



PROPOSITION 4 GRANT GUIDELINES

COMMUNITY AND CLIMATE RESILIENCE GRANT PROGRAM

BALDWIN HILLS
URBAN
WATERSHEDS
CONSERVANCY



Table of Contents

1.	Introduction	3
1.1	Proposition 4	3
1.2	Statutory Authority	4
1.3	Baldwin Hills and Urban Watersheds Conservancy – Proposition 4 Allocation	6
	• PRC § 93020(b): Community Access Allocation	6
1.4	Purpose of Guidelines	7
2.	Guiding Principles.....	8
2.1	Equity Guiding Principles	8
2.2	Environmental Justice Policy	9
2.3	Tribal Consultation Policy	10
2.4	Effective and Equitable Grantmaking	11
3.	BH UWC Proposition 4 Grant Program	13
3.1	Program Purpose.....	13
3.2	Strategic Agency Goals to Advance Community and Climate Resilience	14
3.3	Priority Projects – Pathways to Advancing Community and Climate Resilience	15
3.4	BH UWC Urban Vulnerability Index (UVI)	16
3.5	Meaningful & Direct Benefits for Vulnerable Populations, Disadvantaged Communities (DAC), and Severely Disadvantaged Communities (SDAC).....	17
	• Definitions	18
	• Determining DAC and SDAC Eligibility	18
	• Identifying Vulnerable Populations Using BH UWC Vulnerability Map Tool	19
	• Meaningful & Direct Benefits Criteria.....	19
	• Documentation Requirements	19
	• Minimum Allocations for Meaningful and Direct Benefits	20
4.	BH UWC Community and Climate Resilience Grants	21
4.1	Grant Award Amounts.....	21
4.2	Match Requirement (25%)	21
4.3	Direct Grant Structure	22
4.4	Competitive Grant Review.....	22
4.5	Limit on Active Awards	22
5.	Eligibility Requirements.....	23
5.1	Eligible Applicants	23
5.2	Eligible Projects	24
5.3	Ineligible Projects and Costs.....	26

6.	Application Process	27
6.1	Overview of the Two-Step CG Application Process	27
6.2	Step 1 – Concept Proposal.....	27
6.3	Step 2 — Full Application (By Invitation Only)	29
6.4	Full Application Evaluation	30
6.5	Competitive Review (If Needed).....	30
6.6	Submission Instructions.....	30
6.7	Technical Assistance & Tribal Consultation	31
6.8	Applicant Accountability.....	31
7.	Environmental Compliance Requirements	31
7.1	CEQA Compliance	31
7.2	NEPA Compliance	31
7.3	Permits	32
7.4	Cultural Resources and Tribal Consultation.....	32
8.	Grant Awards and Agreements	32
8.1	Agreement Provisions and General Conditions	32
8.2	Reimbursable Grant Funds	33
	o Required Documentation for Reimbursement Requests (Payment)	33
8.3	Project Reporting and Monitoring.....	34
	o Reporting.....	34
	o ABCRS (Annual Bond Charge Reporting System) Requirements	34
	o Monitoring.....	35
8.4	Advance Payment Policy	35
	o Advance Request - <i>Required Documentation</i>	36
	o Advance Administration and Reconciliation	36
	o Advance Reconciliation - <i>Required Documentation</i>	37
8.5	Records Retention and Audit.....	38
8.6	Changes to Project Scope, Budget, and/or Timeline	38
8.7	Project Termination.....	39
9.	Other Considerations	40
9.1	Adherence to BH UWC Policies.....	40
9.2	Contract Policies with Disadvantaged Businesses and Individuals	41
9.3	Insurance.....	41
9.4	Conflict of Interest.....	41
	Appendix I – BH UWC Prop 4 Grant Evaluation Rubric.....	42



1. Introduction

1.1 Proposition 4

The Safe Drinking Water, Wildfire Prevention, Drought Preparedness, and Clean Air Bond Act of 2024 (Proposition 4) was approved by California voters on November 5, 2024, and is codified in **Division 50 (commencing with Section 90000)** of the Public Resources Code¹. Proposition 4 authorizes the issuance of ten billion dollars (\$10,000,000,000) in general obligation bonds to finance statewide investments in safe drinking water; drought, flood, and water resilience; wildfire and forest resilience; coastal resilience and sea-level-rise adaptation; extreme heat mitigation and urban greening; biodiversity conservation and nature-based climate solutions; climate-smart, sustainable, and resilient working lands; park creation, outdoor access, and community resilience; and clean-air programs.

Administration of Proposition 4 bond proceeds is assigned in statute to designated state agencies, departments, boards, and conservancies, each responsible for implementing their respective allocations consistent with the fiscal-accountability requirements of Government Code § 16727, which restricts the use of bond funds to eligible capital outlay and long-term public-benefit purposes.

¹ Division 50 (commencing with Section [90000](#)) of the Public Resources Code.



1.2 Statutory Authority

The Baldwin Hills Conservancy was established by Assembly Bill 980 (Chapter 752, Statutes of 2000) and is codified in Division 22.7 (commencing with Section 32550)² of the Public Resources Code (PRC). The Legislature created the Conservancy as a non-regulatory entity within the California Natural Resources Agency to acquire and manage public lands, protect and restore wildlife habitat, and provide open space for recreation and public enjoyment within the Baldwin Hills area of Los Angeles.

Senate Bill 1052 (Chapter 635, Statutes of 2022) amended Division 22.7 to rename the agency as the **Baldwin Hills and Urban Watersheds Conservancy (BH UWC)** and to expand its jurisdiction to include the Southern Ballona Creek and Upper Dominguez Channel Watersheds (fig.1). These amendments authorize the Conservancy to address regional watershed connectivity, climate resilience, and equitable access to open space across a broader area of South Los Angeles.

The Conservancy's powers and duties are set forth in PRC § 32555, which authorizes the agency to implement projects and programs that protect and restore habitat; acquire, improve, and manage public lands; and expand recreational access consistent with the purposes of Division 22.7.

² Division 22.7 (commencing with Section [32550](#)) of the Public Resources Code.

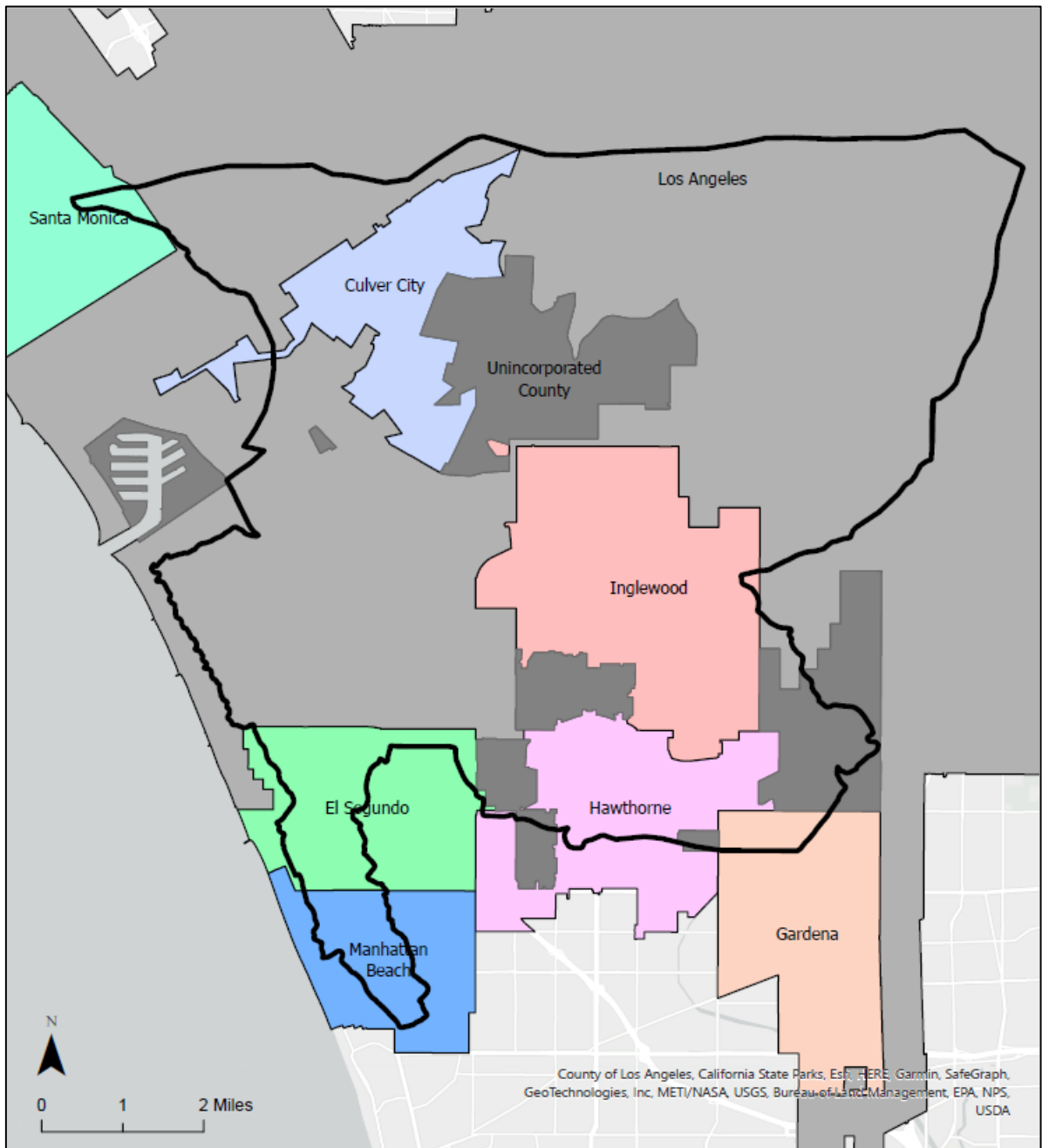


Figure 1. Jurisdictional territory of the Baldwin Hills and Urban Watersheds Conservancy (BH UWC). Spanning approximately 70.2 square miles, the BH UWC's area of jurisdiction (black line) includes portions of the cities of Los Angeles (light grey), Inglewood (pink), Gardena (orange), Hawthorne (purple), El Segundo (green), Manhattan Beach (dark blue), Santa Monica (teal), Culver City (light blue), and the Unincorporated Los Angeles County Communities of Lennox, Del Aire, Hawthorne Island, West Athens, Leimert Park, Windsor Hills, Ladera Heights, Mesa Heights and Baldwin Hills (dark grey).



