Per California Code of Regulations, title 2, section 548.5, the following information will be posted to CalHR's Career Executive Assignment Action Proposals website for 30 calendar days when departments propose new CEA concepts or major revisions to existing CEA concepts. Presence of the department-submitted CEA Action Proposal information on CalHR's website does not indicate CalHR support for the proposal.

### A. GENERAL INFORMATION

<table>
<thead>
<tr>
<th>1. Date</th>
<th>2. Department</th>
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<tbody>
<tr>
<td>3/22/2022</td>
<td>California Natural Resources Agency</td>
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<tr>
<th>3. Organizational Placement (Division/Branch/Office Name)</th>
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<tbody>
<tr>
<td>Office of the Secretary</td>
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<tr>
<th>4. CEA Position Title</th>
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<tr>
<td>Assistant Deputy Director, Bonds and Grants</td>
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<th>5. Summary of proposed position description and how it relates to the program's mission or purpose. (2-3 sentences)</th>
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<tbody>
<tr>
<td>This position has full responsibility for the development and implementation of policies and procedures within the bonds and grants unit including programs allocated through several bond measures and other funding sources. This position has direct responsibility for various programs that are central to the California Natural Resources Agency's (Agency) mission including, but not limited to: Environmental Enhancement and Mitigation, Museum, River Parkways, Recreational Trails, Urban Greening, Urban Flood, and Youth Community Access.</td>
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<th>6. Reports to: (Class Title/Level)</th>
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<tbody>
<tr>
<td>Deputy Director for Bonds and Grants/ CEA B</td>
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<tr>
<th>7. Relationship with Department Director (Select one)</th>
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<tbody>
<tr>
<td>☐ Member of department's Executive Management Team, and has frequent contact with director on a wide range of department-wide issues.</td>
</tr>
<tr>
<td>☑ Not a member of department's Executive Management Team but has frequent contact with the Executive Management Team on policy issues.</td>
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*(Explain): This position provides direction, guidance, and mentoring to the Executive Management Team on all Agency bonds and grants programs as well as providing this service to other Executive Teams within departments under Agency, as needed.*

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<th>8. Organizational Level (Select one)</th>
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<tr>
<td>□ 1st</td>
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<td>☑ 2nd</td>
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<td>□ 4th</td>
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<td>□ 5th (mega departments only - 17,001+ allocated positions)</td>
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</table>
9. What are the duties and responsibilities of the CEA position? Be specific and provide examples.

As part of having full responsibility for all grant programs within the California Natural Resources Agency (Agency); including, but not limited to: the Environmental Enhancement and Mitigation, Museum, River Parkways, Recreational Trails, Urban Greening, Urban Flood, and Youth Community Access programs, this position provides direction, guidance, and mentoring either directly or through subordinate managers, administering the work of the bonds and grants programs. The expected percentages of time spent on the various tasks this position is responsible for are shown below:

35% - Plans, organizes, and directs the work for multiple programs and specified projects. Assesses needs of the bonds and grants programs; establishes goals and objectives; oversees the development, establishment and implementation of policies, procedures and programs. Ensures all programs are consistent with applicable laws and regulations. Ensures all policies and procedures are uniformly implemented and applied throughout the programs consistent with the Governor's, Secretary's, and Executive Team's leadership and direction. Actively participates in the accomplishment of these goals and program needs, using team-based management tools, techniques, and principles. Oversees the development of outreach programs, including high level technical assistance to ensure the public and interested parties are aware of the availability of grant funds and are informed of all issues. Manages and reviews the preparation of information, materials, and instructions describing the application procedures and program requirements.

25% - Plans, organizes, and directs the management of budgetary, financial, and other matters affecting the grant programs within Agency. Develops fiscal controls and reporting criteria policies to meet audit standards and performance reporting requirements mandated by the Legislature. Reviews, creates, coordinates, and implements budget proposals in support of the implementation of the various grant programs. Oversees the coordination and implementation activities related to the Agency Bond Consolidated Reporting System.

20% - Provides a high level of assistance and expertise to the Executive Team, which includes the Deputy Assistant Secretary, and grant managers within the 60+ programs under the Agency's umbrella on best management practices for grant programs. This includes providing advice on every aspect of program implementation from developing guidelines, public outreach, solicitation, evaluation, awards, project monitoring and auditing.

