

**California Department of Conservation
Solicitation Notice and Application for:
Local and Regional Planning Projects**

Pursuant To

**Proposition 68 Guidelines
Working Lands and Riparian Corridors Program**

FINAL

May 31, 2019



California
**Department of
Conservation**

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At-A-Glance

Program

The Department of Conservation is pleased to announce funding opportunities for Local and Regional Planning projects. This solicitation is made pursuant to the Department of Conservation's Working Lands and Riparian Corridors Program Guidelines approved on May 29, 2019. This solicitation specifies the eligibility and evaluation criteria, application process, grant award and grant administration processes for Local and Regional Planning projects funded under this program.

Critical Dates (proposed, subject to change)

Solicitation Notice and Application released —May 31, 2019

Applications due —July 31, 2019

Awards Announced—September 5, 2019

Contact for Questions

Department of Conservation

Division of Land Resource Protection

Virginia Jameson, Program Manager

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(916) 324-0868

Section 1: Introduction and Program Summary

Background

The Department of Conservation is pleased to announce funding opportunities for Local and Regional Planning projects. Funding for these projects is available from the California Drought, Water, Parks, Climate, Coastal Protection and Outdoor Access for All Act of 2018 (Proposition 68) through the Department of Conservation's Working Lands and Riparian Corridors Program. This solicitation specifies the eligibility and evaluation criteria, application process, and grant award and administration processes for Local and Regional Planning projects funded through the Working Lands and Riparian Corridors Program.

California leads the way on greenhouse gas emissions reductions and sound planning will advance those reductions further. This component of the Working Lands and Riparian Corridors Program is designed to assist local governments, regional governments, and planning organizations meet the planning requirements set forth in state law and the challenges of adopting land use plans and integrating strategies to transform communities and create long-term prosperity.

Working Lands and Riparian Corridors Program Guidelines

This solicitation is made pursuant to the Department of Conservation's Working Lands and Riparian Corridors Program Guidelines (Guidelines) approved on May 29, 2019. The Guidelines set forth the general requirements for projects funded through the Working Lands and Riparian Corridors Program. All projects funded under this solicitation must adhere to the requirements set forth in the Guidelines.

The terms of this solicitation shall control if there is a conflict with the Guidelines.

Funding Availability

\$950,000 is available through this solicitation for award for agricultural land conservation planning projects at the local or regional level. Funds not awarded under this solicitation maybe allocated to subsequent solicitations for planning projects or Land Trust Capacity and Project Development solicitation consistent with applicable laws, regulations and policies.

Objectives

Consistent with the Objectives set forth in the Working Lands and Riparian Corridors Program Guidelines (Guidelines), planning projects should achieve one or more of the following program objectives:

- Protect agricultural and working lands from conversion to more intensified uses
- Protect natural resources
- Support local governments achieving statewide objectives that
 - Reduce or avoid greenhouse gas emissions
 - Improve air and water quality
 - Promote public health
 - Increase infill and compact development
 - Revitalize urban and community centers
 - Reduce automobile usage and fuel consumption
 - Improve infrastructure systems
 - Promote water conservation
 - Promote energy efficiency and conservation

Natural and Working Lands Planning

While local governments and regional planning groups have developed or are in the process of developing plans and strategies to reduce greenhouse gas emissions, many have yet to include natural and working lands as part of their strategy. To optimize greenhouse gas reductions and public benefits across sectors, the Local and Regional Planning grants will support local and regional planner's efforts to integrate natural and working lands, specifically agricultural lands, in their planning documents.

TerraCount

TerraCount is a scenario planning tool developed by the Department of Conservation and the Nature Conservancy for use by cities, counties, districts, and other land use planners and decision-makers. TerraCount models the greenhouse gas and natural resource implications of different development patterns and management activities. TerraCount allows planners to evaluate the application of management activities including agricultural activities such as cover cropping, restoration activities such as riparian restoration, and avoided conversion such as avoided conversion of grazed land to cultivated land or agricultural land to development. TerraCount provides reporting for how these activities affect a suite of co-benefits.

Contacts

For questions about this solicitation please contact the Department of Conservation Working Lands and Riparian Corridors team by email to CFCP@conservation.ca.gov.

Section 2: Project Types, Eligible Grantees, Maximum Awards, and Eligible Costs

This section describes the eligible planning project types, the eligible applicants, maximum grant agreement term and maximum project award. Applicants may apply for funding for multiple project types. Applicants seeking to request funding for multiple project types should submit their request as one application.

The Department of Conservation will accept joint applications from multiple eligible applicants. A successful joint application will include meaningful, actionable, internal and external collaboration and demonstrate a commitment (such as match funding or memorandum of understanding) to the joint application from each participating eligible organization.

At least one eligible applicant for each project type is required, but not every member of a joint application needs to be eligible for each project type.

Project Types, Eligible Applicants and Maximum Awards

1. Climate Action Plans, Natural and Working Lands Component

Local governments, Native American Tribes, and special districts can help California meet its SB 32 targets through climate action planning. Climate action plans are comprehensive roadmaps that outline the specific activities that a planning agency will undertake to reduce greenhouse gas emissions.

Grants for this project will fund development of the natural and working lands component of a climate action plan. Agricultural land base conservation must be explicitly included in this plan.

Eligible applicants are counties, cities, other regional planning agencies, municipally owned special districts, resource conservation districts, water districts, other special districts and federally recognized California Native American tribe or nonfederally recognized California Native American tribe on the contact list maintained by the Native American Heritage Commission.

Grants for Climate Action Plans, Natural and Working Lands Component have a duration of two years. The maximum award is \$200,000.

2. Sustainable Communities Strategies, Natural and Working Lands Component

To support achievement of the State's greenhouse gas emissions reduction goals, initially set out in California Assembly Bill 32, and followed by Senate Bill 32, and related amendments, California established the Sustainable Communities and Climate

Protection Act. SB 375 incentivizes regional and local planning and building in ways that bring people and destinations closer together through low-carbon, alternative and convenient ways to get around. It requires regional metropolitan planning organizations in California to develop Sustainable Communities Strategies, or long-range plans, which align transportation, housing, and land use decisions in order to achieve greenhouse gas emissions reduction targets set by the California Air Resources Board.

Grants for this project type will fund the development of natural and working lands components of sustainable communities strategy plans. Grantees must assess important farmland and rangeland, among other natural and working lands categories, within their jurisdiction and develop indicators to monitor the conservation of these resources.

Eligible grantees are Councils of Governments, Municipal Planning Organizations, and Regional Transportation Planning Agency.

Grant agreements have a duration of two years. The maximum award is \$200,000.