1.3 Baldwin Hills and Urban Watersheds Conservancy – Proposition 4 Allocation

Pursuant to Division 50, Chapter 6, Section 93020 (a)(1) of the California Public Resources Code (PRC), and upon appropriation by the Legislature, the **Safe Drinking Water, Wildfire Prevention, Drought Preparedness, and Clean Air Bond Act of 2024** (Proposition 4) allocates forty-eight million dollars to the Baldwin Hills and Urban Watersheds Conservancy to reduce the risks of climate-change impacts upon communities, fish and wildlife, and natural resources, and to increase public access.

- **PRC § 93020(b): Community Access Allocation**

Up to five percent (5%) of the funds made available under § 93020 may be allocated to community access projects that provide direct and meaningful benefits to disadvantaged communities, severely disadvantaged communities, and vulnerable populations, including but not limited to:

- 1) Transportation to parks, natural areas, or outdoor recreation sites;
- 2) Physical activity and recreation programming;
- 3) Resource interpretation and educational programming;
- 4) Multilingual translation and accessibility services;
- 5) Natural science education and curriculum development;
- 6) Workforce development and career-pathway initiatives;
- 7) Environmental, cultural, or climate-related education; and
- 8) Communications related to water, parks, climate, coastal protection, and other outdoor pursuits.



1.4 Purpose of Guidelines

Pursuant to PRC § 93020(a)(1), these guidelines establish the processes, procedures, and general requirements through which the Baldwin Hills and Urban Watersheds Conservancy (BH UWC) will administer its allocated funds under the State of California Safe Drinking Water, Wildfire Prevention, Drought Preparedness, and Clean Air Bond Act of 2024 (Proposition 4).



2. Guiding Principles

2.1 Equity Guiding Principles

The Baldwin Hills and Urban Watersheds Conservancy (Conservancy) is committed to advancing racial/social equity and seeks to address the historic and systemic imbalance of power that exists in the environmental arena. For the Conservancy, recognizing and naming past and current injustices empowers us to amplify those voices that have been and continue to be marginalized.

Accordingly, our work will help achieve statewide goals to reverse:

- *Inequitable denial of access to, and sense of belonging with nature*
- *Historic disinvestment in communities of color*
- *Environmental injustices in underrepresented communities*
- *Impacts of climate change within our urban communities*

Our commitment, within the bounds of our statutory authority, is to advance equity for underrepresented communities (particularly for race, gender, ability, socio-economic, and immigrant identities), by deploying resources & policies that prioritize inclusion of community voices and ensure safe equitable participation in conservancy-led programs and investments throughout the territory.

Through an intentional program of community empowerment, education, resistance and engagement, the Conservancy will prioritize:

- *Access to open space and parks for areas of high need*
- *Solicitation and inclusion of underrepresented business enterprises, workforce development and investment in economic empowerment zones*
- *Mitigation of environmental harms for frontline communities*
- *Climate resiliency interventions preparing vulnerable neighborhoods for heat, wildfire, & flooding.*



2.2 Environmental Justice Policy

It is the policy of the BH UWC that the fair treatment of people of all races, cultures and income shall be fully considered during the planning, decision-making, development and implementation of all BH UWC programs, policies, and activities. To this end, the BH UWC's Environmental Justice Policy was carefully developed to ensure that all people, regardless of their race, color, nation or origin or income, are not discriminated against; treated unfairly; or caused to experience disproportionately high and adverse human health or environmental effects from environmental and land-use decisions, and that all should have access to safe open space and healthy neighborhoods. The BH UWC currently addresses environmental injustices and disparities in community access to parks, green spaces, and other recreational facilities, across its jurisdictional territory, by embedding its [Environmental Justice Policy](#) into the Conservancy's grant funding decision-making process.



2.3 Tribal Consultation Policy

On February 17, 2023, the BH UWC Governing Board approved a [Tribal Consultation Policy](#) consistent with the approved policy adopted by the California Natural Resources Agency. The BH UWC promotes early, often, and meaningful consultations with California Native American tribes with the goal of collaborative partnership and meaningful inclusion of tribal governments' priorities and interests into the BH UWC's grant making process. Together, the BH UWC is currently working to integrate tribal stewardship and ceremonial practices into the planning and implementation of Conservancy-funded projects and programs, while also deepening and strengthening ties to the original people of occupied Tongva territory (present day Los Angeles).



2.4 Effective and Equitable Grantmaking

The Baldwin Hills and Urban Watersheds Conservancy (Conservancy) administers its funding authorities using an equity-centered, climate-resilient, and watershed-based approach. The BH UWC Community and Climate Resilience Framework, adopted on September 12, 2025, provides the Conservancy's agency-wide method for evaluating proposed projects and directing resources toward communities and ecological areas with the greatest need.

This Framework is not tied to any single funding source; it guides all Conservancy grantmaking efforts. It establishes a unified structure for assessing project significance, strategic alignment, and anticipated benefits across the Conservancy's diverse programs and initiatives.



The **BH UWC Community and Climate Resilience Framework** is comprised of four elements:

1. Strategic Agency Goals

Eight Community and Climate Resilience Goals that guide all Conservancy investments and define the agency's long-term objectives related to watershed health, ecological restoration, climate adaptation, community well-being, and equitable access to parks and open space.

2. Priority Project Identification

Standardized process to identify project types that advance watershed, ecological, and community benefits across the agency's jurisdiction. Together, fifty-nine priority projects form a strategic investment portfolio designed to align with multiple state statutes, bond programs, and funds.

3. Use of Innovative Analytical Tools

Use of the BH UWC Urban Vulnerability Index (UVI) and other datasets to understand watershed conditions, climate risks, and patterns of environmental and social vulnerability. These tools help determine where agency investments can produce the greatest benefits.

4. Strategic Funding Allocation Across Programs

Funding determinations made through the assessment of:

- alignment with agency goals,
- ability to address high-need areas,
- multi-benefit and watershed-wide impacts, and
- community priorities and implementation urgency.

This Framework functions as the Conservancy's overarching decision-making structure, ensuring consistency, transparency, and equity across all agency funding sources.

3. BH UWC Proposition 4 Grant Program

3.1 Program Purpose

Pursuant to Public Resources Code (PRC) § 93020(a)(1), and upon appropriation by the Legislature, the Baldwin Hills and Urban Watersheds Conservancy (Conservancy) shall administer a Proposition 4 Grant Program to reduce the risks of climate-change impacts upon communities, fish and wildlife, and natural resources, and to increase public access. Projects funded pursuant to this chapter shall be consistent with the policies and guidelines established by the Wildlife Conservation Board, the Pathways to 30 x 30 strategy, the Natural and Working Lands Climate Smart Strategy, California’s 2022 Scoping Plan for Achieving Carbon Neutrality, and the California Climate Adaptation Strategy, if applicable. This program is hereinafter referred to as the **BH UWC Proposition 4 Community and Climate Resilience Grant Program**.

Consistent with its statutory purpose under PRC § 32555, the Conservancy shall apply the **BH UWC Community and Climate Resilience Framework** — adopted on September 12, 2025 — to strategically fund projects and programs that protect biodiversity; restore watershed function; and expand equitable access to parks and open space.

As part of its administration of its Proposition 4 allocation, the Conservancy shall implement the California Natural Resources Agency (CNRA) **Meaningful and Direct Benefits Assessment Framework (2024 Climate Bond)**, which establishes the State’s required **four-step evaluation process** for determining whether Proposition 4 investments advance climate resilience and provide equitable, measurable, and direct benefits to vulnerable populations, Disadvantaged Communities (DACs), and Severely Disadvantaged Communities (SDACs). These four steps include:

1. Identifying the benefits the proposed project will provide;
2. Identifying the populations or communities who will benefit;
3. Determining whether those benefits are meaningful and direct; and
4. Ensuring the project is properly counted toward the Proposition 4 statutory minimum allocations.

Together, the Conservancy’s Framework and CNRA’s statewide requirements ensure that Proposition 4 funds are applied in a transparent, equitable, data-driven, and statutorily compliant manner.



3.2 Strategic Agency Goals to Advance Community and Climate Resilience

To address regional climate vulnerabilities, disproportionate environmental burdens, and inequitable access to parks and open space, the Conservancy has established **eight (8) Community and Climate Resilience Goals** (fig. 2). These goals serve as the agency-wide framework that guides project development, evaluation, and investment decisions.



Figure 2. *Eight (8) Community and Climate Resilience Goals for the Baldwin Hills and Urban Watersheds Conservancy (BH UWC) Proposition 4 Community and Climate Resilience Grant Program.*

The Conservancy's eight (8) Community and Climate Resilience Goals align with statewide 2024 Climate Bond priorities and reflect:

- reducing climate-change hazards;
- restoring watershed and ecological function;
- safeguarding biodiversity;
- improving air and water quality;
- expanding equitable access to open space; and
- increasing community resilience to extreme heat, flooding, and other climate impacts.

These goals ensure that Proposition 4 investments advance the Conservancy's statutory mission and deliver direct, measurable, and equitable benefits to communities experiencing persistent underinvestment. **Projects must align with at least one BH UWC strategic goal to be funding eligible.**

3.3 Priority Projects – Pathways to Advancing Community and Climate Resilience

All funding-eligible projects were evaluated for their ability to advance one or more of the Conservancy's eight Community and Climate Resilience Goals. Project types that demonstrated strong and defensible alignment, and that provide direct, tangible, and substantial benefits to communities or ecological systems, are designated as the Conservancy's **Priority Projects** for the BH UWC Proposition 4 Community and Climate Resilience Grant Program (Fig. 3).