15% - Provides personnel management oversight with respect to hiring, training, employee performance, employee recognition, and other related areas of supervision to ensure a productive and cohesive work environment.

5% - Coordinates and oversees the technical review committee that evaluates grant proposals to make funding recommendations for projects through Agency grant programs. Presents recommendations to the Secretary for Natural Resources, and the California Cultural Historical Endowment board. Develops and maintains cooperative working relationships with all levels of staff within and outside of Agency.
10. How critical is the program's mission or purpose to the department's mission as a whole? Include a description of the degree to which the program is critical to the department's mission.

- Program is directly related to department's primary mission and is critical to achieving the department's goals.
- Program is indirectly related to department's primary mission.
- Program plays a supporting role in achieving department's mission (i.e., budget, personnel, other admin functions).

Description: Agency programs award grants for multi-benefit projects that support river restoration, urban greening, flood protection, trails and greenways, natural resource acquisitions, museums, and youth access to natural and cultural resources. Therefore, this position helps to ensure that Agency's mission "to protect, conserve, and manage the state's natural, historical, and cultural resources" is realized.

Annually, Bonds and Grants receives General Fund projects to administer as well as two annual and one biennial grant program that include the Environmental Enhancement and Mitigation, Museum Grant Program and Youth Community Access Program. In addition, the 2021-22 Budget included General Fund of $50 million for the Museum grant program, $50 million for the Urban Greening grant program, $235 million for specified projects, and $40 million for Water Resilience Projects, and an additional $125 million in Proposition 68 funding for programs and projects that improve environmental conditions to promote recovery of native fish species in the Sacramento-San Joaquin watershed.

Each of the above programs, which continue to grow annually, are critical to the mission of the Agency.
B. SUMMARY OF REQUEST (continued)

11. Describe what has changed that makes this request necessary. Explain how the change justifies the current request. Be specific and provide examples.

The Bonds and Grants Unit, whom this position is responsible for, started in 2000 with funding for one program from one bond measure. Over the years, the Unit has grown to receive funding for twelve programs and additional General Fund specified projects.

Proposition 68, a $4.1 billion parks and water bond, passed in July 2018 and will be implemented over many years by funding resources-related projects that will provide public benefits for 30+ years. This bond adds additional funding and program administration responsibilities, resulting in increased workload to provide the necessary oversight of these bond funds. These programs are critical to Agency's mission to protect, manage, and conserve the state's natural, historical and cultural resources. Each of these programs require considerable program development, outreach, and implementation work to ensure the statutory requirements are met. This position provides the necessary oversight and accountability to ensure we are properly managing those bond funds.

The prior Chief of the Unit was a CEA at the time of retirement and the new Chief is now managing a larger number of staff and managers, which is expected to continue to increase as the program grows. In total, Agency is anticipating the need for an additional 4 managers and 27 staff by 2026-27 to manage the existing resources already provided as of the 2021-22 Budget. Below is a summary of the growth in and total funding for the various grant programs under this proposed position.

-Environmental Enhancement and Mitigation Program (EEMP) - $7-10 million annually.
-Museum Grant Program/California Cultural and Historical Endowment Fund - $9.2 million under Proposition 40, approximately $1 million every two years starting in 2020 with funding from Snoopy special interest license plate sales, $50 million in General Fund.
-River Parkways Program - $45 million under Proposition 12, $35 million under Proposition 13, $75 million under Proposition 40, $100 million under Proposition 50, $72 million under Proposition 84, and $41 million under Proposition 68.
-Urban Greening Program - $69 million under Proposition 84, $156 million through the Greenhouse Gas Reduction Fund, and $50 million in General Fund for 2021-22 with another $200 million anticipated over the next two years.
-Sierra Nevada Cascades Program - $30 million under Proposition 50.
-Watershed and Urban Rivers Enhancement Program (Urban Rivers) - $20 million under Proposition 1.
-Central Valley Project Improvement Act (CVPIA) - $89.15 million under Proposition 1.
-Cultural, Community, and Natural Resources - $40 million under Proposition 68.
-Multibenefit Projects in Urbanized Areas: Urban Stormwater and Waterways Improvement Program (Urban Flood Protection Program) - $100 million under Proposition 68.
-Urban Flood Protection Program - $100 million under Proposition 68.
-Green Infrastructure Program - $20 million under Proposition 68.
-Trails and Greenways Program - $30 million under Proposition 68.
-Voluntary Agreements (Protecting CA Rivers Streams & Watersheds Program) - $50 million under Proposition 68.
-Youth Community Access Program – Annual appropriation based on revenue, $27.7 million received in 2019-2020 under Proposition 64.
-Specified General Fund - $413 million over the last five years ($235 million in 2021-22).
-Programs and Projects that improve environmental conditions to promote recovery of native fish species in the Sacramento-San Joaquin watershed - $125 million under Proposition 68.

