



California Conservation Corps (CCC) and Department of Water Resources (DWR)

Institutional Turf Program Overview and Application Instructions

PROGRAM OVERVIEW

Program Background: The CCC and DWR are seeking projects that maximize the conservation of water in the short term and have the potential for cumulative, long-term water savings. DWR has funds to support water efficient landscaping and irrigation projects at local government facilities and non-profit institutions (not state or federal facilities). Projects must be located within the San Joaquin Valley.

- Project in areas designated as disadvantaged communities (DACs) (http://www.water.ca.gov/irwm/grants/resources_dac.cfm) or Economically Distressed Areas (EDAs) (http://www.water.ca.gov/irwm/grants/resources_eda.cfm) may have projects fully-funded by the program.
- Projects not within a DAC or an EDA require a 50% cost-share for materials and/or direct project-related services (e.g., traffic control, specialized equipment rental, permitting, etc.)

Projects including all of the following components will be given the highest priority: removing turf and other high water use landscapes; installing or modifying irrigation systems with high water efficiency components; planting drought resistant and/or California native plants; and installing other water efficient landscape materials (organic material, rock, decomposed granite, etc.), as needed. Please note: turf removal is required of all project applications.

Program Funding: The CCC will provide a supervised crew of 10-12 people to work 40 hours a week under the supervision of a CCC civil service supervisor. The crew will perform the labor associated with the turf removal and re-landscaping project. Crews are equipped with personal safety gear, basic hand tools and have access to two sod-cutters. Other specialized tools or necessary equipment must be supplied by the applicant or funds may be requested.

DWR has a limited budget for materials, equipment rental, and plants. **If requesting any of these funds for the project, a budget for these items must be included in this application.**

All organizations (DACs or non-DACs) must provide an on-site technical advisor to work with the CCC to ensure accurate implementation of the project and/or to help trouble-shoot any issues that arise.

APPLICATION INSTRUCTIONS

1. **Proposed Project:** A single project is defined as between $\frac{1}{4}$ and $\frac{1}{2}$ an acre, 2-3 weeks of crew time (labor) and \$10,000-\$20,000 of project materials, supplies, and/or direct project-related services.
 - a. Type of Project - Check all that apply.
 - b. DAC or EDA - Check applicable box.
 - c. Scope of Work - Describe the type of work being proposed, what is to be accomplished and the overall timeframe. Specify quantities to be accomplished (e.g., square feet of turf to be removed, number of plants to be planted) as a result of project, techniques to be used, and specific location of work. Separate project deliverables by bullet points. Include the overall objective of the project and describe how the project design conforms to the adopted local landscape ordinance and the Model Water Efficient Landscape Ordinance (MWELO). (See d - ii)
 - d. Permitting and Special Conditions -Through this program, CCC and DWR are supporting turf replacement projects to maximize water conservation and efficiency. Funded projects will still be considered local projects, in terms of permitting and/or CEQA responsibilities. Applicant must also conform to MWELO <http://www.water.ca.gov/wateruseefficiency/landscapeordinance/>
 - i. Describe all necessary permits and CEQA and the status of each.
 - ii. Describe how the project design conforms to the adopted local landscape ordinance and the MWELO. Per MWELO requirements, for rehabbed landscapes of 1000 sq. ft. or greater, projects should include an outdoor sub-meter for outdoor irrigation.
 - e. Estimated Water Savings - Indicate the estimated annual savings for water for the proposed project. Describe the methodology used to determine the estimated annual savings for water.
 - f. Public Education - Describe any public education elements to be incorporated into the project to increase the overall impact of the project, (e.g., temporary and/or permanent signage, workshops, local news articles, features, etc.)
 - g. Proximity of Project - This program focuses on projects within a one hour driving distance from the CCC location in Fresno (near the Fresno Airport). If your project is not in close proximity to the CCC Fresno location, describe any short-term housing/accommodations that you may be able to provide the crew.