Figure 3. Priority Projects of the Baldwin Hills and Urban Watersheds Conservancy (BH UWC) Proposition 4 Community and Climate Resilience Grant Program

In accordance with CNRA's Climate Bond guidance, Priority Projects must:

- produce direct, measurable, and non-speculative benefits;
- improve climate resilience for DACs, SDACs, Tribes, or vulnerable populations;
- avoid creating burdens or harms to any vulnerable community;
- demonstrate community engagement, co-design, or community-identified need; and
- provide benefits reasonably proportional to the project's scale and cost.

Priority Projects identify what activities have the greatest potential for advancing resilience. Determining where such projects deliver the greatest impact requires a standardized, quantitative approach. Accordingly, the Conservancy developed the Urban Vulnerability Index (UVI) to identify high-vulnerability communities, ecological areas, and watershed sub-areas where Proposition 4 investments will achieve the greatest climate and community benefits.

3.4 BH UWC Urban Vulnerability Index (UVI)

The Baldwin Hills and Urban Watersheds Conservancy **Urban Vulnerability Index (UVI)** is a geospatial climate- and environmental-vulnerability assessment tool developed to quantify, map, and compare relative vulnerability across communities, neighborhoods, and watershed sub-areas within the Conservancy's jurisdiction. The UVI integrates state, federal, academic, and peer-reviewed environmental datasets with social-vulnerability indicators to generate standardized, quantitative metrics that support prioritization of climate-resilience and adaptation investments consistent with PRC § 32555 and PRC § 93020(a)(1).

The UVI evaluates eight (8) vulnerability indicators aligned with the Conservancy's Community and Climate Resilience Goals (Fig.4). For any selected location, each indicator receives a Vulnerability Score of **1 (Low Vulnerability)**, **2 (Medium Vulnerability)**, or **3 (High Vulnerability)**. The tool also generates a Combined Vulnerability Score ranging from **8 (Low Vulnerability)** to **24 (High Vulnerability)**, representing the cumulative intersection of climate, environmental, and social burdens (Fig. 5).

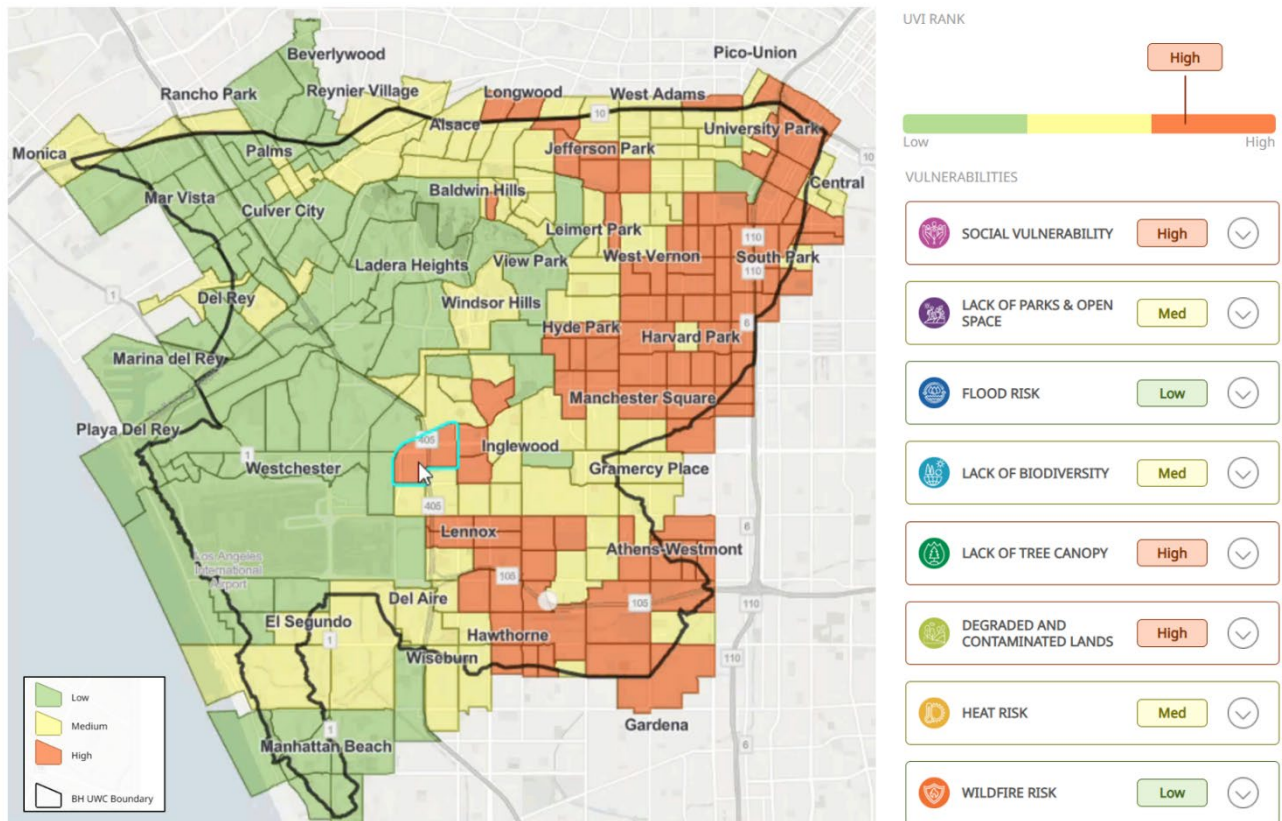


Figure 5. The Baldwin Hills and Urban Watersheds Conservancy Urban Vulnerability Index (UVI) is an integrated climate and social vulnerability mapping platform that assists with identifying vulnerable communities, neighborhoods, and ecological areas within the Conservancy's jurisdiction for use in climate adaptation planning. For each of the above eight (8) indicators, a Vulnerability Score of 1 (Low Vulnerability), 2 (Medium Vulnerability), or 3 (High Vulnerability) is reported for a respective location selected in the tool. Additionally, a combined score of all eight (8) individual Vulnerability Scores is reported, with a minimum score of 8 (Low Vulnerability) and maximum score of 24 (High Vulnerability). UVI scores are reported for the Census Tract selected above.

Eight (8) BH UWC Urban Vulnerability Index (UVI) Indicators

- 1  **Social Vulnerability** – CDC Social Vulnerability Index
- 2  **Lack of Parks and Open Space** – California Healthy Places Index
- 3  **Flood Risk** – UCI PRIMo Flood Map
- 4  **Biodiversity Condition** – CNRA Biodiversity Explorer
- 5  **Tree Canopy Coverage** – US Forest Service Tree Canopy
- 6  **Degraded and Contaminated Lands** – DTSC EnviroStor, CA Brownfields, Leaking Underground Storage Tank Sites
- 7  **Extreme Heat Risk** – CA Heat Action Index
- 8  **Wildfire Risk** – CalFire Fire Hazard Severity Zones

***Figure 4.** The Baldwin Hills and Urban Watersheds Conservancy Urban Vulnerability Index (UVI) evaluates eight (8) key vulnerability indicators as measures of community and climate vulnerability across the neighborhoods and communities in its jurisdiction. Proposition 4 grant applicants are asked to identify which of these vulnerabilities are present in their project communities to demonstrate alignment with program priorities and equitable climate resilience investment goals.*

The UVI functions as the Conservancy’s central decision-support tool ([Appendix I](#)), enabling the identification of vulnerable populations and high-need communities, the evaluation of project alignment with the Conservancy’s climate-resilience goals, the assessment of a project’s proportional climate and community benefits, the determination of priority project locations, and the State-required verification of meaningful and direct benefits. While the UVI complements other statewide vulnerability-assessment and mapping tools, it is distinguished by its jurisdiction-specific design, which applies watershed-relevant indicators and a tailored scoring methodology aligned with the Conservancy’s statutory authority and Proposition 4 investment responsibilities.

3.5 Meaningful & Direct Benefits for Vulnerable Populations, Disadvantaged Communities (DAC), and Severely Disadvantaged Communities (SDAC)

Pursuant to PRC § 90140 and PRC § 93020(a)(1), the Baldwin Hills and Urban Watersheds Conservancy (Conservancy) will ensure that Proposition 4 investments provide **meaningful and direct benefits** to Vulnerable Populations, Disadvantaged Communities (DACs), Severely Disadvantaged Communities (SDACs), and Native American Tribes. These requirements implement the California Natural Resources Agency (CNRA) [Meaningful and Direct Benefits Assessment Framework](#) and are intended to ensure climate resilience investments advance equity, reduce disproportionate climate burdens, and strengthen adaptive capacity in frontline communities.

The BH UWC will evaluate proposals to ensure benefits are consistent with Proposition 4 priorities and reach communities experiencing the greatest climate vulnerability and environmental burden ([Appendix I](#)).

- Definitions

Vulnerable Population – A subgroup of population within a region or community that faces a disproportionately heightened risk or increased sensitivity to impacts of climate change and that lacks adequate resources to cope with, adapt to, or recover from such impacts.

Native American Tribes are considered vulnerable populations for Proposition 4.

Tribes – A federally recognized Native American tribe or a non-federally recognized Native American tribe listed on the California Tribal Consultation List maintained by the Native American Heritage Commission.

Disadvantaged Community (DAC) – A community with an annual median household income less than 80 percent of the statewide median household income.

