



CALIFORNIA CONSERVATION CORPS

COMMUNITY CONSERVATION CORPS CERTIFICATION MANUAL

**Certification of Community Conservation Corps
for the
Department of Resources Recycling and Recovery**



**REVISED
June 2021**

~ Preface ~

The outstanding cooperation and collaboration between the California Community Conservation Corps and the California Conservation Corps (CCC) made the development of the Community Conservation Corps Certification Manual possible. The manual is the working model for the certification of Community Conservation Corps for the Department of Resources Recycling and Recovery (CalRecycle). Initial implementation of this manual took effect July 1, 1996. Implementation of this revised manual will take effect July 1, 2021.

Revisions have been approved and adopted for implementation by the CCC Director.

This Certification Manual will remain in effect until an updated version is approved.

Bruce Saito, Director
California Conservation Corps

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SECTION I

OVERVIEW

The California Beverage Container Recycling and Litter Reduction Act [AB 2020 (Margolin), Chapter 1290, Statutes of 1986] was first approved by the Legislature and signed into law by the Governor in 1986. Among other things, the Act authorizes the Department of Resources Recycling and Recovery (CalRecycle) to collect redemption fees from beverage container manufacturers and distributors. Consumers who recycle the containers will receive redemption from the new fund administered by CalRecycle.

A portion of the monies that are not redeemed by consumers are deposited into the California Beverage Container Recycling Fund (CBCRF) and dispersed by CalRecycle to Certified Community (“Local”) Conservation Corps (LCCs) in the form of grants for urban, rural, and recreational litter abatement and recycling activities. The California Conservation Corps (CCC) is required by the Act to certify the LCCs, and CalRecycle is responsible for administering the grant program. Prior to applying for grant funds allocated by CalRecycle, a LCC must first be certified by the CCC.

SB 861 (Budget and Fiscal Review Committee), Chapter 35, Statutes of 2014, replaced Public Resources Code Section 14581 with 14581.1 and diversified funding for certified community conservation corps from the Department of Resources Recycling and Recovery and allocated funding from the Electronic Waste Recovery and Recycling Account, the Tire Recycling Management Fund, and the California Used Oil Recycling Fund, in addition to the Beverage Container Recycling and Litter Reduction Fund.

AB 3038 (Ruskin), Chapter 904, Statutes of 2006 and AB 3056 (Assembly Natural Resources Committee), Chapter 907, Statutes of 2006, modified certification criteria for a LCC. In addition to modifying the certification criteria, AB 3056 authorized for the 2007 fiscal year only, competitive grant awards of up to twenty million dollars (\$20,000,000) for LCCs that meet specified criteria.

AB 1244 (Olberg), Chapter 817, Statutes of 1999, amended Section 14581 of the Public Resources Code, increasing the annual grant amount to LCCs from \$7,000,000 to \$15,000,000 plus the proportional share of the cost of living.

AB 2219 (Mazzoni), Chapter 425, Statutes of 1996, authorized LCCs to receive seven million dollars (\$7,000,000) annually from the Department of Resources Recycling and Recovery for beverage litter reduction programs.

The certification processes, procedures, timelines, criteria, and documentation requirements described herein for the certification of LCCs are comprehensive. The CCC shall adhere to these requirements for the purposes of certification and shall not certify a LCC by any other criteria or interpretation.

SECTION II

STATUTORY REQUIREMENTS

Certification requirements are based upon the following provisions of the applicable Public Resources Codes (PRC):

DIVISION 12.1 CALIFORNIA BEVERAGE CONTAINER RECYCLING AND
CHAPTER 2 LITTER REDUCTION ACT
DEFINITIONS

PRC § 14507.5

§ 14507.5. (a) [LCC] means a nonprofit public benefit corporation formed or operating pursuant to Part 2 (commencing with Section 5110) of Division 2 of Title 1 of the Corporations Code, or an agency operated by a city, county, or city and county, that is certified by the California Conservation Corps as meeting all of the following criteria:

- (1) The [LCC] is organized in the form of supervised work crews and selects young [adults] for participation on the basis of motivation for hard work, personal development, and public service, without regard to their prior employment or educational background, and consistent with [PRC] **Section 14402**. Participation shall be for a period of one year and may be extended.
- (2) The [LCC's] program is based upon a highly disciplined work experience, includes an educational component, and is designed to develop corpsmembers' character and civic consciousness through rigorous work on public projects. The educational component of the LCC's program includes enrollment in a vocational education program, public or charter high school, or postsecondary community college.
- (3) The [LCC] compensates corpsmembers at not less than the federal minimum wage and provides corpsmembers assistance in obtaining permanent employment following their participation in the corps program.
- (4) The [LCC] engages in recycling and litter abatement projects as well as projects that accomplish the conservationist and other purposes described in subdivisions (a) to (h), inclusive, of [PRC] **Section 14300**, and that assist agencies of local government and other nonprofit community organizations in developing, rehabilitating, and restoring parklands, recreational facilities, and other community resources.
- (5) The [LCC] consists of an average annual enrollment of not less than 50 corpsmembers between 18 and 25 years of age. In determining the average annual enrollment of a [LCC] for the purposes of [PRC] **Section 14581.1**, the California Conservation Corps shall not include special corpsmembers, as described in [PRC] **Section 14303**, who are employed by a community

conservation corps.

(b) The California Conservation Corps shall evaluate a [LCC] for the purpose of determining its eligibility for certification, pursuant to this section, after it has completed 12 months of continuous operation, and annually thereafter.

DIVISION 12 CALIFORNIA CONSERVATION CORPS

CHAPTER 3 PROGRAM

PRC § 14300 (a) through (h) and § 14303

§ 14300. Young [adults] participating in the [LCC] Program shall generally be engaged in projects which do the following:

- (a) Preserve, maintain, and enhance environmentally important lands and waters.
- (b) Accomplish useful and needed public works projects in both urban and rural areas.
- (c) Conserve, maintain, improve, and develop natural resources in both urban and rural areas.
- (d) Provide opportunities for public use of, or education in, the areas, projects, and resources described in subdivisions (a), (b), and (c).
- (e) Assist in emergency operations, such as natural disaster relief and the rescue of lost and injured persons.
- (f) Assist in fire prevention and suppression.
- (g) Directly contribute to the conservation of energy.
- (h) Contribute toward making public facilities accessible to persons with disabilities.

§ 14303. The Director [of the California Conservation Corps] may employ special corpsmembers without regard to their age so that the [LCCs] may draw upon their special skills which may contribute to the attainment of the objectives of the program. Special corpsmembers may be assigned to headquarters, as well as field positions.

DIVISION 12 CALIFORNIA CONSERVATION CORPS

CHAPTER 3 PROGRAM

PRC § 14402

14402. The [LCCs] shall give priority to providing an educational component for corpsmembers who have not completed high school. The component shall be equal in

content to a high school curriculum and provide course credits leading to a high school diploma or its equivalent, such as a California high school equivalency certificate. The work of [LCCs] shall be structured to accommodate the educational component without significantly reducing the productivity of the [LCCs].

**DIVISION 12.1 CALIFORNIA BEVERAGE CONTAINER RECYCLING AND
LITTER REDUCTION ACT
CHAPTER 7 FINANCIAL PROVISIONS**

PRC § 14581.1

§ 14581.1. (a) The department shall expend in each fiscal year, from the moneys set aside in the fund pursuant to subdivision (c) of Section 14580, twenty million nine hundred seventy-four thousand dollars (\$20,974,000), plus the cost-of-living adjustment, as provided in subdivision (c), less fifteen million dollars (\$15,000,000), in the form of grants for beverage container litter reduction programs and recycling programs, including education and outreach, issued to either of the following:

(1) [LCCs] that were in existence on September 30, 1999, or that are formed subsequent to that date, that are designated by a city or a city and county to perform litter abatement, recycling, and related activities, if the city or the city and county has a population, as determined by the most recent census, of more than 250,000 persons.

