

California Resource Conservation District  
Financial Assistance Program  
Funding Request Instructions

**State of California**  
Department of Conservation  
Division of Land Resource Protection

Release Date: February 28, 2017



For more information please contact:

**RCD Assistance Program**

Jenny Di Stefano (916) 804-2345

Kathleen Van Velsor (916) 324-4230

Email: [rcd@conservation.ca.gov](mailto:rcd@conservation.ca.gov)

<http://www.conservation.ca.gov/dlrp/RCD>

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**Department of Conservation  
Resource Conservation District  
Financial Assistance Program**

**Funding Request Instructions**

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***I. Background***

Resource Conservation Districts (RCDs) provide a critical link between state agency programs, federal agency programs and landowners. RCDs help implement many programs that are critical to the state's natural resources. In 2014, the California Association of RCDs (CARCD) adopted a document titled *Planning for the Future: A Statewide Pathway to Excellence in Service!* (RCD Vision and Standards). The document established a vision and set of standards developed by over 75 people including RCD district managers, RCD directors, and partners. The intent of the RCD Vision and Standards was to give RCDs a roadmap to become increasingly relevant, excellent, and visible. Many RCDs have been diligently working towards meeting these standards.

The funding available through the RCD Financial Assistance Program (Financial Assistance Program) will be available to all RCDs that are able to provide the items listed in Exhibit D. A smaller portion of funding will be available to RCDs that cannot provide the items listed in Exhibit D.

Consistent with the CARCD Vision and Standards, assistance funding will help RCDs reach the goal of becoming more relevant, excellent, and visible by building capacity. Capacity building is an investment in the effectiveness and future sustainability of an organization. While this funding is an initial investment in RCD capacity, the growth, effectiveness and sustainability of an RCD is ultimately the responsibility of the organization. RCDs with a higher performance capacity have a greater ability to serve their community and address local resource concerns. Increasing the effectiveness of RCDs will result in additional resource conservation and management both locally and throughout the state.

The Funding Request Instructions (FRI) are designed to provide the information necessary for RCDs to successfully complete a request for funding and for the Department of Conservation (Department) to evaluate whether the request meets the necessary requirements for the State of California (State) to enter into an interagency agreement with the RCD. The FRI includes the Narrative Work Plan Form, Work Plan Form(s), Budget Form, and REV Eligibility Form (if applicable).

***II. Funding Request Submission***

Funding requests can be provided in one of three ways.

1. Box.com – RCDs wishing to submit a funding request should contact Department staff. Staff will create a Box.com folder for the RCD and send the RCD representative an invitation to share the folder. Box.com is a secure file sharing website. All funding request materials should be uploaded into the RCDs folder. Please see the attached

Uploading Documents to Box.com User Guide (Exhibit H) for more information about using Box.com.

2. If Box.com will not work for your RCD, please submit all funding request materials by email to [rcd@conservation.ca.gov](mailto:rcd@conservation.ca.gov)
3. Finally, if Box.com or email will not work for your RCD, please submit all funding request materials on a CD, DVD, or USB drive by mail to:

RCD Assistance Program  
Attn: Funding Request  
801 K St MS 14-15  
Sacramento CA 95814

All funding requests are due by **(March 28, 2017)** at 5 p.m. Early submittals are encouraged.

To be eligible, funding requests must be submitted by a RCD formed pursuant to California Public Resource Code Section 9001, et al.

RCDs must submit a resolution of the Board of Directors approving submission of the application.

### ***III. Funding Categories***

The performance measures in the RCD Vision and Standards form the basis for defining the capacity building activities funded by this program. Each RCD will have the opportunity to choose the preferred funding category under which it will apply. An RCD can only be funded in one category; provided however, an RCD acting as a Fiscal Sponsor RCD (as defined below) is eligible to request and receive REV funding.

Funding categories are:

1. Bootstrap Category
2. Relevant, Excellent and Visible (REV) Category

#### **A. Bootstrap Category**

**Bootstrap RCDs are defined as RCDs that cannot provide all the items listed in Exhibit D.**

Requests submitted under this category include the following limitations and requirements:

- The actual costs must not exceed \$15,000 per Bootstrap RCD. Eligible costs are listed in the Bootstrap RCD portion of the Eligible Costs and Activities section below. RCDs wishing to participate in a consolidation effort can request an additional \$5,000.

- Bootstrap RCDs must comply with Public Resource Code (PRC) Section 9084 requirements including:
  - Provide a 25% match, of which 40% must be in cash. For example, if an RCD requests \$5,000, the required match would be \$1,250 (25%) – of which at least \$500 would be cash. The remaining \$750 could be provided as in-kind match.
  - Have a long range work plan in compliance with PRC Section 9413.
  - Have an annual work plan in compliance with PRC Section 9413.
  - Convene regular meetings in accordance with the open meeting requirements of Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of the Government Code (Brown Act).
- All activities and costs must be included in the “Bootstrap Category Eligible Costs and Activities” below and identified in the work plan and the budget.
- A maximum of \$200,000 will be awarded in this category. If the Department receives more than \$200,000 in requests, the funding will be distributed prorata to the Bootstrap RCDs that apply. If the Department receives less than \$200,000 of requests, funding not distributed to Bootstrap RCDs will be awarded in the REV category.

### **Bootstrap Fiscal Sponsor RCD Option**

The Bootstrap Fiscal Sponsor Option is open to REV RCDs that wish to apply for funding on behalf of Bootstrap RCDs. Bootstrap RCDs will obtain funding through their Fiscal Sponsor RCD to build capacity. The Fiscal Sponsor RCD will be responsible for providing the Bootstrap RCD with funding and will submit invoices to the Department for reimbursement on behalf of the Bootstrap RCD. Fiscal Sponsor RCDs can support up to five RCDs.

Actual costs may not exceed \$15,000 per Bootstrap RCD, with an additional \$5,000 available for consolidation efforts.

The Fiscal Sponsor RCD can request up to 10% in additional funds for administration.

