

Wildlife Conservation Board

Climate Adaptation and Resiliency Program Guidelines

2018



This page intentionally left blank.

Table of Contents

| | |
|---|----------------|
| <i>1.0 Introduction</i> | <i>Page 1</i> |
| 1.1 Purpose of Guidelines | |
| 1.2 Background | |
| 1.3 Program Funding and Objectives | |
| <i>2.0 Project Requirements</i> | <i>Page 2</i> |
| 2.1 Eligible Grant Applicants | |
| 2.2. Eligible Activities and Priorities | |
| 2.3 Eligible Project Types | |
| 2.4 Climate Adaptation and Resilience for Wildlife | |
| 2.5 Co-Benefits | |
| 2.6 Project Monitoring | |
| 2.7 Project Funding Requirements | |
| <i>3.0 Project Selection</i> | <i>Page 5</i> |
| 3.1 Solicitation Notice | |
| 3.2 Project Submittal Process | |
| 3.3 Project Review and Selection Process | |
| <i>4.0 Project Approval and Implementation</i> | <i>Page 8</i> |
| 4.1 Responsibility of the Grantee | |
| 4.2 Awards | |
| 4.3 Grant Agreement | |
| 4.4 Invoicing and Payments for Development Project Grants | |
| 4.5 Reporting and Monitoring | |
| 4.6 Loss of Funding | |
| 4.7 State Audits | |
| <i>5.0 General Program Requirements</i> | <i>Page 10</i> |
| 5.1 Conflict of Interest | |
| 5.2 Confidentiality | |
| 5.3 Compliance with Laws | |
| 5.4 Signage | |
| 5.5 Labor Code Compliance | |
| 5.6 Environmental Compliance | |
| Appendices | <i>Page 12</i> |
| Appendix A: Acronyms and Abbreviations | |
| Appendix B: Useful Web Links | |
| Appendix C: Glossary of Terms | |
| Appendix D: State Auditing Requirements | |

Climate Adaptation and Resiliency Program Guidelines, 2018

1.0 Introduction

1.1 Purpose of Guidelines

The purpose of these guidelines is to establish the process, procedures, and general requirements through which the Wildlife Conservation Board will administer the Climate Adaptation and Resiliency Program. The appendices include useful acronyms, web links, glossary of terms and audit requirements.

1.2 Background

The Climate Adaptation and Resiliency Program (Program) was created by Assembly Bill 109, which, on September 16, 2017, amended the Budget Act of 2017 to provide \$20,000,000 to the Wildlife Conservation Board for local assistance, payable from the Greenhouse Gas Reduction Fund (GGRF). The Program is part of California Climate Investments, a statewide program that puts Cap-and-Trade dollars to work reducing greenhouse gas (GHG) emissions, strengthening the economy, and improving public health and the environment – particularly in priority populations, which include disadvantaged communities, low-income communities, and low-income households. The Cap-and-Trade program also creates a financial incentive for industries to invest in clean technologies and develop innovative ways to reduce pollution. California Climate Investments projects include affordable housing, renewable energy, public transportation, zero-emission vehicles, environmental restoration, more sustainable agriculture, recycling, and much more. At least 35 percent of these investments are located within and benefiting residents of priority populations across California. Maps of disadvantaged and low-income communities are available at: www.arb.ca.gov/cc-communityinvestments. For more information, visit the California Climate Investments website at: www.caclimateinvestments.ca.gov.

1.3 Program Funding and Objectives

The funds are to be used for climate adaption and resiliency projects that will result in enduring benefits and help meet the following objectives:

- At least 60 percent of the funds appropriated in this item shall be made available for grants for the acquisition of perpetual conservation easements and long-term conservation agreements that conserve natural and working lands for at least 50 years for the benefit of climate adaptation and resilience.
- The remainder of the funds may also be used to develop and implement natural and working lands adaptation and resiliency planning that prioritizes the conservation and management of natural and working lands, provides technical assistance for natural and working land managers, and supports efforts that improve rural-urban coordination on climate change adaptation.

This GGRF funding is directed toward projects that protect and restore natural ecosystems to provide climate change adaptation and resilience, assist natural and working lands managers in adapting to and becoming more resilient to climate change, facilitate the reduction of GHG emissions, increase carbon sequestration in natural and working lands, and provide additional social, economic, and environmental benefits, or "co-benefits". The intent of this grant program is to fund projects that provide for climate

adaptation and resilience consistent with the State's climate adaptation strategy (Safeguarding California Plan), contribute to the goals of AB 32, support WCB's Strategic Plan, and help fulfil WCB's Mission¹. In addition, projects will be consistent with other statewide plans and priorities, including the California Water Action Plan (CWAP) and California State Wildlife Action Plan 2015 Update (SWAP).