(2) [LCCs] that are designated by a county to perform litter abatement, recycling, and related activities, and are certified by the California Conservation Corps as having operated for a minimum of two years and as meeting all other criteria of Section 14507.5.

(b) The grants provided pursuant to this paragraph shall not comprise more than 75 percent of the annual budget of a [LCC].

(c) The amount of twenty million nine hundred seventy-four thousand dollars (\$20,974,000) that is referenced in subdivision (a) is the base amount for the 2014-15 fiscal year, and the department shall adjust that amount annually to reflect any increases or decreases in the cost of living as measured by the Department of Labor or a successor agency of the federal government.

(d) For the 2014-15 fiscal year only, the amount to be expended from the fund for the purposes specified in subdivision (a) shall be increased by seven million five hundred thousand dollars (\$7,500,000).

SECTION III

CERTIFICATION REVIEW PROCESS

A. *Eligibility for Certification*

Pursuant to PRC § 14507.5, the CCC shall evaluate a LCC after it has completed 12 months of continuous operation, and annually thereafter, to determine if it meets the following criteria:

- a) The LCC selects young adults for participation on the basis of motivation for hard work, personal development, and public service without regard to their prior employment or educational background, and consistent with PRC Section 14402.
- b) Participation shall be for a period of one year, and may be extended.
- c) The LCC is organized in the form of supervised work crews.
- d) The LCC's program:
 - a. is based upon a highly disciplined work experience,
 - b. includes an educational component, and
 - c. is designed to develop corpsmembers' character and civic consciousness through rigorous work on public projects.
- e) The educational component of the LCC's program includes enrollment in a vocational education program, public or charter high school, or postsecondary community college.
- f) The LCC compensates corpsmembers at not less than the federal minimum wage.
- g) The corps provides corpsmembers assistance in obtaining permanent employment following their participation in the corps program.
- h) The corps engages in recycling and litter abatement projects as well as projects that accomplish the conservationist and other purposes described in subdivisions (a) to (h), inclusive, of Section 14300, and that assist agencies of local government and other nonprofit community organizations in developing, rehabilitating, and restoring parklands, recreational facilities, and other community resources.
- i) The corps consists of an average annual enrollment of not less than 50 corpsmembers between 18 and 25 years of age.

Corpsmember Definition

For the purposes of annual certification by the CCC, only corpsmembers who meet all of the following criteria can be counted toward the monthly average of 50 corpsmembers:

1. The corpsmember reached their 18th birth date and were enrolled into the corps program before their 26th birth date.
2. The corpsmember is counted as one corpsmember per calendar month.
3. A completed corpsmember agreement is on file for each corpsmember.
4. The corpsmember is actively engaged in the corps program. Active engagement is determined by the following indicators:
 - a. Each active corpsmember can be documented by valid and verifiable payroll records.
 - b. The corpsmember spent at least 30 hours per month enrolled, participating in training and work on public projects*
 - c. The corpsmember's time, above, is documented by, and can be verified on, payroll records.
 - d. The corpsmember is enrolled and attending a LCC-approved or external vocational education program, public or charter high school, or postsecondary community college which can be verified by enrollment and attendance records.

Note: No corpsmember with status other than those detailed in items 1 – 4 above may be counted toward the 50-corpsmember requirement. Per PRC § 14507.5, special corpsmembers, as described in PRC § 14303, shall not be included in a corps' average annual corpsmember enrollment count.

The term "public projects" means recycling and litter abatement projects as well as projects that accomplish the conservationist and other purposes described in subdivisions (a) to (h), inclusive of [PRC] § 14300, as outlined in PRC 14507.5(a)(4) and 14300.

B. General Timeline

The annual certification of LCCs shall begin each year after July 1 and shall be completed in full prior to the next CalRecycle funding cycle application deadline. Certification is one of multiple criteria for eligibility for CalRecycle grant funding under the LCC grant program. Certification does not guarantee a LCC is eligible to receive or will receive a grant award in any given grant cycle (see CalRecycle LCC application guidelines and instructions for full grant eligibility criteria).

August	Prior to August 30 annually, the CCC will conduct a technical assistance webinar regarding certification document submission. Attendance at this seminar is <u>required</u> for a minimum of one LCC staff member who compiles certification documents. Anyone who participates in documentation gathering is welcome to attend.
September 30	Each LCC must submit their certification documentation in the required format by this date.
October 31	The CCC will have reviewed all LCC documentation and asked LCC staff for clarification/additional documentation as needed. Certification visits will be scheduled once an LCC has completed the document review cycle to the satisfaction of the CCC. Mutually agreed upon dates should be determined by November 1 at the latest.
November/December	All certification visits will be conducted by the CCC either in person or virtually, at the discretion of the CCC.
November 1	The final timeline for the reviews shall be forwarded to the LCC and CalRecycle no later than November 1.
March 1	The CCC shall provide draft final reports to LCC directors for review prior to this date.
March 31	The CCC shall provide final written reports to CalRecycle by this date. Any appeals process must also be completed.

The initial certification review of all LCCs shall be conducted no later than December 31 (or preceding business day) and subsequent follow-up review completed no later than January 31 (or preceding business day).

The CCC will provide preliminary site visit reports to CalRecycle within 45 days of each site visit as described herein. These reports are one-page summaries between CCC and CalRecycle providing basic information about the review visits including, but not limited to:

- Date of Visit
- Participating Staff
- Status of Document Submission
- Projects Visited

C. *Aspiring Community Conservation Corps*

An organization pursuing certification (“aspiring corps”) must submit a formal request to be included in the certification schedule to the CCC prior to July 31 and attend the required technical assistance seminar in August.

At its sole discretion, the CCC may also elect to provide a pre-certification consultation to the aspiring corps to provide technical assistance regarding how to organize and submit required documentation. Should the CCC elect to meet with the aspiring corps, it is understood by both parties that the pre-certification consultation is a courtesy, non-binding, and non-determinative activity, and in no way shall the process, or comments provided verbally or in writing be construed to pre-determine the outcome of the official certification review and visit, should one be held.

If a LCC has not obtained a certification status of any kind (also known as de-certified) and is pursuing recertification, the organization must submit a formal request to be included in the certification schedule to the CCC prior to July 31. The letter must state that the LCC has rectified the statutory deficiencies previously identified, been in continuous operation for the last twelve (12) months and is ready for the certification review. All requests for recertification must be submitted to the CCC Program Development Manager or designee. The CCC reserves the right to grant approval for recertification requests.

D. Selection of Certification Review Team

The CCC Certification Review Team may consist of one or more CCC staff member(s). The LCC may include a California Association of Local Conservation Corps (CALCC) representative on a review team, who shall serve as an advisory member of the team. CALCC shall choose its representatives to CCC Certification Review Teams. CalRecycle may provide a monitor or monitors during the CCC reviews.

CalRecycle program administrators may participate in certification site visits and conduct program audits at the same time to consolidate the two review processes. The information obtained by either the CCC or CalRecycle during their respective visits may be shared between the two departments.