The \$15,000 awarded to the Bootstrap RCDs must be spent on Bootstrap RCD eligible costs in the “Eligible Costs and Activities” section below.

Fiscal Sponsor RCDs can submit their own REV funding request in addition to acting as a Fiscal Sponsor RCD for Bootstrap RCDs.

There must be a Memorandum of Understanding between the Fiscal Sponsor RCD and the Bootstrap RCD(s). All RCDs must submit board resolutions supporting the application before funds are awarded.

## B. REV Category

**REV RCDs are defined as RCDs that can provide the items listed in Exhibit D. To qualify for funding in this category an RCD:**

- Must comply with Public Resource Code (PRC) Section 9084 requirements including:
  - Provide a 25% match, of which 40% must be in cash.
  - Have a long range work plan in compliance with PRC Section 9413.
  - Have an annual work plan in compliance with PRC Section 9413.
  - Convene regular meetings in accordance with the open meeting requirements of the Brown Act.
- Must comply with requirements listed in Exhibit D with supporting material. The Department will not enter into interagency agreement until those items are met.
- All activities must meet objectives that are outlined in the RCD Vision and Standards. Multiple activities can be identified in the RCD's request for funding. Eligible costs and activities are described in the "Eligible Costs and Activities" section below. Examples of eligible activities and associated costs are outlined in Exhibit E.
- The maximum funding per RCD will be calculated based on the number of funding recipients. The Department has targeted \$2,000,000 to be awarded in this category. If the Department receives less than \$200,000 in requests from Bootstrap RCDs, funding not distributed to Bootstrap RCDs will be added to the REV total.
- The work plan and budget should be developed to accommodate the fluctuation in potential funding (i.e. scaled down or up dependent on number of applications received).

### **Consolidation Option**

This option is open to RCDs applying in either the Bootstrap or REV category. This section allows for RCDs to apply for up to an additional \$5,000 per district for consolidation costs.

- The requesting RCDs must submit a board resolution from each RCD involved acknowledging that each RCD will actively participate in the consolidation process. Resolutions should be submitted with the funding request. If not immediately available, resolutions must be submitted prior to award funding.
- RCDs must provide a work plan and budget for the consolidation process.
- Eligible consolidation costs include:
  - Facilitator or staff costs for consolidation planning and implementation.
  - Other fees and expenses associated with consolidation, including LAFCO fees.

#### ***IV. Eligible Costs and Activities***

Eligible costs outlined in the approved work plan and budget will be reimbursed up to actual incurred costs.

##### **A. Bootstrap Category Eligible Activities (limited to items listed below):**

This funding will help RCDs build capacity to operate transparently. Activities eligible for funding in this category include:

Creating and adopting:

- Conflict of Interest Code
- Reimbursement Policy
- Non-discrimination Policy
- Public Records Request Policy
- Updated Long Range Work Plan
- Updated Annual Work Plan
- Annual Budget
- SB 272 Enterprise Systems Catalog

If applicable to RCD, creating and adopting:

- Associate Director Policy
- Bidding Policy
- Fee for Service Policy
- Investment Policy
- Reserve Policy
- Volunteer Policy
- Personnel Policy
- Vehicle Use Policy

Participating in:

- Sexual harassment training for board and staff.

##### **B. Bootstrap Category Eligible Costs (limited to items listed below):**

- Costs associated with the preparation of an RCD financial audit in compliance with PRC Section 9528.
- Staff or consultant cost associated with the development of the policies and legal requirements listed above. Staff costs include: (i) actual salary and (ii) benefits up to 32% of salary.

- In-direct Costs: Indirect costs can be included in the project budget, not to exceed 15% of the total budget. The budget must include a narrative description of all indirect costs.

**C. REV Capacity Building Eligible Activities:**

This funding will help RCDs develop and support projects and programs that build RCD capacity and improve performance as outlined in RCD Visions and Standards. Multiple activities can be identified in the RCD’s work plan and budget.

A regional or multiple RCD collaboration may apply, as long as all activities are identified as an eligible activity. RCDs must identify the regional activities in each participating RCDs individual work plans. If a regional or multiple RCD activity is included in the work plan, each individual RCD must apply for funding and have a separate interagency agreement with the Department. Such regional efforts must demonstrate that the funding necessary to complete the project has been obtained.

**D. REV Capacity Building Eligible Costs (Examples provided in Exhibit E):**

- Staff or consultant costs associated with work plan implementation. Staff costs include: (i) actual salary, and (ii) benefits up to 32% of salary.
- Equipment that will be used in program development, including:
  - Equipment such as a no-till drill or chipper, that will be used to create an agricultural or natural resource based fee-for-service program.
  - Equipment such as plotters or GIS software, that will expand the district’s ability to meet community resource needs.
- In-direct costs: In-direct costs can be included in the project budget, not to exceed 15% of the total budget. The budget must include a narrative description of all in-direct costs.

**E. Ineligible Costs:**

- Vehicles
- Furniture
- Real estate
- Construction materials
- Heavy equipment rental
- Food and beverages
- Rent

**V. Funding Request Requirements:**

To be considered for financial assistance, an RCD must fully complete and submit the following items:

- ✓ Cover Page (must be signed by Board President or authorized designee). (Exhibit F)

- ✓ Checklist. (Exhibit G)
- ✓ Work Plan Narrative Form. (Exhibit A)
- ✓ Work Plan Form. (Exhibit B)
- ✓ Budget Form including identification of match amounts and sources. (Exhibit C)
- ✓ Board resolution approving application. If not immediately available, resolutions must be submitted prior to award.
- ✓ Match commitment letter(s) from RCD and contributing partners.
- ✓ MOUs/board resolutions when applicable.

If RCD is applying for funding under the Bootstrap category:

- ✓ Meeting agendas from six most recent RCD board meetings.
- ✓ Certification of Long Range Plan and Annual Plan created in compliance with PRC Section 9314 pursuant to Funding Checklist. (Exhibit G)

If RCD is applying for funding under the REV category:

- ✓ Exhibit D checklist including all support documentation.

All funding recipients are required to have liability insurance at the time the grant agreement is signed.