To meet the statutory requirements for California Climate Investments pursuant to Assembly Bill (AB) 32 (Nunez, Chapter 488, Statutes of 2006), the [Global Warming Solutions Act of 2006](#), all proposed projects must facilitate reductions of greenhouse gas (GHG) emissions. Projects that sequester and store carbon are also a priority. All acquisition shall be managed through enforceable conservation agreements to maintain benefits for at least 50 years. All other working lands adaptation and resiliency projects shall be developed and managed to ensure enduring benefits.

2.0 Project Requirements

2.1 Eligible Grant Applicants

Under the Program, eligible entities shall include local governments, park and open-space districts, resource conservation districts, private landowners, and nonprofit organizations.

2.2. Eligible Activities and Priorities

The priorities for this Program must be consistent with the "[Funding Guidelines for Agencies that Administer California Climate Investments](#)" (ARB 2017) and the 2017 budget appropriation (AB 109). Future grant solicitations by WCB shall include acquisition of conservation easements; implementation projects; or planning and technical assistance to achieve the grant program purposes. Each of these grant categories is summarized briefly below:

Acquisition of Conservation Easements

Acquisition grants shall fund purchases of perpetual conservation easements that provide direct climate change adaptation and resilience benefits to wildlife, habitats and ecosystem services. Acquisitions must be from willing sellers and at a price that does not exceed fair market value, as set forth in an appraisal approved by the Department of General Services.

Implementation

Grants may provide for projects that restore or enhance ecosystems that result in enduring direct and measurable climate change adaptation and resilience benefits to wildlife.

Planning

Planning grants may further efforts that identify processes that lead to the successful implementation of future climate adaptation and resilience projects. These efforts may provide direct guidance for future restoration and enhancement projects, implementation strategies, or project specific activities such as preliminary design and environmental review. Planning grants are intended to support the development of projects that are likely to qualify for future implementation funding.

¹ The Wildlife Conservation Board protects, restores and enhances California's spectacular natural resources for wildlife and for the public's use and enjoyment in partnership with conservation groups, government agencies and the people of California.

Technical Assistance

Grants may be used to provide guidance and technical assistance to natural and working land managers, support efforts that improve rural-urban coordination on climate adaptation and resilience, and that result in or lead to direct and measurable climate adaptation and resilience benefits.

2.3 Eligible Project Types

WCB will allocate Program funds to projects that provide adaptation and resilience to wildlife populations in the face of climate change, with an emphasis on protecting, enhancing and restoring ecosystems on natural and working lands that are most resilient to climate change. Technical assistance grants should provide guidance for funders of future projects and assist private and public land managers responsible for maintaining long-term habitats. Examples of project types that may be eligible in the solicitations are identified below. All projects must provide for adaptation or resilience to climate change and facilitate GHG emission reduction. These examples should not be viewed as an exhaustive list of eligible project types. Specifics concerning eligible projects may vary and will be documented in each solicitation.

- Acquisition of conservation easements to protect habitats on working or natural lands that provide direct adaptation or resilience to climate change for wildlife, or provide connectivity to allow plants and animals to move in response to climate change.
- Restoration or enhancement of ecosystems that directly and measurably enhance adaptation or resilience to climate change for wildlife, or enhance connectivity to allow plants and animals to move in response to climate change.
- Plans to identify climate risks to wildlife (e.g., species vulnerability, habitat exposure, barriers to migration or movement, changes to stream flows, sea level rise, wildfire or flood susceptibility, invasive species) and methods to minimize or mitigate those risks.
- Development of tools that can be provided to natural and working land managers to improve long-term management of ecosystems to provide adaptation or resilience, and how to implement these tools in measurable and meaningful ways.
- Development of state-wide or regional models that identify areas of greatest risk and greatest adaptation or resilience to climate change to be used to prioritize future climate adaptation and resilience projects.
- Efforts to integrate natural and working lands adaptation and resilience into local and regional climate action and adaptation planning.

