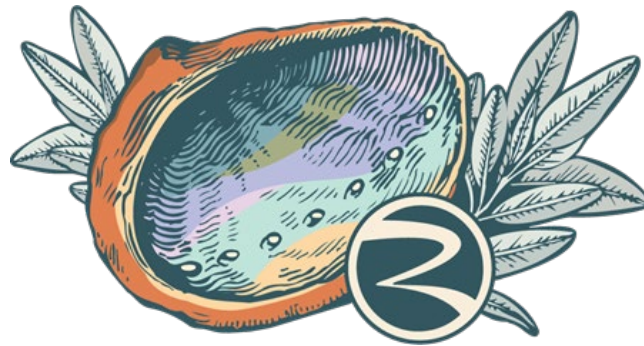


Tribal Nature-Based Solutions Conservation Corps Grant Program

Final Guidelines



Funded by:



NATURE-BASED
CLIMATE SOLUTIONS

Updated August 2023



Table of Contents

Technical Assistance	1
Grant Program Workshops:	1
Proposal Support.....	1
Proposal Submission Instructions	2
I. Overview	3
Introduction	3
Eligible Applicants	3
Funds Available	3
Calendar of Key Dates	3
II. Eligible Projects & Programs	4
General Requirements	4
Environmental Review	4
Eligible Proposals	5
III. Evaluation Process	7
Funding Priorities	7
Scoring Criteria for Proposals.....	7
Selection Process	8
Conflict of Interest	9
Appeals Process	9
IV. Proposal Instructions & Questions	10
V. Project & Grant Administration	11
Approval and Grant Agreement Execution	11
Overview of Grant Process.....	11
Changes to an Approved Project	12
Eligible Costs	12
Grant Reimbursement Requests (Invoices)	12
Advance Payments.....	13
VI. Appendices	13
Appendix A: Proposal Submission Checklist	13
Appendix B: List of Eligible Costs	13
Appendix C: Cost Estimate Template.....	13

TECHNICAL ASSISTANCE & PROPOSAL SUBMISSION INSTRUCTIONS

Technical Assistance

Grant Program Workshops: Please RSVP via email: TribalCorps@ccc.ca.gov

April 5, 2023

9:00AM – 11:00AM
CCC Fortuna Center
1500 Alamar Way
Fortuna, CA 95540
[Zoom Meeting Room](#)

April 14, 2023

9:00AM – 11:00AM
CCC Inland Empire Center
1824 Commercenter Circle
San Bernardino, CA 92408
[Zoom Meeting Room](#)

April 6, 2023

9:00AM – 11:00AM
CCC Headquarters
1719 24th Street
Sacramento, CA 95816
[Zoom Meeting Room](#)

April 17, 2023

9:00AM – 11:00AM
CCC Fresno Center
2536 North Grove Industrial Drive
Fresno, CA 93727
[Zoom Meeting Room](#)

Proposal Support

To assist applicants in ensuring proposals meet eligibility and documentation requirements prior to the submission deadline, the CCC Bonds & Grants Unit will provide optional eligibility screening and proposal feedback to any applicant who requests it until close of business (5:00 PM) **May 5, 2023**. Applicants are invited to submit their proposed scope of work with a request for eligibility review and feedback to TribalCorps@ccc.ca.gov or by calling 916-217-7724 to set up an appointment. Please allow 3-5 business days from receipt of the submission for a response. Requests for proposal feedback received after May 5th will not be reviewed, but technical assistance needed to complete and submit proposals will still be provided on an ongoing basis up until the submission deadline.

Proposal Submission Instructions

Please refer to pages 10 and 11 for proposal questions and submission requirements. All information contained in a proposal is confidential until grant awards are announced (at which time they become subject to public inspection). Therefore, the CCC requests that proposals not include any specific information about the location of culturally significant tribal resources.