Questions on projects outside of a one-hour drive from Fresno - Please call Alicia M. Tutt, at (916) 341-3117.
2. **Training, Work Experience and Educational Opportunities Provided to CCC Corpsmembers:** The project applicant must include at least one hour per week of education and training that will advance the knowledge and skills of corpsmembers toward post-CCC employment and/or training opportunities.
3. **Project Readiness and Duration:** Specify the timeframe in which CCC services will be required (project must be at least one week in length.) Projects of four weeks or more may need to be divided into multiple to allow CCC to distribute crews across multiple agencies.
 - a. Project start date - When are you proposing to begin the project (indicate requested date)?

APPLICATION INSTRUCTIONS CONT.

4. Budget

Budget Example for a Project within a DAC/EDA. If project is not within a DAC/EDA, please contact DWR's Betsy Vail at (916) 651-9667 or Betsy.Vail@water.ca.gov for an example of a 50% match budget.

LINE ITEM	Cost of project line item	Amount you are requesting for this line item?	Total Cost for Line Item
1. Materials, Supplies, Equipment * <ul style="list-style-type: none"> • Indicate the total amount requested for this line item (this amount should match the total costs shown on the Detailed Materials Budget*) • Projects should not exceed \$3 per square foot (sq. ft.) unless a justification is provided. 	\$10,051	\$10,051	\$10,051.00
2. Miscellaneous costs: (i.e., porta-potty, equipment rental)			
3. Contingency: Up to 10% allowable			\$1,005
GRAND TOTAL:			\$11,056

*Example of a detailed materials budget (hit the tab key to add more lines if needed):

Item	# of units	Unit cost	Total
Sprinkler heads	20	\$.15 each	\$3.00
Deer Grass	4 flats	\$12/flat	\$48.00
Mulch	1000 cubic feet	\$100.00/cubic feet	\$10,000.00
TOTAL			\$10,051.00

5. Reporting Requirements

A final report will be required and must include:

- Before and after photographs (to be shot in the same locations)
- Actual # of square feet (or other metric) treated
- Certification of Project Scope Completion (template to be provided)
- Project Accomplishments (including corpsmember training and education)
- Final budget

The final report template will be provided and must be submitted to California Conservation Corps within 90 days of project completion.

6. Certification

Sign and date certification of application.



California Conservation Corps (CCC) and Department of Water Resources (DWR)

Application for Institutional Turf Program

Name of Applicant:	Address:	Date of Application:
Project Representative:	Title:	Email: Phone:
Project Location:	Address:	County:

1. Proposed Project

- a. What type of work is being requested for the turf removal project? (Check all that apply)
 - Water Efficient Landscaping (turf removal and re-planting with low water use plants) **REQUIRED**
 - Water Efficient Irrigation work (retrofitting, replacing, and/or installing water efficient irrigation systems)
 - Incorporating New Water Management Strategies for water capture and/or innovative water supplies (i.e., gray water, recycled water, HVAC cooling system condensate use, storm water capture, etc.).
 - Other: _____
- b. Is the proposed project located in area designated as a *DAC* or an *EDA*? **Yes** **No**
- c. Scope of Work (please see application instructions)
- d. Permits and Special Conditions:
 - i. List the required permits and environmental compliance for the project (e.g., building, grading, or CEQA) and the status of each.
 - ii. Describe how the project design conforms to the adopted local landscape ordinance and the MWELO?
- e. Estimated annual water savings for the proposed project? _____ gallons/year. Describe the methodology used to determine the estimated annual savings for water.
- f. Describe any public education elements to be incorporated into the project to increase the overall impact of the project.
- g. If the project is outside of the one-hour drive from Fresno, Please describe any short-term housing/accommodations that you may be able to provide the CCC crew.

2. Training, Work Experience and Educational Opportunities Provided to CCC Corpsmembers

- a. Describe the type of training you will provide to ensure the proposed project meets your quality standards.
- b. Describe any career related training and/or information you will provide corpsmembers about career and educational pathways into natural resource conservation and related fields.
- c. Describe any educational programs you will provide to increase corpsmembers’ understanding of the natural environment and need for water conservation.