To the extent practicable, proposals should benefit priority populations, per CARB guidance. To identify an important community need, WCB recommends that applicants directly engage local residents and community-based groups. Applicants can use a variety of approaches, including hosting community meetings, workshops, or outreach efforts to get input on important community needs and documenting how the input will be considered in project design or selection; looking at individual factors in CalEnviroScreen that most impact an AB 1550 community; or receiving documentation of broad support for a proposed project from local community-based groups and

residents. These approaches should have appropriate documentation reflecting the breadth and meaningfulness of these community needs. Projects claiming to benefit priority populations must be designed to avoid substantial burdens (e.g., displacement of low income disadvantaged community residents and businesses or increased exposure to toxics or other health risks).

2.4 Climate Adaptation and Resilience for Wildlife

Each proposal submitted must provide justification for why the project was selected, including, for acquisitions of conservation easements, a description of what makes the proposed acquisition area resilient or allow for adaptation and, for implementation projects, how the proposed site is degraded or vulnerable to climate change. Cite appropriate data or literature where available. Each proposal submitted must include a scientific evaluation of how the proposed activities will result in a net enhancement of resilience and adaptability for wildlife and their habitats. Guidance can be found in the CDFW's State Wildlife Action Plan and Areas of Conservation Emphasis (ACE), both of which contain information on natural lands that are resilient or vulnerable. In addition, the California Air Resources Board (CARB) is developing a co-benefit quantification methodology for species habitat conservation. Finally, CARB also provides guidance on how to facilitate GHG reductions in its Funding Guidelines for Agencies to Administer California Climate Investments.

2.5 Co-Benefits

An additional intent of this grant program is to achieve benefits beyond the primary objective of climate adaptation and resilience for wildlife. Each proposal must include a clear description of expected co-benefits that will result from project implementation and an approach to measure and report those co-benefits. Co-benefits with assessment methodologies available from CARB should be estimated using those methods available at:

<https://www.arb.ca.gov/cc/capandtrade/auctionproceeds/cobenefits.htm>.

Applicants must include the relevant objectives of WCB's Strategic Plan, and are encouraged to incorporate the Natural Resource Agency's Safeguarding California Plan and co-benefit objectives that contribute to the implementation of SWAP, CWAP, state and federal recovery plans, and other relevant plans and programs.

2.6 Project Monitoring

Proposals shall describe plans for how project implementation will be monitored and climate adaptation and resilience success determined. The scope of the monitoring plan will vary depending on the nature of the project. Applicants should be willing to work with WCB staff to adjust the monitoring plan, if necessary, to ensure the proposed parameters are adequate to meet CARB reporting requirements and to assist with consistency of nomenclature, units, and measurements. Specific monitoring requirements will be outlined in each solicitation.

2.7 Project Funding Requirements

All grantees shall be required to enter into a grant agreement with the WCB, which imposes certain conditions on the grantee and/or the landowner relative to project delivery, maintenance, monitoring, and long-term stewardship of the project

improvements or land acquisition. WCB grant agreements are more fully explained in Section 4 below.

3.0 Project Selection

3.1 Solicitation Notice

WCB will solicit grant proposals with the release of a solicitation, which will provide the solicitation schedule and scoring criteria specific to the solicitation. It is expected that solicitations will be made available on the WCB website (www.wcb.ca.gov) one or more times a year. A mailing list will be developed through a subscription link on the WCB website, and solicitation notices will be made available to all interested parties on the Program list.

3.2 Project Submittal Process

Generally, the application process will be conducted using forms provided through WCB's Program website.

3.3 Project Review and Selection Process

Grant applications will be evaluated using the multi-step review process described below.

Pre-application

Prior to submitting full applications, applicants will submit a project summary, which will include, at a minimum, a brief project description, budget, map, description of how the project would provide climate change adaptability, its ability to facilitate GHG emission reductions and sequestration, and the expected co-benefits that support WCB's Strategic Plan, the Natural Resource Agency's Safeguarding California Plan and CDFW's Wildlife Action Plan. All pre-applications must be received by WCB no later than the deadline stipulated within the solicitation. All pre-applications will be evaluated by WCB and CDFW staff, and others as appropriate. Once the pre-proposals have been evaluated, WCB staff will determine which projects may provide the expected benefits as proposed, which do not fit the Program's criteria, and which might fit the Program with modifications. WCB staff will determine appropriate funding levels, and will provide direction to the grantee as to the perceived strengths and weaknesses of the pre-proposal. Applicants who have demonstrated that the project, modified as necessary, may provide the benefits associated with the Program will be asked to submit a full proposal.

