

Instructions

Good Governance – Tier 1 – Accreditation

Requirements for Accreditation

These instructions describe and explain the ~~requirements~~ materials Districts must ~~meet~~ provide in order to receive a Good Governance Tier 1 Accreditation (Tier 1 Accreditation) from the Department. The Department will ensure all required materials are submitted with the Districts application. Materials will not be reviewed for quality. All items include the relevant statutory code citations, where applicable, for reference.

Section 1 - Mandatory

To receive a ~~Good Governance~~-Tier 1 Accreditation, the District must meet **all** of the requirements in Section 1. These requirements apply to all Districts that voluntarily apply for accreditation.

- Annual Special Districts Financial Transactions Report to the State Controller: The District does not need to provide documentation for this requirement. The Department will verify with the State Controller's Office that the District has submitted this report within the last 12 months. (Government Code Section 53065.5)
- Annual Local Government Compensation Report to the State Controller: The District does not need to provide documentation for this requirement. The Department will verify with the State Controller's Office that the District submitted this report within the last 12 months. (Government Code Section 53065.3)
- Ethics Training: Submit copies of ethics training certificates supplied by Fair Political Practices Commission (FPPC) or FPPC-approved attorney for District Directors. (Government Code Section 53235)
- Form 700 Statement of Economic Interests: Submit the most recent copy of the California Form 700 **cover** page for all Directors and designated staff. (Government Code Section 81200) each individual required to file a Form 700.
- Independent Audit: Submit the summary or **cover** page of the most recent audit (performed in the last 12 months)-performed that shows compliance with Public Resources Code 9528. (Public Resources Code 9528) showing who performed the audit and the fiscal period covered.
- Director's Oath of Office: Submit a copy of the Director's Oath of Office statement for each District Director or a copy of the minutes from the meeting when the oaths were administered. (Public Resources Code Section 9302, Government Code Section 1360)
- Brown Act Agenda Requirements: Submit copies of District board meeting agendas from the last six months or if the District posts its agendas to a website, provide the website link to the agendas. (Government Code Section 54950 et. al.)

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- ~~Secretary of State~~ Statement of Facts ~~Roster of Public Agencies~~ filed with ~~Secretary of State~~ (Form npsf-405): Submit a copy of the District's most recent Statement of Facts submitted to the Secretary of State. (Government Code Section 53051(b))
- Conflict of Interest Code: Submit a copy of the District's most recent ~~current~~ Conflict of Interest code consistent with FPPC requirements. (Government Code Section 87300)
- Reimbursement Policy, Nondiscrimination Policy, and Public Records Request Policies: Submit a copy of each ~~District policy listed above. of the District's policies.~~ These policies can comprise a policy manual or serve as stand-alone policies, but they must be adopted by the Board. (Reimbursement policy Government Code Section 53232.2)
- Annual Plan, Long Range Plan: Submit copies of the District's current Annual and Long Range Plans that meet the requirements of PRC section 9413. (Long range plans must meet the requirements of PRC 9413.) The Department will not require compliance with subsections 4 and 7 of subdivision c of that section. (Public Resources Code Section 9413) No qualitative review will be conducted. The signatures at the bottom of the Form serve as verification that the District plans are meeting PRC section 9413 requirements.
- Annual ~~budget~~ Budget: Submit a copy of the District's current annual budget.
- Sexual Harassment Training for District Directors and Required Staff: Submit a copy of sexual harassment training completion certificates for District Directors and required staff. Required staff includes all staff members who supervise other employees. (Government Code Section 53237 et al)
- SB 272 Enterprise Systems Catalog: Submit a link to the District's Enterprise Systems Catalog. Alternatively, if the District does not have a website, submit a copy of the catalog that meets the requirements of Government Code Section 6270.5. (Government Code Section 6270.5) copies of the District's catalogue or if the District posts this information on a website, provide website link to the catalogue.

