



# California Conservation Corps and Certified Community Conservation Corps



## *Corps Consultation Process*

Applicants seeking funds for projects should consult with representatives of CCC AND CALCC (hereafter collectively referred to as Corps) to determine the feasibility of the Corps' participation. This process has been developed to help facilitate these consultation requests. **Both CCC and CALCC must be consulted prior to application submission.**

The Corps have developed the following consultation process:

Step 1: Applicants are encouraged to reach out to both Corps early in the process while developing project proposal(s) to determine how the Corps can be included. **Applicant prepares the Corps Consultation Review Document for submission to both CCC and CALCC** (see page 3).

Step 2: Applicant submits the completed document via email concurrently to CCC AND CALCC representatives:

California Conservation Corps representative:

Name: Andrea Gabriel

Email: [Prop68@ccc.ca.gov](mailto:Prop68@ccc.ca.gov)

Phone: (916) 341-3272

California Association of Local Conservation Corps representative:

Name: Cailin Jessup

Email: [Inquiry@Prop68CommunityCorps.org](mailto:Inquiry@Prop68CommunityCorps.org)

Phone: (916) 426-9170 x4

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

- (1) It is NOT feasible for CCC and/or Certified Community Conservation Corps services to be used on the project; or
- (2) It is feasible for CCC and/or Certified Community Conservation Corps services to be used on the project and identifying the aspects of the project that can be accomplished with Corps services.

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

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

- Step 4: Applicant submits grant application and Corps Consultation Review Document to Funder. If the Corps determine their participation is feasible, the applicant must describe the project components involving Corps in the application and provide an estimated budget for that component.
- Step 5: Funder reviews applications.

**NOTES:**

1. The Corps have determined that it is not feasible to use their services on projects that do not include field work. Projects without field work, such as acquisitions or planning and design projects with no field work, are exempt from the consultation process and do not need to submit the Corps Consultation Review Document to Funding Entities.
2. Applicants that have been awarded funds for projects where the Corps has determined Corps services can be used must thereafter work with either CCC or CALCC to develop a scope of work and enter into a contract with the appropriate Corps.



# California Conservation Corps and Certified Community Conservation Corps



## ***Corps Consultation Review Document***

Except for an exempted project, this Corps Consultation Review Document shall be completed by the applicant and California Conservation Corps and Certified Community Conservation Corps (hereafter collectively referred to as Corps) staff and must accompany applications whose project proposal indicated that the applicant intends to work with the Corps on the project. Please see the Corps Consultation Process, starting with Step 1 on Page 1 of this document.

Applicants for all planning or scientific studies projects must consult with both Corps if the project includes any field work (including but not limited to baseline studies, invasive plant removal, native plant propagation, mapping, and site maintenance). Only projects without field work are exempt from the consultation process and do not need to submit the Corps Consultation Review Document to Funding Entities.

### **To be completed by Applicant:**

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

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

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

**To be completed by Corps:**

1. This Consultation Review Document is being prepared by:
  - California Conservation Corps (CCC)
  - California Association of Local Conservation Corps (CALCC).
2. Applicant has submitted the required information by email to the California Conservation Corps (CCC) and California Association of Local Conservation Corps (CALCC):
  - Yes (applicant has submitted all necessary information to CCC and CALCC)
  - No (applicant has not submitted all information or did not submit information to both Corps)
3. After consulting with the project applicant, CCC and CALCC has determined the following:
  - It is NOT feasible for CCC and/or certified community conservation corps services to be used on the project
  - It is feasible for CCC and/or certified community conservation corps services to be used on the project and the following aspects of the project can be accomplished with Corps services:

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

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