## **VI. Work Plan**

The work plan consists of the work plan narrative and work plan form(s). The narrative provides an overview of the proposed objectives and activities and the work plan provides the details of how objectives will be achieved.

### **Work Plan Narrative**

The work plan narrative consists of four parts:

1. Executive Summary – The executive summary must include a description of the work for which financial assistance is sought. The summary should briefly highlight the major components of the work plan including a description of the objective(s) accomplished by the work plan. Smaller efforts may have only one objective, while more complex efforts could have more.
2. Capacity Building – The capacity building section must include a description of how the funding will build the capacity of the RCD. The section must identify any bootstrap eligible activities or REV activities from Exhibit E that are included in the work plan.
3. Benefits – The benefits section must include a description of how the proposed activities will benefit California’s working lands, natural resources, and the local community. This section must provide an explanation of the public or private need for the work, including, but not limited to, any information demonstrating the urgency of these activities.

4. Performance Measures – The performance measures section must describe a performance measure for each objective. Performance measures are generally reported as numbers, ratios, or percentages. They should show how actions will directly benefit RCD capacity, agriculture, working lands, or natural resources. A performance measure should not be a list of completed tasks. Performance measures should go beyond counting numbers of meetings held, numbers of attendees, numbers of mailings, etc.
5. Sustainability – The sustainability section must describe how the RCD plans to sustain the efforts initiated with this funding.

### **Work Plan Forms**

Each funding request must include completed work plan form(s) (Exhibit B). The work plan form will incorporate the objective(s) discussed in the narrative and outline the critical tasks necessary to accomplish the objective. Critical tasks are incremental steps that must be completed to accomplish the objective. Successful completion of tasks in the work plan should lead to the accomplishment of the objective. In addition, the work plan must identify performance measures and an implementation schedule. Exhibit B provides a sample work plan.

### ***VII. Budget***

Each funding request must include a detailed budget (Exhibit C). In compliance with Public Resource Code Section 9084, ***RCDs must provide a minimum of a 25% local match, with 40% of the match consisting of cash.*** RCDs may provide a cash match of more than 40%, which would then reduce the required in-kind contribution. Exhibit C provides a sample budget.

The budget must include:

- An itemized summary of the projected cost of the work.
- An estimate of the amount of the projected costs of the work that will be covered by local support funding, including funding from in-kind contributions or services.

Match requirements:

- Match must come from a non-state source such as private, city, county, or federal contributions of time or money. State pass-through grants of federal monies, such as Federal Clean Water Act Section 319(h) Nonpoint Source Implementation Grants [319(h) grants] are eligible as match.
- Only allowable costs are eligible to be used as cash match. If a cost is ineligible for reimbursement, it is ineligible as cash match.
- Cash match includes available money in a checking or savings account, or guaranteed cash contributions from a federal grant or other non-state source committed to funding the work plan. It may include city, county, water district, private foundation or other contributions. It must be a liquid asset and available for the express purpose of supporting the activities outlined in the work plan.

## In-kind specifications:

- In-kind contributions include staff time, expenditures or volunteer efforts that support the work plan activities. It may include the use of non-state or third party-contributed services, real or personal property or equipment.
- In-kind and cash contributions provided by a partner must be documented in a letter of intent, grant agreement, letter of commitment or a memorandum of understanding. It must identify the amount of the commitment and be signed by an individual authorized to financially bind the partner organization.
- All matching funds provided by the RCD must be documented in a commitment letter authorized by the RCD Board of Directors and signed by the Board President. The letter must specifically describe the amount of cash match and certify that the money is from a non-state source. The letter must also describe the in-kind contributions and assign a monetary value to each contribution. The Department can not anticipate funding constraints and criteria associated with other grant programs. It is the responsibility of the RCD to consult with other grantors and funding sources to ensure that the use of their funds as match is acceptable and consistent with other funding requirements.

The funding will pay for in-direct costs of up to 15% of the total requested amount. These costs must be listed clearly in the budget.

## ***VIII. Reporting and Invoicing***

### **A. Contract Administration**

Projects awarded under this program are administered through interagency agreements. The Department will prepare the agreement once a completed funding request has been submitted, reviewed and accepted by Department staff.

All payments are paid in arrears and are based on actual incurred costs. Advance payments will not be authorized. Eligible costs must be listed on the invoice submitted to the Department and compatible with work plan set forth in the interagency agreement. Only expenses identified in the budget will be reimbursed. Expenses incurred prior to the effective date of the agreement and after the closing date of the agreement are not eligible for reimbursement.

### **B. Reporting**

RCDs must submit written reports to the Department that show compliance with the agreement. Interim verbal or written reports may be required to supplement the more formal status reports listed below.

- Quarterly Report: The report will primarily focus on the tasks completed over the prior three-month period. Reports must provide evidence that shows objectives and tasks are being completed. If not, justification must be provided.

- Final Report: In addition to detailing the accomplishments for the final three months of the agreement, a final report must summarize the overall results and outcomes of the project. RCDs will be required to provide a detailed written report. Items included will be:
  - The impact on the RCD's capacity.
  - The demonstration of completion of tasks and objectives on the work plan.
  - Results of the performance measures.
  - An accounting summary that describes how the money was spent in accordance with the purposes and conditions of the agreement.

**C. Invoicing**

RCDs will be allowed to submit quarterly invoices with the quarterly reports. Invoices must be sequentially numbered, signed with an original signature by the District Manager or President, and prepared in triplicate with all supporting documents (receipts, cancelled checks, payroll stubs, etc.). All submitted documents require annotations that links the expenditure directly to the approved work plan. The Department is the final approving authority on reimbursement of expenditures.