Section 2 – Mandatory if Applicable

Section 2 is comprised of additional requirements that may not apply to every District. ~~The District must s~~Submit proof for each requirement that applies and provide an explanation for each requirement that does not apply. of fulfilling each requirement, if applicable to that District. ~~The District must provide an explanation for each requirement that does not apply to the District.~~

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- Sexual Harassment Literature Provided to Employees: This requirement only applies to Districts that have at least one employees. The signatures at the bottom of the Form serve as verification that the District is meeting this requirement. (Government Code Section 12950)
- Payroll Taxes Filed and Paid: This requirement only applies to Districts that have at least one employees. The signatures at the bottom of the Form serve as verification that the District is meeting this requirement.
- Reports and Information to Local Agency Formation Commission: The District must provide reports and information to LAFCO when requested by the LAFCO. For example, when LAFCO conducts the Resource Conservation District Municipal Service Review, it may request reports and plans, conduct interviews, or seek other information from the District. For the purpose of Tier 1 Accreditation, the signatures at the bottom of the Form serve as verification that the District is meeting this requirement.
- Posts all legally required notices in office. If the District has an office, it must post all legally required the notices ~~that are legally required to be posted~~. The signatures at the bottom of the Form serve as verification that the District is meeting this requirement. If the District shares an office with another entity that posts all required notices, the District does not need to post an additional set of notices.
- Sales Taxes to Board of Equalization: If the District has a Seller's Permit, state law mandates that the District **must** file a Sales Tax Return and submit any sales tax collected to the State Board of Equalization. If the District has a California Seller's Permit ~~sells tangible goods on a regular basis, as defined under CA Revenue and Taxation Code Section 6006, it must obtain a Seller's Permit from the California Board of Equalization. If this item applies,~~ 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 District must adopt an Associate Director Policy. If this item applies, submit a copy of this policy.
- Bidding Policy: Districts that request bids for projects must adopt a Bidding Policy consistent with Public Contract Code. If this item applies, submit a copy of this policy.
- Fee for Service Policy: Districts with Fee for Service programs must adopt a Fee for Service Policy. A Fee for Service program includes any activity, except for grants, contributions, or property taxes, in which a District collects payment for services rendered. If this item applies, submit a copy of this policy.

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- Investment Policy: Districts with investments must adopt an Investment Policy. If this item applies, submit a copy of this policy.
- Reserve Policy: Districts 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: Districts that use volunteers must adopt a Volunteer Policy. A volunteer refers to an individual who does work on the District's behalf without receiving monetary compensation such as someone who helps clean up trash at a creek clean-up event. Meals, tee shirts, or similar rewards are not monetary compensation. If this applies, submit a copy of this policy.
- Personnel Policy: Districts with at least one employees must adopt a personnel policy. If this applies, submit a copy of this policy.
- Vehicle Use Policy: If any individual employed by or volunteering for the District conducts any District and District-related work outside of the office or attends meetings outside of the office, and that individual uses a vehicle to go off-site, the District must adopt a Vehicle Use Policy. **Most Districts will need some type of vehicle use policy.** This policy must cover all vehicles used for District related work, including those not owned by the District. If this item applies, submit a copy of this policy.
- Workers Compensation Insurance: Districts with employees must purchase and maintain Workers' Compensation Insurance. If this item applies, submit proof of insurance.
- Liability Insurance: If the District receives grant funding, it is likely required to carry liability insurance. If this item applies, submit proof of insurance.
- Vehicle Insurance: Districts that own vehicles must purchase and maintain automobile insurance. The insurance must cover all vehicles owned by the District. If this item applies, submit proof of insurance.
- Premises Insurance: Districts with a physical address must purchase and maintain Premises Insurance. Premises Insurance covers real property owned or leased by the District. If this requirement applies, submit proof of insurance.
- Errors and Omissions: 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 is required if the District provide services and regularly offers advice. If this item applies, submit proof of insurance.