Complete proposals with all requested documentation listed in these Guidelines must be submitted via email or mail to the CCC by June 2, 2023:

TribalCorps@ccc.ca.gov

or

California Conservation Corps

Attn: Bonds & Grants Unit

1719 24th Street

Sacramento, CA 95816

For additional resources and program support, please contact the CCC at:

Phone: 916-217-7724

Email: TribalCorps@ccc.ca.gov

[Tribal Corps Webpage](#)

I. Overview

Introduction

On October 7, 2020, Governor Gavin Newsom signed his Nature-Based Solutions (NBS) [Executive Order \(EO\) N-82-20](#), elevating the role of natural and working lands in the fight against climate change and advancing biodiversity conservation as an administration priority. It called for restoring nature and landscape health to deliver on California's climate change goals and other critical priorities, including improving public health and safety, securing our food and water supplies, and achieving greater equity across the State. The California Natural Resources Agency (CNRA) has been charged with administering programs and initiatives under the NBS directive and has distributed funds to various departments to advance NBS objectives and goals.

The Budget Act of 2022 (Assembly Bill 179) appropriated funding exclusively available to California Native American Tribes to advance the objectives of EO N-82-20 and support Tribal Nature-Based Solutions Corps programs.

The Tribal Nature-Based Solutions Conservation Corps (Tribal Corps) grants will support the implementation and operation of projects and programs that provide tribes' young adults with educational and career pathways linked to work on tribal lands that:

- a) Support sustainable land management practices to tackle environmental, social, and economic challenges, and/or
- b) Promote biodiversity protection, habitat restoration, wildfire-resilient, sustainably managed landscapes, and other conservation outcomes, and/or
- c) Accelerate natural removal of carbon and build climate resilience in our forests, wetlands, urban greenspaces, agricultural soils, and land conservation activities.

Eligible Applicants

All California Native American Tribes are eligible to receive grant funds under this program.

Funds Available

- For the 2022/2023 State Fiscal Year (FY 22/23), the CCC is authorized to administer **\$10,000,000** in grant funds to eligible Applicants.
- All proposals will be reviewed by the Proposal Review Committee on a competitive basis and scored based on the specific objectives for NBS and funding priorities outlined in these Guidelines.
- A tribe may only submit one proposal in which they are the only entity receiving the funds and/or responsible for the project; however, a tribe may be a collaborator on one additional joint proposal with another tribe or multiple tribes.
- There is no minimum proposal amount. For program initiatives, the maximum proposal amount is **\$1,000,000 per year, for a maximum of three years.**

Calendar of Key Dates

- February 6, 2023: Consultation letter and draft Guidelines released to Tribes.
- March 20, 2023: Feedback on Guidelines are due to the CCC.

- April 3, 2023: Final Guidelines and grant solicitation released.
- May 5, 2023: Final date to request eligibility screening and proposal feedback
- June 2, 2023: Proposals due.
- June 30, 2023: Final awards announced.

II. Eligible Projects & Programs

General Requirements

All projects and programs funded under this grant program must:

- Serve California Native American tribes and their communities located within the State of California. These projects may be on or off reservation and trust lands.
 - In the event projects are on lands under federal jurisdiction, applicants must obtain permission from the federal government.
 - In the event projects are on privately owned lands, they must be strategic so as to provide the greatest public benefit.
- Comply with EO N-82-20 and all other applicable state laws.
- Involve or promote educational and career pathways for tribal youth.
- Advance the Nature-Based Solutions (NBS) objectives through one or more of the following:
 - Supporting sustainable land management practices to tackle environmental, social, and economic challenges; and/or,
 - Promoting biodiversity protection, habitat restoration, wildfire-resilient, sustainably managed landscapes, and other conservation outcomes; and/or,
 - Accelerating natural removal of carbon and build climate resilience in our forests, wetlands, urban greenspaces, agricultural soils, and land conservation activities.
- Comply with AB 179 reporting requirements, including submission of measurable outcomes related to workforce development and environmental protection and restoration.
- Not be used to fulfill any mitigation requirements imposed by law.

Please note, projects may require limited waivers of sovereign immunity which will be determined on a case-by-case basis and dependent on the type and scope of the project.

Environmental Review

California Environmental Quality Act (CEQA) is a law that requires state and local agencies to identify the significant environmental impacts of their actions and to avoid or mitigate those impacts, if feasible. CEQA is triggered when a public agency directly undertakes, funds, or approves a “project” as defined by CEQA Statute and Guidelines.

Pursuant to California Public Resources Code section 4799.05, subdivision (e), Nature-Based Solutions Tribal Program projects carried out on lands subject to the jurisdictional control or the ownership of eligible applicants are exempt from CEQA.