**IX. Schedule**

- All grant funds must be expended by February 28, 2019
- February 28, 2017 – FRI released
- March 28, 2017 – Funding Request Deadline. All materials must be submitted electronically no later than 5:00 pm on March 28, 2017
- May 2017 – Interagency agreements finalized and executed

**Email Address:** [rcd@conservation.ca.gov](mailto:rcd@conservation.ca.gov)

**Mailing Address:** Department of Conservation  
 Division of Land Resource Protection  
 RCD Assistance Program  
 801 K Street, MS 14-15  
 Sacramento, CA 95814

**FRI Exhibits:**

- Exhibit A: Work Plan Narrative Form.
- Exhibit B: Work Plan Form, Instructions for Preparing Work Plan, Sample Work Plan.
- Exhibit C: Budget Form, Instructions for Preparing Budget, Sample Budget.
- Exhibit D: REV Eligibility Form.
- Exhibit E: REV Capacity Building Category Examples of Eligible Activities and Costs.
- Exhibit F: Funding Request Cover Page.
- Exhibit G: Funding Request Checklist.
- Exhibit H: Uploading Documents to Box.com User Guide.
- Exhibit I: Glossary of Terms.
- Exhibit J: Public Resources Code Sections 9084 and 9413.



**Department of Conservation  
Resource Conservation District  
Financial Assistance Program**

**Work Plan Narrative Form**

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**RCD Name:**

- 1) **Executive Summary:** Include a description of the work for which the financial assistance is sought. Briefly highlight the major components of the work plan including a short description of the objective(s). Smaller efforts may have only one objective, while more complex efforts could have more.
  
- 2) **Capacity Building:** Describe how the RCD's planned activities will build capacity to accomplish RCD long range work plan goals. Identify any of the REV activities described in Exhibit E or Bootstrap eligible activities that the RCD will use this funding to accomplish.
  
- 3) **Benefits:** Describe how these activities will benefit agricultural and natural resources in California, build the RCD's operational functionality, and/or build the RCD's technical capability. Provide an explanation of the public or private need for the work, including, but not limited to, any information demonstrating the urgency of these activities.
  
- 4) **Performance Measures:** Describe a performance measure for each objective. Performance measures should show how actions will directly benefit RCD capacity, agricultural, working lands, or other natural resources. A performance measure should not be a list of completed tasks. Performance measures should go beyond counting numbers of meetings held, numbers of attendees, numbers of mailings, etc.
  
- 5) **Sustainability:** Describe how this work will be sustained beyond the funding period.



Work Plan Form: RCD Financial Assistance Program

RCD Applicant: (A)

Objective #1: (B)

Performance Measurement: (C)

Task Number	Description of Task	Task Completion	Implementation Schedule
(D)	(E)	(F)	(G)



**Department of Conservation  
Resource Conservation District  
Financial Assistance Program**

**Work Plan Preparation Instructions**

1. Submit a completed work plan(s). An example is provided in this Exhibit.
2. Blank copies are available at [http://www.conservation.ca.gov/dlrp/RCD/grant\\_program](http://www.conservation.ca.gov/dlrp/RCD/grant_program)
3. Use the following instructions to complete the form.
4. Each objective should have a work plan that identifies critical tasks.

<u>ITEM</u>	<u>INSTRUCTIONS</u>
(A)	List the RCD that is administratively and legally responsible for the agreement. Fiscal Sponsor RCDs should list the name of the sponsored RCD as well (example: "Good Neighbor RCD Fiscal Sponsor for XYZ RCD").
(B)	List each objective that will be accomplished, as described in the Narrative Work Plan, on a separate work plan form.
(C)	The applicant must include a performance measure for each objective. Performance measures are quantifiable standards that measure the success of the work in satisfying the objective(s).
(D)	Tasks are incremental steps taken to accomplish the objective. List and number critical tasks sequentially with the first digit corresponding with the objective number and the subsequent digits identifying the task number. For example, task number 1 of objective 1 would be written as "1.1". The next task would be "1.2" and so forth. Tasks associated with objective 2 would be numbered with 2.1, 2.2, etc.
(E)	Write a short sentence that provides sufficient detail to understand the task's intent. Tasks should capture critical activities that ensure completion of the objective. Enough detailed tasks should be identified under each objective to allow the Department to understand how the objective will be completed.
(F)	Describe the desired results for each task. This section should describe a condition in the future. For example, if the task is to strengthen the partnership with a local water district, the successful

RCD Financial Assistance Request: Exhibit B

completion of the task may be to formalize the partnership, and an “MOU signed with Water District” could be evidence of a task completion.

- (G) Provide an implementation schedule. The implementation schedule can cover several months, a month, or a day. For example, “January – March”, “September”, or “September 15”.



SAMPLE Work Plan Form: RCD Financial Assistance Program

**RCD Applicant:** Good Neighbor RCD

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**Objective # 1:** Example: Increase the number of new partners.

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**Performance Measurement:** Example: Projects created with two new partners.

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Task Number	Description of Task	Task Completion	Implementation Schedule
1.1	<i>Conduct outreach to a range of community partners. Specifically target non-profits (Audubon, Ducks Unlimited) and the local water district to foster information and resource sharing.</i>	<i>Four initial meetings were held.</i>	<i>7/17 to 09/17</i>
1.2	<i>Work with new partners to develop MOU.</i>	<i>MOU is created and was signed.</i>	<i>12/17</i>



SAMPLE Work Plan Form: RCD Financial Assistance Program

**Objective # 2:** Example: Increased organizational stability.

**Performance Measurement:** Example: Two project grant proposals submitted with partners.

Task Number	Description of Task	Task Completion	Implementation Schedule
2.1	<i>Research grant funding opportunities</i>	<i>Four opportunities were identified.</i>	<i>8/17 to 3/18</i>
2.2	<i>Work with partners to develop and submit two proposals, and follow through with funding sources.</i>	<i>Two applications were submitted.</i>	<i>By 6/18</i>

RCD Financial Assistance Request: Exhibit C



Budget Form: RCD Financial Assistance Program  
 See budget preparation instructions to complete this form.