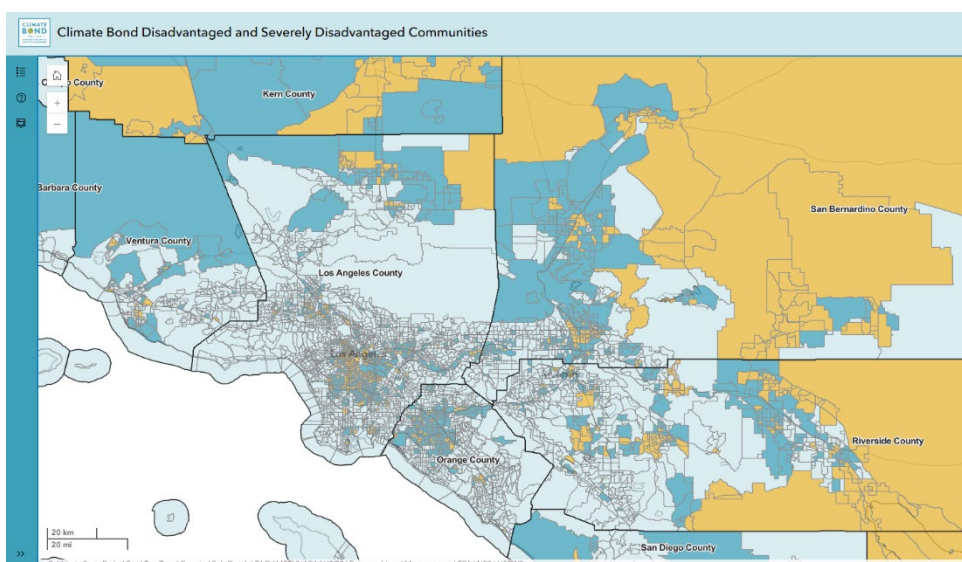
Severely Disadvantaged Community (SDAC) – A community with an annual median household income less than 60 percent of the statewide median household income.

- Determining DAC and SDAC Eligibility

Consistent with Proposition 4 requirements, DAC and SDAC eligibility must be determined using income-based data sources. Acceptable data sources include:

- U.S. Census Bureau American Community Survey (ACS) 5-year median household income estimates; and
- Comparisons to statewide or area median household income, consistent with § 79505.5(a).

To support consistent eligibility determinations, The California Resources Agency (CNRA) has developed the [Climate Bond Disadvantaged and Severely Disadvantaged Communities Mapping Tool \(LINK\)](#), which the BH UWC recognizes as an acceptable resource for identifying DAC and SDAC status¹



¹*CalEnviroScreen (CES) shall not be used to determine DAC or SDAC eligibility for Proposition 4 programs, as eligibility must be based on statutory income thresholds. However, CES may be used to provide supplemental context regarding cumulative environmental burdens and environmental justice conditions.*

All BH UWC Proposition 4 grant applicants will be required to utilize the CNRA Climate Bond DAC/SDAC Mapping Tool to determine whether project locations qualify as DACs or SDACs and report eligibility within their application. BH UWC reserves the right to verify eligibility determinations during application review.

- **Identifying Vulnerable Populations Using BH UWC Vulnerability Map Tool**

The Conservancy shall use the **Urban Vulnerability Index (UVI)** as its primary, jurisdiction-specific metric for identifying vulnerable populations and high-need communities for the purposes of Proposition 4 evaluation and implementation. The UVI identifies locations where cumulative climate hazards, environmental burdens, and social vulnerability intersect, supporting determinations of:

- Alignment with the Conservancy’s Community and Climate Resilience Goals;
- Whether a proposed project provides direct, meaningful, and proportional benefits;
- The degree to which a project serves a high-vulnerability population or area;
- Whether a project qualifies as a high-impact or catalytic Priority Project.

The UVI provides fine-scale watershed and community vulnerability data that complements – but does not replace – statewide tools. It enables the Conservancy to direct Proposition 4 resources to communities and ecological areas where climate-resilience investments will yield the greatest impact.

- **Meaningful & Direct Benefits Criteria**

Public Resources Code § 90140 (2024 Climate Bond) requires that a benefit be considered meaningful and direct only when all four of the State’s mandatory criteria are met:

Direct – A clear cause-and-effect relationship must exist between project activities and the benefits delivered to a DAC, SDAC, Tribe¹, or vulnerable population.

Tangible – Benefits must be measurable, observable, and not speculative.

Substantial – Benefits must be reasonably proportional to the project’s scale, cost, and intended outcomes.

Non-Harmful – The project must not shift burdens, reduce access, or create adverse impacts for vulnerable communities; mitigation measures must be employed where risks exist.

¹*Projects employing local or tribal conservation corps from the benefiting community automatically satisfy meaningful and direct benefit criteria.*

- **Documentation Requirements**

Applicants must demonstrate, with evidence, that meaningful and direct benefits will occur. Acceptable documentation includes:

- Letters of support, community resolutions, or tribal consultation records;
- Partnership agreements, MOUs, or co-governance structures;
- Evidence of community-led planning, co-design, or co-management;
- Budgets or scopes of work compensating community or tribal partners;
- Community benefit agreements or workforce pathways;
- Site-specific UVI analysis or vulnerability justification.

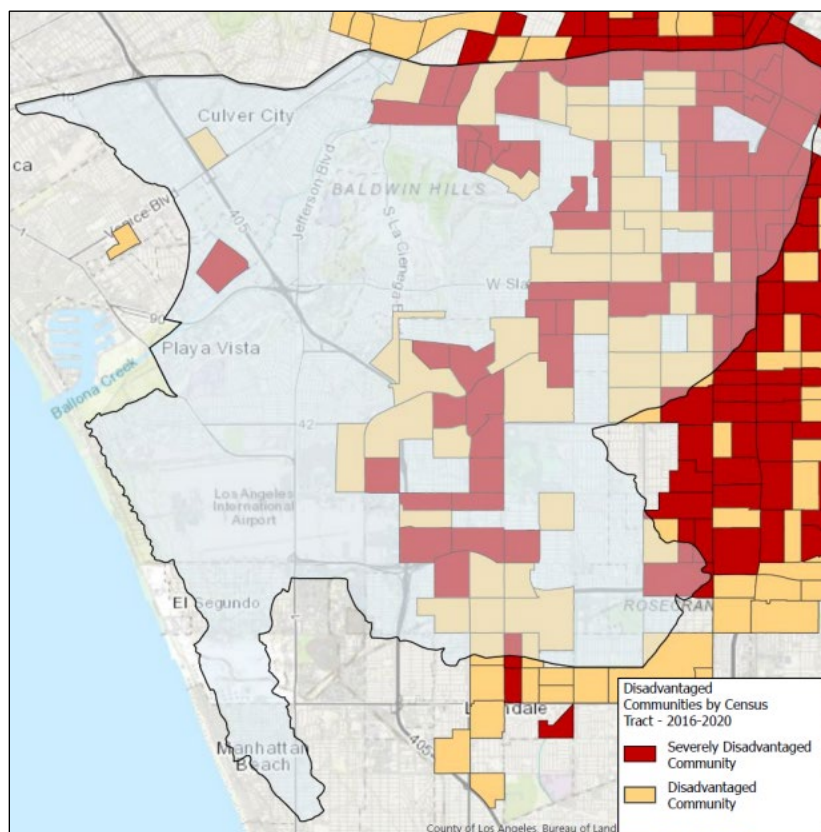


Figure 6. Disadvantaged Communities (DAC) in orange and Severely Disadvantaged Communities (SDAC) in red, within the Baldwin Hills and Urban Watersheds Conservancy's jurisdictional Territory.

- **Minimum Allocations for Meaningful and Direct Benefits**

In accordance with PRC § 90140 and PRC § 93020(a)(1), the Conservancy shall allocate **not less than**:

- **40%** of total Proposition 4 funds for projects that provide meaningful and direct benefits to **Vulnerable Populations** or **Disadvantaged Communities (DACs)**; and
- **10%** of total Proposition 4 funds for projects that provide meaningful and direct benefits to **Severely Disadvantaged Communities (SDACs)**.

Of the forty-eight million dollars (\$48,000,000) allocated to the Conservancy under Proposition 4:

- **No less than \$19,200,000 (40%)** must be allocated and expended for projects that provide direct and meaningful benefits to **Vulnerable Populations** or **Disadvantaged Communities (DACs)**; and
- **No less than \$4,800,000 (10%)** must be allocated and expended for projects that provide direct and meaningful benefits to **Severely Disadvantaged Communities (SDACs)**.

The Conservancy may exceed these thresholds where project need, community vulnerability, or alignment with statewide climate-equity priorities warrants additional investment.

4. BH UWC Community and Climate Resilience Grants

The Baldwin Hills and Urban Watersheds Conservancy (Conservancy) shall award Proposition 4 Community and Climate Resilience Grants as direct grants to eligible applicants. Grant award amounts and associated requirements are established to ensure that Proposition 4 investments are appropriately scaled, financially feasible, and capable of delivering meaningful and direct benefits to communities and ecological resources within the Conservancy's jurisdiction.

4.1 Grant Award Amounts

Eligible applicants may request funding within the following award ranges:

\$50,000 – \$500,000

Planning, design, technical studies, community engagement, preliminary engineering, feasibility analysis, and minor implementation projects.

\$500,000 – \$1,000,000

Design-build, construction, restoration, acquisition, multi-benefit capital projects, implementation efforts that deliver substantial climate-resilience, environmental, or community benefits.

The Conservancy may, at its sole discretion, consider grant awards exceeding \$1,000,000. Such awards will be limited to an amount proportionate to the total project cost, generally not to exceed approximately five percent (5%) of the total project budget, unless otherwise justified. Approval of funding above the standard maximum requires clear demonstration of exceptional project need, strong alignment with applicable statutory requirements and Conservancy priorities, and substantial, well-documented community and climate resilience benefits. Requests for such consideration must be fully supported by detailed justification and are not guaranteed.

4.2 Match Requirement (25%)

All Proposition 4 grants administered by the Conservancy require a 25% match. Matching funds may be provided in the form of:

- Cash contributions,
- In-kind services,
- Staff time,
- Donated materials or land value, or
- Other eligible non-state funding sources.

Match contributions must be:

- Directly related to the funded project,
- Necessary for project completion, and
- Documented in accordance with Conservancy requirements.