Full Application

Applicants who provided a pre-application and have been notified that their project can move forward must fill out a full application. All full applications must be received by WCB no later than the deadline stipulated within the solicitation. Application forms will be included in each solicitation, and full proposals will not be evaluated until all materials, including application, attachments and supporting documentation, have been submitted. Full proposals will be evaluated competitively by no fewer than three technical reviewers from WCB, CDFW and others, such as the Department of Conservation, as necessary. Proposals will be scored for completeness and their ability to provide climate adaptation and resilience and provide co-benefits. Projects will be ranked, and those that rank high, will be assigned to WCB staff to complete due

diligence and develop appropriate documents necessary to assure project viability and success.

Project Approval

Once all due diligence is complete, the project will be scheduled to be presented at the next available WCB board meeting. WCB board meetings are public meetings, and WCB’s voting members have sole and absolute discretion to approve or reject a project for funding.

Review Criteria

The table below presents a suite of review criteria that are meant to be broadly representative of the types of criteria upon which proposals will be evaluated. The specific review criteria and associated weighting factors established for each solicitation may vary.

Table 1. Overview of Review Criteria

| Importance and Applicability | |
|--|--|
| Applicability to Solicitation Priorities | The extent to which a project aligns with at least one of the priorities stated in these Guidelines and a specific Solicitation, contributes to the goals of AB 32 and the State’s climate adaptation strategy (Safeguarding California Plan), and promotes and implements the California Water Action Plan, State Wildlife Action Plan, WCB’s Strategic Plan, recommendations in the Natural and Managed Resource Systems policy chapters of the Safeguarding California Plan, and Natural and Working Lands Implementation Plan (forthcoming). |
| Project Outcomes – Diversity and Significance of the Co-Benefits | The extent to which a project provides multiple tangible benefits and the proposal provides sufficient analysis and documentation to demonstrate significance and a high likelihood that the benefits will be realized. |
| Consistency with and Implementation of Regional, State and Federal Plans | Extent to which a project implements, and the proposal clearly explains its linkage to, at least one action in an existing regional, State or federal conservation, restoration plan, or relevant regional, county and local Climate Action Plan. |
| Durability of Investment/ Climate Change Considerations | The extent to which a project is expected to deliver enduring benefits. Conservation easement projects are perpetual. and expected to deliver climate adaptation and resilience benefits for a minimum of 50 years. |
| Technical/Scientific Merit | |
| Purpose and Background | The extent to which a proposal includes a detailed description of the project purpose and background, including sufficient rationale to justify the project need, contains appropriate underlying scientific basis for the proposed work, and clearly articulates the project’s goals and objectives. |

Wildlife Conservation Board - Climate Change Adaptation Program Guidelines

| | |
|--------------------------------------|---|
| Approach and Feasibility | The extent to which a proposal narrative is sufficiently detailed to clearly show that the approach is well designed and appropriate for meeting the objectives of the project, and adequately described to assure methods and technologies are appropriate and understood. |
| GHG Emission Reductions | The extent to which a project facilitates GHG emission reduction and carbon sequestration. |
| Monitoring and Reporting | The extent to which a proposal demonstrates a clear and reasonable approach to monitoring project benefits in accordance with CARB requirements, contains an accurate baseline report, identifies performance measures, and utilizes and integrates with existing efforts. |
| Organization Capacity | |
| Project Team Qualifications | The extent to which a proposal demonstrates that the project team, and any partnership as appropriate, has the appropriate experience, facilities/equipment, and capacity to successfully perform the proposed tasks. |
| Schedule and Deliverables | The extent to which a proposal demonstrates a logical sequence and timing of project tasks, with reasonable milestones and appropriate deliverables consistent with fund liquidation deadlines, and that aligns with the tasks in the project narrative. The extent to which the proposal demonstrates the means by which data and other information generated by the project will be handled, stored, and made publicly available. |
| Project Readiness | The extent to which a proposal demonstrates that access to the property, environmental compliance, permitting, planning, engineering design or other necessary preparations for the project as a whole are sufficient for prompt project implementation. |
| Project Costs | |
| Budget | The extent to which a proposed Budget and justification are appropriate to the work proposed, cost effective, and sufficiently detailed to describe project costs, and are consistent with the tasks shown in the project narrative and schedule. |
| Cost Share | The extent to which a project provides secured federal, State, private, or local cost share. All fund sources, including multiple sources from the GGRF, must be identified. |
| Community/Stakeholder Support | |
| Community Support and Collaboration | The extent to which a proposal demonstrates that the project has broad-based public and institutional support at the local, regional, or larger scale and that the local community and other stakeholders are engaged in project delivery. |

| | |
|----------------------|--|
| Priority Populations | The extent to which a project falls within and provides direct, meaningful, and assured benefits to one or more disadvantaged communities or low-income communities and meaningfully addresses an important community need, per CARB guidance. |
|----------------------|--|