RCD Applicant: (A) \_\_\_\_\_ Fiscal Sponsor: \_\_\_ Yes \_\_\_ No

	Total Budget (B)	DOC Award (C)	In-Kind Match (D)	Cash Match (E)	Attached Support Documents (Yes/No) and Footnote (F)
<i>Capacity Building Salaries and Wages (G)</i>					
Benefits (H)					
<i>Capacity Building Equipment &amp; Supplies (I)</i>					
<i>Other (J)</i>					
<b>Subtotal (K)</b>					
<i>Administration (L)</i>					
<b>TOTAL (M)</b>					

RCD Financial Assistance Request: Exhibit C

**Budget Footnotes: (N)**

**See Instructions to complete this section**



**Department of Conservation  
Resource Conservation District  
Financial Assistance Program**

**Budget Preparation Instructions**

1. A completed budget form must be submitted. An example is provided in this Exhibit.
2. Blank copies are available at <http://www.conservation.ca.gov/dlrp/RCD/index.htm>
3. Use the following guidelines to complete the form.

**ITEM      INSTRUCTIONS**

- (A) List the RCD that is administratively and legally responsible for the funding. Fiscal Sponsor RCDs should list the name of the sponsored RCD as well (Example: "Good Neighbor RCD Fiscal Sponsor for XYZ RCD").
  - (B) List total dollars required for the project. Item (B) includes amount requested from DOC and local matching funds, both in-kind and cash.
  - (C) List the funding amount being requested from the Department to support the project.
4. In accordance with Division 9 Section 9084 (CA Public Resources Code), RCDs must provide a minimum local match of 25% of the funding. The match can consist of in-kind and cash. However, at least 40% of the local match (or 10% of the funding) must be cash. Match must come from a non-state source. Examples include private, city, county, or federal contributions of time, equipment or money.
  5. Only *eligible costs* can be used as local cash match. For example, any benefits provided by the RCD to its employees that exceed the eligible 32% cannot be used as local match; benefits up to 32% may be used as match. If a cost is ineligible for reimbursement, it is ineligible for cash match.

**ITEM      INSTRUCTIONS**

- (D) Identify all sources of in-kind local matching funds. Partners may provide cash match, in-kind or both. In-kind (non-cash) contributions may include the use of non-state or third party contributed real or personal property or equipment. The formula used to compute in-kind expenditures must be reasonable. Describe in the footnotes (item N) the method used to calculate the in-kind amounts.

RCD Financial Assistance Request: Exhibit C

- (E) Cash includes money available in a checking or savings account or guaranteed cash contributions from a federal grant or other non-state source. It may include city, county, water district, private foundation or other contributions. It must be a liquid asset and available to support the proposed activities.
- (F) For each budget item indicate if support documents are attached. Identify the expenditure or line item with a footnote. The footnote must be listed in the "Budget Footnotes" (item N). Support documents include letters of support, grant agreements, letters of commitment, contractor proposals, RCD Board letters, Memorandums of Understanding (MOU), etc.
- (G) Capacity building salaries and wages includes costs associated with consultants, contractors or personnel working on the proposed activities. List the total hours and the hourly rate used to calculate the total amount.
- In-kind contributions of time by volunteers must be broken down to reflect the total hours and an hourly wage rate. Wage rates should be based on the geographic area, the type of work being performed and the expertise required. The rate must be reasonable.
- (H) The Department will allow benefits up to 32% of the salary costs identified for RCD employees involved in the work. The Department will reimburse actual benefits provided by the RCD. Benefits exceeding 32% are not allowable for reimbursement or for match. Provide an itemized breakdown in the footnotes (item N).
- (I) 1. Identify any equipment costs that will be reimbursed using Department funds or used as an in-kind match. Equipment listed must support tasks identified in the work plan.
2. Items provided as in-kind match must be documented in the footnotes (item N).
- (J) Other costs that support the work plan. The Department will allow mileage up to the applicable published rate from the CA Department of General Services (currently 53.5 cents per mile).
- (K) Subtotal all of the columns.
- (L) Administrative costs are authorized for reimbursement or as a local match up to 15% of the Department's contribution (15% of Subtotal in the DOC column). Contractor or consultant administrative costs will be deducted to reflect the allowable 15% administrative cost authorized. Administrative costs must be described in a footnote. **Administrative costs exceeding the authorized 15% are not allowable for reimbursement or for local match.**

RCD Financial Assistance Request: Exhibit C

(M) Total all the columns.

(N) **FOOTNOTES:**

(1) Each source of local match must be identified by name. Use footnotes to identify which specific expenditure(s) was provided by that partner's contribution. Partner contributions must be broken down into in-kind and/or cash.

(2) Attach support documents to the budget that clearly demonstrate the partner's financial commitment. This validates the contribution. Support documents include letters of intent, grant agreements, letters of commitment, Memorandums of Understanding, etc. An individual authorized to financially bind the organization must sign the documents.

(3) In-kind or cash contributions from the RCD applicant must be documented in a commitment letter authorized by the RCD Board of Directors and signed by the Board President. The letter must specifically describe the amount of cash match and certify that the money is from a non-state source. The letter must also describe the in-kind contributions and assign a monetary value to each.

(4) All line item expenditures must be justified in this section. Describe why the item is necessary and how it supports the project. Identify and describe the method used to compute the cost (including benefits). This requirement applies to all costs, those being reimbursed by the Department, as well as line items being used for local match, both in-kind and cash.

6. Any expense that is not specified in the budget is not eligible for funding. The Department reserves the right to eliminate any expenditure that does not support the work plan.

The Department cannot anticipate funding constraints and criteria associated with grant programs. It is the responsibility of the RCD to consult with other grantors/funding sources to ensure that the use of funds as match are acceptable and consistent with other funding requirements.