E. Certification Review & Site Visit

The certification review will occur in two parts:

1. Electronic or mailed submission of select components of the required documentation (specially marked in "Attachment 1 – Review Notes"). The LCC is responsible for ensuring that these items are accurate, complete and produced in compliance with requested formatting. All required documentation must be delivered to the CCC's Program Development Branch by September 30. Failure to ensure timely delivery may result in the cancellation of or not scheduling the site visit which could delay or preclude certification.
2. Certification Site Visit (virtual or in-person):
 - a. Overview of program highlights during the certification cycle
 - b. Corpsmember & Staff Interviews

- c. Resource Project Site Visit
- d. Recycling Operations Tour
- e. Review of on-site documentation not previously submitted
- f. Question & Answer Session

LCC will provide the CCC Local Corps Analyst with a draft agenda at least one week in advance of the scheduled visit. At minimum, the agenda shall include:

1. List of staff participating in the site visit and contact information for the LCC's Certification Staff Lead.
2. Time for open discussion and review of documentation.
 - a. This documentation may include, but not be limited to, corpsmember enrollment/payroll records, individual career/employability files, and the projects/sponsor list. Documents reviewed in person, on site will not be taken off site without the permission of the LCC Executive Director.
 - b. A LCC should prepare these documents for review in advance of the visit.
3. Visit to an active work project and recycling operations (virtually or in-person).
4. Interviews with three to five corpsmembers from two separate crews and one supervisor (corpsmembers and crew supervisors may be interviewed at their work site(s)).

F. Draft Certification Report

As soon as possible after the certification site visit and review of all documentation, but no later than March 1st, the CCC shall forward the Draft Certification Report to the Executive Director of the LCC via email.

The Draft Certification Report will be formatted like the Final Certification Report (See Attachment 1). It will contain the same information and proposed determinations, including the following:

Executive Summary:

1. Overall Certification Status
2. Individual Criteria Compliance Status
3. General Comments and Anecdotal Observations
4. Strengths and Commendations
5. Areas of Concern or Deficiencies

Evaluation of each review criteria:

1. The LCC meets the certification standard for each criterion. (Pass)
 - a. Qualification and reason for qualification.
2. Does not meet the standards for a specific criterion. (Fail)

- a. Finding and reason for finding.
 - b. Corrective action needed.
 - c. Follow up activity:
 - i. Further documentation needed.
 - ii. Technical assistance needed.
3. Recommendation of Corrective Action
4. Additional documentation requested

G. *Response to Draft Certification Report*

LCC Recommended for Certification:

The LCC has ten (10) business days from the date the draft report was emailed to send a response to the CCC's Program Development Manager. In its response, the LCC must state:

- That the CCC can proceed with making the report final; or,
- That it is requesting that the CCC clarify items in and/or make specific changes to the draft report.

If the CCC does not receive either of the aforesaid responses from the LCC within 10 business days of the draft report being emailed, the CCC shall proceed in finalizing and submitting the report to CalRecycle.

LCC Not Recommended for Certification or Certified on a Probationary Status:

If a LCC is not recommended for certification or is placed on a probationary status, the LCC will have 10 business days after the Draft Certification Report was emailed by the CCC to address or dispute the statutory deficiencies identified as a "Fail". To address or dispute deficient criteria items in the draft report, the LCC must submit a written response to the CCC Program Development Manager. The response must include a complete and specific explanation of the deficiency and incorporate all supporting documentation. The CCC shall consider and review all information provided by the LCC. The CCC, at its sole discretion, may conduct a meeting or conference call with the LCC to discuss the response and documentation prior to issuing the Final Certification Report.

If the CCC Program Development Manager does not receive a response from the LCC within 10 business days of the Draft Certification Report being sent, the CCC shall proceed in finalizing and submitting the report to CalRecycle.

H. *Final Certification Report*

The Final Certification Report shall be sent by the CCC to CalRecycle and the LCC no

later than March 31st of each fiscal year.

The CCC will retain supporting documentation for three years.

I. Certified on a Probationary Status

If a LCC failed one or two of the certification criteria, the LCC will be certified for the following year on a probationary status.

1. The LCC must submit a corrective action plan to address the items indicated by the CCC. This plan will be due one month following submission of the Final Certification Report. The CCC will provide examples of corrective action plans upon request.
2. Supplemental progress reports will be due to the CCC Program Development Manager or designee on a monthly basis thereafter, due on the 10th of each month until all failed items are resolved.
3. The LCC must resolve all failed items and pass all criteria during the next review cycle to exit probationary status and be fully certified.

An LCC is limited to certification on a probationary status for two consecutive years. If a LCC does not pass all certification criteria following a second year on probationary status, the corps will not be certified for the following year.

J. Not Certified Status

If a LCC has not passed three or more of the certification criteria, that LCC will not be certified for the following year.

A LCC on non-certified status that seeks recertification must be in continuous operation for twelve (12) months and pass all certification criteria to be certified for an upcoming year.

A LCC that seeks recertification cannot be re-certified to a probationary status.

Certification Appeal

First Level Appeal

A LCC that seeks to appeal the CCC's Final Report has 10 business days from receipt of the Final Certification Report to submit an appeal. (Appeals received after 10 business days will not be considered.) Appeals must be delivered to the CCC Program Development Manager and contain a written statement that addresses only the statutory deficiencies identified as a "Fail". The CCC Program Development Manager may request additional information and will provide a date by which the additional information must be received. The CCC Program Development Manager will issue a decision on the appeal within 10 business days of receiving the LCC's written statement, or the requested additional information, or the date by which the additional requested information was due, whichever is later.

Second Level Appeal

A LCC may file a second level appeal with the CCC Director. Such an appeal must be submitted in writing within 10 business days from the date the CCC Program Development Manager emailed the response to the LCC's first level appeal (second level appeals received after 10 business days will not be considered). The second level appeal must specify the grounds of the appeal, be based on the process and procedures used in the certification review and applicable statutes, and be specific to only the statutory deficiencies upheld in the CCC Program Development Manager's response to the first level appeal. Upon receipt of the second level appeal, the CCC Director may request additional information and will provide a date by which the additional information must be received. The CCC Director will issue a decision on the second level appeal within 10 business days of receiving the LCC's second level appeal, or the requested additional information, or the date by which the additional requested information was due, whichever is later. The CCC Director is the final arbiter of appeals arising from a certification review conducted pursuant to the law and this manual. Therefore, the CCC Director's decision shall be final.

If the appeal has not been resolved prior to the Request for Approval of CalRecycle Funding, a Final Certification Report shall be forwarded to CalRecycle with an explanation. A subsequent final report shall be submitted to CalRecycle upon full resolution of the appeal. Appeals that have not been resolved prior to the commencement of the incipient Grant Term may jeopardize the LCC's eligibility for grant funding.

SECTION IV

DOCUMENT SUBMISSION GUIDELINES

A. General Guidelines

1. LCCs are to provide the requested certification documentation to the CCC Local Corps Analyst no later than September 30th, or the following Monday in years where the 30th falls on a Saturday or Sunday. The CCC will provide information about the document submission method during the annual technical assistance seminar in August.
2. Documentation for each criterion is to be separated by a cover sheet with the title of the applicable criteria.
3. Cite all source documents for the documentation provided. If a source document is the corpsmember handbook, corpsmember agreement, etc., send only the applicable pages and highlight the referenced information.
4. Do not scan blank pages. This adds unnecessary length and size to documents.
5. LCCs shall provide an Excel spreadsheet that includes each active corpsmembers during the fiscal year's operations in review. This spreadsheet shall be set up as indicated below (sample information provided):

Corpsmember Last Name	Corpsmember First Name	Date of Birth	Date of Enrollment	Age at Enrollment	Tenure at Corps at End of FY in Review (Months)	High School Diploma at Enrollment? (Y/N)
McCabe	Mari	12/23/2003	9/18/2022	19	9.5	Y
Waller	Amanda	3/01/1999	5/19/2022	23	1.5	N

- B. Criteria and Documentation – Listed below are the criteria for evaluation along with acceptable forms of documentation, etc. as evidence of compliance with each criterion:

Criteria #1: The LCC consists of an average annual enrollment of not less than 50 corpsmembers between 18 and 25 years of age. (PRC § 14507.5(a)(5).) For purposes of satisfying this criterion, special corpsmembers (as defined by PRC § 14303) shall not qualify as corpsmembers.

