

TEMECULA ELSINORE ANZA MURRIETA RESOURCE CONSERVATION DISTRICT

Action Item

FROM: Rose Corona, Board President
SUBJECT: Discussion and Possible Approval of Resolution 2020-02 Authorizing Application for funding under the 2020 Resource Conservation District Financial Assistance Program Grant
DATE: 6/22/20

RECOMMENDATION: The TEAMRCD Board of Directors should review and approve Resolution 2020-02 authorizing application for funding under the 2020 Resource Conservation District Financial Assistance Program Grant.

DISCUSSION: On April 30th, 2020, the California Department of Conservation released their solicitation for 2020 Resource Conservation District Financial Assistance Program Grants. The solicitation invited only Resource Conservation Districts to apply for awards ranging from \$15,000 to \$25,000 to fund work in support of District capacity-building. The final application deadline was set for Thursday, June 25th, and required that applicants submit a narrative, budget and workplan in support of funding requests. TEAMRCD has evaluated this grant opportunity and determined it would work well as a source of funding for capacity-building activities including development of an updated strategic plan and website. Submittal of this application requires majority Board approval of Resolution 2020-02, which is based on the following:

- Grant proposal narrative, detailing justification for funding request, including projected benefits and plans for sustainability following completion of grant term.
- Workplan, listing tasks, timeline for completion, deliverables, and requested grant funds
- Budget, including anticipated expenses broken out into requested grant funds, in-kind match and direct cash match:
 - Requested grant funds total \$21,000 which covers consultant time in completing an updated strategic plan and website upgrade and year of ongoing refinement.
 - Match is required to be provided by the applicant, with minimums including (1) >25% match and (2) of the match provided, >40% must be cash, while the rest can be indirect. The grant application states that the higher the match, the more competitive the application; accordingly, the grant proposal match is broken out according to the following:
 - In-kind match: volunteer hours anticipated from board members as part of strategic plan contracting, development, and website design and development. While professional consultants will complete the strategic plan and website upgrades, board members will be contributing hours in support of these deliverables including participating in meetings, reviewing plans, and providing website content. Total in-kind match using the California volunteer rate of \$23.56/hour is 4,358.60.
 - Direct cash match: funds anticipated to be paid by TEAMRCD to the incoming Executive Director in support of hours spent on advancement of strategic planning and website upgrades and operation. Total cash match is \$4,200.
 - Calculation: the total match proposed is \$8,558.60 which is 28.95% of the total budget, thereby exceeding the >25% requirement. The cash match represents 49.07% of the total match, thereby exceeding the >40% requirement.

If approved, the resolution affirms that the Board of Directors approves the grant concept and budget including match; subsequent entry into an agreement with the Department of Conservation upon selection for grant award; and authorizes selection of one TEAMRCD Board Member or Staff Member to act as representative in future grant discussions with the Department of Conservation.

FISCAL IMPACT: \$29,558.60 in project funding, consisting of \$21,000 in requested funds from the Department of Conservation and provision of \$8,558.60 in direct and in-kind match from TEAMRCD.

ACTION TO BE TAKEN: The TEAMRCD Board of Directors should review and either approve or reject Resolution 2020-02 authorizing application for funding under the 2020 Resource Conservation District Financial Assistance Program Grant.

ATTACHMENT(S):

- A1: Resolution 2020-02
- A2: Application for Grant Funds under the Resource Conservation District Financial Assistance Program Grant
- A3: Sample Contract with the DOC

ATTACHMENT A1: RESOLUTION 2020-02

Resolution No. 2020-02

RESOLUTION OF THE Board of Directors of the Temecula Elsinore Anza Murrieta Resource Conservation District FOR FUNDING FROM THE CALIFORNIA DEPARTMENT OF CONSERVATION TITLED AS "2020 RESOURCE CONSERVATION DISTRICT FINANCIAL ASSISTANCE PROGRAM GRANTS" from the State General Fund.

WHEREAS, the Governor of the State of California in cooperation with the California State Legislature has enacted the 2019/2020 Budget Act, which provides funds to the State of California and its political subdivisions; and

WHEREAS, the California Department of Conservation has been delegated the responsibility for the administration of the program within the State, setting up necessary procedures governing application by local agencies under the program, and

WHEREAS, the California Department of Conservation requires the applicant to certify by resolution the approval of application before submission of said application to the State; and

WHEREAS, the applicant will enter an agreement with the State of California to carry out approved work as part of the Resource Conservation District Financial Assistance Program.

NOW, THEREFORE, BE IT RESOLVED that the Temecula Elsinore Anza Murrieta Resource Conservation District:

- Authorizes the submittal of the grant application for a 2020 RCD Financial Assistance Program grant
- Certifies understanding of the assurances and certifications in the application
- Authorizes entrance into a grant agreement with the Department for the project and to accept the template terms and conditions, if the project is awarded funding
- Authorizes a designated individual to, as agent, accept the award of grant funding and to execute tasks, such as signing documents, related to the application, grant agreement, payment requests, if the project is awarded funding.