3. Project Readiness and Duration

- a. Proposed project start date _____.

4. Budget (A limited amount of funds for materials and supplies are available.)

LINE ITEM	Cost of project line item	Amount you are requesting for this line item?	Total Cost for line item
4. Materials, Supplies, Equipment * <ul style="list-style-type: none"> • Indicate the total amount requested for this line item (this amount should match the total costs shown on the Detailed Materials Budget*) • Projects should not exceed \$3 per square foot (sq. ft.) unless a justification is provided. 			
5. Miscellaneous costs: (i.e., porta-potty, equipment rental)			
6. Contingency: Up to 10% allowable			
GRAND TOTAL:			

***Detailed Materials Budget (hit the tab key to add more lines if needed):**

Item	# of units	Unit cost	Total
TOTAL			

5. Reporting Requirement

<hr/> Print Applicant's Name	I understand there will be a final report due within 90 days of the project's completion. <input type="checkbox"/> Yes
Attached signed Maintenance Agreement	<input type="checkbox"/> Yes

6. Certification

I certify that the information in this application is accurate.

Signature of Grant Applicant's Authorized Representative and Date

Printed Name and Title of Grant Applicant's Authorized Representative

Next Steps:

1. Email your complete application to: Betsy.Vail@water.ca.gov.
2. If necessary, the DWR/CCC will contact you to review details, discuss project schedule, etc.
3. The DWR and CCC will conduct a review of your application and respond to you within 2 weeks on the status of your application.

For more information see <http://www.water.ca.gov/turf/> and/or contact DWR's Betsy Vail at (916) 651-9667 or Betsy.Vail@water.ca.gov.



California Conservation Corps (CCC and Department of Water Resources (DWR))

Institutional Turf Replacement Program Landscape Maintenance Agreement and Service Plan (Agreement)

Name of Applicant:	Address:	Date of Application:
Project Representative:	Title:	Email: Phone:
Project Location:	Address:	County:

General Applicant Requirements:

1. In compliance with the Model Water Efficient Landscape Ordinance, the applicant shall establish and implement a landscape and irrigation maintenance plan.
2. The Agreement will begin at the time the plantings are installed. The applicant will maintain the water-efficient plantings for a minimum of 3 years from the project completion date.
3. Any plants that die shall be replaced by the applicant with the same plant or another water-efficient equivalent.
4. Irrigation systems must be maintained by routine inspection, testing, and repairs. All replaced parts shall be the correct parts to maintain integrity and efficiency of the irrigation system. The irrigation schedule shall be based on a water budget for the local climate, plant water needs, and irrigation system factors.
5. Pests (insects and weeds) shall be managed by Integrated Pest Management by choosing the least toxic methods first. Any pesticides must be applied according to the label instructions.
6. Plants should be fertilized throughout the year if needed.
7. All areas must be kept free of weeds, and debris must be removed on a regular basis.
8. Mulch must be maintained at 3 – 4 inches depth.
9. Trees and shrubs must be monitored and pruned as needed to remove weak, diseased, or damaged limbs/branches in order to maintain proper form, health of the tree, and ensure public safety.

Agreement:

I agree to the terms of this Landscape Maintenance Agreement and Service Plan.

Signature of grant applicant’s authorized representative
(Must have authority to sign on behalf of the agency)

Date

Printed name of grant applicant’s authorized representative

Title



California Conservation Corps (CCC and Department of Water Resources (DWR))

**Institutional Turf Replacement Program
Certification of Completion
(To be signed at project completion)**

Name of Applicant:	Address:	Date of Project Walk:
Project Representative:	Title:	Email: Phone:
Project Location:	Address:	County:

Agreement:

I certify this project has been completed as stipulated in the approved ITRP application.

Signature of grantee authorized representative
(Must have authority to sign on behalf of the agency)

Date

Printed name of grantee authorized representative

Title

Signature of CCC representative

Date

Printed name of CCC representative

Title