NOTE: Corpsmembers can be counted toward the monthly average for the 50 annual average corpsmember count if they have passed their 18th birth date, were enrolled before their 26th birth date, and meet all other requirements to be counted as a corpsmember.

Documentation To Be Provided Annually by September 30th:

1. Total **monthly** corpsmember enrollment during the review period. *

***The Corpsmember Enrollment Form shall be completed and submitted to**

the CCC. The corps must sign the enrollment template certifying that only eligible corpsmembers defined by PRC § 14507.5(a)(5) who have met the corpsmember definition on pages 8-9 have been counted. This form to be signed by the LCC Executive Director.

2. Payroll registers for 2 non-consecutive Months*

****The CCC will randomly select the two Months to be reviewed and the LCC will provide documentation to cover those months to review. Two weeks prior to the document submission date, the CCC will notify the LCC which two months have been selected for verification. Requested records must confirm the corpsmember count reported in the Corpsmember Enrollment Form. If any discrepancies are identified during the review, the CCC may request additional payroll records and/or documentation to substantiate the count.***

- The method to be provided is a system-generated report from a payroll system which includes hours paid for project work by corpsmembers performed in the calendar month. Paid time off is not to be included in the calculation of 30 minimum paid work hours per month. The system-generated report may include others who were paid by the corps but are not being presented for the CCC count; these will be crossed out or otherwise eliminated from the report so that only those to be counted for CCC certification purposes are presented. A notation is to be made to explain the exclusion from the report.
- If a corps pays corpsmembers using a stipend system, an additional form of documentation may be requested for CCC consideration in advance.
- If an LCC pays corpsmembers on a bi-weekly basis, the CCC will work with the LCC to identify the most efficient way to present this data. In this circumstance, the CCC may request a conversation with the payroll provider to indicate the data needed for the report.
- The CCC will select a random sample of corpsmember agreements for the corpsmembers listed on the reports to verify that signed agreements are being completed for corpsmembers contributing to the required count.
- The CCC will select a random sample of corpsmember data to verify age at enrollment. The source documentation could be from an application, corpsmember agreement, or corpsmember files (or other documentation per the LCC's processes) where age at enrollment or birth date is indicated.

Documentation to be provided during review visit:

None

Criteria #2: The LCC is organized in the form of supervised work crews. (PRC § 14507.5.(a)(1).)

Documentation To Be Provided Annually by September 30th:

1. Supervisors Daily Crew Rosters (signed unless documentation is electronic) for **two** non-consecutive weeks for two or more crews.

Documentation must be signed or otherwise verified by a crew supervisor to confirm accuracy and comply with internal CalRecycle accounting controls.

If an LCC utilizes electronic timekeeping systems, an appropriate report could be provided showing which corpsmembers worked on what project on any given day to comply with this criterium.

2. Crew supervisor job specifications or Minimum Qualifications (MQ's) for employment of Crew supervisors.
3. 1 year of **Crew/Corpsmember Supervisors** training records.
 - Signed training attendance rosters or certificates of completion are acceptable documentation.
 - An LCC may also submit staff training transcripts/notes from training sessions (that include the list of participants) for the year in review.

Documentation to be provided during review visit:

None

Criteria #3: Participation shall be for a period of one year and may be extended. (PRC § 14507.5(a)(1).)

Documentation To Be Provided Annually by September 30th:

Corpsmember enrollment contract, handbook, or work agreement with language indicating that ***participation shall be for a period of one year, and may be extended.***

Documentation to be provided during review visit:

None

Criteria #4: The LCC compensates corpsmembers at not less than the federal minimum wage. (PRC § 14507.5(a)(3).)

Documentation To Be Provided Annually by September 30th:

1. Corpsmember Contract or pay scale statement (Note: may be included in above item provided as source documentation for Criteria #3). Please provide information to cover the full fiscal year. For instance, if there was a pay increase

January 1 – please report information for July 1 – December 31 and January 1 – June 30.

2. If the LCC pays via a stipend, additional documentation must be provided to document the number of hours worked per stipend amount to verify that corpsmembers do not receive less than Federal minimum wage.

Documentation to be provided during review visit:

None

Criteria #5: The LCC selects young adults for participation on the basis of motivation for hard work, personal development, and public service, without regard to their prior employment or educational background and consistent with Section 14402. (PRC § 14507.5(a)(1).)

Documentation To Be Provided Annually by September 30th:

1. Corpsmember recruitment flyers/ads with corpsmember enrollment eligibility information (3-4 items).
2. Blank corpsmember enrollment application with attachments.
3. EEO policy (to include the LCC's grievance process) and designated EEO Officer (title and duties).
4. List of corpsmember high school diploma status upon enrollment to the job training/work program. This information is to be included in the cover spreadsheet noted above.

If there are no corpsmembers on the list who already had their high school diploma prior to being enrolled into the work program, the LCC must provide evidence that it allows high school graduates to join the work program and has programmatic elements to support those corpsmembers as specified in Criteria # 7, below.

Documentation to be provided during review visit:

Viewing of EEO policy poster placement.

Criteria #6: The LCC provides corpsmembers assistance in obtaining permanent employment following their participation in the LCC program. (PRC § 14507.5(a)(3).)

Documentation To Be Provided Annually by September 30th:

1. Post-Corps Employment Assistance Plan (i.e., outline of post-corps employment services and programs available to corpsmembers).
2. List of job specific skills, goals, and objectives available to corpsmembers, with a short description of how and when delivered (7-10 skills).
3. Post-corps placement statistics detailing corpsmember job obtainment, enrollment in

postsecondary education, etc. Please provide details and statistics.

4. Individual corpsmember Career/Employability or Career Counseling Plans (files for 10% of corpsmember population during the review period, randomly selected by the CCC). Files reviewed will be for corpsmembers who have been in the program a minimum of 6 months.

Each career file must contain a minimum of 8 documents that demonstrate a corpsmember's engagement in career development and/or job readiness activities or classes. Acceptable examples include, but are not limited to, resumes, career exploration exercises, training certificates, life skills exercises, and certificates of achievement and/or accomplishment. Documents submitted need to include samples from several of the above listed example types.

A checklist does not replace the submission of documents/activities completed by corpsmembers.

Documentation to be provided during review visit:

None

Criteria #7: The educational component of the corps' program includes enrollment in a vocational education program, public or charter high school, or postsecondary community college. (PRC § 14507.5(a)(2).)

The LCC shall give priority to providing an educational component for corpsmembers who have not completed high school. The component shall be equal in content to a high school curriculum and provide course credits leading to a high school diploma or its equivalent, such as a California high school equivalency certificate. The work of the LCC shall be structured to accommodate the educational component without significantly reducing the productivity of the LCC. (PRC § 14402.)

Is the charter high school or educational provider accredited by the Western Association of Schools & Colleges (WASC)? ___ Yes ___ No

Documentation To Be Provided Annually by September 30th:

If WASC-accredited:

1. Copy of WASC Accreditation record, including most recent date of review & expiration.
2. Copy of active and signed school charter*.
* The CCC will verify the status with the Charter Authorizer.
3. Attendance rosters for 2 non-consecutive samples of 5 days each
4. Description of work-school attendance schedule during the review period
5. Graduation list showing how many corpsmembers earned a high school diploma

during the review period.