Approved and adopted this 22nd Day of JUNE 2020. I, the undersigned, hereby certify that the foregoing Resolution, number 2020-01 was duly adopted by the following roll call vote:

Ayes: _____ Noes: _____ Absent: _____

President Rose Corona

Date

Secretary-Treasurer Newton H. Parkes

Date

ATTACHMENT A2: APPLICATION FOR GRANT FUNDS

COVER SHEET

GENERAL INFORMATION

Project Title: Strategic Development - TEAMRCD

Project Location (County and Nearest City): TEAM RCD Administrative Headquarters in the City of Temecula, County of Riverside

PROJECT FUNDING

Grant Request Amount (\$15,000 minimum and \$25,000 maximum): \$21,000

Match Amount: \$8,558.60

Total Estimated Project Cost: 29,558.60

APPLICANT INFORMATION

Applicant Name: Temecula Elsinore Anza Murrieta RCD (TEAM RCD)

Federal Employer ID Number: 33-0017618

Mailing Address: PO Box 2078, Temecula CA 92593

Contact Person: Rose Corona

Title: Board President

Phone Number: 951-260-7911

Email Address: rose.corona@teamrcd.org

Annual and Long Range Plan Certification, by checking the lines below, the applicant certifies that the RCD has adopted the following plans in compliance with Public Resources Code Section 9413:

☒ **_X_** Current District Annual Work Plan, PRC Section 9084 requirement

☒ **_X_** Current District Long Range Work Plan, PRC Section 9084 requirement

I have read the attached application and I am authorized to submit it on behalf of the Resource Conservation District.

Authorized Signatory

Date Signed

EXECUTIVE SUMMARY

The Temecula Elsinore Anza Murrieta Resource Conservation District (TEAMRCD) is headquartered in the City of Temecula, but provides service to 505,000-A of the Santa Ana and Santa Margarita Watershed within the County of Riverside. Originally organized as a suite of Soil Conservation Districts beginning in 1949, the present-day District known as TEAMRCD is governed by a five-member Board of Directors appointed by the Riverside County Board of Supervisors. Major areas of focus of TEAMRCD include habitat uplift through stewardship of conservation easement properties; support for local land managers and producers through facilitation of current water audits and past CropSwap program; and provision of critical assistance for water quality through monitoring of homeless populations funded by a long-running partnership with the Riverside County Flood Control District. TEAMRCD programming provides considerable benefit to residents and resources within the District's service area, and has been made possible through continual support of existing and development of new partnerships with stakeholders facilitated by a dedicated Board of Directors and part-time staff.

The above-referenced suite of accomplishments is notable not only because TEAMRCD does not receive a tax base, but also because just five years ago, the District was found to be out of compliance with multiple legal requirements of RCDs. In 2015, a new Board of Directors was appointed to replace the formerly ineffective Board, and has since brought the District current with all components required for Districts to legally operate in California. A significant part of positive change over the past five years was made possible through the 2017 Resource Conservation District Financial Assistance Program, which funded staff and consultant time to assist TEAMRCD in addressing these outstanding requirements. As a result of the District's return to fully operational status, TEAMRCD has since increased fee-for-service work on behalf of multiple watershed stakeholders which further advances its core objective to achieve long-term financial sustainability to allow for ongoing operation and program facilitation.

Currently, TEAMRCD recognizes its rapid growth and improvement over the past five years requires improvement of planning and outreach strategy to continue positive trajectory of the District. The recent commitment of partner Riverside County Flood Control District to provide \$100K/year over three years to enable recruitment and retention of executive-level staff for TEAMRCD further underscores this need for strategic approach to District operations and outreach. The highest priority for funding under this grant opportunity would be for completion of an updated Strategic Plan, enabling the Board and anticipated manager to collaborate on critical areas of focus and accomplishments over the next few years. Secondary funding priority includes upgrades to TEAMRCD's website, which although currently functional and legally compliant, requires improvement to facilitate strategic engagement with a variety of state and local government agencies and non-profit partners. If approved, both areas of work would begin immediately, with anticipated completion of a Strategic and Long-Range Plan, and a fully functional District website on or before the end of the 2020-21 fiscal year.