3. General Plans, Agricultural Elements or Components

SB 732 (Stern, Ch. 434, Statutes of 2017) authorizes a city or county to develop an agricultural land element of a general plan or an agricultural land component of an open-space element. Cities and counties that opt to do so must meet certain requirements, including identifying and mapping the jurisdiction's agricultural lands; establishing a comprehensive set of goals, policies, and objectives to support the long-term protection of agricultural land; designating priority land for conservation; and establishing a set of feasible implementation measures designed to promote those goals, policies, and objectives.

Grants provided under this category will fund the activities necessary to develop and adopt an agricultural land element of a general plan or an agricultural land component of an open-space element that complies with the requirements of SB 732.

Eligible applicants are counties and cities.

Grant agreements have a duration of two years. The maximum award is \$200,000.

4. Specific Plans, Agricultural Conservation Priority Plans

Existing law does not require local governments to adopt agricultural conservation priority plans. While some local jurisdictions have adopted statements in general plans regarding agricultural conservation, few have regional specific plans that inventory and prioritize agricultural areas to conserve, or that specify other conservation strategies.

Grants provided under this category will fund local governments to develop agricultural conservation priority plans. These plans may take a variety of forms, including establishing land use policies that support agricultural conservation, adopting agricultural conservation easement purchasing programs, creating voluntary incentives to keep

agricultural lands in production, or adopting an agricultural economic development strategy.

Eligible applicants are counties, cities, other regional planning agencies, municipally owned special districts, resource conservation districts, water districts, other special districts, and federally recognized California Native American tribe or nonfederally recognized California Native American tribe on the contact list maintained by the Native American Heritage Commission.

Grant agreements have a duration of two years. The maximum award is \$200,000.

5. TerraCount Adoption

Grants for this project type will develop TerraCount to model the greenhouse gas and natural resource implications of different development matters and management activities within the grantees jurisdiction. Grant funded tasks include creating a GHG inventory of available carbon stocks and land-based greenhouse gas emissions within the jurisdiction, creating a baseline reference scenario, creating a complementary benefits assessment, and preparing a report detailing the TerraCount outputs.

Eligible applicants are counties, cities, Councils of Governments, Municipal Planning Organizations, resource conservation districts, other local and regional planning agencies, municipally owned special districts, water districts, other special districts and federally recognized California Native American tribe or nonfederally recognized California Native American tribe on the contact list maintained by the Native American Heritage Commission.

Grantees may apply for a TerraCount Adoption grant as a standalone project or in conjunction with other project types detailed below.

Grants for Terra Count Adoption have a duration of one year. The maximum award is \$100,000.

Eligible Costs

Eligible costs are direct costs incurred to complete the scope of work. These costs include:

- fully-burdened staff, stakeholder, contractor, and consultant costs related to the project
- operating costs related to the project.
- Administrative overhead of up to 20%

Only costs incurred during the grant agreement term will be reimbursed. All eligible costs must be supported by appropriate documentation.

Common examples of ineligible costs are:

- Costs that are not related to the funded project
- Costs that occur outside the Grant Agreement term
- Meals, incidentals, tips, per diems, or refreshments for meetings or travel
- Incentive/participation gifts or payments
- Out of state travel.

Disadvantaged Community Benefits

A minimum of 15% of combined grant awards must be used to serve severely disadvantaged communities, as described in the Guidelines.

Grant Agreement

The Department and Grantee will enter into a grant agreement substantially in the form of Appendix B. The grant term will be as stated in the project type description. With written justification and Department approval, the duration of a grant may be extended at the discretion of the Department.

Section 3: Application and Selection

Application Materials and Submission

The application template is provided in Appendix A and is available on the Department of Conservation's website <https://www.conservation.ca.gov/dlrp/grant-programs>. Applicants should familiarize themselves with the Guidelines and this solicitation notice prior to completing the application.

Please submit all required application materials via email to CFCP@conservation.ca.gov. Applications must be received by 11:59 p.m. on the date due. You will receive acknowledgement upon receipt of the application.

Due to the nature of planning projects, consultation with the California Conservation Corps is not necessary and priority will not be awarded for such consultation.

The schedule for this solicitation is provided in the "At-A-Glance" section of this solicitation. The schedule is subject to change.

Details, documents, and any other materials related to this program, such as applications, grant agreements, reports, expenditures, photos, etc., are public records that may be publicly released in accordance with the California Public Records Act (Cal. Gov. Code §§ 6250 et seq.).

Applications received by the deadline will be evaluated using the review process described in the Guidelines.

Below are the eligibility and selection criteria upon which each Local and Regional Planning application will be evaluated.

Eligibility Criteria

Below are the Eligibility Criteria upon which each proposal will be evaluated. Applications must receive a 'yes' on all eligibility criteria to be considered for funding under this solicitation.

Eligibility Criteria	
Applicant is an eligible applicant.	Y/N
The proposal presents an eligible project type.	Y/N

<p>The proposal does at least one of the following:</p> <ul style="list-style-type: none"> • Improves a community's ability to adapt to the unavoidable impacts of climate change; • Improves and protects coastal and rural economies, agricultural viability, wildlife corridors, or habitat; • Develops future recreational opportunities; or • Enhances drought tolerance, landscape resilience, and water retention 	Y/N
Application is complete and was received by the deadline.	Y/N

Selection Criteria

After confirming that the application is eligible, application reviewers will evaluate each project using the Selection Criteria outlined below.

Selection Criteria	Points
<p>Applicability to Program Objectives. The extent to which the application includes a clear description of the project's primary objectives, sufficient rationale to justify the project need, evidence that the application is based on the best available science relevant to the project, and alignment with the program objectives stated in these Guidelines and this solicitation.</p>	/10
<p>Project Outcomes – Significance of Benefits. The extent to which the application provides significant benefits relevant to the program, such as long-term protection of agricultural and working lands from conversion to more intensified uses, protecting natural resources, reduced or avoided greenhouse gas emissions, improved air and water quality, increased infill and compact development, and revitalized urban and community centers. In considering the significance of benefits identified, the Department may consider the extent of the documentation provided by the applicant relative to proposed benefits.</p>	/10
<p>Climate Change Considerations. The extent to which the application provides climate benefits. In considering the significance of the climate benefits provided by an application, the Department may compare the greenhouse gas emissions reduced or avoided, as well as the carbon sequestration benefits associated with the application against those of other applications received through this solicitation.</p>	/10

