

**California Forest Improvement Program  
(CFIP)  
California Department of Forestry  
And Fire Protection**

**USER'S GUIDE  
2009 EDITION, Vol. 1**



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**California Forest Improvement Program  
User's Guide 2009 EDITION  
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Produced periodically by the Forestry Assistance Program Staff  
Resource Management Section – CDF

# Flex Your Power!



**“Let’s all pull together to conserve power, and therefore California’s precious energy-producing natural resources. Saving energy is everyone’s job.”**

- Turn off all non-essential lights and appliances.
- Shut down your computers when they are not in use.
- Set your thermostat to 68° or lower in winter, 78° or higher in summer.
- Close blinds and shades to keep heat in during the winter and out during the summer.
- Seal off unused rooms so that they are not heated or cooled.

For more energy conservation tips please visit [www.ca.gov](http://www.ca.gov) “California’s Energy Challenge”

This Flex Your Power reminder is from the California Department of Forestry and Fire Protection.

# INTRODUCTION TO THE CALIFORNIA FOREST IMPROVEMENT PROGRAM

## PURPOSE

The California Forest Improvement Program (CFIP) is a forestry incentive program that provides funds to forest landowners for management plans, RPF supervision, site preparation, tree planting, thinning, pruning, follow-up, release, land conservation, and improvement of fish and wildlife habitat. CFIP's purpose is to encourage private and public investments in forestlands and resources within the state to ensure adequate future high quality timber supplies, related employment and other economic benefits, and to protect, maintain, and enhance the forest resource for the benefit of present and future generations.

## FUNDING

The source of funds for CFIP projects historically has come from California's Forest Resource Improvement Fund (FRIF). FRIF receives its funding from timber sale revenue off of the State's Demonstration Forests. Funding may also be provided from other State and Federal sources, e.g. Forest Stewardship Program and Forest Land Enhancement Program of the USDA Forest Service.

## FEDERAL COST-SHARING PROGRAMS<sup>1</sup>

Your contract may be funded in part by various USDA Forest Service programs such as the Forest Stewardship Program or the Forest Land Enhancement Program when such funds are available. The state receives these funds through grants that may expire in shorter time frames than the normal CFIP contract. It may be necessary to accomplish certain activities within the USDA grant period. The use of federal funds will be done on a contract by contract basis and will be discussed with the CAL FIRE Project Manager before approval of the contract. In general, only those activities that can be accomplished during the grant period are funded with USDA funds. Ask your CAL FIRE forester for more information.

## THE GUIDEBOOK

This guidebook is designed to explain the program and application procedures for foresters, forestry consultants, and forestland owners. Contact your local CAL FIRE forester (refer to Table of Contents for Forest Advisor/Forestry Assistance Specialist list), private Registered Professional Forester (RPF), or the Forest Stewardship Helpline at 1-800-738-TREE for assistance with the CFIP application process .

## CAL FIRE forester

For purposes of this guide, the terms CAL FIRE forester, CAL FIRE Forestry Assistance Specialist (FAS) and Project Manager are used interchangeably.

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<sup>1</sup> Those practices funded by the USDA Forest Service State and Private Forestry must be completed within the grant period of 18 months. However, if practices are not completed within that time period were due to conditions beyond the landowner's control, the State Forest may grant an extension for time, not to exceed 12 months, IF the federal grant can also be extended.

## **THE PROGRAM**

The CFIP can provide eligible landowners with technical and financial assistance for planning, reforestation and resource management investments that improve the quality and value of forestland. Under current State law, CFIP can help with rebuilding forest, soil, water, fish and wildlife resources to meet our future needs for a healthy environment and productive forest and woodlands.

- CFIP may grant up to 75 percent of the cost of your project. (90% cost share rates are available on lands substantially damaged by fire, insects and earthquakes within ten years prior to the execution of a contract).
- The CFIP program is non-regulatory and participation is voluntary. There is a 10-year requirement for maintenance of funded work.
- The landowner decides whom to hire, and may do some of the work themselves.

## **ELIGIBLE LANDOWNERS**

To be eligible for CFIP, landowners must own between 20 and 5,000 acres of forestland in California. Landowners that own less than 20 acres may qualify if they submit a joint application with neighboring landowners and the combined acreage is a minimum of 20 acres of forestland.

## **FORESTLAND DEFINED**

"Forestland" means the land: (1) can support 10 percent or more tree cover with trees native to California, including native oaks, (generally but not always this is Site V (Dunning) and better timberland); and (2) is zoned to allow forest resource management.

## **ELIGIBLE LAND**

The law is intended to insure that investments in timber stand improvement funded by CFIP will yield future marketable forest products and/or improved natural resources. Land must be zoned for uses compatible with forest resource management. Land in Agricultural Preserve (Williamson Act) or Timberland Production Zone (TPZ) qualifies. Properties with conservation easements or zoned for residential and/or commercial development may be eligible, if the easements or zoning places no restrictions on forest management. If land is not zoned for timber production, the owner must maintain funded practices for at least ten years. A notice to this effect will be filed with the County Recorder. If the land is sold this provision is binding on the new owner or the CFIP grant must be paid back with interest.

## **ELIGIBLE ACREAGE**

There is no minimum acreage limit for land conservation or habitat improvement projects; however, timber-related practices must cover five acres or more.

## **QUALIFYING PROJECTS**

Projects proposed where timber has been harvested pursuant to the Z'berg-Nejedly Forest Practice Act of 1973 may qualify for CFIP financing if:

1. All conditions imposed by the Act have already been satisfied (i.e., logging is complete and the area has been restocked and certified by a Report of Satisfactory Stocking), OR;
2. The CFIP project will not be used to meet the minimum standards of the Forest Practice Act of 1973. Landowners are allowed to apply for CFIP improvements beyond the minimum requirements of the Forest Practice Act.

**Resource management work that is required subsequent to harvesting under the Forest Practice Act is not eligible for CFIP funding.**

### **THE APPLICATION/CONTRACT PROCESS**

It's best to start by talking to your local CAL FIRE forester to determine if your property and project are eligible for funding. The CAL FIRE forester can also advise you of the availability of funds in your area. Generally CFIP application requests exceed the funds available and applications are prioritized, using ranking criteria specified in the CFIP regulations. Replanting forestland that has burned and conservation projects generally are the first to be funded, but most eligible projects can be funded eventually given adequate lead-time

### **BEGINNING THE PROJECT**

If your application is approved, CDF will provide a formal contract (called California Forest Improvement Program Agreement). By signing the contract, landowners agree to perform the project as proposed in return for CFIP financial assistance.

**Note: Do not begin any planning or on-the-ground work covered by the contract, until you receive a fully executed and signed copy of the contract from CAL FIRE.**

1. Hire or contract with a Registered Professional Forester or other resource professional as required.
2. Complete any environmental review requirements, such as archaeological or biological surveys, prior to beginning on-the-ground work.
- 3. Do not begin any on-ground practices until you have been notified by your CAL FIRE forester (Project Manager) that all conditions of #2 (above) have been satisfied**
4. Execute the project according to the terms of the contract. Any changes require officially amending the contract. Project modifications could result in adverse environmental impacts and resulting liability problems.

### **COST-SHARE CAP RATES**

Cost-share cap rates are established for consistency and to encourage landowners to develop cost-effective projects. Several practices have multiple allowable rates. **(Rates requested must be justified in the application.)** If the cost of project treatments exceeds the listed maximum rates, the landowner must pay the difference. Allowable costs for erosion control or habitat improvement projects will be evaluated for cost-effectiveness based on rates allowed in the Environmental Quality Incentives Program (EQIP).

### **PAYMENT RECORDS AND INVOICE**

Keep records of all cash expenses, and contributions in labor and materials. When the project is complete, submit the CFIP Invoice form and your expense records to the CAL FIRE forester. For larger projects interim invoices can be submitted when at least 5 acres of a practice/project have been completed. The State will reimburse you by check. Payment generally takes two months from receipt of the invoice in Sacramento.

## **APPEALS**

If your project is not approved by the CAL FIRE forester, landowners may ask the Director of the Department of Forestry and Fire Protection to reconsider the decision. To make an appeal write the Director at the address below within 10 days of being notified that your application was rejected and state the reasons why a review is in order.

Director, CFIP Appeal  
California Department of Forestry and Fire Protection  
P.O. Box 944246  
Sacramento, California 94244-2460

A review will be conducted, and you will be notified of the decision within 30 calendar days of receipt of the appeal.

## **REFERENCES**

CFIP was created by the California Forest Improvement Act of 1978. The California Department of Forestry and Fire Protection (CAL FIRE) incorporated this program under Sections 4790-4799.05 of the Public Resources Code (PRC). CDF has adopted official State guidelines for implementing the act under Articles 1-8, Chapter 9.5, Division 1.5, Title 14 of the California Administrative Code (eff. 8/79). When there is a question about the program, the ultimate reference should be either from one of these two legal documents or from the California Forest Improvement Program (CFIP) Manager at (916) 653-8286.