CAPACITY-BUILDING

While TEAMRCD recognizes its considerable growth since 2015, it is also true that further planning and development is necessary to both continue sustainable growth and to plan for long-term programming support in the absence of a County tax base. Major components of capacity-building necessary and possible using this grant funding include:

Strategic Planning: building on concepts from its existing Strategic Plan, TEAMRCD plans to more effectively connect a graduated schedule of short and long-term programming and expected

deliverables with reasonably projected income streams. The addition of an anticipated District Manager position through partner funding adds a layer of consideration not part of previous Strategic Planning efforts. Completion of a guided Strategic Plan with an experienced RCD consultant is crucial to ensuring Board priorities, partner input, and local natural resource concerns are captured as part of the Plan guiding the next few critical years of TEAMRCD operations. The ability to run as a fully operational RCD will provide significant support to current and potential partners and programs, consisting at a minimum of direct resident support in (1) facilitation of biologically-appropriate, effective opportunities for fulfilling development-related mitigation requirements, (2) assisting agricultural and open space land managers with elevating natural resources use in coordination with programming overseen by the San Jacinto Field Office of the Natural Resources Conservation Service, and (3) collaborating with major watershed stakeholders in addressing water quality and quantity concerns based on data collected and analyzed as part of TEAMRCD fee-for-service efforts.

Website Development: the increase in programming scope and range of benefits to critical regional resources requires maintenance of a consistent location for information on eligibility and availability, universally accessible by interested participants. While the TEAMRCD website currently provides an overview of some of the District's programming, upgrades are necessary to support use of planned expansion of resource conservation activities. This upgrade will include a coordinated outreach and marketing strategy with existing partners to the general public, to increase interest and participation in already existing and future programs. Professional consultant evaluation and changes to TEAMRCD's website is anticipated to result in benefit to resident and regional resources through increased access to and use of District-sponsored conservation programs.

BENEFITS

Completion of the dual priorities for funding under this grant will provide considerable support to TEAMRCD in continuing its organizational development and long-term sustainability, through (1) identification of strategic areas of focus over the next few years to advance diversity and scope of programming and (2) connecting financial and operational needs for successful facilitation of and resident access to this content in the short and long-term. The ability of the District to operate at full function is crucial not just to area residents and resources as a result of direct program participation, but to RCD regional and statewide networks focused on alignment of ability among districts to allow for statewide funding application to be managed and used locally.

SUSTAINABILITY

Funding received as part of the RCD Financial Assistance Program will be partially matched through both direct and in-kind resources from TEAMRCD during the project term. Deliverables anticipated to result from completion of the project include an updated Strategic Plan and website, both of which will address financial sustainability through design, ongoing operation and assessment of effectiveness, and adaptive management as necessary. Long-term financial planning will be a central component of the Strategic Plan creation, including creation of goals and strategies designed to increase diversity and sustainability of TEAMRCD income. Website visibility will be addressed in upgrades to content and method of promotion to the public, to elevate resident understanding and use of programming, and local and regional partner awareness of District capacity. The completion of both funding objectives are key to increasing TEAMRCD's power as a local entity and part of the larger regional and statewide networks are projected to contribute to its longevity as an entity serving a highly critical natural resources conservation role.

GRANT WORKPLAN

Budget Work Plan				
Task	Subtask	Timeline	Deliverables	Total Requested Grant Funds
Strategic Plan	1a. Consultant selected and under contract	On or before 9/30/20	Executed Contract	0.00
Strategic Plan	1.b Strategic Plan Development and Completion	On or before 6/30/21	Final Strategic Plan	10,000.00
Strategic Plan	1.c Strategic Plan staff time	On of before 6/30/21	Final Strategic Plan	0.00
Website	2.a Website consultant selected and under contract	On or before 12/31/20	Executed Contract	0.00
Website	2.b Completion of suite of website upgrades	On or before 6/30/21	Final Updated Website	10,000.00
Website	2.c Support for ongoing content development as needed	FY 2021-22	Increased Website Refinement	1,000.00
Website	2.d Website and social media operation - staff hours	FY 2021-22	Website/Social Media Operation	0.00
Final FAP Requested Grant Funds				21,000.00

GRANT BUDGET WORKSHEET

B. TEAMRCD Financial Assistance Program Grant Budget - CAPACITY DEVELOPMENT

Budget Item	Task	# Hours	Rate	Program Reimbursement Request	In-Kind Match	Cash Match	Total
Board President	1a	5	23.56	\$0.00	\$117.80	\$0.00	\$117.80
Board Members (5)	1b	125	23.56	\$0.00	\$2,945.00	\$0.00	\$2,945.00
Consultant	1b			\$10,000.00	\$0.00	\$0.00	\$10,000.00
District Manager	1c	40	50	\$0.00	\$0.00	\$2,000.00	\$2,000.00
Capacity Development Subtotals				\$10,000.00	\$3,062.80	\$2,000.00	\$15,062.80