SAMPLE: Budget Form: RCD Financial Assistance Program

RCD Applicant: (A) Good Neighbor RCD Fiscal sponsor? No (Yes/No)

	Total Budget (B)	DOC Award (C)	In-Kind Match (D)	Cash Match (E)	Attached Support Documents (Y/N) and Footnote (F)
<i>Capacity Building Salaries, Wages and Benefits (G)</i>					
Position title: Outreach Coordinator \$20/hour x 1,200 hours	\$24,000	\$21,000		\$3,000	Yes, Footnote 1
Position title: Grant Writer \$15/hour x 667 hours	\$10,000	\$ 9,000		\$1,000	Yes, Footnote 2
Volunteers	\$ 1,500		\$1,500		No, Footnote 3
Benefits (H) 32% of salary	\$11,200	\$11,200			No, Footnote 4
<i>Capacity Building Equipment &amp; Supplies (I)</i>					
Computer, monitor, printer/scanner	\$ 1,500		\$1,500		Yes, Footnote 5
GIS Software	\$ 1,600		\$1,600		Yes, Footnote 6
<i>Other (J)</i>					
Printing	\$ 500		\$ 500		Yes, Footnote 7
Postage	\$ 250			\$ 250	Yes, Footnote 8
Display materials	\$ 500		\$ 550		Yes, Footnote 9
Conference fees	\$ 300	\$ 300			No, Footnote 10
Mileage	\$ 600		\$ 600		
<b>Subtotal (K)</b>					
	\$51,950	\$41,500	\$6,250	\$4,150	
<i>Administration: (L)</i>					
	\$ 6,200	\$ 6,200			Footnote 11
<b>TOTAL</b> [rounded to nearest dollar]					
	\$58,150	\$47,700	\$6,250	\$4,150	

See Budget Footnotes Below

RCD Financial Assistance Request: Exhibit C

Budget Footnotes:

**Footnote 1:** 1,200 hours x \$20= \$24,000. DOC will contribute \$21,000 and the RCD will provide cash to pay the remaining balance of \$3,000. *A letter of commitment signed by the RCD Board President is attached.*

**Footnote 2:** 667 hours x \$15 = \$10,000. DOC will contribute \$9,000 and NRCS will contribute \$1,000. *A partnership agreement signed by the NRCS District Conservationist is attached.*

**Footnote 3:** 150 hours x \$10 = \$1,500. Volunteers will be used to conduct outreach and present educational material to the public.

**Footnote 4:** Only for the Outreach Coordinator and Grant Writer: Benefits include Social Security/Medicare, health insurance, and retirement.

**Footnote 5:** Outreach Coordinator and Grant Writer will be provided with use of computer, printer, projector, and plotter (for printing maps or large presentation documents). *A letter of commitment signed by the RCD Board President is attached.*

**Footnote 6:** The Outreach Coordinator and volunteers will have use of GIS software to make maps as necessary. *A letter of commitment signed by the RCD Board President is attached.*

**Footnote 7:** The Outreach Coordinator will have use of the NRCS copy machine for the duration of the funding. An estimated 5,000 copies will be generated over the 18 month period. Copies are valued at \$.10 each.  $5000 \times .10 = \$500$ . *A partnership agreement signed by the NRCS District Conservationist is attached.*

**Footnote 8:** The RCD received a \$250 cash donation from Sustainable Farms, Inc. The \$250 will be used for postage during this funding agreement. *A copy of the donation letter is attached.*

**Footnote 9:** The Outreach Coordinator and volunteers will use RCD display materials during outreach events. *A letter of commitment signed by the RCD Board President is attached.*

**Footnote 10:** The Outreach Coordinator will attend the CARCD Annual Meeting in November 2017 to share information and build partnerships with RCDs statewide.

**Footnote 11:** The 15% for administrative costs will be used to pay for the following costs: Clerical services, Outreach Coordinator and Grant Writer supervision, payroll processing, and general office supplies.



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**Department of Conservation  
Resource Conservation District  
Financial Assistance Program**

**REV Eligibility Form**

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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.

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\_\_\_\_\_ **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:

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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.



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**Department of Conservation  
Resource Conservation District  
Financial Assistance Program**

**Exhibit E  
REV Category  
Eligible Activities/Costs**

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This funding will assist RCDs in developing projects and programs that build RCD capacity. Multiple activities can be identified in the RCD's application for funding.

Eligible activities/costs could include, but are not limited to:

**Relevant Activities:**

Activity that will increase capacity to achieve RCD long range work plan goals.

Eligible costs could include:

- Staff costs to support completion of a goal identified in the long range work plan.
- Equipment that will increase the capacity of the RCD to achieve a goal (see ineligible costs above).

Community outreach/working groups to define community needs, resource issue planning.

Eligible costs could include:

- Staff costs to develop community work groups, host meetings, etc.
- Outreach costs (room rental, mailing costs, publication costs)

Volunteer recruitment, workshops, public education, and internship programs.

Eligible costs could include:

- Staff costs (including interns)
- Outreach costs (room rental, mailing costs, publication costs)

Create/maintain collaborative stakeholder groups.

Eligible costs could include:

- Outreach materials
- Staff costs

CARCD conference attendance/regional meeting attendance.

Eligible costs could include:

- Staff costs
- Travel
- Registration

## RCD Financial Assistance Request: Exhibit E

Host multiple RCD meetings/workshop, develop regional/multiple RCD project/funding proposals, regional staff.

Eligible costs could include:

- Staff costs
- Travel

Develop mentorship program with neighboring RCDs.

Eligible costs could include:

- Staff costs
- Travel

Engage in regional watershed planning efforts or regional resource issues planning.

Eligible costs could include:

- Staff costs

Conduct research in emerging resource issues.

Eligible costs could include:

- Staff cost
- Equipment

Undertake professional development (building leaders staff and directors).

Eligible costs could include:

- Staff time
- Travel
- Training attendance/registration

### **Excellent Activities:**

Create a funding plan, donation/fundraising efforts or a fee-for-service program. Initiate grant writing.

Eligible costs could include:

- Staff costs
- Outreach costs

Develop a resource library.

Eligible costs could include:

- Staff costs
- Software

Develop a reporting procedure for RCD programs and quantify long-term RCD impacts on resources.

Eligible costs could include:

- Staff costs
- Software

Facilitate annual self-assessment.

Eligible costs could include:

- Staff costs

Develop succession plan.

Eligible costs could include:

- Staff costs

**Visible Activities:**

Organize local legislative days, watershed tours or prepare. Publish or prepare newsletters.

