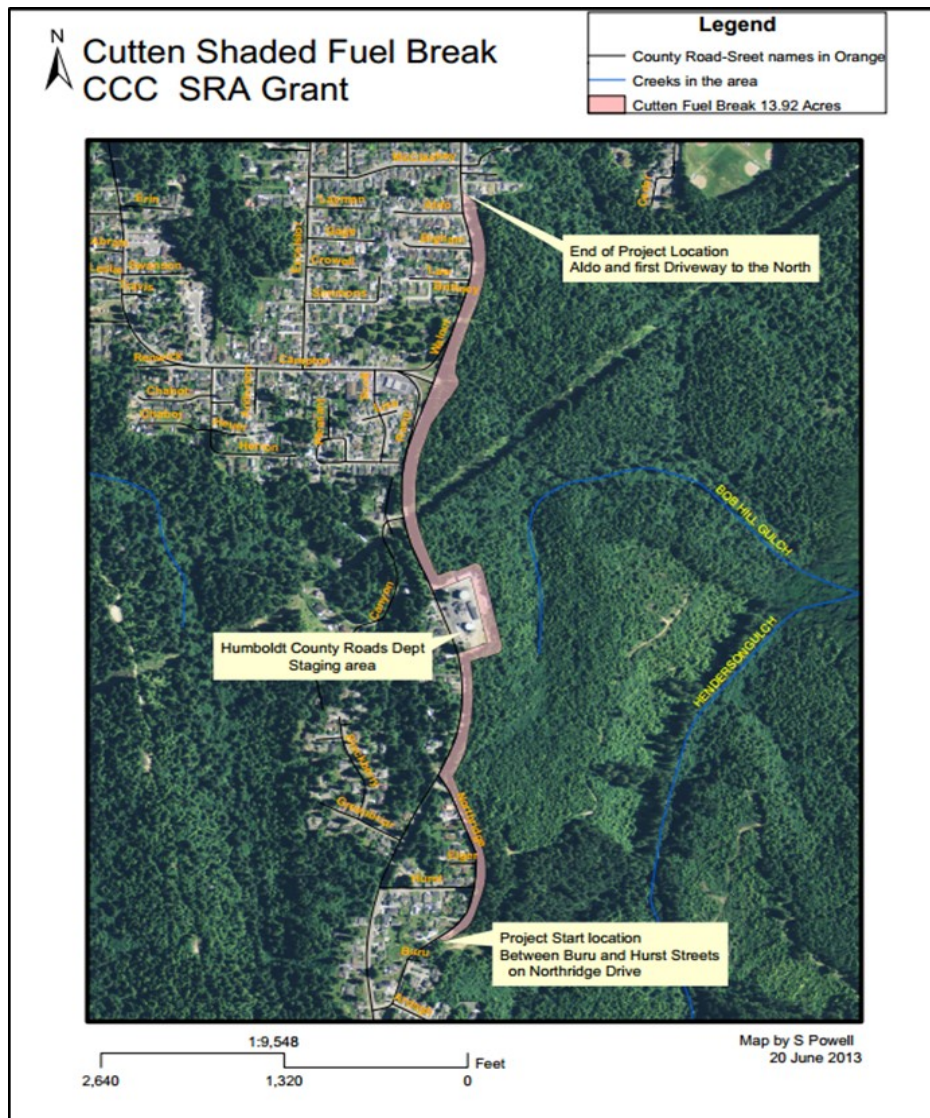
**APPENDIX F:**

**Sample Project Location Map – Public Land**

All project application packets must include at least one project location map. Detailed project maps are **required** and help the review team get a clear idea of where the treatment area is. The maps must include:

- Clearly labeled project acreage
- Clearly labeled project area boundaries
- Nearby roads, structures, streams, lakes, creeks, staging areas, and other landmarks
- Clearly marked areas worked in previous fiscal years or areas being worked by other Centers/Satellites

If you or the Sponsor need technical or software support to create a project location map, please contact the Environmental Programs Analyst.