Project Serves Severely Disadvantage Community. The extent to which the application serves severely disadvantaged communities	/10
Consistency with and Implementation of Regional, State and Federal Plans. The extent to which the proposed project meets the goals of an adopted local, regional, state, or federal plan.	/5
Durability of Investment. The extent to which the benefits identified in the application are expected to last beyond the completion of the project. In considering the durability of benefits associated with an application, the Department of Conservation may evaluate the length of time the benefits are likely to last, as well as the type and extent of measures included in the application to ensure the durability of those benefits.	/5
Project Team Qualifications. The extent to which the application demonstrates that the project team has the qualifications, experience, and capacity to perform the proposed tasks.	/5
Schedule and Deliverables. The extent to which the proposed schedule demonstrates the sequence and timing of project tasks, milestones, and deliverables and is sufficiently detailed and reasonable.	/10
Project Readiness. The extent to which the application is likely to be completed within the grant agreement timeframe.	/5
Budget. The extent to which the proposed budget is appropriate for the work proposed, is cost effective, is sufficiently detailed to describe project costs.	/10
Cost Share. The extent to which the application leverages other federal, State, local, or private funding as match.	/5
Community Support and Collaboration. The extent to which the proposed project demonstrates stakeholder support for the project.	/10
Monitoring and Reporting. The extent to which the application demonstrates a clear and reasonable approach for monitoring, assessing, and reporting project milestones.	/5
Total proposal points/Total possible points	/100

Awarded Projects

Grants will be awarded in accordance with the process set forth in Section 4 of the Guidelines. All grants will be subject to the terms outlined in Section 5 and 6 of the Guidelines.

Appendix A: Grant Application

This is the application for Local and Regional Planning Project Grants under the Working Lands and Riparian Corridors Program. The grant application is composed of a Cover Sheet, Executive Summary, Application Question Responses, Work Plan, Budget, Project Area Map, and Resolution from Governing Body, and a Payee Data Record.

Applicants applying for the Priority/Strategic Planning project type must also submit Collaboration and Support Letters.

Prior to July 1, 2019, interested applicants may contact staff with questions pertaining to the application. The Department will post responses to all questions to the program website by July 8, 2019.

Application instructions

- Each application must contain all of the materials listed in the checklist below.
- Materials should be presented in the order indicated on the checklist.
- Please complete all materials using an easy-to-read font, 11 point or larger.
- In the header or footer of each page of the application, applicants must include: (1) name of applicant and (2) sequential page numbers.
- Materials not specifically requested (e.g., press clippings or brochures) will not be considered during the evaluation.

<input type="checkbox"/>	1. Cover Sheet
<input type="checkbox"/>	2. Executive Summary
<input type="checkbox"/>	3. Application Questions
<input type="checkbox"/>	4. Work Plan
<input type="checkbox"/>	5. Budget
<input type="checkbox"/>	6. Project Area Map
<input type="checkbox"/>	7. Authorizing Resolution from Governing Body

1. Cover Sheet

Project Information	
Project Title	
Applicant Name	
Department/Office	
Federal Employer ID Number	
Mailing Address	
Project(s) Proposed	
Project Location (County and/or City)	
Grant Request Amount	\$
Matching Funds	\$
Matching Funds Sources	\$
Total Estimated Project Cost	\$
Contact Person	
Title	
Phone Number	
Email Address	

* Matching funds are not a requirement of the grant but will be used to evaluate the application in accordance with the cost share line in Table 2, Selection Criteria.

2. Executive Summary

This section (**2-page** maximum) will provide a brief overview of:

- Describe the planning project(s) being proposed.
- Why the proposed project is an appropriate planning project for protecting natural and working lands, specifically agricultural lands, in your jurisdiction.
- Who are participating stakeholders and how will they be incorporated into the plan.
- Any critical deadlines.

3. Questions

The questions below are designed to solicit specific facts regarding the proposed project. Please respond to all questions in the order listed and clearly label each question and answer. Points will be attributed to each section and not to individual questions. If a question does not apply to your proposed work, indicate that it is not applicable ("N/A"). Please limit your response to seven (7) pages

- A. Describe the proposed planning project(s). Which project type is being proposed? Describe the natural and working lands base, specifically agricultural land, within the project's boundaries. Explain why and to what extent agricultural land is being converted to other uses within project's boundaries and to what extent those conversion risks are expected to continue. How will the proposed project address those conversion risks? What is the project's outcome and what benefits will arise from the project?
- B. What are the project's primary objectives and how does those objectives relate to the Working Lands and Riparian Corridors Program Objectives, the Local and Regional Planning grant objectives, and the statutory and policy objectives identified for the project type proposed?
- C. Describe how the proposed project contributes to climate change adaptation? If greenhouse gas emissions are likely to be reduced or avoided by the project, how will such reductions or avoidances be quantified?
- D. Describe how the proposed project will complement other regional, state and federal plans. Identify the plan and specify which goals, objectives, priority action(s), etc. will be furthered by the project and provide a brief basis for that determination.

- E. How will the project's outcomes be implemented and made durable? Over what period is the proposed plan expected to be effective?
- F. Describe your experience developing and implementing similar projects. Do you have the internal resources and capacity to complete the proposed work or will consultants or contractors be required? Do you have the professional staff qualified to develop and successfully implement the proposed project? If not, please describe how you will acquire this expertise.
- G. What stakeholders and partners are expected to participate in the project? How will stakeholders, partners and the community be engaged in preparing the plan and kept abreast of planning activities?
- H. Will the Project serve disadvantaged communities or severely disadvantaged communities? Please provide sufficient detail about the disadvantaged community or severely disadvantaged community, and provide documentation supporting how the project serves that community. Documentation supporting how the project serves the community may include letters or emails of support from local community-based organizations and/or residents supporting the proposed project, public comments from meetings attended by local residents and/or community groups supporting the proposed project, or other documentation that demonstrates the proposed project addresses a community need. Documentation will not apply to the 7-page limit.

4. Work Plan

Applicants must provide a detailed work plan that specifies the tasks, sub-tasks, and deliverables that will be performed, including a schedule and cost estimates. The cost estimate and schedule should be of sufficient detail to allow assessment of the applicant's progress through the work plan at regular intervals. The work plan will be a component of the Grant Agreement if the project is awarded funding.

TASK 1	Timeline [Start and End Date]	Total Requested Grant Funds
Subtask A: Subtask B: Subtask ...: Performance Measures: [any appropriate deliverables, metrics, milestones]		\$
TASK 2		
Subtask A: Subtask B: Subtask ...: Performance Measures:		\$
TASK 3		
Subtask A: Subtask B: Subtask ...: Performance Measures:		\$
TASK 4...		
Subtask A: Subtask B: Subtask ...: Performance Measures:		\$
	GRAND TOTAL	

5. Budget

This section will identify the total estimated project cost using the budget table below. The total estimated cost should be broken down to clearly delineate grant funds

requested and any match funding. Additional rows may be added to each section as appropriate. The budget will be a component of the Grant Agreement if the project is awarded funding. All costs must comply with the Guidelines.