Publish and distribute an annual report.

Eligible costs could include:

- Staff costs
- Software
- Mailing costs
- Printing costs

Website development or maintenance.

Eligible costs could include:

- Staff costs
- Software
- Domain/subscription fees

Participation in statewide education efforts.

Eligible costs could include:

- Staff costs
- Travel

Participation in a consolidation effort.

Eligible costs could include:

- Staff costs
- LAFCO fees and expenses



**Department of Conservation  
Resource Conservation District  
Financial Assistance Program**

**Request Cover Page  
(Attach to front of request)**

Resource Conservation District: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact: \_\_\_\_\_

Email: \_\_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ RCD Federal Tax ID # \_\_\_\_\_

**Fiscal Summary:**

Total Budget \$ \_\_\_\_\_

State Funds Requested \$ \_\_\_\_\_

Match Contribution \$ \_\_\_\_\_

(Note: RCD funding awards require a 25% non-state match)

**Request Category (check one)**

\_\_\_\_\_ REV Funding

\_\_\_\_\_ Bootstrap

\_\_\_\_\_ Bootstrap Fiscal Sponsor (List Sponsored RCD): \_\_\_\_\_

\_\_\_\_\_

RCD President Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Department of Conservation  
Resource Conservation District  
Financial Assistance Program**

**Funding Request Checklist**

The Funding Request must contain all required forms and attachments. Submit documents in the order as listed below.

- Application Cover Page, signed by the District President – Exhibit F
- Funding Request Checklist, signed by the request preparer and the District President – Exhibit G
- Work Plan Narrative Form – Exhibit A (maximum 7 pages)
- Work Plan Form(s) – Exhibit B
- Budget Form – Exhibit C (with footnotes)
- Proof of Local Match (PRC Section 9084 requirement)
- Agendas for the previous six RCD Board meetings (PRC Section 9084 requirement)

By checking the boxes below, the applicant certifies that the RCD has adopted the following plans in compliance with PRC Section 9413.

- Current District Annual Work Plan (PRC Section 9084 requirement)
- Current District Long Range Work Plan (PRC Section 9084 requirement)

For RCDs requesting funding in REV Category:

- REV Eligibility Form –Exhibit D (with required supporting documentation)

**I have read the attached application and I am authorized to submit it on behalf of the Resource Conservation District.**

\_\_\_\_\_  
Request Preparer

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Resource Conservation District President

\_\_\_\_\_  
Date Signed



**Department of Conservation  
Resource Conservation District  
Financial Assistance Program**

**Uploading Documents to Box.com User Guide**

This guide is intended to provide guidance for submitting an RCD Funding Program request using the Department Box.com site. To get started:

1. Contact Department staff at [rcd@conservation.ca.gov](mailto:rcd@conservation.ca.gov) to inform staff of the RCD's intent to submit a funding request.
2. Department staff will create a box.com folder for the RCD. The folder will have the RCD name (for example XYZ RCD) and the RCD and Department staff will have access to the folder. Once the folder is created, the RCD contact will receive an email invitation from box.com to share the folder. The email will come from DLRP RCD with the subject: "DLRP RCD has invited you to collaborate on Box."
3. Someone at the RCD will need to click on the blue button in the email labeled "Accept Invite". This will open an internet browser screen where the RCD will set up their own Box.com account.

In the Account Information box give the account a name. The email address you provided to Department staff should be automatically entered. If the email is not automatically entered then enter in the email address box. The next steps will be to choose a password, confirm the password, and click the blue button labeled "Continue." You will then see some personalization choices which you can edit, or skip, and go to the RCD folder.

4. The folder with the RCD name will then be ready to receive the information required for submitting a funding request.

At this point you can start uploading files immediately by dragging files from your computer and dropping them onto the Box.com screen. Drop files into the box on the left side of the screen. The box has a cloud icon with an up arrow and the words: "Drag and drop folders and files from your desktop or use the file browser." The first time you drag and drop files you will see a black box open at the bottom that has a white uploading bar. When the upload is complete you will see the word "Completed" at the bottom of the screen. Another option is to click on the "Use the file browser" link which will allow you to upload files through a Windows Explorer window.

5. You can reach your folder again by visiting [www.box.com](http://www.box.com) and providing your login information.
6. Once there you can continue to upload documents using the instructions above.

*Note*, if you return and upload documents, during the second time uploading documents you may not see the black box open at the bottom with the upload bar. Instead, you will see a progress bar on the right side next to the name of the file you are uploading. Once the upload is complete, the file or folder name will show in the Box.com folder. Be sure to confirm that the files have finished uploading before you logout or close the screen.

7. Once your application submission is complete, indicate this by sending an email to [RCD@conservation.ca.gov](mailto:RCD@conservation.ca.gov).

Note: Box.com seems to work best using the Google Chrome or Firefox browsers.

## If Box.com Does Not Work

If Box.com does not work as a result of software or security issues, the Department will accept financial request documents and supporting materials by email at [rcd@conservation.ca.gov](mailto:rcd@conservation.ca.gov). If email does not work, please send electronic documents by mail on a CD, DVD or USB drive to:

RCD Assistance Program  
Attn: Funding Request  
801 K St MS 14-15  
Sacramento, CA 95814

Please DO NOT send hard copy documents.



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**Department of Conservation  
Resource Conservation District  
Financial Assistance Program**

**Glossary of Terms**

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- **Annual Work Plan**  
Annual work plans establish goals and direction for a 12 month period.
- **Bootstrap Fiscal Sponsor**  
Bootstrap Fiscal Sponsor RCDs can obtain funding on behalf of a Bootstrap RCD. The Fiscal Sponsor RCD will be administratively and fiscally responsible for providing the Bootstrap RCD with funding and submitting invoices to the Department for reimbursement.
- **Bootstrap RCD**  
Bootstrap RCDs are defined as RCDs who cannot provide all the items listed in Exhibit D of this application packet.
- **Box.com**  
Box.com is a secure file sharing website.
- **PRC**  
California Public Resources Code.
- **Capacity Building**  
Capacity building is an investment in the effectiveness and future sustainability of an organization.
- **CARCD Vision and Standards (RCD Vision and Standards)**  
In 2014, the California Association of RCDs (CARCD) adopted a document titled *Planning for the Future: A Statewide Pathway to Excellence in Service!* The document established a vision and set of standards for RCDs.
- **Consolidation**  
The process of merging, or consolidating, two or more Resource Conservation Districts.
- **Department of Conservation (DOC)**  
The Department of Conservation provides services and information that promote environmental health, economic vitality, informed land use decisions and sound management of our state's natural resources.