State funds shall not be used to satisfy any required match, nor they be leveraged, counted or otherwise applied toward matching requirements for this or any other State-funded grant program.

4.3 Direct Grant Structure

All grants awarded under Proposition 4 will be direct grants, meaning:

- The Conservancy reviews completed application and considers direct award for the project;
- Project is scored based on the Conservancy's Proposition 4 evaluation criteria; and
- Funding award is made based on the application meeting the approved scoring requirement.

This structure ensures clear accountability, streamlined oversight, and alignment with statutory and administrative requirements.

4.4 Competitive Grant Review

In years when eligible funding requests exceed the Conservancy's annual Proposition 4 appropriation, the Conservancy shall conduct a competitive grant review. Competitive review will include:

- Evaluation of all complete applications;
- Scoring based on the Conservancy's Proposition 4 evaluation criteria; and
- Funding awards made to the highest-scoring proposals until available funds are fully allocated.

Competitive scoring will incorporate:

- Alignment with Community and Climate Resilience Goals;
- Ability to deliver meaningful and direct benefits;
- Vulnerability and need based on UVI and income-based DAC/SDAC criteria;
- Project readiness, feasibility, and multi-benefit value; and
- Community engagement and partnership strength.

The Conservancy may also prioritize:

- Projects located in high-vulnerability or high-need areas;
- Projects benefiting Tribes, SDACs, or frontline communities;
- Projects that address urgent climate risks.

4.5 Limit to Active Awards

To ensure broad access and equitable distribution of BH UWC Proposition 4 funds across the Conservancy's expanded territory, applicant may submit multiple Concept Proposal during the initial screening phase (generally up to ten (10) proposals per solicitation cycle). Notwithstanding the above, applicants are limited to no more than one (1) active award per funding source (e.g., Proposition 4) at any given time. For purposes of this section, an active award is defined as a project that is under contract, in progress, or not yet formally closed out by the Conservancy.

Applications for additional projects under the same funding source may be submitted; however, the Conservancy may, at its sole discretion, defer consideration or award of such applications until the applicant's existing project has been completed and formally closed out.

5. Eligibility Requirements

5.1 Eligible Applicants

The following entities are eligible to apply for Proposition 4 funding for projects located within, or directly benefiting, the Conservancy's jurisdictional territory:

State and Federal Entities

- State Agencies
- Federal Agencies

Tribal Governments

- Federally Recognized Native American Tribes
- Non-federally recognized California Native American Tribes listed on the California Tribal Consultation List maintained by the Native American Heritage Commission (NAHC).

Non-profit Organizations/Community-Based Organizations

- U.S. Federal Income Tax-exempt organizations, 501(c) (3) designation or fiscally sponsored, and whose purposes are consistent with the Conservancy's statutory authority.

Local Public Agencies

- Cities and Counties
- Regional Agencies
- Park Districts
- Water Districts, Sanitation Districts, and Flood Control Districts
- School districts
- Joint Powers Authorities (JPAs), provided at least one member agency is an eligible applicant

Partnerships and Joint Applications

Collaborative and multi-benefit projects are strongly encouraged. Non-eligible entities (e.g., private corporations) may participate as partners, contractors, or community collaborators; however, **the lead applicant must be an eligible entity listed above.**

Ineligible Applicants

- Individuals
- Private for-profit corporations
- Entities without legal authorization to operate in California

5.2 Eligible Projects

Eligible projects must support the Conservancy's statutory mission under PRC § 32555, align with at least one of the eight BH UWC Community and Climate Resilience Goals, and comply with State bond requirements. In addition to the Priority Projects described in Section 3.3, the following examples of project activities are eligible for Proposition 4 funding:

Climate Resilience, Biodiversity, and Watershed Health

- Multi-benefit conservation and restoration projects that address climate vulnerability, improve watershed function, strengthen ecological resilience, and enhance regional biodiversity
- Expansion or restoration of floodplains, wetlands, riparian corridors, and other sensitive or complementary habitats
- Nature-based solutions that reduce wildfire risk, including hazardous fuels reduction and vegetation management in high-risk areas

Urban Greening & Community Resilience Infrastructure

- Urban greening, shade-tree planting, and native-vegetation installations to reduce extreme-heat exposure and improve community health
- Stormwater capture, water conservation, and infiltration features such as bioswales, permeable surfaces, and nature-based stormwater systems
- Green infrastructure or climate-adaptive public spaces that increase community resilience to heat, flooding, or drought

Equitable Access & Community Wellbeing

- Acquisition of land for habitat conservation, watershed protection, and new or expanded parks and public open space
- Rehabilitation or conversion of vacant or underutilized properties into community-serving open spaces
- Partnerships with California Native American Tribes to restore or provide access to cultural landscapes and natural cultural resources

Education, Workforce Development, & Stewardship

- Job training and stewardship workforce programs focused on climate resilience, ecological restoration, or watershed management
- Environmental education components when included as part of a larger implementation or capital project



5.3 Operations and Maintenance (O&M) Requirements

Projects involving capital improvements, construction, or installation of physical assets funded by the Conservancy must include a commitment to long-term operations and maintenance (O&M).

Minimum Term and Ongoing Obligation

Recipients of funding for capital or construction projects must maintain and operate all project improvements for a minimum period of twenty-five (25) years from project completion. The Conservancy expects that such improvements will be maintained in perpetuity for their intended public, environmental, and community benefit purposes.

O&M Plan Requirement

Applicants must submit a Long-Term Operations and Maintenance Plan as part of the Full Application. At a minimum, the plan must:

- Identify the entity responsible for ongoing ownership, operations, and maintenance
- Describe routine and long-term maintenance activities and performance standards
- Provide a schedule for maintenance and lifecycle replacement, as applicable
- Identify anticipated funding sources sufficient to support long-term O&M obligations
- Demonstrate organizational capacity to implement and sustain O&M over the required term

Funding and Financial Responsibility

Grant funds may be used for eligible project implementation costs but shall not be relied upon as the sole source of long-term O&M funding unless expressly authorized. Applicants must demonstrate a viable and sustainable funding strategy for O&M.

Enforceability

The required O&M commitment will be incorporated into the grant agreement and may be secured through appropriate legal instruments, such as deed restrictions, covenants, or other mechanisms, as determined by the Conservancy. Failure to maintain the project in accordance with the approved O&M Plan may constitute a breach of the grant agreement and may result in corrective action, including repayment of grant funds.

5.4 Ineligible Projects and Costs

The following activities are not eligible for Proposition 4 funding. This list is non-exhaustive and may be supplemented as needed to ensure compliance with State bond requirements, the State Administrative Manual (SAM), and Department of Finance (DOF) bond accountability standards.

Ineligible Costs

- Operations and maintenance (O&M) expenses
- General recreation facilities unrelated to nature-based or climate-resilience outcomes (e.g., basketball courts, soccer fields, skate parks, playground equipment)*
- Projects located exclusively on school property that are not accessible to the general public
- Projects that induce or exacerbate erosion, flooding, or other environmental harms
- Fundraising activities, general organizational operating expenses, or unrestricted donations
- Food, beverages, entertainment, or travel costs above State/Federal reimbursement rates
- BMP-only projects lacking habitat, ecological, community, or educational benefits
- Removal of trees or vegetation on private property unless clearly linked to an eligible watershed, ecological, or hazard-reduction outcome
- Projects undertaken solely to satisfy regulatory or permitting mitigation requirements
- Purchase of equipment without a clear nexus to project implementation or long-term stewardship
- Sub-granting or unallowed transfer of State funds to other organizations
- Standalone research, outreach, or event projects; however, these activities may be included as a minor component of an eligible capital or implementation project

* Multi-benefit recreation improvements may be eligible only when integrated with ecological, watershed, climate-adaptation, or environmental-education outcomes.

6. Application Process

The Baldwin Hills and Urban Watersheds Conservancy administers all Proposition 4 Community and Climate Resilience Grants through the **BH UWC Consolidated Grant (CG) Program**, a two-step, rolling application process designed to reduce administrative barriers and expand equitable access to State bond funding. All applicants – regardless of funding source – use the same streamlined pathway.

6.1 Overview of the Two-Step CG Application Process

The CG Program includes:

Step 1: Conceptual Proposal – early-stage proposal to assess feasibility, alignment, and eligibility.

Step 2: Full Application (by invitation only) – detailed project proposal, including technical, fiscal, and environmental documentation, demonstrating meaningful & direct benefits.

This structure:

- *Supports capacity-building for DACs, SDACs, Tribes, and frontline community partners,*
- *Allows evaluation of meaningful & direct benefits before requiring full application work,*
- *Ensures BH UWC staff can provide early guidance and feedback.*

6.2 Step 1 – Concept Proposal

The BH UW Conceptual Project Application ([LINK](#)) is a concise submittal designed to introduce the proposed project, demonstrate alignment with Conservancy priorities, and determine eligibility for Proposition 4 funding.

Required Concept Proposal Content

Applicants must describe:

- Project vision and anticipated outcomes
- Target community or ecological area, including preliminary UVI score(s) and DAC/SDAC status
- Climate-resilience need or vulnerability addressed
- Statutory alignment (PRC §§ 32555 and 93020(a)(1))
- Relevance to BH UWC Community & Climate Resilience Goals
- Project type (planning, implementation, acquisition, restoration, etc.)
- Preliminary readiness (site control, permitting, partnerships)

The BH UW Conceptual Project Application form is available on the Conservancy’s website. Applicants are strongly encouraged to attend a grant workshop or request pre-consultation with staff prior to submission.



Review of Concept Proposals

Conservancy staff evaluate Concept Proposals based on:

- Project eligibility
- Alignment with Priority Projects and the Conservancy's Goals
- UVI-identified need and vulnerability
- Ability to provide meaningful & direct benefits
- Feasibility, scale, and proportionality
- Applicant capacity or need for technical assistance

Following review, applicants will receive:

- 1) Feedback and recommendations, and
- 2) One of the following determinations:
 - a. Invitation to submit a Full Application
 - b. Request for clarification or revisions
 - c. Determination that the project is not a fit for Proposition 4

Projects not suited for Proposition 4 may be referred to other BH UWC funding sources.