4.0 Project Approval and Implementation

4.1 Responsibility of the Grantee

The grantee will be responsible for carrying out the project and for managing finances, including but not limited to, invoicing, payments to contractors, subcontractors and suppliers, accounting and financial auditing, and other project management duties including monitoring and reporting requirements in accordance with CARB requirements.

4.2 Awards

The final funding decisions will be made by the Wildlife Conservation Board. Successful applicants will work with an assigned WCB grant manager to finalize the grant agreement.

4.3 Grant Agreement

Grant agreements are not executed or final until authorized by WCB’s voting members and fully signed by the grant recipient and WCB’s Executive Director. No work is authorized under the grant until the grantee has received written notice to proceed from the WCB. Work performed prior to a fully executed grant agreement and notice to proceed is done at the risk and expense of the applicant and cannot be reimbursed.

If someone other than the applicant owns all or any part of the project site, the applicant will be required to secure a written agreement with the landowner(s) acknowledging and consenting to the proposed project on the landowner’s land and allowing the applicant to access, implement, and when applicable, operate, monitor, and maintain the project.

4.4 Invoicing and Payments for Development Project Grants

Grant agreements for development projects will be structured to provide for payment in arrears of work being performed. Funds cannot be disbursed until there is an executed grant agreement between WCB and the project applicant. Payments will be made on a reimbursement basis (i.e., the grantee pays for services, products or supplies, submits an invoice that must be approved by the WCB grant manager, and is then reimbursed by WCB). Funds will not be disbursed until all of the required environmental compliance and permitting documents have been received by WCB. WCB may retain from the grantee’s reimbursements, for each period for which payment is made, an amount equal to 10 percent of the invoiced amount, pending satisfactory completion of the task or grant.

4.5 Reporting and Monitoring

All successful grantees will be required to provide a final report. Additional specifications concerning performance measures, monitoring requirements, data

management, quality assurance/quality control, and reporting desired by WCB or required by law will be described in each solicitation and provided in each grant agreement.

4.6 Loss of Funding

Work performed under the grant agreement is subject to availability of funds through the State's budget process. If funding for the grant agreement is reduced, eliminated, or delayed by the Budget Act or through other budget control actions, WCB shall have the option to cancel the grant agreement, offer to the Grantee a grant agreement amendment reflecting the reduced amount, or suspend work. In the event of cancellation of the grant agreement or suspension of work, WCB shall provide written notice to the grantee and be liable only for payment for any work completed pursuant to the grant agreement up to the date of the written notice. WCB shall have no liability for payment for work carried out or undertaken after the date of written notice of cancellation or suspension. In the event of a suspension of work, WCB may remove the suspension of work by written notice to the Grantee. WCB shall be liable for payment for work completed from the date of written notice of the removal of the suspension of work, consistent with other terms of the grant agreement. In no event shall WCB be liable to the grantee for any costs or damages associated with any period of suspension, nor shall WCB be liable for any costs in the event that, after a suspension, no funds are available and the grant agreement is then cancelled based on budget actions.

Actions of the State that may lead to suspension or cancellation include, but are not limited to:

- Lack of appropriated funds;
- Executive order directing suspension or cancellation of grant agreements;
- California Department of Fish and Wildlife or California Natural Resources Agency directive requiring suspension or cancellation of grant agreements.

Actions of the grantee that may lead to suspension or cancellation of the grant agreement include, but are not limited to:

- Withdrawing from the grant program;
- Real property cannot be acquired at approved fair market value;
- Losing willing seller of real property;
- Failing to submit required documentation within the time periods specified in the grant agreement;
- Changing project scope, schedule, or budget without prior approval from WCB;
- Failing to complete the project;
- Failing to demonstrate sufficient progress; or
- Failing to comply with applicable laws or grant requirements.

4.7 State Audits

Grantees of the State of California are subject to audit by the Department of Finance. It is the responsibility of the grantee to be sure that the project budget as

well as all subsequent billings are justified and documented appropriately. As part of the grant process all grantees may be asked to demonstrate their ability to withstand an audit.