# **ELIGIBLE PRACTICES AND RATES**

## CFIP PRACTICES ELIGIBLE FOR COST-SHARING

A **Project Description** (see page 46) explains the forest improvement, fuels management, or conservation practices for which funding is requested and must be attached to the CFIP Application. It should provide enough detail to allow the landowner, RPF, CAL FIRE inspector, and any forestry workers hired to implement the project to have a clear understanding of where, when and how the CFIP Project will be accomplished. The CFIP applicant should propose work that can be completed within the contract period. Applicants with large properties or projects may need to enter into sequential contracts to complete work in phases.

### ELIGIBLE PRACTICES

- Management Plan
- RPF Supervision – (Note that RPFs are not eligible for supervising work on their own property).
- Site Preparation
- Trees and Planting
- Tree shelters
- Pre-Commercial Thinning
- Pruning
- Release
- Follow-up/Slash Disposal
- Land Conservation-Includes erosion control, road rehabilitation & wildlife/fisheries projects

A description of each practice follows, along with information about which cost share rate applies. Please see page 10 for a list of the practice cost share rates and cap amounts.

### MANAGEMENT PLAN

A long-term Forest Management Plan must be prepared for your forestland if you are applying for site preparation, tree planting, thinning, pruning, release, or follow up. The intent of this requirement is to help you develop your land management objectives and feasible projects, based on a professional analysis of your property's potential and opportunities. CFIP can fund preparation of a new plan, as well as revision of an existing plan, such as a Stewardship Incentives Program (SIP) or Non-industrial Timber Management Plan (NTMP).

Your Management Plan must be prepared by a Registered Professional Forester (RPF). RPF's are licensed professionals who are familiar with all aspects of forest management, and have a working knowledge of applicable State and local regulations. (CAL FIRE foresters can provide you with a list of RPF consultants.)

There are two types of management plans: full management plans and mini-plans. Mini-plans are to be used for revisions or updates of existing management plans and may take the place of a full plan for lands that are substantially damaged (discuss this with your CAL FIRE Forestry Assistance Specialist). **Note that RPFs preparing plans for their own property are only eligible to receive the Mini-plan rate.** See Page 40 for additional information on preparing a Management Plan. Plans may vary in format, but all plans include a description of the property, e.g., history, inventory, map of land uses; an analysis of the condition of the property's forests and other natural resources; and a statement of the owner's forest management objectives. The Management Plan also identifies projects, sets priorities, and may propose timelines for project implementation.

The higher plan rate applies only to new plans. If an abbreviated "mini" management plan or a revision to an existing plan is written, the lower rate applies.

### RPF SUPERVISION

Supervision of your project by an RPF is another activity eligible for CFIP funding. Typical services provided by an RPF include completing required CFIP application and invoice paperwork, mapping and marking the

areas where work will occur, and hiring and supervising the work crew. Landowners who are new to forestry work or the CFIP program are particularly encouraged to take advantage of the opportunity to work with an experienced professional to ensure that their project is implemented efficiently and cost effectively.

The higher RPF Supervision rate applies to the first five acres of work. Work on the remaining acres is eligible for the lower rate. Note that RPFs are not eligible for funding to supervise work performed on their own property.

### **SITE PREPARATION**

Site preparation is the removal of vegetation competing or potentially competing with planted trees. The distinction must be made that site preparation is used when trees are to be planted, either manually or naturally, after clearing activities. Methods include using heavy machinery such as bulldozers, cutting and removing vegetation with chainsaws, scalping the soil with hand tools, using prescribed fire to burn the site, and/or chemical treatments of the competing vegetation prior to planting. The low rate applies to level areas with light vegetation, such as scalping off grass in forest openings. The higher rates are appropriate for sites where site preparation will be more labor intensive, such as those with heavier or taller vegetation, or on steeper slopes.

### **TREES AND PLANTING**

The purchase of tree seedlings or seeds, the costs of transporting and storage of seedlings, and the planting costs are all eligible. Acreage for tree planting, and associated site preparation, tree shelters, and follow-up work, is calculated on the basis of the average spacing; minimum requirements are usually 300 to 400 trees per acre. The low rate is appropriate for areas with moderate slopes and good access. The "moderate" rate may be suitable where planting sites are remote, on steep slopes or rough terrain. The "difficult" rate may be suitable when planting large stock (e.g. 2-0 seedlings or larger container seedlings) and/or inter-planting.

### **TREE SHELTERS**

The cost of vexar or tree shelters needed to protect seedlings from browse damage is eligible for funding.

### **BUYING TREES FROM A CDF NURSERY**

Mass mailing of the current Price List & Order Form occurs in late September. The CAL FIRE Nursery System selling season starts October 15th. Please call the Magalia Reforestation Center (530) 872-6301 if you wish to be added to the mailing list or to request a current Price List & Order Form. The price list and order form can also be found on the internet at: [http://www.fire.ca.gov/rsrc-mgt\\_statenursreries.php](http://www.fire.ca.gov/rsrc-mgt_statenursreries.php). All regular nursery procedures apply to seedling orders for CFIP Projects and are detailed on the Price List. Both bareroot and container seedlings are available from the CAL FIRE Nursery System.

Once an Order Form and payment are received, the Reforestation Center checks the master inventory to determine if there is an appropriate seed source in the requested quantity. If so, the seedlings are reserved for the customer, even if the desired pick up or shipping date is later in the season. It is best to place your order early for the greatest chance of obtaining seedlings adapted to your area. A list of private nurseries is also available to help you in locating other sources of site-adapted seedlings. You may obtain advice on the proper time to plant in your area by calling the Reforestation Center or the Forest Advisor for your county.

A list of Forest Advisors is located in the CFIP Users Guide or on the internet at: <http://www.fire.ca.gov/ResourceManagement/PDF/ForestAdvisorList.pdf>.

The earliest date for container pick-ups is the second working day of the selling season. Bareroot seedlings must go dormant for the season before they can be safely lifted out of the ground. This usually means they can't be made available until December 1 or later. Exceptions to this timing may be allowed under special circumstances. Shipping is generally performed by United Parcel Service (UPS). Shipments via UPS are sent out Monday through Wednesday to ensure delivery prior to the end of the work week.

It is possible to contract in advance to have seedlings grown specifically for your project. The advantages are lower cost and knowing that the correct seed source and quantity are reserved well in advance. A contract is needed at least one growing season in advance, or two years in advance for 2 year-old bareroot seedlings. The minimum contract number is 5000 bareroot or 500 containers, per species. A 30% non-refundable deposit is required, with the remainder due at least 2 weeks prior to shipment, or January 15 of the season trees will be acquired, whichever comes first. Call the Reforestation Center to check availability of site-specific seed for your contract and to receive a Contract Form and Terms & Conditions. A majority of the seedlings at the nursery are grown on a speculative basis. Requests from the public are considered during the planning for sowing of this speculative stock.

### **TIMBER STAND IMPROVEMENT (TSI) /FUELS REDUCTION**

Pre-commercial thinning, release and pruning practices qualify for cost-share assistance.

- **Pre-commercial thinning** means reducing the number of stems of small commercial tree species to a predetermined spacing to improve growth and/or to reduce fuel loads.
- **Release** involves removal of non-commercial tree species, shrubs/brush or grasses that are competing with previously planted or existing commercial tree species.

*The lower rates are suitable for sites that are on gentle slopes with moderate stocking. The higher rates may be used for densely stocked and/or very steep sites.*

- **Pruning** may be funded in conjunction with thinning or release. Rates increase based on the minimum number of trees pruned per acre. As measured from the uphill side of the tree from the level of the slash, the minimum height of pruning shall be 10 feet or ½ of the Live Crown Ratio (LCR) which ever is the lesser.

### **FOLLOW-UP/SLASH DISPOSAL\***

**Follow-up** is whatever work is necessary to promote the survival of seed or seedlings or protection or enhancement of other work undertake as part of prior practices (e.g. fuels reduction) and undertaken within 36 months of the practice. Follow-up covers three types of project categories:

1. The first pertains to any work performed within 36 months of a planting project to promote the survival of the seedlings. In most cases, insect, disease, rodent, weed, or brush control work will qualify for funding. Application of fertilizer or shade cards also falls in this category.
2. The second category is Follow-up work undertaken as a continuation of a prior project. This category typically includes work, such as controlling re-growth from Thin or Release practices that occur within five years of the original project.
3. The third category is slash disposal. This category can include mastication, chipping, or piling and burning of slash generated from Site Prep, Thin, Release, or Pruning projects. Disposal of slash by lopping and scattering slash into piles less than 30 inches high is the minimum requirement for slash disposal on CFIP projects. The costs for lop and scatter work are assumed to be covered by the cap rates allowed for the CFIP practice that generated the slash and are not eligible for Follow-up funding.

The low rates apply to easier projects on level ground, or inexpensive practices such as re-scalping and chemical treatments. The higher rates apply to more difficult projects on steeper slopes, and to more labor-intensive and/or expensive practices, such as chipping or use of a masticator.