If not WASC-accredited:

1. Education mission statement.
2. Academic education goals and objectives for corpsmembers attending high school
3. Class schedules (for one semester or trimester) showing what courses are offered each day of the week.
4. One sample lesson plan for 3 different courses.
5. Educational component tracking system (i.e., PowerSchool, etc.) showing student academic progress.
6. List of corpsmembers who received a high school equivalency certificate during the review period, **if applicable**.
7. *High school equivalency certificate must be from one of the three testing organizations approved by the California Department of Education: GED, HiSET, or TASC.*

Additional for all LCCs:

1. Academic/Education goals and objectives for corpsmembers with a high school diploma.
2. Summary of continuing ongoing education activities for corpsmembers with a high school diploma. This is also referenced in Criteria #5, above.
 - a. LCC-taught curriculum to be accompanied by sign in sheets or other attendance verification documentation (e.g., system-generated electronic print out) to be provided upon request.
 - b. Proof of enrollment in or completion of a class/course or progress reports (if applicable) from additional off-site education courses to be provided upon request.

Documentation to be provided during review visit:

None

Criteria #8: The LCC's program develops corpsmembers' character and civic consciousness through rigorous work on public projects. (PRC § 14507.5(a)(2).)

Documentation To Be Provided Annually by September 30th:

1. List of work ethic standards from a corpsmember agreement, corpsmember handbook, etc.
2. Description of civic consciousness activities (including dates offered) that corpsmembers may participate in, in addition to attendance verification via sign-in sheets or system-generated attendance verification to be provided upon request. Information must also include how participation in each activity demonstrates civic consciousness – 3 to 5 samples.

AmeriCorps scholarships are not acceptable as a civic consciousness activity but documentation for a corpsmember working on their AmeriCorps hours who volunteers/participates in a Service Day will be considered as documentation to support this criterion.

3. Corpsmember Awards and Recognition Program explanation – 3 to 5 samples of actual awards

Activity to be conducted during review visit:

1. Corpsmember interviews (3-5 corpsmembers) from two different crews. (If ESL, translator cannot be their Supervisor or LCC Executive staff).
2. Crew Supervisor interview - **Supervisor selected for interview should be currently supervising corpsmembers on a daily basis and have been supervising for at least six months**

Criteria #9: The LCC engages in recycling and litter abatement projects, as well as projects that accomplish the conservationist and other purposes described in subdivisions (a) through (h), inclusive, of Section 14300, and that assist agencies of local government and other nonprofit community organizations in developing, rehabilitating, and restoring parklands, recreational facilities, and other community resources. (PRC § 14507.5(a)(4) and PRC § 14300.)

Documentation To Be Provided Annually by September 30th:

1. Project List for one year, to include:
 - a) Agency/Organization
 - b) Type of work completed
 - c) Project dates
 - d) Project type (PRC Section 14300 [a-h])

Note: If not previously submitted by the LCC, the list will be reviewed and noted during review revisit and will not be removed from the LCC facility site due to the confidential and/or proprietary nature of this information.

- A LCC may request an alternate delivery mechanism to provide this information. Any alternative shall include all information specified above and be requested no later than 30 calendar days prior to the certification “visit.”

2. Project Evaluation/Completion reports/letters from agencies/organizations, signed by a sponsor, indicating satisfactory work performed – 3 – 5 samples.

Documentation to be provided during review visit:

None

Criteria #10: Fifteen million dollars (\$15,000,000), plus the proportional share of the cost-of-living adjustment shall be expended annually in the form of grants recycling and litter abatement programs issued to either of the following:

- (i) Certified LCCs that were in existence on September 30, 1999, or that are formed subsequent to that date, that are designated by a city or a city and county to perform litter abatement, recycling, and related activities, if the city or the city and county has a population, as determined by the most recent census, of more than 250,000 persons.
- (ii) LCCs that are designated by a county to perform litter abatement, recycling, and related activities, and are certified by the CCC as having operated for a minimum of two years and as meeting all other criteria of Section 14507.5. (PRC § 14581.1(a) and § 17000.)

Documentation To Be Provided Annually by September 30th:

Does the city served by the LCC have a population of more than 250,000 persons, as determined by the most recent census?

☐ Yes ☐ No

If yes, provide **one** of the following:

- Memorandum of Understanding or Contract for Service (valid during the certification year in review) with the **city** (or city and county).
- Resolution or Letter of Support from the city's governing body (City Council or Board of Supervisors) designating the corps as an organization empowered and authorized to perform litter abatement, recycling, and related activities. (Note: Resolutions or letters of support should be dated no earlier than 2017.)

If no (City population less than 250,000), provide **one** of the following:

- Memorandum of Understanding or Contract for Service (valid during the certification year in review) with the **county**.
- Resolution or Letter of Support from the **county** governing body (Board of Supervisors) designating the LCC as an organization empowered and authorized to perform litter abatement, recycling, and related activities. (Note: Resolutions or letters of support should be dated no earlier than 2017.)

Documentation to be provided during review visit:

None

Criteria #11: “Community Conservation Corps” (or LCC) means a nonprofit public benefit corporation formed or operating pursuant to Part 2 (commencing with Section 5110) of Division 2 of Title 1 of the Corporations Code, or an agency operated by a city, county, or city and county. (PRC § 14507.5(a).)

Documentation To Be Provided Annually by September 30th:

None – the CCC will verify information directly with the appropriate governmental agencies.

Is the Community Conservation Corps a nonprofit public benefit corporation? ____
Yes ____ No

If yes, Verification that the LCC is in good standing with the California Secretary of State to do business as a non-profit public benefit corporation.

If no (corps operated by a City, County or City and County), Verification that the LCC is operated by a city, county, or city and county

Documentation to be provided during review visit:

None

Note about criterion compliance and its inclusion in the Final Certification Report:

It is the expectation that LCCs submit proper required documentation to the CCC by September 30th (or the following Monday if the 30th falls on a weekend or holiday) and that the review is completed by the CCC prior to scheduling a certification visit.

- Upon receipt of documentation, the CCC will analyze data for compliance with associated criteria. If additional information is needed or clarification needs to be provided, the CCC will work with the LCC to obtain proper documentation prior to the certification visit.
- If, at the time of the scheduled certification visit, the CCC determines that additional information or documentation is necessary to meet compliance requirements, the LCC will have 10 business days to submit the further requested information and/or documentation to the CCC.
 - If the additional documentation shows that an LCC was compliant for a criterion during the year in review, no notification will be included in the certification report. For example:

If the CCC has requested training records for crew supervisors and the submission shows that the LCC had supervisors attend training during the review year, this will not be mentioned in the final report.

- If, however, the additional documentation shows that an LCC “fixed” a compliance issue but the information verifies that the LCC was out of compliance for the review year, the compliance issue will be included in the final report along with a notation that the item was addressed for future review periods. For example:

If the CCC notes that corpsmember agreements do not specify that the program duration is for one year with the possibility of extension and the LCC submits a revised member agreement showing that the changes were subsequently made, the CCC will indicate that this criterion was out of compliance for the review year and has been addressed for future review periods.

SECTION V
Attachments

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Attachment 1 – Certification Review Report Template

Local Conservation Corps

Certification Review Report

Fiscal Year: _____

Produced by the California Conservation Corps pursuant to PRC § 14507.5(a) in accordance with the terms of Interagency Agreement DRR21014 with the Department of Resources Recycling and Recovery

Local Conservation Corps:		
Executive Director/CEO		
Local Corps Certification Lead:		Date of Visit:
Report Prepared By:		Date:

Report Approved By: _____
Name/Title

Signature: _____ Date: _____

Executive Summary

Certification Status

- ☐ Certified
☐ Certified on Probationary Status
☐ Not Certified
☐ Other (Please Specify: _____)
- ☐ LCC Previously on Probation Fiscal Years on Probation _____

Individual Criteria Compliance Status

Criteria	Compliant	Non-Compliant	Partially Compliant - Corrective Action Needed	Corrective action recommended in previous report
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. General comments and anecdotal observations.
2. Strengths and commendations
3. Areas of concerns or deficiencies.