- **Division of Land Resource Protection (DLRP)**

The Department of Conservation's Division of Land Resource Protection (DLRP) works with landowners, local governments, and researchers to conserve these resources for everyone's future.

- **Fee-for-Service Programs**

Programs designed to provide services for a fee.

- **FRI**

Funding request instructions.

- **GIS**

Geographic Information Systems.

- **Interagency Agreement**

An interagency agreement is a document, generally between government agencies and departments that defines cooperative work between them. The agreement defines the parties involved, the work performed and the transfer of technologies and funds.

- **LAFCO**

Local Agency Formation Commissions (or LAFCOs) oversee the formation and boundary changes of local governmental agencies.

- **Long Range Work Plan**

Long range work plans are five year plans of work adopted by the Board of Directors.

- **Match, or Matching Funds**

Matching funds provide local support for a project funded through the state.

- **MOU**

A Memorandum of Understanding (MOU) is a nonbinding agreement between two or more parties outlining the terms and details of an understanding, including each parties' requirements and responsibilities.

- **Performance Measure**

A quantifiable indicator of achievement that includes outcome, output, efficiency, and explanatory/input.

- **RCD Assistance Program**

A program of technical and financial assistance provided to Resource Conservation Districts by the State of California Department of Conservation and its Division of Land Resource Protection.

- **REV**

REV stands for Relevant, Excellent and Visible. This acronym refers to language describing the vision of RCDs in the CARCD Vision and Standards document.

- **SB 272 Enterprise Systems Catalog**

Senate Bill 272 (Hertzberg, 2015) requires local agencies, in implementing the California Public Records Act, to create a catalog of enterprise systems. Enterprise systems include any software used to store or create RCD records.



**Department of Conservation  
Resource Conservation District  
Financial Assistance Program**

**Public Resources Code Sections 9084 and 9413**

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**State of California  
PUBLIC RESOURCES CODE  
Section 9084**

9084. (a) Subject to the availability of funds and any limitations imposed by this division, the department may provide grants to resource conservation districts for the purpose of assisting the districts in carrying out any work that they are authorized to undertake, including, but not limited to, grants for watershed projects.

(b) (1) To qualify for a grant under subdivision (a), a resource conservation district shall do all of the following:

(A) Prepare an annual and a long-range work plan pursuant to Section 9413. The long-range work plan shall reflect input from local agencies and organizations regarding land use and resource conservation goals.

(B) Convene regular meetings in accordance with the open meeting requirements of Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of the Government Code and the requirements of this division.

(C) Secure sources of local support funding, which may include funding from in-kind contributions and services.

(2) A resource conservation district seeking a grant pursuant to this section shall submit to the department a grant proposal that includes, but is not limited to, all of the following information:

(A) A description of the work for which the grant is sought.

(B) An explanation of the public or private need for the work, including, but not limited to, any relevant information demonstrating the urgency of the project.

(C) An itemized summary of the projected cost of the work.

(D) An estimate of the amount of the projected costs of the work that will be covered by local support funding, including funding from in-kind contributions or services.

(3) To qualify for a grant awarded pursuant to this section, a resource conservation district shall be required to provide at least a 25 percent local match of funding, of which 40 percent of that amount shall be provided in cash. The department shall give preference in the awarding of grants to those districts that, among other things, provide a greater percentage of local match funding than the minimum required by this paragraph.

(4) A resource conservation district that receives a grant awarded under this section shall provide the department with an informal accounting summary that describes how the grant money was spent in accordance with the purposes and conditions of the grant.

(Amended by Stats. 2006, Ch. 538, Sec. 575. Effective January 1, 2007.)

## **PUBLIC RESOURCES CODE**

### **Section 9413**

9413. (a) Each district may develop districtwide comprehensive annual and long-range work plans as provided in this section. These plans shall address the full range of soil and related resource problems that are found to occur in the district.

(b) The long-range work plans may be adopted and updated every five years, in accordance with a standard statewide format which shall be established by the commission. Districts may amend the long-range plan prior to the five-year update in order to address substantive changes occurring since the adoption of the most recent long-range work plan. The long-range plans shall serve the following functions:

(1) Identification of resource issues within the district for purposes of local, state, and federal resource conservation planning.

(2) Establishment of long-range district goals.

(3) Provision of a framework for directors to identify priorities for annual district activities.

(4) Provision of information to federal, state, and local governments and the public concerning district programs and goals.

(5) Setting forth a basis for evaluating annual work plan achievements and allocating available state funding to the district.

(6) Involvement of other agencies and organizations in the district planning process in order to help ensure support in implementing district plans.

(c) The annual work plans may be adopted on or before March 1 of each year in a format which shall be consistent with the district's long-range work plan. The annual work plans shall serve the following functions:

(1) Identification of high priority actions to be undertaken by the district during the year covered by the plan.

(2) Identification of the person or persons responsible for undertaking each planned task, how it will be performed, when it will be completed, what constitutes completion, and the cost.

(3) Demonstration of the relationship of annual tasks to the long-range district goals identified in the long-range work plan.

(4) Provision of assistance to the local field office of the Soil Conservation Service of the United States Department of Agriculture in adjusting staff and program priorities to match district goals.

RCD Financial Assistance Request: Exhibit J

(5) Informing the public of the district's goals for the year.

(6) Involvement of other agencies and organizations in the district planning process in order to help ensure support in implementing district plans.

(7) Provision of a basis for assisting the commission in determining district eligibility for state funding under this division.