C. TEAMRCD Financial Assistance Program Grant Budget - EDUCATION AND OUTREACH

Budget Item	Task	# Hours	Rate	Program Reimbursement Request	In-Kind Match	Cash Match	Total
Board President	2a	5	23.56	\$0.00	\$117.80	\$0.00	\$117.80
Board Members (5)	2b	50	23.56	\$0.00	\$1,178.00	\$0.00	\$1,178.00
Consultant	2c			\$10,000.00	\$0.00	\$0.00	\$10,000.00
Consultant	2d			\$1,000.00	\$0.00	\$0.00	\$1,000.00
District Manager	2d	20	50	\$0.00	\$0.00	\$1,000.00	\$1,000.00
Education and Outreach Subtotals				\$11,000.00	\$1,295.80	\$1,000.00	\$13,295.80
Budget Subtotals				\$21,000.00	\$4,358.60	\$3,000.00	\$28,358.60
F. Indirect Costs				\$0.00	\$0.00	\$1,200.00	\$1,200.00
FAP Grant Budget Totals				\$21,000.00	\$4,358.60	\$4,200.00	\$29,558.60

ATTACHMENT A₃: SAMPLE DOC CONTRACT

State of California - Department of Conservation GRANT AGREEMENT DOC6 (revised 12/18)		GRANT AGREEMENT NUMBER: FI\$Cal NUMBER:
1. This Grant Agreement is entered into by and between the Department of Conservation ("Department") and ("Grantee")		
2. The Grant Agreement Term is:	From (Or upon execution of this Grant Agreement by both parties, whichever is later)	through
3. The maximum amount of this Grant Agreement is: \$		
4. Signing this Grant Agreement means that Grantee agrees to comply with the terms and conditions of the following exhibits and attachments which are part of the Grant Agreement:		
Exhibit A, Scope of Work		Page(s)
Attachment 1: Project Location Map		Page(s)
Attachment 2: Authorized Signatory Form		Page(s)
Attachment 3: Work Plan		Page(s)
Attachment 4: Final Report		Page(s)
Exhibit B, Budget Detail and Payment Provisions		Page(s)
Attachment 5: Budget Detail Worksheet		Page(s)
Attachment 6: Invoice		Page(s)
Exhibit C, General Terms and Conditions		Page(s)
Exhibit D, Special Terms and Conditions		Page(s)
Attachment 7: Invoice Dispute Notification Template		Page(s)
Exhibit E, Award Letter		Page(s)
Exhibit F, Guidelines		Page(s)
IN WITNESS WHEREOF, this Grant Agreement has been executed by the Parties hereto.		
GRANTEE		
GRANTEE'S NAME		
BY (Authorized Signature) 	DATE SIGNED	
PRINTED NAME AND TITLE OF PERSON SIGNING		
ADDRESS		
STATE OF CALIFORNIA		
Agency Name: Department of Conservation		
BY (Authorized Signature) 	DATE SIGNED	
PRINTED NAME AND TITLE OF PERSON SIGNING		
ADDRESS		

Exhibit A, Scope of Work

1. 2020 RCD Financial Assistance Program Background

Resource Conservation Districts (RCDs) are special districts that provide a critical link between state agency programs, federal agency programs and landowners. RCDs help implement many programs that are critical to the state's natural resources. While this program's funding is an initial investment in RCD capacity, the growth, effectiveness and sustainability of an RCD is ultimately the responsibility of the organization. RCDs with a higher performance capacity have a greater ability to serve their community and address local resource concerns. Increasing the effectiveness of RCDs will result in additional resource conservation and management both locally and throughout the state.

Funding for this Grant is available from the state general fund, which allocated \$135,000 to the Department for this purpose.

2. The Project is Defined by the Application and Award Letter

The Department released the final Guidelines and Application for 2020 RCD Financial Assistance Program Grants on (DATE), 2020 (Exhibit F) (Guidelines). In accordance with the Guidelines, Grantee applied and the Department awarded a grant to fund the project described in the application, subject to any conditions contained within the Award Letter (Exhibit E). The tasks necessary to complete the work are described in the Workplan (Attachment 2 specifically). This will be referred to as the "Project" throughout this Agreement.

3. Authorized Signers

The Department Director or designee is authorized to sign this Grant Agreement and grant-related documents on behalf of the Department.

Grantee's Authorized Signatory or designee is authorized to sign this Grant Agreement and grant-related documents as shown in the Authorized Signatory Form (Attachment 1).

Grantee must keep Authorized Signatory Forms up to date. Within seven (7) working days of any change to the authorized signatory or to the delegated authorized signatory, Grantee shall notify the Department in writing of the change. The written notice shall be sent as an electronic mail (email) attachment to be filed with the Grant Agreement.

4. Project Representatives

The project representatives are the contact people for the Department and Grantee. The project representatives during the term of this Grant Agreement are:

Department

Name	Title	Phone Number	Email
TBD	Grant Manager*	TBD	TBD

* Unless otherwise stated within this Grant Agreement, all correspondence and documents to the Department of Conservation will be sent to the Grant Manager as described in Document Submission (Exhibit A, Section 6).

Grantee

Name	Title	Phone Number	Email

Department and Grantee must keep the Project Representative(s) up to date. Any changes to the Project Representatives by either Grantee or Department shall be made by providing seven (7) working days advance written notice to the other party. The written notice shall be sent as an electronic mail (email) attachment to be filed with the Grant Agreement.