Certification Criteria Rating Detail

CRITERIA #1	PASS	FAIL	Recommended Corrective Action	Additional Requested Documentation
<u>AVERAGE ENROLLMENT:</u> The LCC consists of an average annual enrollment of not less than 50 corpsmembers between 18 and 25 years of age. (<i>PRC § 14507.5[a][5]</i>)				

Corpsmember counts

Count submitted by LCC: _____ Count adjusted by CCC: _____

Assessment of Prior Fiscal Year Corrective Action. [List Fiscal Year(s)]

NARRATIVE RELATED TO RATING: (Provide narrative description of documentation, review activities conducted, and/or information that validate the rating. Limit comments to information related to Criteria #1.)

CRITERIA #2	PASS	FAIL	Recommended Corrective Action	Additional Requested Documentation
<u>ORGANIZED CREW STRUCTURE:</u> The LCC is organized in the form of supervised work crews. (<i>PRC § 14507.5[a][1]</i>)				

Assessment of Prior Fiscal Year Corrective Action. [List Fiscal Year(s)]

NARRATIVE RELATED TO RATING: (Provide narrative description of documentation, review activities conducted, and/or information that validate the rating. Limit comments to information related to Criteria #2.)

CRITERIA #3	PASS	FAIL	Recommended Corrective Action	Additional Requested Documentation
<u>PROGRAM DURATION</u> Participation shall be for a period of one year and may be extended. <i>(PRC § 14507.5[a][1])</i>				

Assessment of Prior Fiscal Year Corrective Action. [List Fiscal Year(s)]

NARRATIVE RELATED TO RATING: (Provide narrative description of documentation, review activities conducted, and/or information that validate the rating. Limit comments to information related to Criteria #3.)

CRITERIA #4	PASS	FAIL	Recommended Corrective Action	Additional Requested Documentation
<u>WAGE SCALE</u> The LCC compensates corpmembers at not less than the federal minimum wage. <i>(PRC § 14507.5[a][3])</i>				

Assessment of Prior Fiscal Year Corrective Action. [List Fiscal Year(s)]

NARRATIVE RELATED TO RATING: (Provide narrative description of documentation, review activities conducted, and/or information that validate the rating. Limit comments to information related to Criteria #4.)

CRITERIA # 5	PASS	FAIL	Recommended Corrective Action	Additional Requested Documentation
<u>ENROLLMENT PRACTICES</u> The LCC selects young adults for participation on the basis of motivation for hard work, personal development, and public service, without regard for their prior employment or educational background and consistent with Section 14402. (PRC § 14507.5[a][1])				

Assessment of Prior Fiscal Year Corrective Action. [List Fiscal Year(s)]

NARRATIVE RELATED TO RATING: (Provide narrative description of documentation, review activities conducted, and/or information that validate the rating. Limit comments to information related to Criteria #5.)

CRITERIA #6	PASS	FAIL	Recommended Corrective Action	Additional Requested Documentation
<u>POST PLACEMENT:</u> The LCC provides corpsmembers assistance in obtaining permanent employment following their participation in the corps program. (PRC § 14507.5[a][3])				

Assessment of Prior Fiscal Year Corrective Action. [List Fiscal Year(s)]

NARRATIVE RELATED TO RATING: (Provide narrative description of documentation, review activities conducted, and/or information that validate the rating. Limit comments to information related to Criteria #6.)

CRITERIA #7	PASS	FAIL	Recommended Corrective Action	Additional Requested Documentation
<p><u>EDUCATIONAL PROGRAM:</u> The educational component of the LCC's program includes enrollment in a vocational education program, public or charter high school, or postsecondary community college. (<i>PRC § 14507.5[a][2]</i>)</p> <p>The LCC's shall give priority to providing an educational component for corpsmembers who have not completed high school. The component shall be equal in content to a high school curriculum and provide course credits leading to a high school diploma or its equivalent, such as a California high school equivalency certificate. The work of the LCC shall be structured to accommodate the educational component without significantly reducing the productivity of the Corps. (<i>PRC § 14402</i>)</p>				

Assessment of Prior Fiscal Year Corrective Action. [List Fiscal Year(s)]

NARRATIVE RELATED TO RATING: (Provide narrative description of documentation, review activities conducted, and/or information that validate the rating. Limit comments to information related to Criteria #7.)

CRITERIA #8	PASS	FAIL	Recommended Corrective Action	Additional Requested Documentation
<p><u>CIVIC CONSCIOUSNESS</u> The LCC's program develops corpsmembers' character and civic consciousness through rigorous work on public projects (<i>PRC § 14507.5[a][1]</i>)</p>				

Assessment of Prior Fiscal Year Corrective Action. [List Fiscal Year(s)]

NARRATIVE RELATED TO RATING: (Provide narrative description of documentation, review activities conducted, and/or information that validate the rating. Limit comments to information related to Criteria #8.)

CRITERIA #9	PASS	FAIL	Recommended Corrective Action	Additional Requested Documentation
PROJECT WORK The LCC engages in recycling and litter abatement projects, as well as projects that accomplish the conservationist and other purposes described in subdivision (a) through (h), inclusive, of Section 14300, and that assist agencies of local governmental and other nonprofit community organizations in developing, rehabilitating, and restoring parklands, recreational facilities, and other community resources. (<i>PRC § 14507.5[a][4]</i>)				

Assessment of Prior Fiscal Year Corrective Action. [List Fiscal Year(s)]

NARRATIVE RELATED TO RATING: (Provide narrative description of documentation, review activities conducted, and/or information that validate the rating. Limit comments to information related to Criteria #9.)

CRITERIA #10	PASS	FAIL	Recommended Corrective Action	Additional Requested Documentation
DESIGNATION The LCC has been designated by a city (or city and county) or county to perform litter abatement, recycling, and related activities. (<i>PRC § 14581.1[a](2)</i>)				

Assessment of Prior Fiscal Year Corrective Action. [List Fiscal Year(s)]

NARRATIVE RELATED TO RATING: (Provide narrative description of documentation, review activities conducted, and/or information that validate the rating. Limit comments to information related to Criteria #10.)

CRITERIA #11	PASS	FAIL	Recommended Corrective Action	Additional Requested Documentation
<u>NON-PROFIT STATUS</u> "Community Conservation Corps" (or LCC) means a nonprofit public benefit corporation formed or operating pursuant to Part 2 (commencing with Section 5110) of Division 2 of Title 1 of the Corporations Code, or an agency operated by a city, county, or city and county... (<i>PRC § 14507.5[a]</i>)				

Assessment of Prior Fiscal Year Corrective Action. [List Fiscal Year(s)]

NARRATIVE RELATED TO RATING: (Provide narrative description of documentation, review activities conducted, and/or information that validate the rating. Limit comments to information related to Criteria #11.)

