



Active Transportation Program

Use of the California Conservation Corps (CCC) and California Association of Local Conservation Corps (CALCC)



BEFORE SUBMITTING APPLICATION TO CALTRANS

APPLICATION SUBMISSION

CALTRANS REVIEW



Step 1

Determine if application is for a planning grant

If application type is Plan, there is no need to submit information to the Corps and there will be no penalty to the applicant. Tribal governments may utilize tribal corps is applicable

If the application is *not* for a Plan type grant, proceed to Step #2



Step 2

Applicant submits project information to both CCC and CALCC

Applicant completes ATP Corps Consultation Form and emails the form with attachments to both CCC AND CALCC:

Required information includes: Contact Information, Project Title, Project Description, Project Location Map, Site Plan, Schedule

CCC

atp@ccc.ca.gov
Attn: ATP Analyst
916/ 641-3117

CALCC

inquiry@atpcommunitycorps.org
Attn: ATP Analyst
916/ 426-9170 ext. 2



Step 3

Corps respond indicating capacity to partner within 10 business days

Applicant indicates on the application that they have coordinated with both the CCC and CALCC and determined one of the following:

- Applicant intends to use CCC, a Certified Community Conservation Corps (LCC) or a Tribal Corps on specified items (0 points)

- No corps can participate in the project (0 points)

- Applicant contacted corps but does not plan to use corps (-5 points)

- Applicant has not coordinated with both corps within the required 10 business days (-5 points)



Step 4

Applicant includes copy of corps' email correspondence with application

The CCC and CALCC will provide a list to Caltrans of all projects submitted to them, indicating which projects the Corps indicated the availability to partner on. That list will be used to verify application data.



Step 5

Caltrans reviews applications and assigns points for use of conservation corps

0-points:

- Application is for a Plan type grant
- Applicant has coordinated with both corps and intends to use one or both of the corps
- Applicant has coordinated with both corps and neither corps can participate

Minus 5 points:

- Applicant has not coordinated with both corps within 10 business days of application submission
- Applicant has contacted both corps and intends not to use the corps

Once the Project is Funded:

- Applicant must demonstrate cost effectiveness of corps involvement that may be satisfied by submitting a Public Interest Finding (PIF) to the appropriate Caltrans District Local Assistance Engineer (DLAE).
- Once the PIF is justified, conservation corps will enter into contract agreement with the applicant.

If applicant indicated on application that they intended to use either the CCC or CALCC, then fail to use/chose not to use corps after funding was received, the entity will receive negative points (up to minus 10 points) on their next ATP application.