PERSONNEL <i>(including staff, contractors, and consultants)</i>	Hourly Rate/ Unit Cost	Number of hours/units	Task 1	Task 2	Task...	Program Request	Match Funding	Total Funding
		Subtotal	\$	\$	\$	\$	\$	\$
OUTREACH COSTS								
		Subtotal	\$	\$	\$	\$	\$	\$
EDUCATION/TRAINING								
		Subtotal	\$	\$	\$	\$	\$	\$
TRAVEL COSTS								
		Subtotal	\$	\$	\$	\$	\$	\$
ADMINISTRATIVE COSTS (maximum of 20% of grant)								
Example: Office space (prorated)								
Example: Supplies								
Example: Legal or Management staff								
		Subtotal	\$	\$	\$	\$	\$	\$
		TOTAL	\$	\$	\$	\$	\$	\$

6. Project Area Map

Applicants must provide a map or image depicting the area to be covered by the proposed plan. The map should generally depict the area, including the extent of its agricultural resources, urban and/or rural land uses, and any ancillary map data to support the need for the project. Maps or images must print into an 8 ½" x 11" piece of paper.

Geographic information system (GIS) data or Google Earth (.kmz) files may be submitted along with digital map products.

7. Authorizing Resolution from Governing Body

Applicants must submit a signed Resolution of Support adopted by the entity's governing body that evidences authority to submit the application and, if awarded funding, to enter into and perform under the terms of the template Grant Agreement (Appendix B).

The resolution must:

- Authorize the submittal of the grant application for a Local and Regional Planning Grants Program.
- Certify that the Applicant understands the assurances and certification in the application,
- Authorize entrance into a grant agreement with the Department for the project and accept the template terms and conditions, if the project is awarded funding.
- Authorize a designated individual to, as agent, accept the award of grant funding and to execute tasks, such as signing documents, related to the application, grant agreement, payment requests, and so on if the project is awarded funding.

Appendix B: Grant Agreement Template

State of California - Department of Conservation GRANT AGREEMENT DOC6 (new 12/18)	GRANT AGREEMENT NUMBER: FISCAL NUMBER:
1. This Grant Agreement is entered into by and between the Department of Conservation ("Department") and ("Grantee")	
2. The Grant Agreement Term is: From _____ through _____ (Or upon execution of this Grant Agreement by both parties, whichever is later)	
3. The maximum amount of this Grant Agreement is: \$ _____	
4. Signing this Grant Agreement means that Grantee agrees to comply with the terms and conditions of the following exhibits which are part of the Grant Agreement:	
Exhibit A, Scope of Work	3 Pages
Attachment 1: Authorized Signatory Form	1 Page
Attachment 2: Work Plan	1 Page
Attachment 3: Final Report	1 Page
Exhibit B, Budget Detail and Payment Provisions	3 Pages
Attachment 4: Budget Detail Worksheet	1 Page
Attachment 5: Invoice	2 Pages
Attachment 6: Invoice Dispute Notification Template	1 Page
Exhibit C, General Terms and Conditions	2 Pages
Exhibit D, Special Terms and Conditions	4 Pages
Exhibit E, Award Letter	1 Page
Exhibit F, Guidelines	1 Page
Exhibit G, Solicitation	1 Page
IN WITNESS WHEREOF, this Grant Agreement has been executed by the Parties hereto.	
GRANTEE	
GRANTEE'S NAME	
BY (<i>Authorized Signature</i>)	DATE SIGNED
PRINTED NAME AND TITLE OF PERSON SIGNING	
ADDRESS	
STATE OF CALIFORNIA	
Agency Name: Department of Conservation	
BY (<i>Authorized Signature</i>)	DATE SIGNED
PRINTED NAME AND TITLE OF PERSON SIGNING	
ADDRESS	

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Exhibit A, Scope of Work

1. Land Trust Capacity and Project Development Program Background

California leads the way on greenhouse gas emissions reductions and sound planning will advance those reductions further. This component of the Working Lands and Riparian Corridors Program is designed to assist local governments, regional governments, and planning organizations meet the planning requirements set forth in state law and the challenges of adopting land use plans and integrating strategies to transform communities and create long-term prosperity.

Funding for this Grant is available from the California Drought, Water, Parks, Climate, Coastal Protection and Outdoor Access for All Act of 2018 (Proposition 68), which allocated \$20 million to the Department to protect, restore, or enhance working lands and riparian corridors through conservation easements or other conservation actions.

2. The Project is Defined by the Application and Award Letter

The Department released the final Proposition 68 Guidelines Working Lands and Riparian Corridors Program (Exhibit F) (Guidelines) and Solicitation Notice and Application for Local and Regional Planning Projects (Solicitation) on May 31, 2019. In accordance with the Guidelines, Grantee applied and the Department awarded a grant to fund the project described in the application, subject to any conditions contained within the Award Letter (Exhibit E). This will be referred to as the "Project" throughout this Agreement.

3. Authorized Signers

The Department Director or designee is authorized to sign this Grant Agreement and grant-related documents on behalf of the Department.

Grantee's Authorized Signatory or designee is authorized to sign this Grant Agreement and grant-related documents as shown in the Authorized Signatory Form (Attachment 1).

Grantee must keep Authorized Signatory Forms up to date. Within seven (7) working days of any change to the authorized signatory or to the delegated authorized signatory, Grantee shall notify the Department in writing of the change. The written notice shall be sent as an electronic mail (email) attachment to be filed with the Grant Agreement.

4. Project Representatives

The project representatives are the contact people for the Department and Grantee. The project representatives during the term of this Grant Agreement are:

Department

Name	Title	Phone Number	Email
TBD	Grant Manager*	TBD	TBD

* Unless otherwise stated within this Grant Agreement, all correspondence and documents to the Department of Conservation will be sent to the Grant Manager as described in Document Submission (Exhibit A, Section 6).

Grantee

Name	Title	Phone Number	Email

Department and Grantee must keep the Project Representative(s) up to date. Any changes to the Project Representatives by either Grantee or Department shall be made by providing seven (7) working days advance written notice to the other party. The written notice shall be sent as an electronic mail (email) attachment to be filed with the Grant Agreement.

5. Grantee Responsibilities

Grantee is responsible for:

- A. Using grant funds only as intended for the Project.
- B. Completing work on time and within budget. This includes meeting all milestones and deliverables, as described in the Work Plan (Attachment 2) and in accordance with the Budget Detail Worksheet (Attachment 4), unless otherwise agreed to by all parties through the amendment process described in Exhibit B, Section 7.
- C. Submitting invoices for reimbursement using the Invoice (Attachment 5) template, including any supporting documents.
- D. Submitting a final report with the last invoice, using the Final Report template (Attachment 3).
- E. Complying with all terms and conditions of this Grant Agreement, including all incorporated documents.