6.3 Step 2 — Full Application (By Invitation Only)

Applicants invited from Step 1 must submit a Full Application that provides information necessary to satisfy statutory, technical, financial, environmental, and administrative requirements.

Required Full Application Materials:

Applicants invited to submit a Full Application must provide, at a minimum, the following materials. Applications must be complete, internally consistent, and aligned with the BH UWC Budget and Schedule Template ([LINK](#)).

- Detailed Project Description and Narrative
- Scope of Work, including task list, deliverables, and responsible parties
- Project Budget and Schedule, submitted as BH UWC Budget and Schedule Template, including:
 - Cost estimates and basis of estimate (e.g., bids, quotes, unit costs)
 - Match documentation (if applicable)
 - Identification of all funding sources
 - Separate identification of indirect costs (if applicable)
- Budget Narrative, providing detailed justification for each budget line item and clearly demonstrating how costs were calculated and allocated across tasks and subtasks
- Project Schedule, including milestones and readiness to proceed documentation
- Urban Vulnerability Index (UVI) Analysis and DAC/SDAC Eligibility Determination
- Meaningful and Direct Benefits Assessment, consistent with State-required criteria
- Community Engagement and/or Co-Design Documentation
- Partnership Agreements, Memoranda of Understanding (MOUs), or Letters of Commitment
- Site Control Documentation (e.g., deed, lease, access agreement, or equivalent)
- California Environmental Quality Act / National Environmental Policy Act (NEPA) Documentation, or a clear plan and schedule for completion
- Maps, Site Plans, and Conceptual or Preliminary Designs, as appropriate to the project phase
- Long-Term Operations and Maintenance (O&M) Plan (required for implementation projects)
- Governing Body Resolution(s) Authorizing the Application (if applicable)
- Minimum of three (3) Letters of Support
- All Required State Forms, Certifications, and Assurances

Applications that are incomplete, inconsistent, or fail to provide required documentation may be deemed non-responsive and may not be advanced for further consideration.

Indirect and Staff Costs

Indirect Costs

- Indirect costs are allowable but shall not exceed sixteen percent (16%) of total grant award.
- All indirect costs must be clearly identified as a separate line item within the project budget and must be consistently reflected in all invoices and financial reporting.
- Applicants must provide their approved indirect cost rate or methodology, including supporting documentation, with the application.
- In the absence of a federally or state-approved rate, the Conservancy may review and approve a proposed methodology at its discretion.

Staff Costs

- Staff costs (including salaries, wages, and benefits) must be reasonable, necessary, and directly attributable to the implementation of the proposed project.
- All staff costs must be itemized by role or position, with corresponding descriptions of responsibilities and level of effort.
- Staff costs must align with tasks and subtasks identified in the Scope of Work and Budget.

6.4 Full Application Evaluation

Full Applications shall be reviewed and evaluated using a structured scoring system (Appendix 1) based on the following criteria:

- Alignment with Proposition 4 statutory purpose
- UVI-confirmed need and climate vulnerability
- Direct, tangible, and substantial benefits to DACs, SDACs, Tribes, or vulnerable populations
- Feasibility, readiness, and technical merit
- Multi-benefit and watershed-scale climate resilience
- Community engagement, partnerships, workforce development, and equity impacts, including, where applicable, incorporation of certified conservation corps
- Cost effectiveness, budget clarity, and match (25%)

While not required, incorporation of certified conservation corps is strongly encouraged and may enhance application competitiveness where such partnerships are feasible, appropriate to the scope of work, and support workforce development and equitable community benefits.

Full Applications must meet a minimum scoring threshold of 80% to be recommended for funding.

6.5 Competitive Review (If Needed)

If funding requests exceed the annual Proposition 4 appropriation:

- A competitive process will be used.
- Awards will be made to highest-scoring eligible applications.
- Priority will be given to:
 - High-vulnerability UVI areas
 - DAC/SDAC/Tribal beneficiaries
 - Urgent climate-risk reduction projects
 - Multi-benefit and watershed-scale projects
 - Projects that incorporate meaningful workforce development opportunities, including engagement of certified conservation corps, where feasible and appropriate.

6.6 Grant Application Submission Instructions

All Concept Proposals and Full Applications must be submitted to: Info@bhc.ca.gov

6.7 Technical Assistance & Tribal Consultation

The Conservancy provides:

- Technical assistance for applicants needing support
- Guidance on UVI analysis and Meaningful & Direct Benefits Assessment
- Early project consultation for Tribes
- Coordination with the Native American Heritage Commission (NAHC) when required

6.8 Applicant Accountability

The Conservancy reserves the right to reject applications from entities with:

- A history of unresolved performance issues
- Unresolved audits, outstanding deliverables, or noncompliance with previous State grant

7. Environmental Compliance Requirements

All projects must comply with applicable federal, state, and local environmental laws, including:

7.1 California Environmental Quality Act (CEQA) Compliance

All projects funded under this program must comply with the California Environmental Quality Act.

Implementation Projects

Applicants proposing implementation projects must provide documentation demonstrating the current status of CEQA review at the time of application. Prior to grant award and execution of a funding agreement, the applicant must have completed all required CEQA review and obtained final approval of the appropriate environmental document (e.g., Notice of Exemption, Mitigated Negative Declaration, or Environmental Impact Report), as applicable.

Planning and Non-Implementation Projects

Applicants proposing planning or other non-implementation activities that may be exempt from CEQA must provide a clear justification and supporting basis for the claimed exemption.

Compliance Documentation

All applicants must complete and submit the Conservancy's CEQA Compliance Certification Form ([LINK](#)) and provide any supporting documentation necessary to substantiate the project's CEQA status.

The Conservancy reserves the right to require additional information, delay award, or decline funding for projects that do not demonstrate adequate progress toward, or compliance with, CEQA requirements.

7.2 National Environmental Policy Act (NEPA) Compliance

Required if federal funding or federal jurisdiction is involved.

7.3 Permits

Applicants must comply with:

- USACE Section 404
- RWQCB Section 401 Water Quality Cert.
- CDFW Section 1600
- Local grading/construction permits

7.4 Cultural Resources and Tribal Consultation

Applicants must comply with:

- AB 52 (Tribal consultation)
- Section 106 (if NEPA applies)
- NAHC Sacred Lands File checks
- Tribal notifications
- Mitigation measures for cultural resources

8. Grant Awards and Agreements

Following Conservancy Board approval of a grant, the approved dollar-amount is considered “awarded” to the applicant. At that time, staff will prepare a grant agreement including detailed special provisions and general conditions specific to the project. The grant agreement will be the binding legal agreement between the Conservancy and its grantee. The grant agreement must be signed by the grantee and Conservancy staff before funds are encumbered for future disbursement.

8.1 Agreement Provisions and General Conditions

Several typical grant agreement provisions are:

1. *Actual awards are conditional upon funds being available from the State.*
2. *Grantees must submit a detailed scope of work and budget for Conservancy approval.*
3. *Grant funds will be paid in arrears, on a reimbursement basis.*
4. *Site control from applicant or the landowner is needed prior to commencing work.*
5. *Grantees may be required to reimburse the Conservancy for some or all of the disbursed grant funds if the project is not successfully completed.*
6. *For improvement projects, grantees must maintain liability insurance during grant term and include the Baldwin Hills and Urban Watersheds Conservancy as an “additional insured.”*
7. *Expenses incurred before the grant agreement is executed are not reimbursable.*
8. *The project must comply with all applicable current laws and regulations affecting development projects, including but not limited to, legal requirements for construction and implementation, building codes, health and safety codes, state contractor’s and other licenses, and disabled access laws.*
9. *Grantee must certify all applicable permits have been obtained during Performance Period of agreement.*
10. *Grantees must comply with signage requirements acknowledging funding source.*

8.2 Reimbursable Grant Funds

BH UWC Grants are reimbursement-based, meaning funds are received after cost have been incurred for a BH UWC Board approved project. A complete Reimbursement Request must include Proof of Payment and relevant supporting documents including the following forms, all of which are available on Conservancy website <https://bhc.ca.gov/grants/>

○ Required Documentation for Reimbursement Requests (Payment)

A Complete Reimbursement Request must include the following:

- **Exhibit C – Payment Request Form**, complete with signature and date
- **Exhibit C, Attachment 1 – Project Cost Table** Line-Item budget identifying amounts requested for reimbursement, per task.
- **Exhibit C, Attachment 2 – Expenditure Summary Form** (Including Labor/Staff Costs)
 - **Staff Timesheets & Labor Records** – Document of time/hours each individual staff person worked on specific tasks or activities, including rates and costs (if staff time was paid).
- **Exhibit C, Attachment 3 – Project Progress Report**
 - Detailed account of what work was performed/completed per task (in reference to approved advance scope of work), providing copies of all project deliverables completed during performance period (i.e. landscape/construction design documents, technical reports/analyses, outreach materials, etc.)
- **Proof of Expenses Incurred** – Copies of invoices, bills, etc. in accordance with BH UWC approved scope of work for grant. *Note:* if an invoice was only partially paid (or paid in part by non-BH UWC grant), please clearly mark the portion paid/paid for with BH UWC Funds.
- **Proof of Payment** – Documentation for all project expenses paid. *Examples include:*
 - Copy of Bank Statement(s) with cleared payments and/or EFTs highlighted
 - Credit Card Statement(s) showing cleared payments for eligible charges highlighted
 - Copy of Cancelled Check(s) for eligible charges (noting if payment is for multiple invoices)
 - Invoice(s) Certified “Paid” by the vendor/contractor
 - Other records indicating Electronic Funds Transfer (EFT) or Wire Transfer(s)

8.3 Project Reporting and Monitoring

Grantees must comply with both BH UWC reporting requirements and all State-mandated bond accountability systems, including the Annual Bond Charge Reporting System (ABCRS).