## **FOREST LAND CONSERVATION PRACTICES / FISH & WILDLIFE HABITAT IMPROVEMENT**

Forestland conservation practices include erosion control projects, fuels reduction (using TSI practices above), road repair, stabilization of abandoned roadbeds, and improvement of drainage facilities to reduce soil erosion and sedimentation of streams, as well as a variety of projects to improve habitat for fish or wildlife species.

Several kinds of erosion control projects may be eligible for cost-sharing. Many practices are directed toward the control of erosion from privately-owned rural roads. Road repair or closure projects funded by CFIP must provide a direct benefit to a fish-bearing stream. A line-item budget must be submitted to document anticipated costs of conservation practices. The CFIP program does not establish cap rates for conservation practices, but uses the rates of the Environmental Quality Incentives Program (EQIP) as a guide.

Examples of eligible practices include:

- Erosion control projects
- Forest road repair and upgrading \*
- Stabilization of abandoned roadbeds\*
- Improvement of drainage facilities to reduce soil erosion and sedimentation of streams
- Planting native oaks
- Building nest boxes or platforms
- Prescribed burning to improve habitat
- Fencing to protect sensitive wildlife habitat such as wet meadow sites, riparian areas and streams from livestock
- Planting streamside vegetation \*\*
- Planting or reshaping eroding stream banks or gullies \*\*
- Installing logs, rocks or other structures in streams to improve fish habitat \*\*
- Design and installation of fords, rolling dips, or culvert crossings.\*
- Replacement or repair of failed or undersized culverts.\*
- Correction of road drainage problems, including rocking, outslipping, berm removal, waterbar installation, and ditch repair.\*
- Reshaping, vegetating and mulching of cutbanks, fills, and gullies.\*
- Abandonment of eroding roads or skid trails that are no longer used.\*
- Remedial work for stabilizing landslides (requires analysis and design by a Certified Engineering Geologist or Geotechnical Engineer).\*
- Development of a road assessment plan identifying: \*
  - Sources of erosion, including stream crossings and damaged or undersized culverts
  - Recommended repair projects
  - Prioritizing of projects, based on a cost/benefit analysis that identifies both the costs and the estimated reduction of sediment.

*\* Note: Funding of forest road repair and upgrading is only allowed if it protects, maintains, or enhances fish and wildlife habitat.*

*\*\* Note: Projects involving work on stream channels or banks may require permits from the California Department of Fish and Game or other agencies.*

## **PRACTICES NOT ELIGIBLE FOR CFIP COST-SHARING PROGRAMS**

- Work required for compliance with the Forest Practice Act and Rules.
- Construction of new roads or bridges.
- Fencing to protect stands from livestock.
- Planting of Christmas trees and greenery.
- Costs of land, water, irrigation, or purchase of tools or equipment.

### 2009-10 CFIP COST-SHARE CAP RATES

PRACTICE	CFIP CAP RATE	90% COST-SHARE <sup>1</sup>	75% COST SHARE
<b>Management Plan</b>  High (New)	\$3500 + \$3.00/acre 1 <sup>st</sup> 160 acres \$2.50/acre each additional acre to 1000 acres	\$3150 + \$2.70/acre 1 <sup>st</sup> 160 acres \$2.25/acre each additional acre to 1000 acres	\$2625+ \$2.25/acre 1 <sup>st</sup> 160 acres \$1.88/acre each additional acre to 1000 acres
<i>Rates for Management Plans larger than 1000 acres are negotiated w/CDF forester</i>			
<b>Management Plan</b> Revised/Low (Mini)	\$1750 + \$1.40/acre	\$1575 + \$1.26/acre	\$1313 + \$1.05/acre
<b>RPF Supervision</b>	\$75/acre 1 <sup>st</sup> 5 acres \$40/acre each additional acre	\$68/acre 1 <sup>st</sup> 5 acres \$36/acre each additional acre	\$56/acre 1 <sup>st</sup> 5 acres \$30/acre each additional acre
<b>Site Prep</b>			
Light	\$220/acre	\$198/acre	\$165/acre
Moderate	\$300/acre	\$270/acre	\$225/acre
Heavy	\$400/acre	\$360/acre	\$300/acre
<b>Trees &amp; Planting</b>			
Average	\$160/acre	\$144/acre	\$120/acre
Moderate	\$200/acre	\$180/acre	\$150/acre
Difficult	\$240/acre	\$216/acre	\$180/acre
<b>Tree Shelters</b>	\$260/acre	\$234/acre	\$195/acre
<b>Pre-commercial Thinning<sup>2</sup></b>			
Light	\$200/acre	\$180/acre	\$150/acre
Moderate	\$300/acre	\$270/acre	\$225/acre
Heavy	\$400/acre	\$360/acre	\$300/acre
<b>Pruning<sup>2</sup></b>	\$125 for 50 trees/acre (tpa) \$200 for 100 tpa \$275 for 150 tpa	\$112.50 for 50 tpa \$180 for 100 tpa \$247.50 for 150 tpa	\$93.75 for 50 tpa \$150 for 100 tpa \$206.25 for 150 tpa
<b>Release<sup>2</sup></b>			
Light	\$200/acre	\$180/acre	\$150/acre
Moderate	\$300/acre	\$270/acre	\$225/acre
Heavy	\$400/acre	\$360/acre	\$300/acre
<b>Follow-up/Slash Disposal<sup>2</sup></b>			
	\$200/acre	\$180/acre	\$150/acre
	\$350/acre	\$315/acre	\$262.50/acre
	\$600/acre	\$540/acre	\$450/acre
<b>Land Conservation /Wildlife/Fisheries Projects<sup>3</sup></b>	Cost based on problem. Use EQIP rates as a guide		

<sup>1</sup> The 90% rate will cover all projects on land substantially damaged by wildfire, insects, diseases, wind, floods, landslides or earthquakes.

2 14 CCR 1545.4 (a), "Slash that is created by the project shall be treated by chipping, piling and burning, burying, lopping or otherwise removing as recommended by the area Fire Control Officer." Either the FAS or Unit Fire Plan or Fire Prevention staff can act as the "Fire Control Officer". See page 8 "FOLLOW UP WORK"

<sup>3</sup> Maximum allowable costs do not appear for land conservation or habitat improvement. In these categories activity is variable and will depend on site condition, acreage and/or type of project. However, costs will be evaluated based on rates used for EQIP.

# CFIP APPLICATION

## THE CFIP APPLICATION

The CFIP application will include an Application Form, a Project Summary, and a brief Project Description and a map of the proposed project. The Application is a questionnaire asking information necessary to determine eligibility and cost-share rates. The Project Summary, Project Description and map show what is proposed, how much funding is requested, and where the project is located. **The funding rate requested must be explained and justified in the Project Description. Failure to adequately describe the project could result in delays or denial of approval.**

CFIP applications may be submitted at any time. If funds for your project aren't available, the application will be kept on file by the local CAL FIRE Forestry Assistance Specialist. When funding is available you will be notified to prepare and send in any additional paperwork needed to complete the (Contract) Agreement Package.

### FIELD INSPECTION

After the CAL FIRE forester receives your application, he or she will meet with you and your RPF to look at your project and get an overview of your property. Any needed modifications to your project and/or revisions to the application package will be discussed at this time. Once the project is approved and funding is available, you will be notified to prepare an Agreement package, see page 20. The Agreement package is forwarded to CAL FIRE Headquarters in Sacramento for final approval and processing.

### COST-EFFECTIVE PROJECTS HAVE PRIORITY

CFIP has been designed to enhance forest resources, such as timber, water, soil, recreation, fish and wildlife on privately owned timberlands in California. It is critical that we select the most cost-effective projects. Funding requests often exceed the available funding.

Because federal cost share funds are limited, a landowner may wish to combine available federal and state assistance to fund different projects on the same parcel of land. To find out more about federal programs, contact your local CAL FIRE forester or the Natural Resource Conservation Service.

**CALIFORNIA FOREST IMPROVEMENT PROGRAM  
APPLICATION**

**CFIP Project Number:** \_\_\_\_\_

1. Enter the name(s) of all landowners as they appear on the deed. (Use attachment if necessary).

Name: \_\_\_\_\_ Phone Number(s): \_\_\_\_\_  
Day Evening

Address: \_\_\_\_\_  
Street or P.O. Box City State Zip

Name: \_\_\_\_\_ Phone Number(s): \_\_\_\_\_  
Day Evening

Address: \_\_\_\_\_  
Street or P.O. Box City State Zip

Name: \_\_\_\_\_ Phone Number(s): \_\_\_\_\_  
Day Evening

Address: \_\_\_\_\_  
Street or P.O. Box City State Zip

2. Responsible person to be contacted.

Name: \_\_\_\_\_ Phone Number(s): \_\_\_\_\_  
Day Evening

Address: \_\_\_\_\_  
Street or P.O. Box City State Zip

- 3. (a) Does the landowner own 5,000 acres or less of forestland in California?  Yes  No
- (b) 20 acres or more of forestland?  Yes  No
- (c) Is the total area proposed for each ground practice 5 acres or more?  Yes  No  N/A (Wildlife/Conservation)
- (d) Number of acres under the Management Plan: \_\_\_\_\_ Total ownership size: \_\_\_\_\_
- (e) Project area timber site productivity is:  I  II  III  IV  V
- (f) Has the project area been damaged by natural causes within the last 10 years?  Yes  No

4. (a) How is the project area zoned? Check one of the following and answer pertinent questions:

TPZ  Agriculture Preserve  Other: \_\_\_\_\_

(b) Is there a Conservation Easement, CC&R's, or a petition for rezoning from TPZ to other uses, existing, underway, or contemplated, which would restrict resource management activities for the period of time during which the grant is administered (10 years)?  
 Yes  No

If yes, explain: \_\_\_\_\_

(c) List all land uses permitted under this zoning. Indicate existing land uses on Management Plan Map.