- F. Complying with statutes, rules, and regulations applicable to this Grant Agreement.
- G. Maintaining an accounting system that accurately reflects all fiscal transactions and provides accounting information, retaining all records and required documents as specified in Exhibit C, Section 4, and providing all required documents during an audit, as specified in Exhibit C, Section 5.

6. Document Submission

A. Electronic Mail

When this Grant Agreement requires Grantee to give invoices, reports, or other documents to the Department, Grantee must use email unless this Grant Agreement specifically requires that the document be sent by mail. All email must contain the Grant Agreement number and Grantee's name in the subject line.

B. Mail Service/Courier Service

Correspondence and documents submitted through mail, certified mail, or courier service must use the following address:

Department of Conservation
Division of Land Resource Protection
Attn: [Grant Manager]
801 K Street, 14th Floor, MS 14-15
Sacramento, CA 95814

7. Reporting Requirements

When the Project is completed, Grantee must submit a Final Report with the last invoice. To complete and submit the Final Report:

- A. Submit the Final Report with the last invoice. If Grantee does not submit the Final Report with the last invoice, then the last invoice will be considered incomplete and returned following process specified in Exhibit D, Section 5.
- B. Use the Final Report Template, which is attached as Attachment 3.
- C. Make sure the Final Report is signed by the person authorized to sign on the most current Authorized Signatory Form (Attachment 1).
- D. Put enough detail in the Final Report to show that Grantee fulfilled the terms of the Grant Agreement and should be paid for completing the project.

Attachment 1: Authorized Signatory Form

I hereby verify that I am an authorized Grantee representative and signatory and, as such, can sign and/or delegate authorization to sign and bind Grantee as it relates to the above-referenced Grant Agreement and grant related documents.

Grantee Authorized Signatory:

Name: _____
(Type or Print Name)

Title: _____

Signature: _____

Date: _____

Delegated Authorized Signatories:

1. **Name:** _____
(Type or Print Name)

Title: _____

Signature: _____

Date: _____

Document(s) Authorized to sign: All Grant Related Documents **or** Grant Agreement

- Grant Amendments Budget Amendments Reports
 Invoices Other _____

2. **Name:** _____
(Type or Print Name)

Title: _____

Signature: _____

Date: _____

Document(s) Authorized to sign: All Grant Related Documents **or** Grant Agreement

- Grant Amendments Budget Amendments Reports
 Invoices Other _____

Attachment 2: Work Plan

[Work plan submitted with the application, subject to any changes based on the award letter, will be inserted in the final grant agreement]

Attachment 3: Final Report

Final Report	Date Submitted:
Grantee Name:	Grant Number:
Project Name:	

1. Based on your experiences with this grant program, please provide feedback about how the Department can improve future grant programs.
2. Briefly summarize the Project's results and outcomes, including how the goals and objectives were accomplished, findings or conclusions, and planned or potential future projects that may result from the Project. Include a list of other sources of funding that were secured, directly or indirectly, through this Project.
3. Describe and explain any differences between the planned results, as listed in the Work Plan (Attachment 2 to the Grant Agreement), and the actual results. Include a discussion of any problems, barriers, or issues that occurred during the Project, corrective actions taken, and the outcomes.
4. Explain any plans to continue funding for the Project, and/or to expand, modify, or replicate the Project.
5. Attach any relevant documents to this report. If the documents cannot be sent electronically, notify the Grant Manager.

I certify that this Final Report is accurate and that this project complies with the Agreement. I further certify that any expenditure discussed in this report is allowed under the Agreement and that all funds were expended for the purposes of this Project.

Agreement and that all funds were expended for the purposes of this Project.

Name: _____ **Title:** _____
 _____ (Type or Print Name)

Signature: _____ **Date:** _____

Exhibit B, Budget Detail and Payment Provisions

1. Payment

- A. To receive payments of grant funds, Grantee must submit an invoice. Advance payments are not permitted under this Grant Agreement except for projects that serve a disadvantaged community or severely disadvantaged community. Pursuant to Public Resources Code section 80030, for grants awarded for projects that serve a disadvantaged community, the Department may provide advanced payments in the amount of 25 percent of the grant award to the recipient to initiate the project in a timely manner.
- B. Upon receipt and approval of an itemized invoice and required supporting documentation, the Department agrees to reimburse Grantee for actual expenditures for tasks completed, in accordance with the rates specified in the Budget Detail Worksheet (Attachment 4).
- C. The Department may withhold final payment until all terms of the Grant Agreement have been satisfied.
- D. Payment shall be made within forty-five (45) days upon receipt and approval of an invoice. Failure to comply with requirements may result in non-payment or delayed payment.
- E. For cost principles, see Exhibit B, Section 5.

2. How to Submit Invoices

- A. Send the invoices to the Grant Manager by email. Include the Grant Agreement number and Grantee's name in the subject line.
- B. Send invoices regularly, to keep getting paid. Except for authorized advanced payments, Grantee shall submit invoices no more frequently than monthly, in arrears, to the Grant Manager.
- C. A request for payment shall consist of:
 - i. The Invoice (Attachment 5) on official letterhead and signed by the Authorized Signatory, or authorized designee on file with the Department (Exhibit A, Section 3), certifying the expenditures are for actual expenses for the tasks performed under this Grant Agreement.
 - ii. Each cost category and task must correspond to a cost category and task identified in the Budget Detail Worksheet (Attachment 4).
 - iii. Supporting documentation for reimbursement of expended funds. Supporting documentation for advance funds include cost estimates for performance of specified tasks within the Work Plan.
- D. If Grantee receives advanced funds, it will report monthly:
 - i. Eligible costs incurred and paid from advance funds and include supporting documentation (e.g., timesheets, activity logs, cancelled checks). Each cost

must correspond to a category and task identified in the Budget Detail Worksheet (Attachment 4)

- ii. Certification that the expenditures were for actual expenses for the tasks performed under the Grant Agreement.
 - iii. Remaining total of advance funds on hand.
- E. Supporting documentation (e.g., timesheets, activity logs, cancelled checks) for matching funds does not need to be submitted to the Department but should be retained by Grantee in the event of an audit (Exhibit C, Section 5).
- F. At any time, the Department may request hard copies of invoices, reports, supporting documentation, and evidence of progress.

3. Invoice Dispute

In the event of an invoice dispute, see Exhibit D, Section 5.

4. Budget Contingency Clause

- A. If the Budget Act of the current year and/or any subsequent years covered under this Grant Agreement does not appropriate sufficient funds for the program, this Grant Agreement shall have no further force nor effect. In this event, the Department shall have no liability to pay any funds whatsoever to Grantee or to furnish any other considerations under this Grant Agreement, and Grantee shall not be obligated to perform any provisions of this Grant Agreement.
- B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the Department shall have the option to either cancel this Grant Agreement with no liability occurring to the Department or offer an amendment to reflect the reduced amount.