5. Grantee Responsibilities

Grantee is responsible for:

- A. Using grant funds only as intended for the Project.
- B. Completing work on time and within budget. This includes meeting all milestones and deliverables, described in the Work Plan (Attachment 3), the plans and specifications and in accordance with the Budget Detail Worksheet (Attachment 5), unless otherwise agreed to by all parties through the amendment process described in Exhibit B, Section 7.
- C. Submitting invoices for reimbursement using the Invoice (Attachment 6) template, including any supporting documents.
- D. Submitting a final report with the last invoice, using the Final Report template (Attachment 3).
- E. Complying with all terms and conditions of this Grant Agreement, including all incorporated documents.
- F. Complying with statutes, rules, regulations, permits applicable to this Grant Agreement and performance of the work.

- G. Maintaining an accounting system that accurately reflects all fiscal transactions and provides accounting information, retaining all records and required documents as specified in Exhibit C, Section 4, and providing all required documents during an audit, as specified in Exhibit C, Section 5.

6. Document Submission

A. Electronic Mail

When this Grant Agreement requires Grantee to give invoices, reports, or other documents to the Department, Grantee must use email unless this Grant Agreement specifically requires that the document be sent by mail. All email must contain the Grant Agreement number and Grantee's name in the subject line.

B. Mail Service/Courier Service

Correspondence and documents submitted through mail, certified mail, or courier service must use the following address:

Department of Conservation
Division of Land Resource Protection
Attn: [Grant Manager]
801 K Street, 14th Floor, MS 14-15
Sacramento, CA 95814

7. Reporting Requirements

When the Project is completed, Grantee must submit a Final Report (Attachment 4) with the last invoice. To complete and submit the Final Report:

- A. Submit the Final Report with the last invoice. If Grantee does not submit the Final Report with the last invoice, then the last invoice will be considered incomplete and returned following process specified in Exhibit D, Section 5.
- B. Use the Final Report Template, which is attached as Attachment 9.
- C. Make sure the Final Report is signed by the person authorized to sign on the most current Authorized Signatory Form (Attachment 2).
- D. Put enough detail in the Final Report to show that Grantee fulfilled the terms of the Grant Agreement and should be paid for completing the project.

State of California
Department of Conservation
Resource Conservation District Financial Assistance Program
Attachment 1: Project Location Map [Insert map here]

[Name of Grantee]
301X-XXX
Grant Agreement

Attachment 2: Authorized Signatory Form

I hereby verify that I am an authorized Grantee representative and signatory and, as such, can sign and/or delegate authorization to sign and bind Grantee as it relates to the above-referenced Grant Agreement and grant related documents.

Grantee Authorized Signatory:

Name: _____ **Title:** _____

(Type or Print Name)

Signature: _____ **Date:** _____

Delegated Authorized Signatories:

1. **Name:** _____ **Title:** _____

(Type or Print Name)

Signature: _____ **Date:** _____

Document(s) Authorized to sign: ☐ All Grant Related Documents **or** ☐ Grant Agreement

- ☐ Grant Amendments ☐ Budget Amendments ☐ Reports
☐ Invoices ☐ Other _____

2. **Name:** _____
Title: _____ *(Type or Print Name)*

Signature: _____ **Date:** _____

Document(s) Authorized to sign: ☐ All Grant Related Documents **or** ☐ Grant Agreement

- ☐ Grant Amendments ☐ Budget Amendments ☐ Reports
☐ Invoices ☐ Other _____

State of California
Department of Conservation
Resource Conservation District Financial Assistance Program
Attachment 4: Final Report

[Name of Grantee]
301X-XXX
Grant Agreement

Final Report	Date Submitted:
Grantee Name:	Grant Number:
Project Name:	

1. Based on your experiences with this grant program, please provide feedback about how the Department can improve future grant programs.
2. Provide a list of project accomplishments.
3. Briefly summarize the Project's results and outcomes, including how the goals and objectives were accomplished, findings or conclusions, and planned or potential future projects that may result from the Project. Include a list of other sources of funding that were secured, directly or indirectly, through this Project.
4. Describe and explain any differences between the planned results, as listed in the Work Plan ([Attachment 3](#)), and the actual results. Include a discussion of any problems, barriers, or issues that occurred during the Project, corrective actions taken, and the outcomes.
5. Explain any plans to continue funding for the Project, and/or to expand, modify, or replicate the Project.
6. Attach any relevant documents to this report, including pre- and post-project photographs, as-built designs, and the final management plan. If the documents cannot be sent electronically, notify the Grant Manager.

I certify that this Final Report is accurate and that this project complies with the Agreement. I further certify that any expenditure discussed in this report is allowed under the Agreement and that all funds were expended for the purposes of this Project.