5.0 General Program Requirements

Each application submitted to the WCB must be in full compliance with all stated requirements of the solicitation to which it relates. Any changes to the proposal submission process will be posted in a timely manner on the WCB's Program website.

5.1 Conflict of Interest

All applicants and individuals who participate in the review of submitted applications are subject to State and federal conflict of interest laws. Any individual who has participated in planning or setting priorities for a specific solicitation or who will participate in any part of the grant development and negotiation process on behalf of the public is ineligible to receive funds or personally benefit from funds awarded through the Program. Applicants should also be aware that certain local agencies may submit applications that will compete for funding.

Failure to comply with the conflict of interest laws, including business and financial disclosure provisions, will result in rejection of the application and any subsequent grant agreement being declared void. Other legal actions may also be taken.

5.2 Confidentiality

Once the application has been submitted to the WCB, any privacy rights, as well as other confidentiality protections afforded by law with respect to the application package will be waived. All applications, communications, or other documentation received by WCB is subject to the Public Records Act (Gov. Code section 6250, et seq.).

5.3 Compliance with Laws

Activities funded under the Program must be in compliance with applicable State and federal laws and regulations and applications may include in their budgets the funding necessary for compliance-related tasks. As part of the application, applicants must identify expected required permits, state whether they have received the required permits or describe the process through which the permits will be obtained, and indicate which permits could significantly delay project implementation.

5.4 Signage

All successful grantees will include signage, to the extent practicable, informing the public that the project received funds through the WCB and the Greenhouse Gas Reduction Fund.

5.5 Labor Code Compliance

Grants awarded through the Program may be subject to prevailing wage provisions of Part 7 of Division 2 of the California Labor Code (CLC), commencing with section 1720. Typically, the types of projects that are subject to the prevailing wage requirements are public works projects. Existing law defines "public works" as,

among other things, construction, alteration, demolition, installation, or repair work done under contract and paid for in whole or in part out of public funds.

Successful grantees shall pay prevailing wage to all persons employed in the performance of any part of the project if required by law to do so. Any questions of interpretation regarding the CLC should be directed to the Director of the Department of Industrial Relations (DIR), the state department having jurisdiction in these matters. For more details, please refer to the DIR [website](#).

5.6 Environmental Compliance

Activities funded under the Program must be in compliance with applicable State and federal laws and regulations, including the California Environmental Quality Act (CEQA), National Environmental Policy Act (NEPA), and other environmental permitting requirements. The project applicant is responsible for project compliance and applications may include in their budgets the funding necessary for compliance-related tasks.

Applications for activities that are subject to CEQA and/or NEPA must identify the state and/or federal lead agency or agencies and provide documentation evidencing that the agency or agencies have accepted the lead agency role. The WCB will not award funding for project implementation until any required environmental review pursuant to CEQA and/or NEPA has been completed and all required permits have been obtained.

Appendix A. Acronyms and Abbreviations.

| | |
|-------------------|--|
| ACE (ACE 3.0) | Areas of Conservation Emphasis |
| ARB or CARB | California Air Resources Board |
| CCI | Climate Change Investments |
| CDFW | California Department of Fish and Wildlife |
| CEQA | California Environmental Quality Act |
| CLC | California Labor Code |
| CWAP | California Water Action Plan |
| DIR | Department of Industrial Relations |
| GGRF | Greenhouse Gas Reduction Fund |
| GHG | Greenhouse Gas(es) |
| NEPA | National Environmental Policy Act |
| SWAP | California State Wildlife Action Plan 2015 Update |
| WCB | Wildlife Conservation Board |
| WCB Board (Board) | The seven voting and six advisory members of the Wildlife Conservation Board |

Appendix B. Useful Web Links

Assembly Bill 32: <http://www.arb.ca.gov/cc/ab32/ab32.htm>

Wildlife Conservation Board

Home Page: <https://www.wcb.ca.gov/>

WCB Strategic Plan: <https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=88552&inline>

California Air Resources Board

Draft Funding Guidelines for Agencies that Administer California Climate Investments:
https://www.arb.ca.gov/cc/capandtrade/auctionproceeds/2017_draft_funding_guidelines.pdf

Cap-and-Trade Program: <http://www.arb.ca.gov/cc/capandtrade/capandtrade.htm>

Quantification Methodologies:
<https://www.arb.ca.gov/cc/capandtrade/auctionproceeds/quantification.htm>