5. Cost Principles

- A. All costs to be reimbursed must be consistent with the Guidelines (Exhibit F) and Solicitation (Exhibit G).
- B. All costs to be reimbursed must be reasonable, as defined in the Guidelines (Exhibit F) and Solicitation (Exhibit G).
- C. Only direct staff costs administrative costs totaling no more than twenty percent (20%) of the total grant award are eligible for reimbursement.
- D. The Department will reimburse Grantee only for actual expenses incurred during the orientation and the term of this Grant Agreement, as specified in the Budget Detail Worksheet (Attachment 4). Except for approved costs related to the orientation, any costs incurred outside of the Grant Agreement term are not eligible for reimbursement.
- E. Grantee shall place advance funds in a separate interest-bearing account, setting up and identifying such account prior to the advance. Interest earned on advances must be used solely on the Project. Unless spent on approved costs, the grant amount will be reduced by the amount of the interest earned.

Unused advances and interest will be returned to the Department within 30 days of completion of the Project or termination of the agreement.

6. Travel Reimbursement

Travel expenses directly related to the performance of this Grant Agreement will be subject to the State of California travel reimbursement rates in effect during the term of this Grant Agreement.

- A. The Department will only reimburse for actual expenditures incurred for in-state travel as specified in the Guidelines ([Exhibit F](#)) and Solicitation ([Exhibit G](#)).
- B. Grantee shall maintain, and submit upon request, detailed travel records and supporting documents (e.g., travel request and approval forms, expense claims, invoices, receipts for lodging and transportation) showing the date and purpose of the grant-related travel, destination, and, in the case of travel by automobile, the number of miles driven.
- C. Grantee shall ensure travel costs are included in the Budget Detail Worksheet ([Attachment 4](#)) and are tied to tasks and deliverables in the Work Plan ([Attachment 2](#)).
- D. Grantee and any person traveling pursuant to this Grant Agreement shall indemnify and hold harmless the Department and State of California for any liabilities resulting from such travel.

7. Budget Modifications

- A. Grantee must keep the [Budget Detail Worksheet](#) up to date.
- B. Changes up to twenty percent (20%) between tasks shall be made by providing written notice with or before submission of an invoice. If submitted before the invoice, the written notice shall be sent as an electronic mail (email) attachment to be filed with the Grant Agreement.
- C. Changes to the Budget Detail Worksheet of up to twenty percent (20%) between tasks, see [Exhibit B, Section 8](#).

8. Amendments

- A. This section applies to any changes to this Grant Agreement, excluding the following:
 - a. Changes to the Authorized Signatory Form ([Attachment 1](#)). For changes to the Authorized Signatory Form see [Exhibit A, Section 3](#).
 - b. Changes to project representatives, see [Exhibit A, Section 4](#).
 - c. Changes to the Budget Detail Worksheet of up to twenty percent (20%) between tasks, see [Exhibit B, Section 7](#).
- B. Except as otherwise specified, Grantee must request and obtain prior written approval before any change (amendment) to this Grant Agreement is valid.
- C. Request for amendments must:

- i. Be prepared, in writing, on official letterhead and signed by the Authorized Signatory or designee on file with the Department.
 - ii. Be submitted to the Grant Manager at least two (2) months prior to when the amendment is needed.
 - iii. Include the Grant Agreement number, a detailed explanation of the proposed amendment, reason for the amendment, and the effect of not approving the request.
 - iv. Include a copy of the document(s) requested for amendment that shows the requested changes.
- D. The Grant Manager will respond in writing within fifteen (15) working days from receipt of request to approve or deny the request for amendment, including the reason for the decision.
- E. The Grant Manager will process amendments within thirty (30) days of the approval date. The amendment will not be in effect until both parties have signed the Grant Agreement amendment.

Attachment 4, Budget Detail Worksheet

[Budget detail worksheet submitted with the application, subject to any changes based on the award letter, will be inserted in the final grant agreement]

Attachment 5, Invoice

Department of Conservation
 Division of Land Resource Protection
 Email required invoice documents to: Grant Manager

Date: _____

Invoice Number:	
Grantee Name:	Grant Number:
Project Name:	
Invoice Period	(Start Date) (End Date)

Cost Category	Task #1	Task #2	Task #3	Task #4	Total
Staff					
Current Total					
Cumulative Total					
Allocated Total					

Cost Category	Total
Administration (not to exceed 20%)	
Travel	
Cumulative Total	
Allocated Total	

Work Plan Task #	Description of Work Completed
	<i>Please refer to specific deliverables in the Budget and Work Plan.</i>

Status Update			
Work Plan Task #	On Schedule (Y/N)	Within Budget (Y/N)	Corrective Plan or Action, if needed

CERTIFICATION: By my signature below, I certify that I have full authority to execute this payment request on behalf of Grantee. I declare under penalty of perjury, under the laws of the State of California, that this invoice for reimbursement, and any accompanying supporting documents, are true and correct to the best of my knowledge, and all disbursements have been made for the purposes and conditions as outlined in the Grant Agreement.

Print Name:	Print Title:
Signature:	Date:

Attachment 6, Invoice Dispute Notification

GRANTEE ADDRESS		INVOICE DATE
		INVOICE NUMBER
		INVOICE AMOUNT \$
		DATE INVOICE RECEIVED
		GRANT AGREEMENT NUMBER

The invoice referenced above is disputed for the following reasons:

- | | |
|--|--|
| <input type="checkbox"/> Request reimbursement for expenses not in the Budget Detail | <input type="checkbox"/> Invoiced for indirect cost reimbursement |
| <input type="checkbox"/> Invoiced for incidental costs or travel costs outside of CA | <input type="checkbox"/> Work performed prior to the Grant start or end date |
| <input type="checkbox"/> Insufficient evidence of progress made or task completion | <input type="checkbox"/> Invoice submitted without using required templates |
| <input type="checkbox"/> Insufficient supporting document for reimbursement | <input type="checkbox"/> Progress Report or Final Report not included with invoice |
| <input type="checkbox"/> Invoice not submitted by 5:00 p.m. on the required due date | <input type="checkbox"/> Request reimbursement through another funding source |
| <input type="checkbox"/> Other not listed above: | |

Comments:

THIS NOTIFICATION IS A FOLLOW UP TO A PHONE CONVERSATION WITH THE GRANTEE OR DESIGNEE WHOSE NAME APPEARS BELOW.

NAME	DATE OF CONVERSATION
------	----------------------

IF YOU HAVE ANY QUESTIONS REGARDING THIS DISPUTE, CONTACT:

NAME	TELEPHONE NUMBER (include Area Code)
------	--------------------------------------

RETURN A COPY OF THIS NOTIFICATOIN WITH THE CORRECTED INVOICE TO:	STATE OF CALIFORNIA USE ONLY	
	DATE DISPUTE RESOLVED	INITIALS
	RESOLUTION	

Exhibit C, General Terms and Conditions

1. Approval

This Grant Agreement is of no force or effect until signed by both parties. Grantee may not commence performance until such approval has been obtained.