Projects on land not under the jurisdiction of the tribal applicant will require CEQA compliance, and/or compliance with the federal National Environmental Policy Act (NEPA).

Eligible Proposals

- Eligible proposals must include workforce education and career pathway elements for tribal youth and implement the objectives of EO N-82-20 through one or more of the following strategies:
 - a) Support sustainable land management practices to tackle environmental, social, and economic challenges; and/or,
 - b) Promote biodiversity protection, habitat restoration, wildfire-resilient, sustainably managed landscapes, and other conservation outcomes; and/or,
 - c) Accelerate natural removal of carbon and build climate resilience in our forests, wetlands, urban greenspaces, agricultural soils, and land conservation activities in ways that serve all communities and in particular disadvantaged and climate vulnerable communities.
- For the purposes of this program, the suggested age range for youth participation are ages 16 to 26.

Proposals may be for individual projects that are implemented through direct grant funding with existing tribal youth/corps, or program-level initiatives that will fund the development and operations of a tribal youth corps.

- **Eligible Individual/Standalone NBS Projects** include but are not limited to:
 - Habitat Conservation and Cultural Restoration, incorporating traditional ecological knowledge
Examples:
 - Creating inclusive, accessible cultural landscapes
 - Restoring tribal food systems
 - River restoration
 - Invasive plant removal
 - Native plant/tree planting
 - Planting drought-resistant vegetation
 - Forest Health and Wildfire Resilience
Examples:
 - Cultural fire or prescribed fire program
 - Vegetation management/brush clearance
 - Removal of dead and dying trees
 - Construction of fuel breaks
 - Urban and Community Greening
Examples:
 - Native tree planting
 - Building urban and community gardens
 - Composting
 - Removing asphalt to restore natural areas
 - Outdoor Access and Recreation
Examples:

- Trail restoration with disability accessibility
- Restoration of traditional trails systems
- Construction of pedestrian, bike, and/or trail pathways
- Construction or restoration of park infrastructure and features
- Sustainable and Climate-Smart Agriculture
Examples:
 - Agricultural conservation acquisition
 - Improving soil health
 - Groundwater recharge
 - Repurposing cropland
 - Implementing the use of organic waste in ways that prioritize the ecosystem and biological health, such as in animal feed, compost creation, manure markets, orchard recycling, and mulching
- Workforce education and training programs that assist tribal youth in obtaining educational, career, and personal development pathways.
 - Weatherization & Climate Resilience
 - Construction
 - Preservation and Restoration of Cultural and/or Historical Resources
- **Program-level NBS Initiatives** include:
 - Operating a year-round full-time or half-time crew to perform eligible Tribal Corps conservation projects and participate in educational and career pathways.
 - Operating a seasonal full-time or half-time crew to perform eligible Tribal Corps conservation projects and participate in educational and career pathways.
 - Hiring youth intern positions for capacity-building and organizational/operational needs to carry out eligible Tribal Corps conservation projects and educational and career pathway programs.
 - Operating a Tribal Fire Crew for cultural or prescribed burning.

If an Applicant elects to establish an NBS crew under a program-level initiative, please note the following:

Applicants applying for funding to operate a crew will be responsible for developing and implementing their own projects; however, for those projects to be funded under this grant program they must be pre-approved by the CCC. This pre-approval is necessary for reporting purposes and to ensure eligibility and compliance.

Pre-approval can be obtained through the following process: At least four weeks prior to the scheduled start of the project, the Applicant must submit, via mail or electronically, the following information to the CCC Grant Coordinator:

- Project Name
- Project Partner
- Project Location Information and Project Area Map - see page 11 for requirements

- Project Type & Deliverables
- Workforce Education and Career Pathways element

III. Evaluation Process

Funding Priorities

The most competitive proposals will demonstrably and measurably:

- Create pathways for tribal youth and/or provide opportunities for workforce development, education, and training.
- Advance the objective of NBS, which is to address critical climate change goals through sustainable land management, biodiversity protection, habitat restoration, forest health, and other carbon removal activities.
- Provide multiple benefits related to social, economic, and environmental outcomes.
- Provide long-term impact, sustainability, and/or benefits to the tribe and tribal land.
- Demonstrate a critical need and measurable outcomes as a result of the project or program.