○ Reporting

Grantees must submit Quarterly Progress Reports, at minimum, using the BH UWC Progress Report template (Exhibit C, Attachment 3). Reports must document:

- Progress toward approved tasks and deliverables
- Expenditure tracking consistent with the approved budget
- Schedule updates, delays, and corrective actions
- Community engagement activities
- Meaningful and Direct Benefits metrics (as applicable)
- UVI- and DAC/SDAC-relevant outcomes (when required)
- The State reserves the right to require more frequent reporting (monthly or weekly) if project performance, compliance, or risk warrants additional oversight.
- Progress Report templates are available at: bhc.ca.gov/grants.

○ ABCRS (Annual Bond Charge Reporting System) Requirements

All Proposition 4 grants are subject to bond-fund reporting requirements under the State of California Annual Bond Charge Reporting System (ABCRS). Accordingly:

- The Conservancy is responsible for entering project-level financial and performance data into ABCRS.
- Grantees must provide all required data, documentation, and verification necessary for the Conservancy to fulfill ABCRS reporting deadlines, including:
 - Expenditure detail (by task, phase, and bond category)
 - Progress toward quantitative climate-resilience benefits
 - Updates to scope, schedule, or budget
 - Compliance with DAC/SDAC statutory minimums
 - Land tenure or site control documentation (if applicable)
- Failure to provide timely or complete data may delay reimbursement, jeopardize project status, or impact eligibility for future awards.

ABCRS data provided by grantees must be accurate, verifiable, and consistent with approved project documents and invoices.

○ Monitoring

Grantees must track and report quantitative and qualitative performance measures, which may include, but are not limited to:

- Number of trees planted
- Acres of habitat restored, enhanced, or protected
- Linear feet or miles of trail created or improved
- Number of households, residents, or students served
- Climate-risk reduction outcomes (e.g., shade, floodplain expansion, heat reduction)
- Number and type of jobs created (including local hires and tribal/Corps participation)
- Community engagement metrics (meetings, workshops, participation demographics)

Performance measures must demonstrate how the project advances the Conservancy's Community and Climate Resilience Goals, provides meaningful and direct benefits, and fulfills the objectives of the 2024 Climate Bond (Proposition 4).

8.4 Advance Payment Policy

The State, at its sole discretion, may honor advance payment requests, if warranted by a documented, compelling and immediate need. For example, funding necessary to open an escrow for acquisition may be eligible for an advanced payment of funds. Another example is advance payment for work that has been clearly defined with a scope, budget and advance invoices detailing the work to be completed. Documentation of the work to be undertaken and or project deliverables to be supplied must be provided.

Advanced payments to non-state grantees may be considered by the Conservancy and determined on a case-by-case basis. Any entity requesting advance payments must provide written justification, statement of need, specified deliverables and their costs according to the BH UWC Guidelines for Advancement of Funds.

○ Advance Request - *Required Documentation*

The Advance Request should include the following:

- **Advance Request Letter** on organization letterhead providing specific justifications for the request and a detailed *Scope of Work* – describing work that will be performed (per task) with advance, responsible party for work (task assignee), deliverables to be completed/advanced during period of performance, and projected schedule for expenditure of advance (per task). *Note:* Scope of Work can be in narrative or table form.
- **Exhibit C – Payment Request Form**
- **Exhibit C, Attachment 1 – Project Cost Table** Line-Item budget identifying advance amounts requested per tasks
- **Exhibit C, Attachment 2 – Expenditure Summary Form** (Including Labor/Staff Costs)
 - **Projection of Staff Hours** – Indicate estimated number of hours each staff person will work per task and associated costs (only if advance will fund employee time).
- **Proof of Advance Costs** – Copies of contractor bids, cost estimates, invoices, etc. which support the line items identified in the Project Cost Table. *Note:* The proving documents should equal the full advance request amount.

Advances may be requested in increments of no more than 25% of the total grant amount at a time.

○ Advance Administration and Reconciliation

In the event a Grant Amount is advanced, the Grantee shall deposit funds into a federally insured account of the entity that provides the ability to track interest earned and withdrawals. Any interest earned on the advanced amount may be spent on approved costs for the Project and shall be reported to the State and deducted from the total grant amount. In the event this is not feasible, interest earned must be returned to the State upon completion of the Project. Interest statements shall be provided to the State, at a minimum, on a quarterly basis.

Once a Grantee receives disbursement of advance funds, the Grantee must submit Reconciliation Documentation within 90 days from the date on pay warrant (check). Reconciliation Documentation will be reviewed for approval by the BH UWC in accordance with the approved scope of work for the advance. Any ineligible costs will be brought to the grantee's attention and disapproved for use with the advanced funds. Failure to provide Reconciliation Documentation within 90 days of advance receipt will; 1) disqualify a grantee from receiving additional advanced payments; and 2) prevent a grantee from accessing any BH UWC grant funds until the full advance amount is reconciled.

- **Advance Reconciliation - Required Documentation**

Advance Reconciliation Documentation includes but is not limited to:

- **Advance Reconciliation Form** – Complete with signature of authorized representative
- **Project Cost Table** – Line-Item budget identifying advance expenditures per task
- **Project Progress Report** – Detailed account of what work was performed/completed per task (in reference to approved advance scope of work), providing copies of all project deliverables completed during performance period (i.e. landscape/construction design documents, technical reports/analyses, outreach materials, etc.)
- **Staff Timesheets & Labor Records** – Document of time/hours each individual staff person worked on specific tasks or activities, including rates and costs (if advance funded staff time).
- **Proof of Expenses Incurred** – Copies of invoices or bills in accordance with BH UWC approved scope of work for advance amount received. *Note: if an invoice was only partially paid (or paid in part by non-BH UWC grant/advance funds), please clearly mark the portion paid/paid for with advance.*
- **Proof of Payment** – Documentation for all expenses paid with Advance. *Examples include:*
 - Copy of Bank Statement(s) with cleared payments and/or EFTs highlighted
 - Credit Card Statement(s) showing cleared payments for eligible charges highlighted
 - Copy of Cancelled Check(s) for eligible charges (noting if payment is for multiple invoices)
 - Invoice(s) Certified “Paid” by the vendor/contractor
 - Other records indicating Electronic Funds Transfer (EFT) or Wire Transfer(s)

Advance Repayment: Any advanced funds that are unused or inadequately reconciled 90 days from the date of warrant issue must be returned to the State of California (along with any accrued interest). Until repayment, the Grantee will be barred from accessing any additional BH UWC grant funds. *Failure to comply with advance reconciliation with disqualify a grantee from receiving future advances.*

8.5 Records Retention and Audit

All projects funded by the BH UWC are subject to audit by the State of California annually and for three (3) years following the final payment of grant funds. If the project is selected for an audit, advance notice will be given. The audit shall include all books, papers, accounts, documents, or other records of the grantee, as they relate to the project for which the funds were granted. All project expenditure documentation should be available for an audit whether paid with grant funds or other funds.

The grantee must have the project records, including the source documents and evidence of payment, readily available, and provide an employee with knowledge of the project to assist the auditor. The grantee must provide a copy of any document, paper, record, etc., requested by the auditor.

Additionally, grantees must include planning, monitoring, and reporting necessary to ensure successful implementation of the project objectives and have documentation available for State review upon request and through annual monitoring reports. After the end of a grant, the grantee will submit annual monitoring reports for a minimum of ten years (for partially or fully bond-funded grants, for the life of the bond or 30 years, whichever is later).

The grantee agrees to use generally accepted accounting principles (GAAP) and therefore must maintain an accounting system that:

- Accurately reflects fiscal transactions, with the necessary controls and safeguards
- Provides a good audit trail, including original source documents such as purchase orders, receipts, progress payments, invoices, employee paystubs and timecards, evidence of payment, etc.
- Provides accounting data so the total cost of each individual project can be readily determined

Records must be retained for a period of three (3) years after final payment is made by the State. Grantee must retain all project records for at least one (1) year following an audit or final disputed audit findings, whichever is later.

8.6 Changes to Project Scope, Budget, and/or Timeline

A Grantee wishing to change the scope of an approved project shall submit the proposed change in writing with all documentation clearly supporting the change, including an updated Budget, Schedule, and Task list. The changes must be provided to the BH UWC and no later than sixty (60) days prior to the performance end date. Any change must be consistent with this grant program and guidelines associated with the specific funding source.

Additionally, the project may need to be re-scored and/or returned to the BH UWC Governing Board for approval. Major changes to the project scope, budget, timeline, or any other project element may deem the project ineligible for funding under this program. The Grantee is expected to complete the project according to the time identified in their project timeline.

8.7 Project Termination

1. Prior to the completion of Project construction, either party may terminate this Agreement by providing the other party with thirty (30) days' written notice of such termination.
2. If the State terminates without cause the Agreement prior to the end of the Project Performance Period, the Grantee shall take all reasonable measures to prevent further costs to the State under this Agreement. The State shall be responsible for any reasonable and non-cancelable obligations incurred by the Grantee in the performance of the Agreement prior to the date of the notice to terminate, but only up to the undisbursed balance of funding authorized in this Agreement.
3. If the Grantee fails to complete the Project in accordance with this Agreement or fails to fulfill any other obligations of this Agreement prior to the termination date, the Grantee shall be held liable in accordance with relevant laws. The State may, at its sole discretion, consider extenuating circumstances and not require repayment for work partially completed provided that the State determines it is in the State's best interest to do so. This paragraph shall not be deemed to limit any other remedies available to the State for breach of this Agreement.
4. Failure by the Grantee to comply with the terms of this Agreement or any other Agreement under the Act shall be cause for suspension of all obligations of the State hereunder.
5. Failure of the Grantee to comply with the terms of this Agreement shall not be cause for suspending all obligations of the State hereunder if, in the judgment of the State, such failure was due to no fault of the Grantee. At the discretion of the State, any amount required to settle at minimum cost any irrevocable obligations properly incurred shall be eligible for reimbursement under this Agreement.
6. Final payment may not be made until the Project conforms substantially to this Contract as determined by the State.