2. Amendment

No change to this Grant Agreement shall be valid unless made in accordance with Exhibit A, Section 3 or 4, or Exhibit B, Section 7. No oral understanding or change not incorporated in this Grant Agreement is binding on any of the parties.

3. Assignment

This Grant Agreement is not assignable by Grantee, either in whole or in part, without the consent of the Department in the form of an amendment.

4. Records Retention

- A. Grantee shall establish an official file containing adequate documentation of all actions taken with respect to the Project, including copies of the Grant Agreement, changes, amendments, letters, email correspondence, financial records, and required reports for a minimum of four (4) years following the final payment of funds or until completion of any action and resolution of all issues which may arise as a result of an audit, whichever is later.
- B. Grantee shall adequately protect all records, physical and electronic, from loss, damage, or destruction during the four (4) year retention period.

5. Audit

- A. Grant funded projects are subject to audit by the State of California during the grant term and for up to four years following the termination of the grant agreement. Grantee agrees that the Department, Department of Finance, Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Grant Agreement. The audit may consist of examining and auditing pertinent books, documents, papers, and records including financial transactions and supporting documents, general accounting systems, internal controls, management practices, policies, and procedures pertaining to the performance of this Grant Agreement.
- B. At any time, the Department, Department of Finance, Bureau of State Audits, or their designated representative may request to review Grantee's records to ensure proper grant management. Grantee shall be given advance notice when the grant-funded Project is selected for an audit or review by the Department, Department of Finance, Bureau of State Audits, or their designated representative. Grantee agrees to allow the auditor(s) access to such records during normal business hours, excluding State of California holidays, and to allow interviews of any employees who might reasonably have information related to such records. Further, Grantee agrees to include a similar right of the

Department to audit records and interview staff in any subcontract related to performance of this Grant Agreement in accordance with Government Code section 8546.7. Grantee shall comply with the above and be aware of the penalties for violations of fraud and for obstruction of investigation as set forth in Public Contract Code section 10115.10.

6. Indemnification

Grantee agrees to indemnify, defend, and hold harmless the State of California, its officers, agents, and employees from any and all claims and losses accruing or resulting to any and all Grantees, partners, subcontractors, suppliers, laborers, and any other person, firm, or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Grant Agreement, and from any and all claims and losses accruing or resulting to any person, firm, or corporation who may be injured or damaged by Grantee in the performance of this Grant Agreement.

7. Disputes

Grantee shall continue with the responsibilities under this Grant Agreement during any dispute.

8. Independent Grantee

Grantee, and the agents and employees of Grantee, in the performance of this Grant Agreement, shall act in an independent capacity and not as officers, employees, or agents of the Department.

9. Non-Discrimination Clause

During the performance of this Grant Agreement, Grantee and its subcontractors shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of race, color, ancestry, national origin, religion, creed, age (over 40), mental disability, physical disability, sex, gender (including pregnancy, childbirth, breastfeeding, or related medical conditions), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, and military and veteran status. Grantee and subcontractors shall ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Grantee and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code § 12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Grant Agreement by reference and made a part hereof as if set forth in full. Grantee and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Grant Agreement.

Grantee shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under this Grant Agreement.

10. Timeliness

Time is of the essence in this Grant Agreement. The Department and Grantee will work collaboratively to ensure this Grant Agreement is administered in a timely fashion.

11. Governing Law

This Grant Agreement is governed by and shall be interpreted in accordance with the laws of the State of California.

12. Unenforceable Provision

If any provision of this Grant Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Grant Agreement have force and effect and shall not be affected thereby.

Exhibit D, Special Terms and Conditions

1. Compliance with Laws and Regulations

By signing this Grant Agreement, Grantee certifies that it shall comply fully with all applicable federal, state, and local laws, ordinances, regulations, and permits and shall secure any new permits required by authorities having jurisdiction over the Project(s), and maintain all presently required permits. Grantee shall ensure that any applicable requirements of the California Environmental Quality Act are met in order to carry out the terms of this Grant Agreement.

2. Subcontractors

The Department's contractual relationship is with Grantee, and not any of its subcontractors. Grantee is entitled to make use of its own staff and subcontractors, as identified in the Budget Detail Worksheet (Attachment 4), and will comply with its own competitive bidding and sole sourcing requirements for subcontracts that arise out of or in connection with this Grant Agreement. Grantee shall manage, monitor, and accept responsibility for the performance of its own staff and subcontractors, and will conduct Project activities and services consistent with professional standards for the industry and type of work being performed under this Grant Agreement.

Nothing contained in this Grant Agreement or otherwise, shall create any contractual relation between the Department and any subcontractors, and no subcontract shall relieve Grantee of its responsibilities and obligations hereunder. Grantee agrees to be as fully responsible to the Department for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by Grantee. Grantee's obligation to pay its subcontractors is an independent obligation from the Department's obligation to make payments to Grantee. As a result, the Department shall have no obligation to pay or to enforce the payment of any moneys to any subcontractor.

3. No Third-Party Beneficiaries

This Grant Agreement is not intended for the benefit of any person or entity other than the parties, and no one other than the parties themselves may enforce any of the rights or obligations created by this Grant Agreement.

4. Project Monitoring and Oversight

Project monitoring and oversight is essential to ensure the Project stays within scope and is completed on schedule and within budget in accordance with this Grant Agreement.

5. Dispute Resolution

A. Invoice Disputes

- i. In the event of an invoice dispute, the Grant Manager will notify Grantee by phone and follow up in writing using the Invoice Dispute Notification Template (Attachment 6) within ten (10) working days of receipt of the disputed invoice.
- ii. During the dispute, both parties shall deal in good faith to resolve the dispute. Grantee shall continue to meet its responsibilities and obligations under the terms of this Grant Agreement.
- iii. If Grantee contests the decision made by the Grant Manager, Grantee shall submit a written "Notice of Dispute" on official letterhead, according to Subsection C below.

B. General Disputes

- i. In the event of a dispute unrelated to the dispute of an invoice, Grantee shall first attempt to resolve the dispute with the Grant Manager.
- ii. Both parties shall deal in good faith and attempt to resolve the dispute informally.
- iii. Grantee shall continue to meet its responsibilities and obligations under the terms of this Grant Agreement during a dispute.
- iv. If Grantee contests the decision made by the Grant Manager, Grantee shall submit a written "Notice of Dispute" on official letterhead, according to Subsection C below.