Priority Populations:
<https://www.arb.ca.gov/cc/capandtrade/auctionproceeds/communityinvestments.htm>

Climate Adaptation Enhancement Assessments -
https://www.arb.ca.gov/cc/capandtrade/auctionproceeds/ucb_lit_rev_on_climate_adaptation.pdf

California Department of Fish and Wildlife

Areas of Conservation Emphasis (ACE 3.0) - <https://www.wildlife.ca.gov/Data/Analysis/Ace>

Species Vulnerability Assessments - <https://www.wildlife.ca.gov/Conservation/Climate-Science/Resources/Vulnerability>

State Wildlife Action Plan (SWAP) – <https://www.wildlife.ca.gov/SWAP>

SWAP Climate Vulnerable Species -
<https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=109224&inline>

Climate-smart Conservation Science and Information -
<https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=109224&inline>

Office of Planning and Research

Planning and Investing in a Resilient California: http://opr.ca.gov/docs/20171117-Building_a_Resilient_CA.pdf

Strategic Growth Council

Transformative Climate Communities Program:
http://sgc.ca.gov/programs/tcc/docs/20171024-TCC_FINAL_GUIDELINES.pdf

Natural Resources Agency

Safeguarding California: Reducing Climate Risk:
http://resources.ca.gov/docs/climate/Final_Safeguarding_CA_Plan_July_31_2014.pdf

California EcoRestore: <http://resources.ca.gov/ecorestore/>

California Water Action Plan: http://resources.ca.gov/california_water_action_plan/

Ecosystem Adaptation to Climate Change in California: Nine Guiding Principles:
http://www.resourceslegacyfund.org/wp-content/uploads/Guiding_Principles_Brochure.pdf

Wildlife Conservation Board - Climate Change Adaptation Program Guidelines

Wetland and Riparian Area Monitoring Program:

http://www.mywaterquality.ca.gov/monitoring_council/wetland_workgroup/#frame

Cal-Adapt - <http://cal-adapt.org/>

Climate Smart Conservation - <http://www.pointblue.org/priorities/climate-smart-conservation/>

Wild Farm Alliance. How to Conserve Biodiversity on the Farm:

https://d3n8a8pro7vhmx.cloudfront.net/wildfarmalliance/pages/216/attachments/original/1463423614/WFA_Biodiversity_Continuum_Final.pdf?1463423614

Appendix C. Glossary of Terms.

Adaptation – adjustment in natural or human systems to a new or changing environment.

Adaptation to climate change refers to adjustment in natural or human systems in response to actual or expected climatic stimuli or their effects, which moderates harm or exploits beneficial opportunities (from Office of Planning and Research: “Planning and Investing for a Resilient California”).

Conservation Easement – any limitation in a deed, will, or other instrument in the form of an easement, restriction, covenant, or condition, which is or has been executed by or on behalf of the owner of the land subject to such easement and is binding upon successive owners of such land, and the purpose of which is to retain land predominantly in its natural, scenic, historical, agricultural, forested, or open-space condition. A conservation easement shall be perpetual in duration. (Civil Code, Sections 815.1 and 815.2)

Disadvantaged Communities – See Priority Populations below.

Eligible Entity – local governments, park and open-space districts, resource conservation districts, private landowners, and nonprofit organizations.

Enduring Benefits – either of the following: i. science-based implementation and planning to inform future restoration and conservation actions that will result in climate benefits of at least a 50-year time span; ii. technical assistance that results in improvements to management, or that improves rural-urban coordination, resulting in climate change adaptation that is likely to be sustained given current economic, climate, and land use planning projections.

Greenhouse Gas (GHG) – a gas that absorbs infrared radiation, including but not limited to: carbon dioxide (CO₂), methane (CH₄), nitrous oxide (N₂O), hydrofluorocarbons (HFCs), perfluorocarbons (PFCs), and sulfur hexafluoride (SF₆).

Greenhouse Gas Reduction Fund (GGRF) – a fund established by Senate Bill 1018 in 2012 to receive the State’s portion of proceeds from the quarterly Cap-and-Trade auctions (Government Code, section 16428.8).

Local Government – a county; city, whether general law or chartered; city and county; school district; municipal corporation; district; political subdivision; or any board, commission or agency thereof.