If a Grantee wishes to withdraw a Project, Grantee shall notify BH UWC in writing. In the event an approved project cannot be completed, for example, if the CEQA/NEPA work is done after the grant has been awarded, and the determination is an impediment to completing the project, BH UWC will reimburse the applicant for costs expended up to 20 percent of the total grant as outlined above.

Grantee will immediately notify the BH UWC of its inability to complete a project according to the Grant Agreement. BH UWC reserves the right to terminate a grant if a Grantee cannot complete the project, is not submitting the required progress reports, advance reconciliations, or other grant documentation on a timely basis, does not have the organizational capacity to carry out the deliverables of the grant, change in scope of the project is significantly different from original project description, has financial hardships (i.e.; bankruptcy, fiscal insolvency or mismanagement), legal matters, and/ or cannot complete the grant as agreed upon, and/or bond funds are at risk of reverting.

9. Other Considerations

9.1 Adherence to BH UWC Policies

All successful grant applicants will be required to demonstrate a project consistency with and adherence to all of the BH UWC's policies before a grant agreement can be executed. All project applicants will be required to submit a Project Development Plan, which contains information on how the project will conform to all policies prior to commencement of a project. Applicants should also consider the following when applying and if approved, during implementation of the project:

- *Project is consistent with the purposes and requirements of the funding source and program*
- *Project is consistent with BH UWC's enabling legislation (Public Resources Code, Division 22.7), BH UWC Community and Climate Resilience Framework, its Environmental Justice and Tribal Consultation Policies, and Federal, State and local adopted river and flood control projects/plans*
- *Grants shall be paid on a reimbursement basis*
- *The Grantee shall provide for public access and low-impact recreation, unless it is specifically prohibited or not ecologically or biologically feasible*
- *To identify an important community need, BH UWC recommends that applicants directly engage local residents and community-based groups*
- *The applicant has the ability to administer the funds conducive to the project in a manner that will meet the State's requirements and will protect the grantee from potential financial or legal risk. If the applicant does not have the capacity, they have partnered with a fiscal sponsor that will provide them with the administrative support needed.*
- *The applicant has or will have the legal right to carry out the project on the land on which the project is proposed*
- *The applicant has a plan for long-term management, maintenance, and monitoring of the project. A Monitoring and Assessment Plan will be required as part of the application process. The scope of the Plan will vary depending on the nature of the project.*
- *Unless an exemption applies to the project or to the work being funded, such as the exemption for feasibility or planning studies, the required CEQA documentation must be complete prior to grant approval.*
- *If BH UWC funds will be used for the CEQA process and the Grantee has made a full-faith effort to complete CEQA but is unable to complete CEQA or otherwise proceed with the Project due to issues related to the CEQA process, costs incurred by the Grantee that are directly related to the CEQA process can be applied up to the limit of 20 percent of the total original grant.*
- *Grantee shall comply with all applicable laws and policies.*
- *All information contained in the grant applications is confidential until the grant awards are announced. After that time, all applications will become public information.*
- *Grantee shall post signs acknowledging the source of funds pursuant to guidelines established for this grant program.*

9.2 Contract Policies with Disadvantaged Businesses and Individuals

The BH UWC is committed to supporting disadvantaged businesses and individuals – including Small Business (SB), disabled veteran business enterprise (DVBE), and businesses owned by women and/or minority. Statistics may be acquired from the [US Small Business Administration's Office of Advocacy](#), [County of Los Angeles's Business Office](#), and [Department of General Services SB/DVBE Advocate](#).

In an effort to increase outreach and contracting opportunities for these special businesses, the BH UWC requires grant applicants to adopt and implement contract policies for the purpose of increasing outreach and advertising to disadvantaged business and individuals if an applicant is invited to submit a Full Application. This is not intended to create barriers to participation by potential grantees with limited sources. As such, BH UWC will work with applicants to comply with the requirement in a manner that most appropriately fits each applicant's need.

9.3 Insurance

Grantees are required to maintain insurance against claims for injuries to persons and damage to property that may arise from or in connection with property-related activities of the grantee or its agents. The grantee shall maintain all required insurance from the effective date through the completion date. Insurance requirements vary according to a project's purpose and needs. Typically, the grantee shall maintain coverage limits no less than:

- A. General liability (including operations, products, and completed operations, as applicable): \$2,000,000 per occurrence for bodily injury, personal injury, and property damage. If commercial general liability insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the activities under this agreement, or the general aggregate limit shall be twice the required occurrence limit.
- B. Automobile liability: \$1,000,000 per accident for bodily injury and property damage.
- C. Course of construction: Completed value of the project with no coinsurance penalty provisions.
- D. Property insurance: 90 percent of the full replacement cost of the facilities or structures.

9.4 Conflict of Interest

All participants are subject to Federal and State conflict of interest laws. Failure to comply with these laws, including business and financial disclosure provisions, will result in the application being rejected and any subsequent contract being declared void. Other legal action may also be taken. Accordingly, before submitting an application, applicants are urged to seek legal counsel regarding potential conflict of interest concerns that they may have and requirements for disclosure. Applicable statutes include, but are not limited to, Government Code Section 1090, and Public Contract Code Sections 10410 and 10411 for State conflict of interest requirements.

Applicants should note that by applying, they waive their rights to the confidentiality of that application. BH UWC staff will review each application. Once application is signed and submitted to the BH UWC, any privacy rights as well as other confidentiality protections afforded by law are waived.

End of Guidelines

Appendix I – BH UWC Prop 4 Grant Evaluation Rubric



Baldwin Hills and Urban Watersheds Conservancy Proposition 4 Grant Application Evaluation Criteria

Rating Scale

4 - Exemplary: The project proposal strongly demonstrates the criterion, providing comprehensive detail and a well-defined approach.

3 - Good: The project proposal adequately demonstrates the criterion, providing sufficient detail and a reasonable approach.

2 - Fair: The project proposal partially demonstrates the criterion, lacking detail in some areas and the approach may have some weaknesses.

1 - Poor: The project proposal does not adequately demonstrate the criterion. It is lacking in significant detail and the approach is weak.

Evaluation Criteria

Feasibility and Partnerships Criteria		Rating
	Project scope, timeline, and budget are clear, detailed, and realistic.	4
	Applicant demonstrates their financial and technical capacity to perform project.	4
	Project catalyzes cross-departmental, cross-jurisdictional, and/or cross-sectoral partnerships.	4
Feasibility and Partnerships Score		12

Sustained Impact Criteria		Rating
	Project effectively addresses specific local vulnerabilities as identified through the UVI.	4
	Project population served is considered "Vulnerable" based on the combined score of the Urban Vulnerability Index Tool. <i>Scale: 1 = 8-11; 2 = 12-15; 3 = 16-19; 4 = 20-24</i>	4
	Selected project type(s) shows potential for effectively responding to identified vulnerabilities.	4
	Applicant demonstrates why immediate action is essential.	4
	Project has a robust plan for monitoring and reporting on the progress and effectiveness of the project and addressing any unintended consequences or maladaptable impacts of project.	4
	Project has a robust plan for long-term maintenance of the project and/or ongoing program delivery.	4
Sustained Impact Score		24



Baldwin Hills and Urban Watersheds Conservancy Proposition 4 Grant Application Evaluation Criteria

Strategic Alignment Criteria		Rating
	Project effectively and meaningfully advances at least one of the BH UWC's strategic goals.	4
	Project is multi-benefit because it creatively touches on additional strategic goals.	4
Strategic Alignment Score		8

Direct and Meaningful Benefit Criteria		Rating
	Project provides meaningful and/or direct benefits to disadvantaged communities or severely disadvantaged communities.	4
	Project specifically benefits severely disadvantaged communities.	1
	Project contributes to climate change adaptation improvements to protect, conserve, and restore the health and resilience of either the Southern Ballona Creek Watershed or the Upper Dominguez Channel Watershed and the communities that reside there.	4
	Project demonstrates community support and backing through letters of support. – OR – Project is inclusively designed to give meaningful leadership roles to members or representatives of (S)DACs or vulnerable populations. Project meaningfully involves disadvantaged populations and vulnerable communities through participatory planning, co-design, and/or implementation of project.	4
Direct and Meaningful Benefit Score		13

Catalytic Criteria		Rating
	Project leverages matching funds from private, local, or federal sources	4
	Project will unlock additional funds or project opportunities.	4
	Project shows potential to spur new insights, models, or innovations, and/or is ripe for scaling.	4
Catalytic Score		12



Baldwin Hills and Urban Watersheds Conservancy Proposition 4 Grant Application Evaluation Criteria

Additional Prioritization Criteria		Rating
	Project supports Tribal stewardship (including tribal access to lands, natural resources, and culturally important places; collaboration between tribes and other entities to share management and responsibilities of a given area or set of natural resources; and ancestral land return)	1
	Project solicits or includes underrepresented business enterprises or contributes to workforce development and investment in economic empowerment zones.	1
	Project uses nature-based solutions which "harness power of nature to remove and store carbon from our atmosphere, buffer climate impacts, and build California's resilience to future climate-driven extremes."	1
	Project is in the last mile/funding gap phase.	1
	Project is tied to an existing strategic plan	1
	Project uses, or has a plan to use, the services of the California Conservation Corps (CCC) or certified community conservation corps.	1
Additional Criteria Score		6

Grant Application Rating Subtotals	Rating
<i>Feasibility and Partnerships</i>	12
<i>Sustained Impact</i>	24
<i>Strategic Alignment</i>	8
<i>Direct and Meaningful Benefit</i>	13
<i>Catalytic</i>	12
<i>Additional Prioritization</i>	6
Total Possible Grant Application Rating	75
Total Possible Scoring Percentage	100%