Scoring Criteria for Proposals

Information provided in the proposal should demonstrate how effectively the proposed project or program aligns with the funding priorities listed in these Guidelines. Proposals will be evaluated using established criteria and additional funding considerations determined by the Executive Award Panel. Proposals will receive an initial ranking with a score of 100 points possible.

Below are the Scoring Criteria and Points with questions to consider when completing your proposal.

- *Creating career pathways for tribal youth and/or providing opportunities for workforce development, education, and training: 0-25 points*
 - How many tribal youths will be served through the project or program?
 - What specific opportunities for workforce development, education, and training will be provided to tribal youth through the project or program?
 - What kind of career pathways will this project or program provide to tribal youth?
 - What other impacts does the project or program have on tribal youth?
- *Meeting the goals of Nature-Based Solutions: 0-25 points*
 - How does the project or program:
 - Support sustainable land management practices to tackle environmental, social, and economic challenges, and/or
 - Promote biodiversity protection, habitat restoration, wildfire-resilient, sustainably managed landscapes, and other conservation outcomes, and/or
 - Accelerate natural removal of carbon and build climate resilience in our forests, wetlands, urban greenspaces, agricultural soils, and land conservation activities?
- *Providing multiple benefits related to social, economic, and environmental outcomes: 0-20 points*
 - Does the project include multiple nature-based solutions components that provide more than one benefit to the natural resource landscape or land?
 - How does the project or program contribute to improving the:

- Social well-being of the tribal community, such as improving public health (food/water, parks, and greenspace), reducing health risk, or preserving cultural heritage?
 - Economic conditions of the tribal community, such as creating jobs and accessible training opportunities, increasing investment motivated by NBS solutions, or increasing access to natural resources?
 - Environmental conditions of the tribal community, such as clean water, air quality, or another healthy ecosystem?
- *Providing long-term benefits to the tribe and tribal land: 0-20 points*
 - What is the estimated long-term impact of the project or program on the tribal community's natural resources, environment, and social and economic well-being?
 - How well does the project or program promote the long-term sustainability and resilience of the tribal community?
 - How well does the project or program build the capacity of the tribal community to adapt to and mitigate the impacts of environmental and social changes?
 - What measures will be in place to ensure that the tribal community can sustain these efforts over the long term?
 - *Project need: 0-10 points*
 - What is the degree to which the project or program addresses a critical need identified by the tribal community?
 - How will the project or program impact the well-being and quality of life of the tribal community?
 - What measures are in place to ensure that the tribe's needs are accurately assessed and addressed?

Total Points Possible: 100 points

Selection Process

All proposals will be reviewed and scored by the Proposal Review Committee (Review Committee), made up of a multi-disciplinary team and based on the scoring criteria listed in these Guidelines. In evaluating proposals, scores will be used to determine initial rankings and facilitate discussions for each proposal among the Review Committee. Each proposal is evaluated for merit and relevance to this grant program. In some circumstances, the Review Committee may request to meet with the Applicant and discuss the proposal in further detail prior to making a recommendation.

The Proposal Review Committee may consist of the following:

- CCC Bonds & Grants Unit
- CCC Headquarters and Field Staff

After the completion of the review of all proposals, the Review Committee will submit to the Executive Award Panel a list of recommended proposals. The Executive Award Panel will determine the final grant awards. To achieve equitable distribution of funds, the Executive Award Panel may consider

additional factors and funding considerations, including but not limited to geographic distribution, organizational capacity, youth impact, and the likelihood of success of the project.

The Executive Award Panel may consist of the following:

- CCC Executive Members
- CNRA Executive Members

Please allow twenty (20) business days from the date proposals are due for the full review.

The State reserves the right to reject any proposal from an applicant who is in violation of law or policy at any other public agency. Potential violations include, but are not limited to, being in default of performance requirements in other contracts or grant agreements issued by the State, being engaged in, or suspected of, criminal conduct that poorly reflects or brings discredit to the State or failing to have all required licenses necessary to carry out the project, program, or plan.

The State further reserves the right to reject any proposal from an applicant who has a history of performance issues with past grants or other agreements with any public entity.