C. Contesting a Dispute Decision

- i. If Grantee contests a decision made by the Grant Manager, Grantee may submit a written "Notice of Dispute" on official letterhead. The "Notice of Dispute" shall include:
 - The Grant Agreement number
 - A complete description of the basis for the dispute
 - Legal authority or pertinent facts, supporting arguments and documentation
 - Action requested for resolution

The "Notice of Dispute" shall be sent to:

Department of Conservation
Division of Land Resource Protection
Attn: Division Director
801 K Street, 14th Floor, MS 14-15
Sacramento, CA 95814

- ii. Within 30 days after receipt of the "Notice of Dispute," the Division Director shall review the dispute and submit a written decision to Grantee, which shall include:
 - The decision made
 - An explanation for the decision
 - Whether the decision shall be conclusive and binding or can be appealed and the steps to take to appeal the decision

6. Termination

- A. Completion of Project. This Grant Agreement shall terminate upon completion of the project and payment of the last invoice.
- B. Early Termination. Either Party may terminate this Grant Agreement upon thirty (30) days advance written notice by certified mail to the other Party. The notice shall specify the reason for early termination and may permit Grantee or Department to rectify any deficiency(ies) prior to the early termination date.

7. Waiver of Rights

- A. Grantee waives any and all rights to any type of express or implied indemnity or right of contribution from the Department, its officers, agents, or employees for any liability arising from, growing out of, or in any way connected with this Grant Agreement.
- B. Grantee waives all claims and recourses against the Department, including the right to contribution for loss or damage to persons or property arising from, growing out of, or in any way connected with or incident to this Grant Agreement, except claims arising from the gross negligence of the Department, its officers, agents, and employees.
- C. None of the provisions of this Grant Agreement shall be deemed waived unless expressly waived in writing.

8. Insurance Requirements

- A. Grantee that is a governmental organization may provide evidence of self-insurance to satisfy this requirement.
- B. If Grantee is not a governmental organization or is unable to provide evidence of self-insurance, then it shall obtain and keep in force for the term of this Agreement the following insurance policies that cover any acts or omissions of Grantee, its subcontractors, or its employees engaged in the provision of service specified in this Agreement:
 - i. Workers' Compensation Insurance in an amount of not less than \$1,000,000 in accordance with the statutory requirement of the State of California (California Labor Code § 3700 et seq.).
 - ii. Commercial general liability insurance in an amount of not less than \$1,000,000 per occurrence for bodily injury and property damage combined.

- iii. Motor vehicle liability with limits not less than the amounts below for combined single limit per accident. Such insurance shall cover liability arising out of a motor vehicle including owned or hired, and non-owned motor vehicles.
 - 7 or fewer passengers: \$1,000,000
 - 8-15 passengers: \$1,500,000
 - 16+ passengers: \$5,000,000
- C. The State of California, its officers, agents, and employees are included as additional insured, but only with respect to work performed for the State of California under this Grant Agreement. The additional insured endorsement must accompany the certificate of insurance.
- D. Grantee shall submit proof of insurance documents referencing this Grant Agreement number to the Department electronically within thirty (30) days of signing this Grant Agreement.
- E. Grantee shall notify Department in writing within five (5) working days of any cancellation, non-renewal, or material change that affects required insurance coverage.
- F. Grantee shall submit proof of new or updated policy based on insurance requirements within thirty (30) days of policy cancellation or substantial policy change. Failure to provide proof of insurance may result in termination of this Grant Agreement.

9. Stop Work

If it is determined, at the sole discretion of the Department, that Grantee is not meeting the terms and conditions of this Grant Agreement, immediately upon receiving a written notice through certified mail from the Department to stop work, Grantee shall cease all work under this Grant Agreement. The Department has the sole discretion to determine that Grantee meets the terms and conditions after a stop work order, and to send through certified mail a written notice to Grantee to resume work under this Grant Agreement.

10. Publicity

Grantee agrees that it will acknowledge the Department's support whenever activities or projects funded, in whole or in part, by this Grant Agreement are publicized in any news media, brochures, articles, seminars, websites, or other type of promotional material.

Grantee shall also include in any publication resulting from work performed under this grant an acknowledgment substantially as follows:

"The work upon which this publication is based was funded in whole or in part through a grant awarded by the California Department of Conservation."

Media: Grantee is required to identify a point of contact for all press inquiries and communications needs related to the Project and provide the name, phone number, and email address of this individual to the Department. All press releases

must be approved by the Department prior to distribution, and the Department must be alerted and invited to participate in all press conferences related to the grant.

Social Media: Grantee is encouraged to use social media to inform and share with the public activities under this Grant Agreement. Furthermore, the Department should be tagged on all posts related to activities under this Grant Agreement.

11. Drug-Free Workplace Certification

In signing this Grant Agreement, Grantee certifies that it will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:

- A. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
- B. Establish a Drug-Free Awareness Program to inform employees about:
 - i. The dangers of drug abuse in the workplace.
 - ii. The person's or organization's policy of maintaining a drug-free workplace.
 - iii. Any available counseling, rehabilitation, and employee assistance programs.
 - iv. Penalties that may be imposed upon employees for drug abuse violations.
- C. Every employee who works on this Grant Agreement will:
 - i. Receive a copy of the company's drug-free workplace policy statement.
 - ii. Agree to abide by the terms of the company's statement as a condition of employment on this Grant Agreement.

Failure to comply with these requirements may result in suspension of payments under this Grant Agreement or termination of this Grant Agreement or both, and Grantee may be ineligible for award of any future State of California agreements if the Department determines that any of the following has occurred: Grantee has made false certification, or violated the certification by failing to carry out the requirements as noted above (Gov. Code §8350 et seq.).

12. Americans with Disabilities Act

Grantee assures the Department that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA (42 U.S.C. 12101 et seq.).

13. Air/Water Pollution Violation Certification

Under State of California laws, Grantee shall not be: (1) in violation of any order or resolution not subject to review promulgated by the California Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste

discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

14. Payee Data Record Form - STD 204

This form must be completed by all Grantees that are not another state agency or other governmental entity.

Exhibit E, Award Letter

[Insert award letter here.]

Exhibit F, Guidelines

[Guidelines will be inserted here]

Exhibit G, Solicitation

[Solicitation will be inserted here]

Appendix C: Additional Resources

Legislation	
<p>General Plans, Agricultural and Open Space Elements https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201720180SB732.</p>	
Planning	
<p>Sustainable Community Plans https://ww2.arb.ca.gov/our-work/programs/sustainable-communities-program/what-are-sustainable-communities-strategies</p>	<p>TerraCount https://maps.conservation.ca.gov/terracount/ https://maps.conservation.ca.gov/terracount/downloads/ResilientCountiesGuide.pdf for further information</p>
<p>Climate Action Plans https://coolcalifornia.arb.ca.gov/local-government</p>	