List specific use(s): \_\_\_\_\_

(d) Will the landowner agree not to put CFIP land to any use incompatible with forest resource management for 10 years?  
 Yes  No

### CFIP APPLICATION

5. Has any of the land proposed for CFIP funds been harvested subject to the 1973 Z'berg-Nedely Forest Practice Act?  
 Yes  No If yes, please list THP, NTMP, SYP Number: \_\_\_\_\_
6. Is there a previously prepared Forest or Land Management Plan for the area proposed for CFIP project?  Yes  No  
Should the plan be revised?  Yes  No  
If yes, list the CFIP Project Number:  
\_\_\_\_\_
7. Are you an employee of the State of California?  Yes  No  
Were you an employee of the State of California within the past 12 months?  Yes  No
8. Does your current employment or former employment within the last 12 months with the State of California in any way relate to or affect the awarding of California Forest Improvement Program (CFIP) grants or authorization of cost-share payments for work accomplished under a CFIP grant?  Yes  No

Please complete the **Application Project Summary**.

I certify that the above and attached is true and correct to the best of my knowledge.

Executed on \_\_\_\_\_ at \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

**CFIP APPLICATION/PROJECT SUMMARY**

Name(s): \_\_\_\_\_ CFIP#: \_\_\_\_\_

**SUMMARY OF PRACTICES TO BE PERFORMED**

PRACTICE	LAND CONSERVATION	ACREAGE OR OTHER UNIT*	COST/ACRE OR OTHER UNIT**	TOTAL ESTIMATED PROJECT COST	90% COST SHARE	75% COST SHARE
Management Plan/addendum	<input type="checkbox"/> Yes <input type="checkbox"/> No					
RPF Supervision	<input type="checkbox"/> Yes <input type="checkbox"/> No					
Site Prep	<input type="checkbox"/> Yes <input type="checkbox"/> No					
Trees & Planting	<input type="checkbox"/> Yes <input type="checkbox"/> No					
Tree Shelters	<input type="checkbox"/> Yes <input type="checkbox"/> No					
Pre-commercial thinning	<input type="checkbox"/> Yes <input type="checkbox"/> No					
Pruning	<input type="checkbox"/> Yes <input type="checkbox"/> No					
Release	<input type="checkbox"/> Yes <input type="checkbox"/> No					
Follow-up/slash disposal	<input type="checkbox"/> Yes <input type="checkbox"/> No					
Land Conservation/ Wildlife/Fisheries Projects						
Other	<input type="checkbox"/> Yes <input type="checkbox"/> No					
Other	<input type="checkbox"/> Yes <input type="checkbox"/> No					
					Box "A"	Box "B"

\* Enter net acres work for partial practices (minimum of 5 acres of an individual practice except for land conservation and habitat improvement).

\*\* Enter 100% contract cost/acre or other unit (not to exceed maximum allowable rate).

**MAXIMUM REIMBURSEMENT:**

\$

Enter "Box A" or "Box B" (or the sum of both if applicable) rounded up to whole dollars

Location of the proposed project listed above, use additional sheets as necessary.

For recording purposes at your local county recorder's office:

Sub-Section	Section	Township	Range	County	Assessor's Parcel #	TPZ
						Yes <input type="checkbox"/> No <input type="checkbox"/>
						Yes <input type="checkbox"/> No <input type="checkbox"/>
						Yes <input type="checkbox"/> No <input type="checkbox"/>
						Yes <input type="checkbox"/> No <input type="checkbox"/>
						Yes <input type="checkbox"/> No <input type="checkbox"/>

For non-TPZ zoned lands described above a part of that real property more fully described in that certain deed from

\_\_\_\_\_ to \_\_\_\_\_ dated \_\_\_\_\_ and \_\_\_\_\_  
(Name appearing on deed)

recorded with the recorder of \_\_\_\_\_ County, at Book \_\_\_\_\_, Page \_\_\_\_\_

or Document Number \_\_\_\_\_.

Provide maps (scale 15 min./7.5 min. USGS topographic are best) indicating areas to be treated. Provide a Project Description which includes an explanation and justification for the cost share rate requested.

# **CFIP AGREEMENT PACKAGE**

# INSTRUCTIONS FOR PREPARING THE CFIP APPLICATION and AGREEMENT

## THE AGREEMENT PACKAGE

A complete Agreement package consists of the following:

- CFIP Agreement (4 with original signatures)
- CFIP Application
- Final Project Summary
- Final Project Description
- Project and Location Maps
- Payee Data Record

## CFIP APPLICATION (items 1-6) and Project Summary

1. Enter **landowner name(s)** as it appears on the property deed. Use the same name(s) on the CFIP Agreement, Application and the Vendor Data Record. List all legal owners of the property and follow with mailing address(es) and telephone number(s). If there is more than one applicant, briefly explain the legal relationship among the owners; e.g. tenants in common, joint tenants, etc. Use additional sheet if necessary. (Note: Legal owner may be name of limited liability corporation, trust, partnership, etc.)

**All individuals listed on the deed (including husband and wife) must sign as participants or provide a Power of Attorney to the landowner who does sign.** Therefore, if both spouse's name appears on the deed, both signature must appear on page one of the "AGREEMENT" and "Application."

A. For multiple landowner applicants, the following information is also needed:.

### Trusts:

Applicants that hold title to their property in a Trust will need to supply a copy of that portion of the trust document that lists all the trustees, or of the Quit Claim transferring title to the Trust. Trustees not signing the CFIP Application must provide a power of attorney or a notarized letter to CAL FIRE authorizing the person that is signing the CFIP paperwork and/or receiving payments for the Trust to act on their behalf.

**IMPORTANT:** When the applicant is a Trust, the **Payee Data Record (STD 204)** needs to include the Federal ID number of the Trust. If the trust does not have a Federal ID number then a Social Security number needs to be used. On the Payee/Vendor Data Record check the Individual Sole Proprietor Section and specify whose Social Security number is used. The payment will be recorded against that Social Security number.

**If the landowner is a trust and they:**

- **DO have an FEIN, mark the TRUST box and insert their FEIN**
- **DO NOT have an FEIN number, mark the INDIVIDUAL OR SOLE PROPRIETOR box and insert their Social Security Number.**

### Legal Partnerships, Corporations and Limited Liability Corporations:

Applicants need to supply either a copy of the portion of the Articles of Incorporation that lists all the partners, or officers; or a copy of the Quit Claim transferring title to the entity in question; or minutes of a Board Meeting and accompanying resolution authorizing the signer as a responsible party or officer with the authority to enter into business agreements or contracts on behalf of the Corporation.

Informal Partnerships:

CFIP applications showing the ownership held as a partnership will require the signatures of all the partners. In lieu of all partners signing the application, a power of attorney (POA) from those partners not signing the application to the partner who does sign the application must also be submitted with the CFIP package. This power of attorney can be general in type or specific to participation in CFIP. The POA must be notarized

Agencies, Associations or Non-profit Organizations run by Boards of Directors:

CFIP applicants of this type must supply documentation from the Board of Directors or governing body that the person signing the application is an officer or representative of the association or group. A resolution or letter from the board is needed to verify authority to act on behalf of the association or group. CAL FIRE must verify both issues when processing applications from associations or groups.

B. Cost Share Apportionment:

Multiple Owners:

CFIP Applications with multiple owners must include the portion of the total contract cost share payments to be made to each owner. Therefore, please provide a separate Project Summary showing practices and cost-share for each party. This will facilitate the delivery of cost share payments to the correct parties. Each payee needs to provide a Payee/Vendor Data Record (STD 204). California is a community property state therefore, in most situations, married couples need only one spouse to sign the Payee/Vendor Data Record For details see the Vendor Data Record in the CFIP Agreement Package (check Table of Contents for page number). Also, for married applicants, unless indicated differently, only one spouse will receive payment after invoicing against the contract.