Name: _____ **Title:** _____
(Type or Print Name)

Signature: _____ **Date:** _____

TEMECULA ELSINORE ANZA MURRIETA RESOURCE CONSERVATION DISTRICT

Action Item

FROM: Rose Corona, Board President
SUBJECT: Discussion and Possible Approval of TEAMRCD 2020-21 Workplan and Long-Range Plan
DATE: 6/22/20

RECOMMENDATION: The TEAMRCD Board of Directors should review and approve the 2020-21 Workplan and Long-Range Plan

DISCUSSION: TEAMRCD has developed and is planning to submit an application for funding as part of the California Department of Conservation's Resource Conservation District Financial Assistance Program. Funds are being requested to create an updated Strategic Plan and to assess and improve website appearance and function. If funded, TEAMRCD anticipates work to begin as early as end of July 2020 upon notification of award of funding.

As part of the grant application process, TEAMRCD is being required to certify existence of approved Annual Workplans and Long-Range Plans, both of which are requirements of RCDs under Division 9 of the California Public Resources Code. Accordingly, the 2020-21 Annual Workplan and existing TEAMRCD Long Range Plan are being provided for Director review, edits, and possible approval as part of this action item. Failure to approve will prevent TEAMRCD from submitting the application for grant funding.

FISCAL IMPACT: None

ACTION TO BE TAKEN: The TEAMRCD Board of Directors should review and either approve or reject the 2020-21 Workplan and Long-Range Plan

ATTACHMENT(S):

- B1: 2020-21 Workplan
- B2: Long-Range Plan

ATTACHMENT B1: 2020-21 WORKPLAN



TEAMRCD 2020-21 WORKPLAN

1. INCREASE THE REACH AND INFLUENCE OF TEAM RCD
 - a. Foster collaboration and information sharing among partners
 - i. Existing, signed MOUs and Working Agreements
 - Mission RCD
 - Antelope Valley RCD
 - Inland Empire RCD
 - Santa Ana Watershed Association (SAWA)
 - Riverside-Corona RCD
 - Riverside Conservation Authority (RCA)
 - Riverside County Flood Control District
 - Rivers and Land Conservancy (pending)
 - ii. Elevate engagement with associations supporting RCDs, focused on the California Association of Resource Conservation Districts to remain apprised of funding opportunities and upcoming trainings benefitting District work.
 - b. Build public support and understanding for the work of TEAM RCD
 - i. Create a consistent process of education on policies, procedures, and general information regarding TEAM RCD and its history for all current directors and associate directors to enable them to speak confidently to potential clients, organizations, governmental agencies, and residents about TEAM RCD, its services, and its goals.
 - ii. Work with outreach specialist to evaluate and redesign TEAM RCD website and social media strategy. Ongoing development and posting of content will be used to expand audience engaged with TEAM RCD to advance collaboration with watershed stakeholders in grant acquisition/management and in fee-for-service programming.
 - iii. Continue developing relationships with local governments and non-profits including Riverside County Local Agency Formation Commission (LAFCO), County departments, cities, and coalitions addressing homelessness and water quality in the watershed, among others.
2. GROW THE CAPACITY OF TEAM RCD
 - a. Develop significant, sustainable revenue streams

- i. Continue elevating collaboration with Riverside County Flood Control District focused on fee-for-service waterway monitoring of homeless populations - \$60,000
 - ii. Continue existing programs with Rancho California Water District \$33,000
 - iii. Strengthen mitigation and conservation easement program through:
 - Development of action items and corresponding reporting for all properties under TEAM RCD management.
 - Continuing to build partnerships with permitting agencies including the California Department of Fish and Wildlife, the Regional Water Quality Control Board, and the United States Army Corps of Engineers.
- b. Develop a strong team within the organization
 - i. Recruitment and support of a diverse, committed Board of Directors including development and support for maintaining/onboarding two Associate Directors
 - ii. Develop TEAM RCD staffing including:
 - Full-Time District Manager capable of administering current and seeking additional grant funds in support of TEAM RCD work
 - Ongoing support for current part-time administrative assistant
- c. Develop plans, systems, and infrastructure to support the organization
 - i. Maintain active Tier 1 requirements as developed and supported by the CA Department of Conservation (DOC)
 - ii. Create a spreadsheet tracking Key Performance Indicators to monitor progress against strategic plan goals and benchmarks, to be assessed quarterly.