From these programs and specified projects, there are currently 363 active projects, an additional 188 projects pending award, and 480 closed projects that require monitoring.

Funding for programs has been consistently allocated to the Bonds and Grants Unit and Agency feels that even if there were no additional growth, which is unreasonable to expect, upgrading this position to a CEA is well justified.
C. ROLE IN POLICY INFLUENCE

12. Provide 3-5 specific examples of policy areas over which the CEA position will be the principle policy maker. Each example should cite a policy that would have an identifiable impact. Include a description of the statewide impact of the assigned program.

The position will administer programs that directly impact and implement state policies, goals, and objectives. Proposition 68 bond program implementation requires proper oversight of investments as well as needing to manage all other fund sources described above. These projects address several of the key issues for the State and are critical to meeting the State’s goals to prepare local communities for climate change via water and land conservation, climate adaptation and resiliency planning, habitat restoration, urban greening, and greenhouse gas emission reductions. These investments must be managed properly, efficiently, and effectively. This position will assure the continued public trust in how the Agency invests valuable bond and other funding sources. The success of Agency and its departments, boards, and conservancies depend upon this trust and the funding that comes with it.

Examples include but are not limited to:

Funding priorities - Programmatic funding policies to meet the administration’s funding objectives directly impacting investments on climate change, sea level rise, greenhouse gas reduction, and other statewide investment priorities.

Competitive Process- Policies to establish equitable, transparent process on how grants are awarded to stakeholders throughout the State including how information is obtained, evaluated/scored, and ultimately awarded.

Proper use of bond funds - Establish department-wide policies to ensure conformity and appropriate use of bond funds that comply with all control agencies including, but not limited to, the Department of Finance, the State Controller, the State Treasurer, the Air Resources Control Board, and the Bureau of State Audits.

Attorney General/Department of Finance - Establish department-wide policies based on Attorney General opinions and Department of Finance direction as to the management and administration of grant programs including appropriate uses of funds (advances, acquisitions, down payments, non-construction costs, overhead, etc.) and records retention.

Guideline Review- Establish policies to comply with requirements that all grant guidelines be approved by Agency before being published to the web page.
C. ROLE IN POLICY INFLUENCE (continued)

13. What is the CEA position's scope and nature of decision-making authority?

This position will administer programs that directly impact and implement state policies, goals, and objectives. These projects address several key issues for the State and are critical to meeting the State's goals to prepare local communities for climate change via water and land conservation, climate adaptation and resiliency planning, habitat restoration, urban greening, and greenhouse gas emission reductions. These investments must be managed properly, efficiently and effectively. This position will assure the continued public trust in how the Agency invests valuable bond funding. If this trust is broken, then a major funding source could dry up that has provided over $30.8 billion for projects (in statewide bond funding alone) since 2000. This work is important to protecting and preserving historic and cultural treasures to share and educate the public, especially children.

Examples include but not limited to:

Funding priorities - Programmatic funding policies to meet the administration’s funding objectives directly impacting investments on climate change, sea level rise, greenhouse gas reduction, and other statewide investment priorities.

Competitive Process- Policies to establish equitable, transparent process on how grants are awarded to stakeholders throughout the State including how information is obtained, evaluated/scored, and ultimately awarded.

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Attorney General/Department of Finance - Establish department-wide policies based on Attorney General opinions and Department of Finance direction as to the management and administration of grant programs including appropriate uses of funds (advances, acquisitions, down payments, non-construction costs, overhead, etc.) and records retention.

Guideline Review- Establish policies to comply with requirement that all guidelines under Proposition 68 be approved by CNRA before being published to the web page.

14. Will the CEA position be developing and implementing new policy, or interpreting and implementing existing policy? How?

This position will be developing and implementing policies established by bond statutes, General Obligation Bond Law, funding guidelines, and implementing legislation related to grant programs. Among other things, all statewide grant program guidelines will be reviewed and approved by this position to make sure they are in line with statutes and the Administration’s policies.