2. **Responsible Person**-Absentee landowners and joint ownership should designate one representative to communicate with the CAL FIRE forester.
3. **Acreage**-Forestland is defined to be land which is capable of supporting 10 percent or more tree cover with trees native to California, including native oaks (generally Site V (Dunning) or better) and is not zoned for uses which conflict with forest resource management. CFIP cost-sharing is available to forest landowners owning between 20 and 5,000 acres of forestland in California. The system for determining site productivity is Dunning except when explained and justified by an RPF and attached to the application.
4. **Zoning**-“TPZ” means Timberland Production Zone. Please indicate the zoning of each parcel listed in the Table on the Project Summary. If zoning varies, indicate if forest management is one of the uses permitted in any non-TPZ zones. Owners of Non-TPZ forestland proposed for a project must agree not to develop CFIP land for uses which conflict with forest resources management for at least 10 years. This agreement (Land Use Addendum) will be recorded with the county. Owners can be released from the agreement if they refund with interest any CFIP payment received.
5. Work required by the **Z’berg-Nejedly Forest Practice Act** is not eligible for CFIP cost-sharing. If the land is later damaged by fire, disease or other natural causes, restocking work is eligible for CFIP cost-sharing.

6. **Existing Plan**-If there is an Non-industrial Management Plan, CFIP Management Plan or another type of a Management Plan that will satisfy the requirements be sure to include the number of the plan or the State Contract number for a plan done under a past CFIP project.

### **Application Project Summary**

On the Application Project Summary fill in the name(s) and desired practice information. Practices, acreage and rates must be consistent with the Project Description. Use the table at the bottom of the Summary to show the location of parcel(s) proposed for the project. **Project and Property Location maps, as well as a Project Description must be attached (see instructions on pages 47-48).**

*Note: the name on the Project Summary can be amended for brevity and identification; e.g. Brown for Joseph and Susanne Brown, or a location designator for a summary of multiple landowners; e.g. Ponderosa Way Homeowners, although the if there were separate project summaries for each of the landowners their name would appear on each of their individual project summaries.*

After your agreement is signed and approved by CAL FIRE, your FAS may advise you that some or all of the additional paperwork listed below is needed before you begin work on your project.

Land-Use Addendum  
Management Plan \*  
Environmental Checklist  
RPF Checklist  
Pest Control Recommendation

\* See page 41 for instructions on preparing the Management Plan

The **Land-Use Addendum** is filed with the local County Recorder, and is effective for ten years. The intent is to provide constructive notice that the CFIP project exists and must be maintained. This applies only to non-TPZ zoned lands. **NOTE: THIS FORM MUST BE NOTORIZED.**

The **Management Plan** is the RPF's analysis of the potential needs and opportunities for your land, based upon your objectives. It will clarify what needs to be done, where, and when.

The **Environmental Checklist** (EC) completes the environmental analysis and documentation required by the California Environmental Quality Act (CEQA). The EC must be completed and approved prior to proceeding with contract work. This form is not required for the preparation of CFIP Management Plans.

The **RPF Checklist** clarifies what services your RPF will provide for you. It is required for any project requesting funding for RPF Supervision.

The **Pest Control Recommendation** is written advice concerning the use of pesticides. It must be completed by a Pest Control Advisor if you apply for funding for chemical application.

## CFIP PAPERWORK TRACKING

LANDOWER: \_\_\_\_\_

CONTRACT: \_\_\_\_\_

	Date Submitted:	Date completed or approved
APPLICATION		
AGREEMENT		
<input type="checkbox"/> PROJECT SUMMARY		
<input type="checkbox"/> PROJECT DESCRIPTION with RATE JUSTIFICATION		
<input type="checkbox"/> MAPS		
<input type="checkbox"/> CFIP AGREEMENT		
<input type="checkbox"/> VENDOR DATA RECORD		
<p><b>NOTE:</b> Per item #6 of your contract the following items are deliverables of the CFIP Agreement that must be completed and submitted to CAL FIRE prior to commencement of ground practices. Work started prior to the execution of the CFIP Agreement or ground practices started prior to the completion and acceptance of the following items <b>will not</b> be eligible for funding.</p>		
(Insert N/A for not applicable)		
MANAGEMENT PLAN		
LAND USE ADDENDUM		
RPF CHECKLIST		
PEST CONTROL RECOMMENDATIONS		
ENVIRONMENTAL CHECKLIST		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/> ARCHAEOLOGICAL RECORDS CHECK (if not exempt)		
<input type="checkbox"/>		
<input type="checkbox"/>		

**CFIP AGREEMENT**  
Page 1 of 4

CFIP Project Number: \_\_\_\_\_ State Contract Number: \_\_\_\_\_

THIS AGREEMENT is made and entered into and becomes effective upon the last date of the signatories below, by and between the State of California, acting through its duly appointed and qualified Director of the Department of Forestry and Fire Protection, hereinafter called "State," and

hereinafter called "Participant," whose mailing address is:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street Address/PO Box

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
FID# or SSA#  
**(SSA # OR FID NO LONGER REQUIRED ON THIS FORM)**

\_\_\_\_\_  
Telephone

This agreement expires \_\_\_\_\_

IN WITNESS WHEREOF, this agreement has been executed by the parties hereto, and becomes effective upon the last date of the signatories below:

STATE OF CALIFORNIA

PARTICIPANT all landowners appearing on the deed must sign or provide Power of Attorney

Agency: Department of Forestry and Fire Protection

\_\_\_\_\_  
Approval for the Director Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name/Title

Printed Name/Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name/Title

Local CAL FIRE name and address:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name/Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name/Title

Amount encumbered: \$ \_\_\_\_\_

Program: Support Fund: General Item: 3540-001- 0001

Chapter: \_\_\_\_\_ State: 20 Fiscal Year: \_\_\_\_\_ / \_\_\_\_\_ -9520-418.99-PCA \_\_\_\_\_ - \_\_\_\_\_

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of expenditure stated above.

\_\_\_\_\_  
Signature of Accounting Officer Date

I hereby certify that all conditions for exemption have been complied with and this Contract is exempt from the Department of General Services' approval. This Contract will not exceed \$50,000.

\_\_\_\_\_  
Signature of Officer signing on behalf of the agency Date  
Vendor Identification Number: \_\_\_\_\_

Department of  
General  
Services Use Only

7540-130-0564

## CFIP AGREEMENT

### Page 2 of 4

WHEREAS, under the provisions of the California Forest Improvement Act of 1978, State may enter into cost-sharing agreements with eligible Participants who will undertake forest improvement work upon his/her land; NOW, THEREFORE,

1. In consideration of the forest improvement work to be performed by the Participants, as described in the attached Project Summary, State will reimburse costs incurred for the purpose of undertaking forest improvement work on those lands designated. The maximum amount of reimbursement is the amount stated in Project Summary, "MAXIMUM REIMBURSEMENT". Reimbursement will be made for actual cash expenditures and for goods or services beyond Participant's matching contribution requirement. Reimbursement for such goods and services shall be made in accordance with the State's prevailing rates, provided, however, reimbursement shall not exceed the State's adopted maximum per-acre (or other unit of measure) costs or Participant's actual costs, whichever is less for the forest improvement practices. Expected revenues from products generated will reduce reimbursement, and no more than 100% of out of pocket costs are to be recovered.
2. This agreement is conditional upon appropriation and availability of funds for purposes of this contract. In the event such funds are not available in the Budget Act for the fiscal year concerned or are insufficient to carry out the purpose of this agreement, each party agrees to release the other party from all obligations. Funding of the work is also subjected to annual funding decisions. IF FUNDED, NOTICE TO THE PARTICIPANT BY THE STATE WILL BE MADE. **NO WORK MAY COMMENCE WITHOUT THIS NOTICE.**
3. Participant shall promptly submit records at intervals and in such form as State may request. Payment by the State shall be made after an on-site inspection and approval of the practice(s). The Participant shall submit a CFIP Invoice for payment to the local Forestry Assistance Specialist (FAS) of the California Department of Forestry and Fire Protection. A final CFIP Invoice shall be submitted no later than 45 days after completion or expiration of this agreement, as specified on the Project Schedule.
4. The Participant agrees to make immediate monetary restitution of any paid funds for any disallowance of costs or expenditures or unauthorized activities which are disclosed through audit or inspection by the State. If Participant does not complete the five acres of minimum practice(s) of forest improvement work as described and required in Section 1527.1, Chapter 9.5, Title 14 of the California Code of Regulations (CCR) by the end of the term specified herein, all sums previously paid by State shall immediately become due and payable to State.
5. Participant shall comply with all local and State fire and safety laws.
6. The Project Description, Project Schedule, Environmental Checklist, RPF Checklist, Land-Use Addendum and Management Plan are deliverables due prior to commencement of ground practices. Work started prior to the execution of this agreement will not be eligible for funding under the terms of this agreement. Project costs eligible for assistance shall be determined upon the basis of the criteria set forth in Chapter 9.5 of Title 14 of the CCR.
7. Participant shall permit periodic site visits by a representative of the State to ensure program compliance.
8. Participant agrees to indemnify, defend, and save harmless State, its officers, agents and employees from any and all claims and losses occurring or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this contract and from any and all claims and losses occurring or resulting to any person, firm, or corporation who may be injured or damaged by the Participant or any agent or employee of Participant in the performance of this agreement.
9. The Participant, and the agents and employees of Participant, in the performance of this agreement, shall act in an independent capacity and not as officers, or employees or agents of the State.