Attachment 2 – Corpsmember Interview

CORPSMEMBER INTERVIEW FORM

Local Conservation Corps:			
Date of Review:			
Reviewers:			
Corpsmember(s) Interviewed:	1.	2.	3.
Age (optional):			

INTRODUCTORY QUESTIONS

1. How long have you been in the LCC, and why did you decide to join?

2. What are the requirements for joining the LCC? How were you selected?

3. How long can you stay in the LCC? Is there a way to get an extension?

TYPICAL WEEK AND PROJECT EXPERIENCE

4. What does a typical day look like?

5. Tell me about your crew (e.g. size, how does it work, etc.)?

6. What are the types of projects you have worked on since you started with the LCC?

7. What skills have you learned by working on different projects in the community?

EDUCATION AND JOB TRAINING

8. What educational classes have you attended in the LCC program?

9. How often do you attend class?

10. What job training have you received in the LCC?

11. What other job training does the LCC offer that you would like to attend, if given the opportunity?

OTHER CORPSMEMBER DEVELOPMENT

12. How has work on the crew and on different projects helped you personally?

13. How is the LCC helping you find a job?

Attachment 3 – Crew Supervisor Interview

CREW SUPERVISOR INTERVIEW FORM

Local Conservation Corps:	
Date of Review:	
Reviewers:	
Supervisor Interviewed:	

INTRODUCTORY QUESTIONS

1. How long have you worked for the LCC? How long have you been in your current supervisory position?

2. What was your previous job?

CREW SUPERVISION

3. What are your primary duties as Crew Supervisor?

4. What kind of training have you had as a Crew Supervisor?

5. How many corpsmembers do you supervise?

6. How are corpsmembers selected for your crew?

7. How long can corpsmembers stay on your crew?

8. How do you document corpsmember work hours?

TYPICAL WEEK AND PROJECT EXPERIENCE

9. What does a typical day look like?

10. What kinds of projects do you and corpsmembers work on?

11. What kind of training do corpsmembers receive to work on various projects, and how do you document it?

CORPSMEMBER DEVELOPMENT

12. What kinds of values and work habits do you *personally* aim to teach the corpsmembers you supervise?

13. What do you think is the main “takeaway” corpsmembers learn from being in a conservation corps?

14. How do you evaluate what corpsmembers are learning?

15. How do you and the LCC help corpsmembers get jobs?

Attachment 4 – Corpsmember Enrollment Count

See attached document in email

CORPSMEMBER ENROLLMENT COUNT			
Local Community Corps (LCC):			
Fiscal Year Being Reviewed:			
Date of Certification Visit:			
Please read instructions carefully prior to entering data			
MONTH	Total CM Count from		Enrollment
July			
		TOTAL	0
August			
		TOTAL	0
September			
		TOTAL	0
October			
		TOTAL	0
November			
		TOTAL	0
December			
		TOTAL	0
January			
		TOTAL	0
February			
		TOTAL	0
March			
		TOTAL	0
April			
		TOTAL	0
May			
		TOTAL	0
June			
		TOTAL	0
			0

I certify that the corpsmember count reported includes only corpsmembers who:

- > have reached their 18th birth date and were enrolled into the corps program before their 26th birth date.
- > are counted as one corpsmember per calendar month.
- > have a completed corpsmember agreement on file and are actively engaged in the corps program as determined by the following indicators:
 - * The corpsmember has spent at least 30 hours per month enrolled, participating in training and rigorous work on public projects which can be verified on training records, crew rosters and payroll records.
 - * The corpsmember is enrolled and attending a Corps or external vocational education program, public or charter high school, or postsecondary community college which can be verified by enrollment and attendance records.

Authorized Signatory

Attachment 5 – CERTIFICATION REVIEW NOTES - See attached document in email.

CERTIFICATION REVIEW NOTES For Fiscal Year 2021/2022

(ALL DOCUMENTATION FOR REVIEW SHOULD BE FROM STATE OF CALIFORNIA
2020-2021 FISCAL YEAR: JULY 1, 2020 – JUNE 30, 2021)

Local Conservation Corps (LCC) Reviewed:	
Date of Review:	
Local Corps Certification (LCC) Staff Lead:	
Reviewer:	

Criteria #1: The LCC consists of an average annual enrollment of not less than 50 corpsmembers between 18 and 25 years of age. (PRC 14507.5[a][5]) For purposes of satisfying this criterion special corpsmembers (as defined by PRC 14303) shall not qualify as corpsmembers.

NOTE: Corpsmembers can be counted toward the monthly average for the 50 annual average corpsmember count if they have passed their 18th birth date, were hired before their 26th birth date, and meet all other requirements to be counted as a corpsmember (see pages 8-9).

Documentation Required	✓	Follow-up Required	Notes:
1. Total monthly corpsmember enrollment during the review period.* <i>*The Corpsmember Enrollment Form shall be completed and submitted to the CCC. The LCCs must sign the enrollment template certifying that only eligible corpsmembers defined by PRC 14507.5[a][5] who have met the corpsmember definition on pages 8-9 have been counted.</i>			<u>SUBMIT PRIOR TO VISIT</u>
2. Payroll registers for 2 non-consecutive months* <i>*The CCC will randomly select the two months to review. One day prior to the certification visit, the CCC will notify the LCC which two months have been selected for verification. Requested records must confirm the corpsmember count reported in the Corpsmember Enrollment Form. If any discrepancies are identified during the on-site review, the CCC may request additional payroll records and/or documentation to substantiate the count.</i>			<u>SUBMIT PRIOR TO VISIT</u>

Criteria #2: The LCC is organized in the form of supervised work crews (PRC 14507.5.[a][1]).

Documentation Required	✓	Follow-up Required	Notes:
1. Supervisor's Daily Crew Rosters (signed) for two non-consecutive weeks for two or more crews.			SUBMIT PRIOR TO VISIT
2. Crew Supervisor job specifications or Minimum Qualifications (MQ's) for employment of Crew Supervisors.			SUBMIT PRIOR TO VISIT
3. 1 year of Crew/Corpsmember Supervisors training records.			SUBMIT PRIOR TO VISIT

Criteria #3: Participation shall be for a period of one year and may be extended. (PRC 14507.5[a][1])

Documentation Required	✓	Follow-up Required	Notes:
1. Corpsmember enrollment contract, handbook, or work agreement with language indicating that participation shall be for a period of one year and may be extended.			SUBMIT PRIOR TO VISIT

Criteria #4: The LCC compensates corpsmembers at not less than the federal minimum wage (PRC 14507.5[a][3]).

Documentation Required	✓	Follow-up Required	Notes:
1. Corpsmember Contract or pay scale statement (Note: may be included in above item).			SUBMIT PRIOR TO VISIT

Criteria #5: The LCC selects young men and women for participation on the basis of motivation for hard work, personal development, and public service, without regard to their prior employment or educational background and consistent with Section 14402. (PRC 14507.5[a][1])

Documentation Required	✓	Follow-up Required	Notes:
1. Corpsmember recruitment flyers/ads with corpsmember enrollment eligibility information (3-4 items).			SUBMIT PRIOR TO VISIT
2. Blank corpsmember enrollment application with attachments.			SUBMIT PRIOR TO VISIT
3a. EEO policy and designated EEO Officer (title and duties)			SUBMIT PRIOR TO VISIT
3b. Viewing of EEO policy poster placement.			REVIEW ON SITE
4. List of corpsmember high school diploma status upon enrollment to the job training/work program. (List must be filtered to the applicable fiscal year and include corpsmember name, date of enrollment, and whether they had a high school diploma upon enrollment to the work program. If there are no			SUBMIT PRIOR TO VISIT

corpsmembers on the list who already had their high school diploma prior to being hired for the work program, the corps must provide evidence that it allows high school graduates to join the work program and has programmatic elements to support those corpsmembers.) See Criteria 7.5			
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Criteria #6: The LCC provides corpsmembers assistance in obtaining permanent employment following their participation in the LCC program. (PRC 14507.5[a][3])

Documentation Required	✓	Follow-up Required	Notes:
1. Post-LCC Employment Assistance Plan (i.e. outline of post-LCC employment services and programs available to corpsmembers).			<u>SUBMIT PRIOR TO VISIT</u>
2. List of job specific skills, goals, and objectives available to corpsmembers, with a short description of how and when delivered (7-10 skills).			<u>SUBMIT PRIOR TO VISIT</u>
3. Post-LCC placement statistics detailing corpsmember job obtainment, enrollment in postsecondary education, etc.			<u>SUBMIT PRIOR TO VISIT</u>
4. Individual corpsmember Career/Employability or Career Counseling Plans (files for 10% of corpsmember population during the review period). <i>Career files should contain documents that demonstrate a corpsmember's enrollment in career development and/or job readiness classes. Examples include resumes, career exploration exercises, training certificates, life skills exercises, and certificates of achievement and/or accomplishment.</i>			<u>SUBMIT PRIOR TO VISIT</u>

Criteria #7: The educational component of the LCC's' program includes enrollment in a vocational education program, public or charter high school, or postsecondary community college. (PRC 14507.5[a][2])

The LCC shall give priority to providing an educational component for corpsmembers who have not completed high school. The component shall be equal in content to a high school curriculum and provide course credits leading to a high school diploma or its equivalent, such as a California high school equivalency certificate. The work of the LCC shall be structured to accommodate the educational component without significantly reducing the productivity of the Corps. (PRC 14402)

Is the charter high school or educational provider accredited by the Western Association of Schools & Colleges (WASC)?