Natural Lands – lands consisting of forests, grasslands, deserts, freshwater and riparian systems, wetlands, coastal and estuarine areas, watersheds, wildlands, or wildlife habitat, or lands used for recreational purposes such as parks, urban and community forests, trails, greenbelts, and another similar open-space land. For purposes of this paragraph, “parks” includes, but is not limited to, areas that provide public green space (Public Resources Code, Section 9001.5).

Nonprofit Organization – an organization that has registered with the California Secretary of State and is qualified to do business in California and qualified under §501(c)(3) of Title 26 of the United States Code.

Performance Measure – a quantitative measure used to track progress toward a project objective/desired outcome.

Priority Populations –disadvantaged communities, low-income communities, and low-income households as described in Health and Safety Code, Sections 39711 and 39713.

Resilience - the capacity of any entity – an individual, a community, an organization, or a natural system – to prepare for disruptions, to recover from shocks and stresses, and to adapt and grow from a disruptive experience (from Office of Planning and Research: “Planning and Investing for a Resilient California”).

Restoration – Ecological restoration is an intentional activity that initiates or accelerates the recovery of an ecosystem with respect to its health, integrity and sustainability. For the purposes of these guidelines, restoration can also include enhancement, which is the modification of specific structural of an existing habitat or habitats to increase one or more functions based on management objectives.

Subcontractor – An entity other than the project proponent/applicant that performs a portion of the Scope of Work and includes subrecipients, subawardees, independent contractors, and consultants.

Technical Assistance – the process of sharing information and connecting groups to expertise, instruction, skills training, transmission of working knowledge, and resources for application completion, project planning, development, delivery, and evaluation.

The California State Wildlife Action Plan 2015 Update –the Department of Fish and Wildlife’s key wildlife conservation planning tool for California, which takes an ecosystem approach for conserving California’s fish and wildlife resources by identifying strategies intended to improve conditions of Species of Greatest Conservation Need and the habitats upon which they depend.

Working Lands – lands used for farming, grazing, or the production of forest products.

Appendix D. State Auditing Requirements.

The list below details the documents/records that State Auditors would need to review in the event of a Grant Agreement being audited. Grant Recipients should ensure that such records are maintained for each State funded Program/Project. Where applicable, this list of documents also includes documents relating to the Grant Recipient's funding match which will be required for audit purposes.

State Audit Document Requirements

Internal Controls:

- ✓ Organization chart (e.g. Grant Recipient's overall organization chart and organization chart for the State funded Program/Project).
- ✓ Written internal procedures and flowcharts for the following:
 - Receipts and deposits
 - Disbursements
 - State reimbursement requests
 - State funding expenditure tracking
 - Guidelines, policies, and procedures on State funded Program/Project
- ✓ Audit reports of the Grant Recipient's internal control structure and/or financial statements within the last two years.
- ✓ Prior audit reports on State funded Program/Project.

State Funding:

- ✓ Original grant agreement, any amendment(s) and budget modification documents.
- ✓ A list of all bond-funded grants, loans or subventions received from the State.
- ✓ A list of all other funding sources for each Program/Project.

Agreements:

- ✓ All subcontractor and consultant contracts and related documents, if applicable.
- ✓ Agreements between the Grant Recipient, member agencies, and project partners as related to the State funded Program/Project.

Invoices:

- ✓ Invoices from vendors and subcontractors for expenditures submitted to the State for payments under the Grant Agreement.
- ✓ Documentation linking subcontractor invoices to State reimbursement requests and related Grant Agreement budget line items.
- ✓ Reimbursement requests submitted to the State for the Grant Agreement.

Cash Documents:

- ✓ Receipts (copies of warrants) showing payments received from the State.
- ✓ Deposit slips or bank statements showing deposit of the payments received from

the State.

- ✓ Cancelled checks or disbursement documents showing payments made to vendors, subcontractors, consultants, and/or agents under the Grant Agreement.

Accounting Records:

- ✓ Ledgers showing receipts and cash disbursement entries for State funding.
- ✓ Ledgers showing receipts and cash disbursement entries of other funding sources.
- ✓ Bridging documents that tie the general ledger to reimbursement requests submitted to the State for the Grant Agreement.

Administration Costs:

- ✓ Supporting documents showing the calculation of administration costs.

Personnel:

- ✓ List of all contractors and Grant Recipient staff that worked on the State funded Program/Project.
- ✓ Payroll records including timesheets for contractor staff and the Grant Recipient's.

Project Files:

- ✓ All supporting documentation maintained in the Program/Project files.
- ✓ All Grant Agreement related correspondence.