**Requirements for Accreditation**

These instructions describe and explain the requirements Districts must meet in order to receive a Good Governance Tier 1 Accreditation from the Department.

Section 1 - Mandatory

To receive a Good Governance Tier 1 Accreditation, the District must meet **all** of the requirements in Section 1.

* Annual Special Districts Financial Transactions Report to the State Controller: The Department will verify with the State Controller’s Office that the District has submitted this report within the last 12 months.
* Annual Local Government Compensation Report to the State Controller: The Department will verify with the State Controller’s Office that the District submitted this report within the last 12 months.
* Ethics Training: Submit copies of ethics training certificates supplied by Fair Political Practices Commission (FPPC) or FPPC-approved attorney for District Directors.
* Form 700 Statement of Economic Interests: Submit the most recent copy of the California Form 700 **cover** page for 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) 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.
* 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 website link to the agendas.
* Secretary of State Statement of Facts Roster of Public Agencies (form npsf-405): Submit a copy of the District’s most recent Statement of Facts submitted to Secretary of State.
* Conflict of Interest Code: Submit a copy of the District’s most recent current Conflict of Interest code consistent with FPPC requirements.
* Reimbursement Policy, Nondiscrimination Policy, and Public Records Request Policies: Submit a copy of each of the District’s policies. These policies can comprise a policy manual or serve as stand-alone policies.
* Annual Plan, Long Range Plan: Submit copies of the District’s current Annual and Long Range Plans. (Long range plans must meet the requirements of PRC 9413.)
* Annual budget: Submit a copy of the District’s current 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.
* SB 272 Enterprise Systems Catalog: Submit 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 apply to every District. The District must submit proof 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.

* Sexual Harassment Literature Provided to Employees: This requirement only applies to Districts that have employees. The signatures at the bottom of the Form serve as verification that the District is meeting this requirement.
* Payroll Taxes Filed and Paid: This requirement only applies to Districts that have 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 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.
* 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 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.
* 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 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.