YES ☐ NO ☐

YES – WASC ACCREDITED (Complete 1 – 5)

Documentation Required	✓	Follow-up Required	Notes:
1. Copy of WASC Accreditation record, including most recent date of review & expiration.			<u>SUBMIT PRIOR TO VISIT</u>
2. Copy of active and signed school charter*. <i>*The CCC will verify LCC's charter status with</i>			<u>SUBMIT PRIOR TO VISIT</u>

Charter Authorizer.			
3a. Attendance rosters for 2 non-consecutive samples of 5 days each			<u>SUBMIT PRIOR TO VISIT</u>
3b. Description of work-school attendance schedule during the review period			<u>SUBMIT PRIOR TO VISIT</u>
4. Graduation list showing how many <u>corpsmembers</u> earned a high school diploma during the review period.			<u>SUBMIT PRIOR TO VISIT</u>
5. Academic/Education goals and objectives for corpsmembers with a high school diploma. <i>Please cite specific components of the LCC's programs that support the goals and objectives listed.</i>			<u>SUBMIT PRIOR TO VISIT</u>
NO - SCHOOL IS NOT WASC ACCREDITED (Complete 1 – 5 above and 6-12 below)			
6. Education mission statement.			<u>SUBMIT PRIOR TO VISIT</u>
7. Academic education goals and objectives for corpsmembers attending high school.			<u>SUBMIT PRIOR TO VISIT</u>
8. Class schedules (for one semester or trimester) showing what courses are offered each day of the week.			<u>SUBMIT PRIOR TO VISIT</u>
9. One sample lesson plan for 3 different courses.			<u>SUBMIT PRIOR TO VISIT</u>
10. Documentation of assistance/support plan to English Language Learners.			<u>SUBMIT PRIOR TO VISIT</u>
11. Educational component tracking system (i.e. PowerSchool, etc.) showing student academic progress.			<u>SUBMIT PRIOR TO VISIT</u>
12. List of corpsmembers who received a high school equivalency certificate during the review period, if applicable. <i>High school equivalency certificate must be from one of the three testing organizations approved by the California Department of Education: GED, HiSET, or TASC.</i>			<u>SUBMIT PRIOR TO VISIT</u>
Criteria #8: The LCC's program develops corpsmembers' character and civic consciousness through rigorous work on public projects. (PRC 14507.5[a][2])			
Documentation Required	✓	Follow-up Required	Notes:
1. List of work ethic standards from a corpsmember agreement, corpsmember handbook, etc.			<u>SUBMIT PRIOR TO VISIT</u>
2. Description of civic consciousness activities – 3 samples.			<u>SUBMIT PRIOR TO VISIT</u>
3. Corpsmember Awards and Recognition Program explanation - 3-5 samples of actual awards.			<u>SUBMIT PRIOR TO VISIT</u>
4. Corpsmember interviews (3-5 corpsmembers) from two different crews. (If ESL, or translator			<u>ON SITE</u>

cannot attend their Supervisor or Local Corps Executive staff may provide assistance). (The CCC Review Team will randomly select corpmembers to interview during project and/or recycling center visits)			
5. Crew Supervisor interview (Supervisor selected for interview should be supervising corpmembers on a daily basis for at least the previous six months)			<u>ON SITE</u>

Criteria #9: The LCC engages in recycling and litter abatement projects, as well as projects that accomplish the conservationist and other purposes described in subdivisions (a) through (h), inclusive, of Section 14300, and that assist agencies of local government and other nonprofit community organizations in developing, rehabilitating, and restoring parklands, recreational facilities, and other community resources. (PRC 14507.5[a][4] and PRC 14300)

Documentation Required	✓	Follow-up Required	Notes:
1. Project List for one year, to include: a) Agency/Organization b) Type of work completed c) Project dates d) Project type (PRC Section 14300 [a-h])			<u>SUBMIT PRIOR TO VISIT UNLESS OTHER ARRANGEMENTS ARE MADE</u>
2. Project Evaluation/Completion reports/letters from agencies/organizations 3-5 samples.			<u>SUBMIT PRIOR TO VISIT</u>

Criteria #10: Fifteen million dollars (\$15,000,000), plus the proportional share of the cost-of-living adjustment shall be expended annually in the form of grants for recycling and litter abatement programs awarded to either of the following:

(i) Certified Local Conservation Corps, that were in existence on September 30, 1999, or that are formed subsequent to that date, that are designated by a city or a city and county to perform litter abatement, recycling, and related activities, if the city or the city and county has a population, as determined by the most recent census, of more than 250,000 persons.

(ii) Local Conservation Corps, that are designated by a county to perform litter abatement, recycling, and related activities, and are certified by the California Conservation Corps as having operated for a minimum of two years and as meeting all other criteria of Section 14507.5. (PRC 14581.1[a] and PRC 17000)

Does the city served by the Local Conservation Corps have a population of more than 250,000 persons, as determined by the most recent census?

YES ☐ NO ☐

YES - CITY DESIGNATION (City Population more than 250,000)

Documentation Required	✓	Follow-up Required	Notes:
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1. One of the following: <ul style="list-style-type: none"> • Memorandum of Understanding or Contract for Service with the city (or city and county) • Resolution or Letter of Support from the city's governing body (City Council or Board of Supervisors) designating the LCC as an organization empowered and authorized to perform litter abatement, recycling, and related activities. 		<div style="text-align: center;">-OR-</div>	<u>SUBMIT PRIOR TO VISIT</u>
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NO - COUNTY DESIGNATION (City Population is less than 250,000)

1. One of the following: <ul style="list-style-type: none"> • Memorandum of Understanding or Contract for Service with the county • Resolution or Letter of Support from the county's governing body (Board of Supervisors) designating the LCC as an organization empowered and authorized to perform litter abatement, recycling, and related activities. 			<u>SUBMIT PRIOR TO VISIT</u>
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Criteria #11: "Community Conservation Corps" (or LCC) means a nonprofit public benefit corporation formed or operating pursuant to Part 2 (commencing with Section 5110) of Division 2 of Title 1 of the Corporations Code, or an agency operated by a city, county, or city and county... (PRC 14507.5a)

Is the Local Conservation Corps a nonprofit public benefit corporation? YES ☐ NO ☐

YES – NON-PROFIT PUBLIC BENEFIT CORPORATION

Documentation Required	✓	Follow-up Required	Notes:
1. Verification that the LCC is in good standing with the California Secretary of State to do business as a non-profit public benefit corporation.			<u>CCC Review Team to Check</u>

NO – OPERATED BY A CITY, COUNTY, OR CITY AND COUNTY

Documentation Required	✓	Follow-up Required	Notes:
1. Verification that the LCC is operated by a city, county, or city and county			<u>SUBMIT PRIOR TO VISIT</u>