## CFIP AGREEMENT

### Page 3 of 4

10. This agreement may be amended, or terminated by mutual consent; it may also be terminated by State or Participant upon the giving of written notice to the other party thirty (30) days in advance.
11. Failure by the Participant to comply with the terms of this agreement shall be cause for the suspension of all obligations of the State.
12. Participant certifies that title to the land upon which forest improvement work will be performed is vested in the persons named in this agreement and that land is under the control and possession of the person(s) named in this agreement.
13. Participant certifies that the parcel of forestland to which the Forest Improvement Program applies will not be developed for uses incompatible with forest resources management within 10 years following recordation date, as explained below. If the parcel of forestland is zoned other than TPZ, pursuant to provisions of Chapter 67 (commencing with Section 52200) of Part 1 of Division 1 of Title 5 of the Government Code, a Land-Use Addendum shall be signed by the Participant and shall be incorporated in and made a part of this agreement. Said Land-Use Addendum shall be recorded in the office of the County Recorder of the county of the affected land and shall be a covenant running with the land.
14. The Participant agrees to comply with the California Environmental Quality Act (CEQA), Workers' Compensation, and all other state and federal laws applicable to the work carried out pursuant to the proposed forest resource improvement project.
15. The Participant, by signing this agreement, does swear under penalty of perjury that no more than one final unappealable finding of contempt of court by a federal court has been issued against the Participant within the immediately preceding two-year period because of the Participant's failure to comply with an order of a federal court which orders Participant to comply with an order of the National Labor Relations Board (Government Code Section 14780.5).
16. Participant shall keep such records as State shall prescribe, including records which fully disclose (a) the disposition of the proceeds of state funding assistance, (b) the total cost of the project in connection with such assistance that is given or used, (c) the amount and nature of that portion of the project cost supplied by other sources, and (d) any other such records as will facilitate an effective audit. All records shall be made available to the State for auditing purposes at reasonable times. Such accounts, documents, and records shall be retained by the Participant for at least three years following project termination.
17. During the performance of this agreement, Participant and its subcontractors shall not unlawfully discriminate, harass or allow harassment, against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40), marital status, and denial of family care leave. Participant and subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Participant and subcontractors shall comply with provisions of the Fair Employment and Housing Act (Government Code, Section 12900 et. Seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285.0 et. Seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code, Section 12990 (a-f), set forth in Chapter 5 Division 4 of Title 2 of the California Code of Regulations are incorporated into this agreement by reference and made a part hereof as if set forth in full. Participant and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have collective bargaining or other agreement. The Participant shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the agreement.
18. Participant certifies under penalty of perjury under the laws of the State of California to have, unless exempted, complied with the non-discrimination program requirements of Government Code Section 12990 and California Code of Regulations, Title 2 Section 8103.

## CFIP AGREEMENT

Page 4 of 4

19. Section 7(b) of the Privacy Act of 1974 (Public Law 93-579) requires that any federal, state or local governmental agency which requests an individual to disclose his social security account number shall inform that individual whether that disclosure is mandatory or voluntary, by which statutory or other authority such number is solicited, and what uses will be made of it. The State requests each participant's social security account number on a voluntary basis. However, it should be noted that due to the use of social security account numbers by other agencies for identification purposes, the State may be unable to approve agreements without the social security account number. The State uses social security account numbers for the following purpose: reports to the Department of Fair Employment and Housing, Internal Revenue Service, Franchise Tax Board.
20. The Participant acknowledges that a conflict of interest with the State does not exist pursuant to provisions in Division 2, Chapter 2, Article 8, Sections 10410 and 10411 of the Public Contract Code.
21. The Participant states the information in the Management Plan and/or Management Plan Addendum (Project Description) is proprietary information and claims privilege against its disclosure pursuant to Evidence Code 1060.
22. The contractor or grant recipient hereby certifies compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. The contractor will:
  1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a).
  2. Establish a Drug-Free Awareness Program as required by Government Code Section 8355(b), to inform employees about all of the following:
    - (a) The dangers of drug abuse in the workplace.
    - (b) The person's or organization's policy of maintaining a drug-free workplace.
    - (c) Any available counseling, rehabilitation and employee assistance programs, and
    - (d) Penalties that may be imposed upon employees for drug abuse violations.
  3. Provide as required by Government Code Section 8355(c) that every employee who works on the proposed contract or grant:
    - (a) Will receive a copy of the company's drug-free policy statement, and
    - (b) Will agree to abide by the terms of the company's statement as a condition of employment on the contract or grant.
23. Contractor shall comply with all federal requirements established under 28 Code of Regulations, Part 36, Americans with Disabilities Act, in order to make programs accessible to all participants and to provide equally effective communications.

### CFIP AGREEMENT AMENDMENT

CFIP Project Number: \_\_\_\_\_ State Contract Number: \_\_\_\_\_

THIS AMENDMENT is made and entered into by and between the Sate of California, acting through its duly appointed and qualified Director of the Department of Forestry and Fire Protection, hereinafter called "State," and

\_\_\_\_\_, hereinafter called "Participant."

1. Under the Agreement numbered above and (originally) dated \_\_\_\_\_, and as amended on \_\_\_\_\_  
original date date(s) or n/a

Hereafter called "Agreement," State agreed to provide funds for forest improvement work on lands owned or managed by Participant.

2. State and Participant wish to amend the Agreement as follows (check one or more):

- (A) Extend the agreement expiration date to \_\_\_\_\_ to compensate for delays caused by: \_\_\_\_\_
- (B) Final invoice due immediately upon completion of project or amendment expiration date whichever is sooner.
- (C) Revise the Project Description (Exhibit A) as attached.
- (D) The budget outline in the Project Summary (Exhibit B) as attached.
- (E) Other. The Agreement is amended as follows (attach revised Exhibits and/or maps):

3. Except as amended herein, all the terms and conditions of the Agreement shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, this Amendment is executed upon the signature of both parties and effective \_\_\_\_\_  
Date

AGENCY: Department of Forestry and Fire Protection

PARTICIPANT:

\_\_\_\_\_  
Approval for the Director Date

\_\_\_\_\_  
Signature

Printed Name/Title:

\_\_\_\_\_  
Printed Name/Title:

\_\_\_\_\_  
Signature

Agency: Department of Forestry and Fire Protection

\_\_\_\_\_  
Printed Name/Title:

I hereby certify that all conditions for exemption have been complied with and this document is exempt from review by the Department of General Services.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name/Title

\_\_\_\_\_  
Signature Date

Printed Name/Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name/Title

**I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of these expenditures as stated on Page 2.**

Department of  
General Services  
Use Only  
  
7540-130-0426

\_\_\_\_\_  
Signature of Accounting Officer

\_\_\_\_\_  
Date

**CAL FIRE STAFF HEADQUARTERS STAFF USE ONLY**

Program: Support Fund: General Item: 3540-001-0001 Chapter: \_\_\_\_\_ Statute: \_\_\_\_\_

Fiscal Year: \_\_\_\_\_ / -9520-418.99-PCA \_\_\_\_\_ -

Last Approved Agreement Amount: \$ \_\_\_\_\_

Amendment # \_\_\_\_\_ Increasing Encumbrance by: \$ \_\_\_\_\_

Amendment # \_\_\_\_\_ Decreasing Encumbrance by: \$ \_\_\_\_\_

Total Amount Encumbered Post Adjustments: \$ \_\_\_\_\_

Program: Support Fund: General Item: 3540-001-0001 Chapter: \_\_\_\_\_ Statute: \_\_\_\_\_

Fiscal Year: \_\_\_\_\_ / -9520-418.99-PCA \_\_\_\_\_ -

Last Approved Agreement Amount: \$ \_\_\_\_\_

Amendment # \_\_\_\_\_ Increasing Encumbrance by: \$ \_\_\_\_\_

Amendment # \_\_\_\_\_ Decreasing Encumbrance by: \$ \_\_\_\_\_

Total Amount Encumbered Post Adjustments: \$ \_\_\_\_\_

Program: Support Fund: General Item: 3540-001-0001 Chapter: \_\_\_\_\_ Statute: \_\_\_\_\_

Fiscal Year: \_\_\_\_\_ / -9520-418.99-PCA \_\_\_\_\_ -

Last Approved Agreement Amount: \$ \_\_\_\_\_

Amendment # \_\_\_\_\_ Increasing Encumbrance by: \$ \_\_\_\_\_

Amendment # \_\_\_\_\_ Decreasing Encumbrance by: \$ \_\_\_\_\_

Total Amount Encumbered Post Adjustments: \$ \_\_\_\_\_

Program: Support Fund: General Item: 3540-001-0001 Chapter: \_\_\_\_\_ Statute: \_\_\_\_\_