2020-21 TEAM RCD Workplan Completion Matrix				
Workplan Focus	Responsibility	Quantitative Measure	Cost	Completion Date
1.a.i	Executive Director	All existing contracts are evaluated and renewed (if necessary) for 2020-21	Minimal legal time	6/30/2021
1.a.ii	Board of Directors	Funding permitting, at least one Board Member participates in 2020 CARCD virtual conference	Conference Fee	12/1/2020
	Executive Director	ED engages with statewide RCD staff via listserve; monthly reports on funding/training in board packet	1-2 staff hours/month	Ongoing through 2020-21
1.b.i	Executive Director	Develop Board onboarding process; facilitation of monthly content related to TEAM RCD/RCDs in Board Packet	1-2 staff hours/month	Ongoing through 2020-21
1.b.ii	Executive Director	Facilitation of website development with consultant/regular content updates; coordination of social media strategy	Initial staff requirement of 40 hours; ongoing 5-10 hours/month	Website/ Social Media created by 3/31/21; ongoing updates through end of 2020-21
1.b.ii	Board of Directors	Participation in website development and updates as necessary	Initial requirement of 2-4 hours/ member; ongoing monthly commitment of 1-2 hours	Website/ Social Media created by 3/31/21; ongoing updates through end of 2020-22
1.b.iii	Executive Director	Facilitation of 1 meeting/month with key stakeholder	5 hours/month	Ongoing through 2020-21
1.b.iii	Board of Directors	Participation in individual or group meetings with key stakeholders	5 hours/month	Ongoing through 2020-22
2.a.i	Board of Directors	Contract review and advancement - RCFC	10 Board hours and minimal legal time	12/31/2020
2.a.ii	Board of Directors	Contract review and advancement - Rancho California Water	11 Board hours and minimal legal time	12/31/2020
2.a.iii	Board of Directors	Facilitation of physical uplift on major projects overseen by the District	Minimal Board time; contractor fee of \$2,000	12/31/2020
2.a.iii	Executive Director	Facilitation of at least one meeting with each major permitting agency	5-10 hours/agency	6/30/2021
2.b.i	Board of Directors	Support of existing Board Members; Recruitment of additional Associate	2-4 Hours/month	Ongoing through 2020-21
2.b.ii	Board of Directors	Advertising for, Hiring, and Onboarding of Executive Director	40 Hours	12/31/2020
2.c.i	Board of Directors	Assessment of Tier 1 Status	5 Hours	12/31/2020
2.c.ii	Board of Directors	Development of KPI to be included as part of monthly meeting	10 Hours	9/30/2021

ATTACHMENT B2: LONG-RANGE PLAN



2018-2022 LONG-RANGE PLAN

TEAM RCD has adopted a strategic long-range plan to guide the work and the investments of resources of the organization over the next three years. The Plan was created in the 2017-18 fiscal year with assistance from Solid Ground Consulting, and intended to:

- Provide a framework for the identification and prioritization of resources projects within TEANRCD's service area by the Board of Directors, including process for evaluating and possibly adaptively managing established goals and objectives for natural resources work within District boundaries.
- Create a process for communicating current and projected areas of resource focus and concern to local stakeholders, to allow for capture and incorporation of feedback into TEAMRCD priorities for resource action.

The plan has two elements: the Strategic Long-Range Direction and the Three-Year-Plan.

The **Strategic Long-Range Direction** includes the organization's vision of success, its mission statement, the goals it wants to achieve over the next three years, and the strategies it will use to accomplish its goals. TEAM RCD has defined two broad goals:

- Increase the reach and influence of TEAM RCD
- Increase the impact and sustainability of TEAM RCD

The **Three-Year-Plan** identifies the specific activities that staff and board members will undertake each year over the life of the strategic plan, and identifies success measures TEAM RCD will use to assess its progress toward goals.

Vision and Mission

It is the vision of TEAM to be Relevant, Excellent, and Visible, a "go-to" hub for natural resource conservation and agriculture on public and private lands in its service area. TEAM RCD serves as an important local infrastructure that will provide high-quality, relevant service to its communities by:

- Providing meaningful, quantifiable conservation benefits to the district's natural resources through high quality, timely, and applied scientific programs on the ground.
- Upholding excellent operational management through having appropriate technical capacity and retaining quality key staff.
- Serving as critical partners in an active agricultural and local natural resource network
- Serving as a reputable education and information source on natural resource conservation.

Vision: It is the vision of TEAM RCD to grow into a full-capacity organization that can serve as a strong advocate, technical resource, and partner to public and private landowners in their service area, including strategic partnerships with private and public agencies and organizations

Mission: TEAM RCD promotes the conservation of soil, water and other natural resources through cooperation with landowners, local, state and federal agencies, the agricultural community, conservation and community groups to provide healthy ecosystems and quality of life for all residents within the district.

VALUES AND BELIEFS OF TEAM RCD

TEAM RCD is at the forefront helping landowners, agencies and organizations solve their service areas most pressing conservation and agricultural challenges.

- Conservation and stewardship of agricultural and natural resources have significant environmental, economic and societal value, and TEAM RCD plays a critical role in these efforts.
- Voluntary, locally-led conservation is an effective and efficient strategy.
- Locally led conservation requires good relationships with and among local communities, landowners and partners; TEAM RCD should be the best entities to make these connections.
- TEAM RCD needs resources to realize its core values, create resource conservation benefits, and support agriculture in their service area.
- There is greater impact working collectively than working alone.
- Decision-makers who are educated about natural resources, agriculture, and the important role of TEAM RCD make better decisions.
- Landowners, RCDs, and partners require responsive, innovative, transparent support that meets their needs and addresses today's environmental challenges. TEAM RCD believes in and supports a diversity of participation and ideas that are essential for effective resource conservation and agriculture in their service area.