Conflict of Interest

All applicants and individuals who participate in the review of submitted proposals are subject to state and federal conflict-of-interest laws. Any individual who has participated in planning or setting priorities for a specific solicitation over and above the tribal consultation or public comment process, or who will participate in any part of the grant development and negotiation process on behalf of the public is ineligible to receive funds or personally benefit from funds through that solicitation. Failure to comply with conflict-of-interest laws, including business and financial disclosure provisions, will result in the proposal being rejected and any subsequent grant agreement being declared void. Other legal actions may also be taken. Applicable statutes include, but are not limited to, California Government Code section 1090 and Public Contract Code sections 10365.5, 10410, and 10411

Appeals Process

An Applicant may file an appeal regarding the denial of a submitted proposal by the Executive Award Panel within 15 calendar days of the date of notification of any decision. Written appeals shall be submitted directly to the CCC's Senior Deputy Director, or designated authority. The Senior Deputy Director may request additional information. Upon receiving the additional information, a decision will be rendered in 15 calendar days.

If needed, a second-level appeal shall be made to the CCC's Director. The second level appeal shall be made within 15 calendar days of the date of the Senior Deputy Director's decision/notification. Upon receiving the second-level appeal, the CCC Director shall review all the information submitted. The CCC Director may request additional information. Upon receiving the additional information, the CCC Director shall have 30 calendar days to review and render a decision. The second level appeal shall include a full and complete written statement specifying the grounds of protest and must be based on the process and/or procedures used in the review and recommendation of proposal for awards. The CCC Director's decision shall be final.

IV. Proposal Instructions & Questions

The following documents must be submitted as part of the Proposal:

1. **Cover Letter** - The cover letter must include the following:
 - Applicant's name, address, and contact information for designated representative
 - Proposal/project title, location, and estimated start and end dates
 - Amount of Grant Funding Request and any matching funds

2. **Proposal Summary** - Applicants must answer all questions listed below in a standalone document no more than five (5) typewritten pages in total. Applicants are encouraged to number responses for clarity and completeness.
 - a. Describe if the proposal is an individual/standalone natural resource project or a program-level initiative. Only one can be selected.
 - b. Describe the goals, objectives, tasks, and deliverables of the project or program.
 - i. What's the overall purpose and the specific objectives that will be achieved?
 - ii. How will the project or program be evaluated, including metrics that can be used to evaluate the progress and success of the grant?
 - c. Provide a detailed description of the California Native American tribe(s) that will be served by the project or program. Include official name of the tribal government(s), tribal demographics, and description of tribal ancestral lands.
 - d. Explain how the project or program will provide workforce education and career pathways for youth. Include the number of youths being served and the opportunities the project or program will provide.
 - e. Describe how the project or program advances the Nature-Based Solutions objectives.
 - f. Describe the expected benefits of the project or program. Include a description of current site and baseline conditions.
 - i. What are the co-benefits (social, economic, and/or environmental)?
 - ii. Will the project or program provide a long-term benefit? Are the benefits sustainable?
 - iii. How long will these benefits last? What is your plan to ensure the benefits are long term?
 - g. Explain how the project or program addresses a critical need for the applicant and tribe(s).
 - i. How will the project or program serve the tribe and/or surrounding communities?
 - h. Will the project or program rely on consortium, collaboratives, or partnerships with other tribes and entities? If so, describe the nature of the partnership, the corresponding roles of each partner with the planning activities needed for the project or program, and provide each partner's point of contact name, phone number, and email address.

- i. Will this project or projects under the proposed program reduce GHG emissions and/or sequester carbon? If so, how does this project(s) reduce GHG and/or sequester carbon? Do you have a way to measure GHG emission reduction/carbon sequestration after the completion of the project(s)?
3. **Cost Estimate** - Provide a cost estimate reflecting all costs associated with the project. Identify costs to be funded by the grant and costs covered by other funding sources. The cost of project elements funded by the Program should not be split between the grant and other funding sources (see Appendix C for a sample template).
4. **Project or Program Timeline** - The timeline should be a high-level projected schedule for all major tasks detailed in the proposal. Dates can be estimates but should be based on actual projections based on the project calendar and tribe's plans. If permits, special licenses, or other approval items are needed to initiate the project, please clearly detail what they are, and the steps needed to obtain them.

For Individual/Standalone Natural Resource Projects:

5. **Project Area Map(s)** - The project area map should include enough detail to demonstrate the project location, treatment area, project activities, surrounding terrain, and need for the project. Topographical features and other notable landmarks should be clearly marked to allow easy identification.
6. **Project Photos** - Include a minimum of three (3) photos of the proposed project site in its current condition. Photos should be clear and be able to represent the progress of the project through completion. Photos must include location, directional view, and street names (if applicable).