Fiscal Year: \_\_\_\_\_ / -9520-418.99-PCA \_\_\_\_\_ -

Last Approved Agreement Amount: \$ \_\_\_\_\_

Amendment # \_\_\_\_\_ Increasing Encumbrance by: \$ \_\_\_\_\_

Amendment # \_\_\_\_\_ Decreasing Encumbrance by: \$ \_\_\_\_\_

Total Amount Encumbered Post Adjustments: \$ \_\_\_\_\_

Program: Support Fund: General Item: 3540-001-0001 Chapter: \_\_\_\_\_ Statute: \_\_\_\_\_

Fiscal Year: \_\_\_\_\_ / -9520-418.99-PCA \_\_\_\_\_ -

Last Approved Agreement Amount: \$ \_\_\_\_\_

Amendment # \_\_\_\_\_ Increasing Encumbrance by: \$ \_\_\_\_\_

Amendment # \_\_\_\_\_ Decreasing Encumbrance by: \$ \_\_\_\_\_

Total Amount Encumbered Post Adjustments: \$ \_\_\_\_\_

**When Recorded Return to:**

**CALIFORNIA DEPT. OF FORESTRY & FIRE PROTECTION**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**LAND-USE ADDENDUM**

**Agreement Concerning Land Uses Incompatible With Resource Management**

In further consideration of funds to be provided and actions to be undertaken by State under California forest Improvement Program

Agreement Project/contract \_\_\_\_\_ dated \_\_\_\_\_  
 Number \_\_\_\_\_

Participant/Owner \_\_\_\_\_  
 agrees not to develop lands subject to the CFIP Project Agreement referenced above and shown on the attached project map for uses incompatible with forest resource management within ten (10) years commencing from the date of recording of this Agreement. In the event this Agreement is violated, State is entitled to a refund of any cost-share payments which have been made, with interest, pursuant to Section 4797.5 of Public Resources Code. This Agreement is intended to satisfy the requirements of Public Resources Code Section 4797(e)(2). This Agreement shall apply to only those lands affected by the aforementioned CFIP Agreement and shown on the attached map, which are part of the land described below as part of that real property more fully described in that certain deed from

dated \_\_\_\_\_ and recorded with the Recorder of \_\_\_\_\_ County at Book \_\_\_\_\_

Page \_\_\_\_\_ or Document Number \_\_\_\_\_

Subsection	Section	Township	Range	County	Assessor's Parcel #

State shall record this Agreement in the office of the county in which the above described lands are located and upon recording the Agreement shall be binding upon any person to whom such lands are sold, assigned, devised, or otherwise transferred by agreement or operation of law. This Agreement is a state document and shall be filed for no fee at the County Recorder's Office as per Government Code Section 27383. For purposes of this Agreement, "uses incompatible with forest resource management" are defined in Public Resources Code Section 4793(s) to mean "uses not listed as subdivision (h) of section 51100 of the Government Code nor listed pursuant to Section 51111 of the Government Code by the city or county in which the parcel subject to the forest improvement project lies." Government Code Section 51100 defines "compatible use" as being "any use which does not significantly detract from the use of the property for, or inhibit, growing and harvesting timber, and shall include but not be limited to...(1) management for watershed; (2) management for fish and wildlife habitat or hunting and fishing; (3) a use integrally related to the erection, construction, alteration, or maintenance of gas, electric, water, or communication transmission facilities; or (5) grazing." Government code Section 51111 authorizes city and/or county governments to adopt "compatible use" definitions in addition to the above. Compatible uses are land uses permitted in the Timberland Production Zones as established by the Forest Taxation Reform Act of 1976. The intention of the parties to this Agreement, therefore, is to limit the uses of identified lands to those which would be permitted if such lands were within a Timberland Production zone.

Signature of Participant/Owner(s)

**All signatures must be notarized and have Acknowledgement attached.**

1. _____ Signature _____ Date _____  _____ Printed Name	3. _____ Signature _____ Date _____  _____ Printed Name
2. _____ Signature _____ Date _____  _____ Printed Name	4. _____ Signature _____ Date _____  _____ Printed Name

**California Forest Improvement Program (CFIP)  
 Project Review  
 Environmental Checklist**

Applicant's Name: \_\_\_\_\_ CFIP Project No.: \_\_\_\_\_

The information contained in the Project Description, the Program Environmental Impact Report, the Management Plan (if applicable), contacts with Department of Fish and Game, Regional Water Quality Control Board, Department of Parks and Recreation, U.S. Fish and Wildlife Service, National Marine Fisheries Service, and the CFIP rules provide the basis for completing the checklist.

Check the appropriate effect and mitigation measures to be applied. Enter N/A where the effect is not applicable.

EFFECT	MITIGATION
<b>Water Quality</b>	
1. <input type="checkbox"/> Soil deposition in streams caused by accelerated erosion due to the use of heavy equipment to remove vegetation.  <b>NOTE:</b> For the purpose of completing the checklist streams are defined and classified as watercourses as per the Forest Practice Rules.	1a. <input type="checkbox"/> Brush scalped off slopes will be windrowed along the contour and burned leaving effective berms of residual soil to impede surface water flow.
	1b. <input type="checkbox"/> No heavy equipment on excessively wet soils.
	1c. <input type="checkbox"/> As a minimum no heavy equipment operate within an equipment exclusion zone, providing a buffer strip.
	1d. <input type="checkbox"/> Other
2. <input type="checkbox"/> Landslides and slope failure due to heavy equipment operation on currently and potentially unstable lands.  <b>NOTE:</b> See instructions for additional information.	2a. <input type="checkbox"/> No heavy equipment on current or potentially active slide area.
	2b. <input type="checkbox"/> Other
3. <input type="checkbox"/> Increased water temperatures due to removal of watercourse shading.  <b>NOTE:</b> The watercourse protection measures for shade canopy retention as described in the Forest Practice Rules are to be used for completing the checklist.	3a. <input type="checkbox"/> Riparian vegetation will not be removed.
	3b. <input type="checkbox"/> Other vegetation will be left as necessary to maintain stream temperature.
	3c. <input type="checkbox"/> Other
4. <input type="checkbox"/> Increased turbidity and sediment load in streams from clearing stream channels.  <b>Note:</b> See note for item 1.	4a. <input type="checkbox"/> Compliance with California Department of Fish and Game permit requirements.
	4b. <input type="checkbox"/> Use of manual methods to substitute for winch lines and heavy equipment.
	4c. <input type="checkbox"/> To reduce soil loss areas of bare soil greater than 500 square feet will be treated within the standard watercourse and lake protection zones as described in the Forest Practice Rules.
	4d. <input type="checkbox"/> Other
5. <input type="checkbox"/> Deposition of slash or debris in streams.	5a. <input type="checkbox"/> All areas below the stream and lake transition line of Class I, II and III watercourses as described in the Forest Practice Rules will be kept free of slash and debris, except as intended for woody debris enhancement for fisheries and wildlife.
	5b. <input type="checkbox"/> Accidental deposits will be immediately removed. Removal will be consistent with the requirements found in California's Forest Practice Rules.
	5c. <input type="checkbox"/> Other
6. <input type="checkbox"/> Accidental off-target deposition of herbicides due to spills and aerial drift.	6a. <input type="checkbox"/> Compliance with Federal, State and local rules will minimize the chance of this effect. These rules also address spills.
	6b. <input type="checkbox"/> Other
7. <input type="checkbox"/> Effect on domestic water supplies from sediment deposits.  <b>NOTE:</b> See instructions for additional information. Also the protection of domestic water supplies shall be consistent with the requirements found in California's Forest Practice rules.	7a. <input type="checkbox"/> A Special Treatment Area is established around domestic water supplies to protect them.
	7b. <input type="checkbox"/> Other