**Sample Project Location Map – Private Property**

Project applications for work on private property must include a detailed project description and a detailed project location map. **The map must include the entire proposed treatment area and the Assessor's Parcel Numbers (APNs) for each property included in the project area (see example below).** The Sponsor is responsible for obtaining APNs and ensuring that the CCC has a complete list.

If you or the Sponsor need technical or software support to create a project location map, please contact the Environmental Programs Analyst.

## APPENDIX G:

## Sample Work Project Photos

**Project application packets** must include at least three (3) <u>before</u> photos of the project location and must have the photo location identified. These photos should be clear, relevant photos of the site, as it currently exists.

**Project completion packets** must include at least three (3) <u>after</u> photos of the project location. These photos should be taken from the same locations(s) as the beginning to show the results of the project. Each photo location must be identified.

Please email original digital files of the photos to the Environmental Programs Analyst and the analyst will print out clear photos.

| **BEFORE** | **AFTER** |
|:---:|:---:|

# APPENDIX H:

## Sample Training Project Photos

**Project completion packets** must include at least three (3) photos taken <u>during</u> the training. Please email original digital files of the photos to the Environmental Programs Analyst and the analyst will print out clear photos. Photos may also be used in the CCC Newsletter and on social media.

**Monthly Project Report Submission Tips**

Submit a completed **Monthly Project Report Form** with a C³ **Hours Report,** all relevant itemized expense receipts, and an updated C³ **Work Accomplishments Report** by the **10th of the following month**. For example, paperwork for work performed in October must be submitted to the Environmental Programs Analyst no later than November 10th.

Below are a few tips to remember when submitting monthly reports:

**APPENDIX J:**
L:\Enviromental Programs\Forms

STATE OF CALIFORNIA - CALIFORNIA CONSERVATION CORPS FORM
CCC 527 - Change Request Form (Rev 12/2019)

## Change Request Form

This form must be completed for any proposed changes to the project's scope of work as stated in the approved project. **All changes must be approved prior to implementation.**

| FY: | | Program: | |
|---|---|---|---|
| Date: | | CCC Center/Satellite: | |
| Project Number: | | Project Title: | |
| Requested By: | | Title: | |

**Type of Change Request (select all that apply):**
☐ Project Activity/Deliverable ☐ Project Location ☐ Project Hours ☐ OE&E

*Please provide a detailed description of the proposed changes and a thorough justification, including factors that led to the change and proposed solution. Add pages as necessary.*

*NOTE: If the change request includes a new or revised project location, you must also submit a revised project location map

| CCC HEADQUARTERS USE ONLY |
|---|
| Reviewed by: _____ |
| Signature: _____ Date: _____ |
| Analyst Review (Comments/Follow-up): |
| |

| MANAGER REVIEW | | |
|---|---|---|
| Circle One: Approved or Denied | Date Approved: | Approved By: |
| Additional Comments: | | |

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Request a closeout letter from the Project Sponsor once work has been completed and submit to the Environmental Programs Analyst. Sponsors should use the template provided below and modify as needed. Pay special attention to <mark>highlighted</mark> items below, they **must** be included in all GGRF closeout letters.

**<mark>&lt;Use Sponsor's Letterhead&gt;</mark>**


<mark>DATE</mark>


Environmental Programs Analyst
California Conservation Corps
1719 24th Street
Sacramento, CA 95816


To Whom It May Concern:

<mark>SPONSOR</mark> acknowledges that <mark>CCC CENTER</mark> has finished work on the <mark>PROJECT NAME</mark> and considers the project complete and performed to satisfaction.

It is understood that funding, in part or in whole, for this project was provided by the Greenhouse Gas Reduction Fund and completed as CCC project number: <mark>CCC PROJECT #.</mark>

The site is located at <mark>PROJECT LOCATION</mark> and <mark>CCC CENTER</mark> has completed <mark>TOTAL HOURS</mark> on this project.