V. Project & Grant Administration

Approval and Grant Agreement Execution

Once the grant awarded, the CCC will schedule a grant management workshop meeting and send the Grantee the CCC's Grant Procedures Manual, which will detail the grant management procedures required by the State for grant execution and payment of grant funds. Concurrently, a draft grant agreement will be prepared. Please allow 10-14 business days from the date of project or program approval for grant agreement preparation and execution. Grant agreements are fully executed when both the Applicant's authorized signatory and the CCC's Deputy Director of Administration have signed the grant agreement.

The Grantee can start work on the first day of the Project Performance Period listed in an executed Grant Agreement.

All projects or programs must be completed by April 30, 2029.

Overview of Grant Process

1. The Applicant submits proposal.
2. Proposals are screened for eligibility.
3. Proposals are reviewed and scored by the Review Committee.

4. Recommended proposals are submitted to and reviewed by the Executive Award Panel.
5. Once a proposal is selected and awarded, the CCC will initiate the grant agreement process with the Grantee. This process will include:
 - a. Finalizing the agreed upon scope of work, cost estimate, and any outstanding documents as outlined in proposal.
 - b. Conducting a one-on-one grant workshop to over the Grant Procedures Manual and discuss project and grant administration requirements.
 - c. Drafting Grant Agreement.
6. The CCC will sign and send a fully executed grant agreement to the Grantee. The Grantee can start work on the first day of the Project Performance Period.
7. Advance requests and reimbursement payment requests can be submitted.
8. Quarterly check-ins are done on an ongoing basis until project completion and final payment has been processed.
9. The Grantee completes the project. A Project Completion Report is submitted.

Changes to an Approved Project

Grantees seeking changes or amendments to an approved project must obtain the State's approval prior to conducting or enacting changes. Changes in project scope must continue to meet the need cited in the original proposal. Grantees jeopardize funding should changes be made without prior notice to and approval by the State.

Eligible Costs

Direct project-related costs and indirect/overhead costs that can be directly tied to the project, incurred during the project performance period specified in the grant agreement, are eligible for reimbursement. All eligible costs must be supported by appropriate documentation. Costs incurred outside of the project performance period are not eligible for reimbursement. Eligible costs include:

See Appendix B for more information on Eligible Costs.

Grant Reimbursement Requests (Invoices)

All eligible reimbursement requests must be paid out by the Grantee to the vendor before the CCC will approve a payment request. All supporting documentation must demonstrate that the invoiced amounts are for valid expenditures incurred and that the expenditures are consistent with the intended purpose of the grant agreement.

Advance Payments

Grants administered by the State of California operate on a reimbursement basis. However, Government Code §11019 authorizes the CCC to make advanced payments of up to 25% of the total grant amount if it is determined that an advance is essential for the effective implementation of the project.

Reporting Requirements

Reporting for this program is required by legislative mandate. Reporting may include quarterly and annual submissions of project and program data as well as site visits by the CCC and other stakeholders. See the Grant Procedures Manual for additional information on reporting requirements.

VI. Appendices

Appendix A: Proposal Submission Checklist

Appendix B: List of Eligible Costs

Appendix C: Cost Estimate Template

Appendix A: Proposal Submission Checklist

Use the checklist below to ensure that you have include all required documents in your proposal submission. You do not need to include this checklist with your proposal.

Cover Letter: See page 10 of the Guidelines for all required information.

Proposal Summary: See pages 10 and 11 of the Guidelines for required questions. Limit responses to five (5) typewritten pages.

Cost Estimate: See page 11 of the Guidelines for more information. A Word version of the template can be downloaded [here](#). An Excel version of the template is available upon request via email at TribalCorps@ccc.ca.gov or telephone at 916-341-3126.

Project or Program Timeline: See page 11 of the Guidelines for required information.

For Individual/Standalone Natural Resource Projects

Project Area Map(s): See page 11 of the Guidelines for all required information.

Project Photos: See page 11 of the Guidelines for more information.