In order to fulfill our vision, mission and values, TEAM RCD will implement the following goals and strategies:

GOALS AND STRATEGIES

Program Goals

1. Increase the reach and influence of TEAM RCD
 - a. Foster collaborations and information sharing among partners
 - b. Build public and government support and understanding for the work of TEAM RCD
 - c. Build awareness and backing for resource conservation in TEAM RCD service area

Organizational Goals

2. Increase the impact and sustainability of TEAM RCD
 - a. Develop significant, sustainable revenue streams
 - b. Develop a strong team within the organization
 - c. Develop business plans, systems, and infrastructure to support the organization

BENCHMARKS

Driven by the strategic plan, the following benchmarks will be used to evaluate TEAM RCD performance.

1. INCREASE THE REACH AND INFLUENCE OF TEAM RCD

- a. Foster collaboration and information sharing among partners

Long-term Outcome: TEAM RCD has strategic partnerships with public agencies and private organizations.

One-Year Benchmarks

- i. Existing, signed MOUs and Working Agreements
 - Mission RCD
 - Antelope Valley RCD
 - Inland Empire RCD
 - Santa Ana Watershed Association (SAWA)
 - Riverside-Corona RCD
 - Riverside Conservation Authority
 - Rivers and Land Conservancy (pending)
- ii. Potential new Contract
 - Riverside County Flood Control District

Three-Year Benchmarks

9. Signed MOUs and working agreements with ten strategic partners

Five-Year Benchmarks

- i. Signed MOUs and working agreements with twelve strategic partners

2. Build public support and understanding for the work of TEAM RCD

Long-term Outcome: Residents in the service area know and support TEAM RCD

One-Year Benchmarks

- i. Create a consistent process of education on policies, procedures, and general information regarding TEAM RCD and its history for all current directors and associate directors to enable them to speak confidently to potential clients, organizations, governmental agencies, and residents about TEAM RCD, its services and its goals.

Three-Year Benchmarks

- i. Program materials from projects for public dissemination

Five-Year Benchmarks

- i. Events at successful projects (for friend-raising and fundraising purposes)

b. Build awareness and backing for resource conservation in TEAM RCD service area.

Long-term Outcome: Public understand the benefits of resource conservation to the quality of their lives.

One-Year Benchmarks

- i. No specific benchmarks for year one, as TEAM concentrates its limited resources in building a sustainable business. It will revisit benchmarks for this Program Goal after year one of this plan.

Three-Year Benchmarks

- i. To be determined

Five-Year Benchmarks

- i. To be determined

2. GROW THE CAPACITY OF TEAM RCD

a. Develop significant, sustainable revenue streams

Long-term Outcome: Revenue for TEAM has met the operations and program requirements of the strategic plan

One-Year Benchmarks

- i. Continue existing programs with Rancho California Water District—\$33,000
- ii. Establish a program with Riverside County Flood Control District—\$20,000 (est.)
- iii. Strengthen the purpose and management of Endowment Funds for current and future conservation easements.
- iv. Decide purpose and management of past mitigation funds and owned lands.

Two-Year Benchmarks

- i. Revenue from projects—\$50,000

Three-Year Benchmarks

- i. Revenue from projects—\$75,000
- b. Develop a strong team within the organization
Long-term Outcome: TEAM has built and supported a professional staff and Board of Directors that can meet the goals and vision of the board and fulfill its strategic plan.

One-Year Benchmarks

- i. Board Development
 - Clarification on the Brown Act
- ii. Add two Associate Board Members
- iii. Part-time administrative support (create job description and hire)

Three-Year Benchmarks

- i. Full-time Administrative Assistant

Five-Year Benchmarks

- i. Full-time Administrative Assistant
- ii. Full-time District Manager (create job description and hire)

- c. Develop plans, systems, and infrastructure to support the organization

Long-term Outcome: TEAM's programs, systems and plans build and maintain its efficiency, effectiveness and accountability

One-Year Benchmark

- i. Complete Tier 1 accreditation with CA Department of Conservation (DOC)
- ii. Create and implement cloud infrastructure for TEAM RCD documents
- iii. Set up, improve and re-style website to provide more informative, creative presentation of TEAM RCD goals and work
- iv. Monitor progress against strategic plan goals and benchmarks

Three-Year Benchmarks

- i. Complete Tier 2 accreditation with DOC
- ii. Website review/revision
- iii. Monitor/update strategic plan

Five-Year Benchmark

- i. Complete Tier 3 accreditation with DOC
- ii. Website review/revision
- iii. Monitor/update strategic plan