Sincerely,


_____          _____
Authorized Sponsor / Owner Signature          Date


_____
Authorized Sponsor Printed Name

**Definitions**

**C³** – C³ is a statewide operations database used for all CCC Projects, Personnel, and Timekeeping functions. C³ is a cloud based system allowing staff members to have individualized user profiles and access. Training and User Guides are provided to CCC staff members through the CorpsNet. For more information on C³, visit the C³ Portal on the CorpsNet.

**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 also fosters interagency coordination in the review of *projects* and enhances public participation in the planning process. CEQA applies to *projects* undertaken, funded, or requiring an issuance of a permit by a public agency. For more information refer to https://resources.ca.gov/admin/Legal/CEQA-Supplemental-Documents

**Cap-and-Trade** – California's Cap-and-Trade Program is a key strategy for reaching the State's GHG emission reduction goals. It creates a limit on the emissions from high-emitting sources of California's GHG emissions, establishes the price signal needed to drive long-term investment in cleaner fuels and more efficient use of energy, and gives sources of GHG emissions the flexibility to implement the lowest-cost options to reduce emissions. In the Cap-and-Trade Program, CARB places a limit, or cap, on GHG emissions by issuing a limited number of tradable permits, or allowances, equal to the cap. Over time, the cap steadily declines. For some allowances, the Cap-and-Trade Program includes a system where allowances can be purchased from the State at quarterly auctions.

**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.

**Disadvantaged Communities** – Communities designated by CalEPA, pursuant to Senate Bill 535, using the California Communities Environmental Health Screening Tool Version 3.0 ("CalEnviroScreen"). CalEnviroScreen was developed by the Office of Environmental Health Hazard Assessment to identify communities in California most burdened by pollution from multiples sources and most vulnerable to its effects, taking into account socioeconomic characteristics and underlying health status. Disadvantaged communities are identified by

census tract and are those that scored at or above the 75th percentile. For additional information, please refer to: www.calepa.ca.gov/EnvJustice/GHGInvest.

**Greenhouse Gas Reduction Fund (GGRF)** – Established by SB 1018 to receive the State's portion of proceeds from the quarterly Cap-and-Trade auctions.

**Habitable Structure** – A building used or intended to be used for human habitation. For purposes of this funding program, a building includes, but is not limited to, a mobile home or manufactured home.

**Lead Agency** – Public agency responsible for conducting the CEQA analysis and review and has final approval of the project. They are responsible for coordinating with the project applicant, public and associated agencies during the CEQA process.

**Low-Income Communities** – For the purposes of California Climate Investments, AB 1550 identifies low-income communities as census tracts with median household incomes at or below 80 percent of the statewide median income or with median household incomes at or below the threshold designated as low-income by Department of Housing and Community Development's (HCD) State Income Limits adopted pursuant to Section 50093. Information and maps of low-income communities are available at: https://ww3.arb.ca.gov/cc/capandtrade/auctionproceeds/communityinvestments.htm.

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

**Priority Populations –** Priority Populations include: disadvantaged communities, low-income communities, and low-income households.

**Project(s)** – A plan to accomplish improvement of public safety and improvement of watersheds by implementing fire prevention activities benefitting owners of habitable structures.

**Project Performance Period** – The period of time that the GGRF 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 award letter from the Special Projects 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 Benefit** – Helpful or advantageous to the local community and/or the state.

**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.

**Sponsor** – The Entity that defines and pays for the work to be done (unless it's free). They generally own the land that will be worked on or are legally empowered to have work done on the land.

**APPENDIX M:**

**Greenhouse Gas Legislation**


**Assembly Bill No. 32**
https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=200520060AB32

**Assembly Bill No. 197**
https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201520160AB197

**Assembly Bill No. 398**
https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201720180AB398

**Assembly Bill No. 1532**
https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201120120AB1532

**Assembly Bill No. 1550**
https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201520160AB1550

**Senate Bill No. 32**
https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201520160SB32

**Senate Bill No. 535**
https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201120120SB535

**Senate Bill No. 1018**
https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201120120SB1018