Appendix B: List of Eligible Costs

Eligible Costs

Direct project-related costs and indirect/overhead costs that can be directly tied to the project that are incurred during the project performance period specified in the grant agreement are eligible for reimbursement. All eligible costs must be supported by appropriate documentation, including timesheets for in-house labor. Costs incurred outside of the project performance period are not eligible for reimbursement.

- **Direct Project or Program Staff** – Direct project or program staff is labor directly related to the implementation of the project or program and includes youth corpsmember labor, project administration and management, technical consultants, and sub-contractors.
 - Costs for the services of grantee's employees directly engaged in project or program execution must be computed according to grantee's prevailing wage or salary scales and may include benefits such as vacation, sick leave, Social Security contributions, etc., that are customarily charged to grantee's various projects or programs.
 - Costs charged to the project or program must be computed on actual time spent on the project or program and evidenced by time and attendance records describing the work performed on the project and program as well as payroll records. Overtime costs are allowed under the Grantee's established policy provided the regular work time was devoted to the same project or program.
- **Equipment, Supplies and Materials** – Costs for equipment, supplies, and materials directly related to the implementation of the project or program.
 - Supplies and materials may be purchased for a specific project or program, or may be drawn from a central stock, providing they are claimed at a cost no higher than that paid by the Grantee.
 - Equipment may be leased, rented, or purchased, whichever is most economical.
 - Costs for fuel and projected maintenance for leased, rented, or owned vehicles may be claimed under the project.
- **Contracted Services** – The costs of contracted services may be reimbursed if invoices are presented with payment requests that identify the specific project or program activities and include evidence of payment.
- **Community Engagement** – Costs of engaging community members through community meetings and events directly related to the project or program are eligible.
- **Indirect/Overhead** – Overhead costs are the non-project/program specific costs of doing business that are not directly related to the implementation of the project or program to be funded (for example, rent, computers, telephones, office supplies, internet access, copy

machines, electricity). Certain types of overhead are not allowed including, food and beverage, fundraising, lobbying and entertainment. Any cost that is billed as a direct cost may NOT be included in indirect/overhead.

Grantees that wish to charge indirect/overhead must be able to document the appropriateness of the charges. It is the grantees' responsibility to determine this based on Generally Accepted Accounting Principles. It is recommended that grantees develop an appropriate method for calculating their indirect/overhead rate and determine what costs may be allocated to the grant, subject to the State's approval. It is the responsibility of the grantee to maintain appropriate records for all indirect/overhead costs and to be able to provide those records in the event of an audit.

- **Other Expenditures** – In addition to the major categories of expenditures, grant funding may be used for miscellaneous costs necessary for execution of the project or program at the discretion of the State. Some of these costs may include:
 - Premiums on hazard and liability insurance to cover personnel and/or property.
 - Work performed by another section or department of grantee's agency that can be documented as direct costs to the project or program (see requirements above under Direct Project or Program Staff).
 - Transportation costs for moving equipment, program participants, or personnel.
 - Training costs for staff to increase cultural, Traditional Ecological Knowledges, and traditional competency.
 - Uniforms and Personal Protective Equipment (PPE) to outfit and equip tribal youth corpsmembers.

Please email TribalCorps@ccc.ca.gov to determine if a cost not already listed is eligible.

Appendix C: Cost Estimate Template

Cost Estimate Template for the Tribal Nature-Based Solutions Conservation Corps Grant

In preparing a cost estimate for program/project, please read the following:

1. All project or program elements should be detailed and customized to fit the project or program.
2. Line items listed under budget categories are examples only - please add, remove, or edit lines based on the specific grant's budget. Please delete any unused examples and lines.
3. Be specific when entering budget line items, including name/description, quantity, unit, and cost per unit.
4. Add/delete elements and funding sources as needed. Be sure all costs are added up correctly.

Line items in below image are examples. Edit rows to reflect items applicable to the proposed project or program and add additional columns if needed. Please email TribalCorps@ccc.ca.gov if you need assistance or would like an Excel version of this template.

Line Items	Total Cost	Unit Price	Unit of Measure	Quantity	Tribal Corps Grant	Other Funding (if applicable)
Direct Project or Program Staff						
Youth Corpsmember Labor						
Project Supervisor						
Project Manager						
Equipment, Supplies and Materials						
Contracted Services						
Community Engagement						
Indirect/Overhead						
Other Expenditures						
Contingency						
Grand Total						

END OF GUIDELINES