**Department of Conservation**

**Resource Conservation District**

**Financial Assistance Program**

**REV Eligibility Form**

All RCDs intending to request REV funding must confirm compliance with, and submit supporting documentation for, the following items:

**Ethics Training**: Submit training certificates for all required directors and staff.

**Form 700**: Submit the first page of Form 700 – Statement of Economic Interests for all required directors and staff.

**Audit**: Submit the summary or cover page of the RCD’s most recent independent audit.

**Oath of Office**: Submit oath of office documents or minutes from board meetings where directors were sworn in (for all directors).

**Brown Act**: Submit the last six board meeting agendas. If the RCD has a website, provide the URL or a link below showing where the agendas are posted.

**Statement of Facts**: Submit a copy of the RCD’s most recent Statement of Facts submitted to the Secretary of State.

**Conflict of Interest Code**: Submit a copy of the RCD’s most recent Conflict of Interest Code.

**Reimbursement Policy**: Submit a copy of the RCD’s reimbursement policy.

**Nondiscrimination Policy**: Submit a copy of the RCD’s nondiscrimination policy.

**Public Records Request Policy**: Submit a copy of the RCD’s public records request policy.

**Long Range Work Plan**: By checking this line, the applicant confirms that the RCD has adopted a long range work or strategic plan in compliance with PRC Section 9413.

**Annual Work Plan**: By checking this line, the applicant confirms that the RCD has adopted an annual work plan in compliance with PRC Section 9413.

**Annual Budget**: Submit a copy of the RCD’s current annual budget.

**SB 272 Enterprise Systems Catalog**: Submit a link to the RCD’s Enterprise Systems Catalog here:

If the RCD does not have a website, submit an electronic copy of the Catalog that meets the requirements of Government Code Section 6270.5.

Requirements Listed Below May Not Apply To All RCDs

**Sexual Harassment Literature Provided to Employees**: This requirement only applies to RCDs that have at least one employee. Your signature on the cover page of the funding request serves as verification that the RCD is meeting this requirement.

**Payroll Taxes Filed and Paid**: This requirement only applies to RCDs that have at least one employee. Your signature on the cover page of the funding request serves as verification that the RCD is meeting this requirement.

**Post all legally required notices in office**: If the RCD has an office, it must post all legally required notices in the office. The signature on the cover page of the funding request serves as verification that the RCD is meeting this requirement. If the RCD shares an office with another entity that posts all required notices, the RCD does not need to post an additional set of notices.

**Sales Taxes to Board of Equalization**: If the RCD has a Seller’s Permit, state law mandates that the RCD file a Sales Tax Return and submit any sales tax collected to the State Board of Equalization. If the RCD has a California Seller’s Permit, submit a copy of the front page of the most recently submitted Sales Tax Return.

**Associate Director Policy**: If one or more Associate Directors has been appointed to the board, the RCD must adopt an Associate Director Policy. If this applies, submit a copy of the policy.

**Bidding Policy**: RCDs that request bids for projects must adopt a Bidding Policy. If this applies, submit a copy of the policy.

**Fee for Service Policy**: RCDs with Fee for Service programs must adopt a Fee for Service policy. If this applies submit a copy of this policy.

**Investment Policy**: RCDs with investments must adopt an Investment Policy. If this item applies, submit a copy of this policy.

**Reserve Policy**: RCDs with a budget reserve, or plans for a budget reserve, must adopt a Reserve Policy. If this item applies, submit a copy of this policy.

**Volunteer Policy**: RCDs that use volunteers must adopt a Volunteer Policy. If this applies, submit a copy of this policy.

**Personnel Policy**: RCDs with at least one employee must adopt a Personnel Policy. If this applies, submit a copy of the policy.

**Vehicle Use Policy**: If any individual employed by or volunteering for the RCD conducts any RCD-related work outside of the office or attends meetings outside of the office, and that individual uses a vehicle to go off-site, the RCD must adopt a Vehicle Use Policy. If this item applies, submit a copy of this policy.

**Workers’ Compensation Insurance**: RCDs with at least one employee must purchase and maintain workers’ compensation insurance. If this item applies, submit proof of insurance.

**Liability Insurance**: Liability insurance is required to receive funding through this program. Please submit proof of insurance.

**Vehicle Insurance**: RCDs that own vehicles must purchase and maintain automobile insurance. The insurance must cover all vehicles owned by the RCD. If this item applies, submit proof of insurance.

**Premises Insurance**: RCDs with a physical address must purchase and maintain premises insurance. Premises insurance covers real property owned or leased by the RCD. If this requirement applies, submit proof of insurance.

**Errors and Omissions Insurance**: Errors and omissions insurance protects directors and staff in the event of alleged or actual negligence, breach of duty, defamation, malfeasance, and other claims against the directors or staff. Errors and omissions insurance is required if the RCD provides services and regularly offers advice. If this item applies, submit proof of insurance.