<p>8. <input type="checkbox"/> Unusual circumstances or project site conditions (e.g. soil type, slope, size of project, soil moisture) which could result in surface erosion effects which are not adequately mitigated by the requirements in the Resource Protection Guidelines</p>	<p>8a. <input type="checkbox"/> Effects beyond the scope of the Program EIR and additional review required.</p> <p><b>NOTE:</b> See instructions for additional information</p>
	<p>8b. <input type="checkbox"/> Other</p>
<p>9. <input type="checkbox"/> Siltation of stream caused by accelerated erosion after vegetation removal.</p>	<p>9a. <input type="checkbox"/> Effects beyond scope of Program EIR and additional review required.</p>
	<p>9b. <input type="checkbox"/> Other</p>
<b>Wildlife</b>	
<p>10. <input type="checkbox"/> Reduction of wildlife forage and cover from site preparation or clean and release practices.</p>	<p>10a. <input type="checkbox"/> Retention of black oaks and other mast-producing plants will occur.</p>
	<p>10b. <input type="checkbox"/> Retention of 1-3 acre patches of brush cover to provide "edge effect."</p>
	<p>10c. <input type="checkbox"/> There will be limited brush removal from around the bases of trees.</p>
	<p>10d. <input type="checkbox"/> Substitute forage will be planted and/or browse plants will be rejuvenated.</p>
	<p>10e. <input type="checkbox"/> Piles of brush will be left for birds or small mammal use.</p>
	<p>10f. <input type="checkbox"/> Other</p>
<b>Rare and Endangered Species</b>	
<p>11. <input type="checkbox"/> Impact to rare, endangered or sensitive species habitat or wildlife as part of vegetation manipulation.</p> <p><b>NOTE:</b> See instructions for additional information.</p>	<p>11a. <input type="checkbox"/> The Department of Fish and Game's Natural Diversity Data Base and the California Native Plant Society registers were consulted for evidence of such occurrences in the project area.</p>
	<p>11b. <input type="checkbox"/> No species were identified.</p>
	<p>11c. <input type="checkbox"/> Species were identified, a special treatment area was designated and no forest improvement practice will be performed that will impact the species.</p>
	<p>11d. <input type="checkbox"/> Snags with visual evidence of use for nesting and roosting sites for rare and endangered species shall be protected.</p>
	<p>11e. <input type="checkbox"/> Other</p>
<b>Forest Insects and Diseases</b>	
<p><b>NOTE:</b> See instructions for additional information.</p>	
<p>12. <input type="checkbox"/> Possible infestation of residual stands of pines with <u> Ips</u> and <u>Dendroctonus</u> beetles if slash from wet season pre-commercial thinning operation not adequately disposed.</p>	<p>12a. <input type="checkbox"/> The requirements described in the Forest Practice Rules Technical Rule Addendum Number 3 will be followed.</p>
	<p>12b. <input type="checkbox"/> Different species of conifers will be planted on the site to minimize the recurrence of the stand conditions that favored the infestation.</p>
	<p>12c. <input type="checkbox"/> Other</p>
<p>13. <input type="checkbox"/> Infestation of pine stands with root rot pathogens after precommercial thinning.</p>	<p>13a. <input type="checkbox"/> Application of borax on thinned stumps will occur.</p>
	<p>13b. <input type="checkbox"/> Other</p>

14. <input type="checkbox"/> The project is within the Zone of Infestation for pitch canker.	14a. <input type="checkbox"/> Infected or contaminated plant material will not be transported to areas that are free of the disease.
	14b. <input type="checkbox"/> No disease symptoms in project area.
	14c. <input type="checkbox"/> Tools used in cutting diseased trees will be cleaned with disinfectant before using them on uninfected trees.
	14d. <input type="checkbox"/> Other
<b>Fire</b>	
15. <input type="checkbox"/> Particulates in the air from burning brush and slash.	15a. <input type="checkbox"/> Compliance with Air Resource Board rules and local ordinances.
	15b. <input type="checkbox"/> Other
16. <input type="checkbox"/> Slash build-up after precommercial thinning increases fire hazard.	16a. <input type="checkbox"/> Slash will be treated to at least the standards described in the Forest Practice Rules for the area.
	16b. <input type="checkbox"/> Other
17. <input type="checkbox"/> Risk of fire escaping.	17a. <input type="checkbox"/> Compliance with all state and local laws and regulations.
	17b. <input type="checkbox"/> Other
<b>Archaeological, Historical and Cultural Resources</b>	
18. <input type="checkbox"/> Potential significant disturbance of archaeological, historic, or cultural resources.	18a. <input type="checkbox"/> A current archaeological records check was conducted at the appropriate Information Center of the California Historical Resource Information System.
	18b. <input type="checkbox"/> Written notification was sent to local Native American groups and individuals, in the same manner as described in the Forest Practice Rules.
	18c. <input type="checkbox"/> Written notification was sent to local Historical societies or similar organizations, requesting information about historical resources that may exist within the project.
	18d. <input type="checkbox"/> A professional archeologist or an archaeologically-trained resource professional conducted an archaeological survey.
	18e. <input type="checkbox"/> Archaeological, historic and cultural resource sites that exist within the project area were identified, evaluated, mapped, and recorded in accordance with professional archaeological standards.
	18f. <input type="checkbox"/> Appropriate protection measures were developed for known archaeological, historical or cultural resource sites. These protection measures were developed in consultation with a CDF archeologist.
	18g. <input type="checkbox"/> The archaeological investigation was documented on the CDF Project Review Report For Archaeological and Historical Resources Form, or an equivalent to it. The report was reviewed and approved by a CDF Archeologist for adequacy and concurrence of findings.
	18h. <input type="checkbox"/> Other
<b>Other</b>	
19. <input type="checkbox"/> Project may result in significant environmental effects other than those listed above.	19a. <input type="checkbox"/> Effects beyond scope of the Program EIR. Additional review will be required.
	19b. <input type="checkbox"/> Other

### Certification

I certify that I have reviewed the pertinent information and inspected the proposed CFIP project area. After evaluating the proposed project and incorporating mitigation measures, I have determined:

- Mitigation has been incorporated into this project as necessary to avoid, reduce, or minimize impacts to less-than-significant level.
- Implementing this project will result in no significant environmental impacts and no new California Environmental Quality Act documentation is required.

#### Applicant or Applicant's Representative Certification

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

California RPF License Number: \_\_\_\_\_

#### California Department of Forestry & Fire Protection Certification

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

California RPF License Number: \_\_\_\_\_

**STATE OF CALIFORNIA**  
**DEPARTMENT OF FORESTRY & FIRE PROTECTION**  
**CFIP ENVIRONMENTAL CHECKLIST INSTRUCTIONS**

The following are instructions and information for the completion of the environmental review of projects being proposed under the California Forest Improvement Program (CFIP).

A Program Environmental Impact Report (PEIR) has been completed for the California Forest Improvement Program. The PEIR identifies standard mitigation measures to minimize adverse environmental impacts caused by CFIP projects. These mitigations and others have been incorporated into CFIP rules (Article 8, Title 14 California Code of Regulations, Sections 1545-1545.9).

Information on resources in the project area and mitigation measures are also found in the Project Description, the Management Plan for the property (if applicable), and from consulting the following individuals, groups or agencies:

- California Department of Fish and Game (F&G)
- Regional Water Quality Control Board (RWQCB)
- California Department of Parks and Recreation (DP&R)
- U.S. Fish and Wildlife Service (USF&WS)
- Native Americans
- CDF Archeologist
- California Division of Mines & Geology

Completion of the Checklist is based on questions about the project and the site, and the mitigation measures incorporated into the Project Description.

The Department of Forestry & Fire Protection staff will review projects on-site before approving an application. Other reviewing agencies (F&G, RWQCB, DP&R, USF&WS, NMFS) that want to review the project on-site, will be given the opportunity.

There is a 30-day review period for the public and agencies to review project proposals.

**Instructions and Information Relating to Specific Items in the Checklist**

**Water Quality**

To complete the section on water quality it is important to determine whether the project is in a watershed that has an approved set of Total Maximum Daily Load (TMDL) requirements. These requirements must be met in addition to those required by CFIP.

**Item 1.** Streams for the purpose of completing the Checklist are watercourses as defined and classified in the Forest Practice Rules.

**Item 2.** Delineate any landslide areas, potential and actual, on the project map(s). If the project will be on or adjacent to an unstable area a geologist should be consulted to determine the impacts of the project on slope stability.

**Item 3.** All watercourses supporting salmonoid fisheries will not have shade cover reduced except where a watercourse is being restored and except as agreed to by the appropriate agencies. The Forest Practice Rules for retention of shade canopy will be followed as a minimum.

**Item 4.** The potential for watercourse turbidity and sediment load increases and mitigation to minimize the potential will be discussed in the Project Description.

**Item 5.** Forest Practice Rules regarding deposition of slash and debris in watercourses will be followed.

**Item 7.** Show any domestic water supply sources on the Management Plan/project map and delineate a protection area around such water supply sources to protect water quality. In the Project Description, discuss how project activities in the vicinity of the protection area will be carried out to prevent water quality degradation.

**Item 8.** Discuss in the Project Description any circumstances or project site conditions (e.g. soil type, size of project, soil moisture) that would indicate the Resource Protection Guidelines would not adequately mitigate surface erosion effects. Examples might be projects on decomposed granite soils, or actively down-cutting gullies.

## **Wildlife**

**Item 10.** Habitat is altered during vegetation manipulation. Significant changes in habitat structure will be assessed in the Project Description and evaluated through the Checklist.

**Item 11.** If the applicant does not consult the Department of Fish and Game's Natural Diversity Data Base or the California Native Plant Society registers before submission of the application the CDF Forester reviewing the application shall consult these sources of information to assist in determining potential impacts of the project.

Delineate any sensitive areas, including wet meadow sites or significant migration routes, on the Project Map. In the Project Description, discuss how the CFIP activities influencing important habitat areas will be carried out to minimize disturbance.

If the occurrence of a listed species is likely in the project area, a consultation with the appropriate agency, DFG or USF&W, will be initiated. If such species are present, a Special Treatment Area will be designated and no forest improvement practices will be performed unless they clearly benefit the protected species.

## **Forest Insects and Diseases**

**Item 12-14.** The practices required to address various insect or disease problems can change. The use of the Forest Practice Rules should not be considered the only requirements. It is suggested that forest insect and disease specialists be contacted for the latest practices. It is also suggested that the information related to the creation of a Zone of Infestation for a pest be reviewed for suggested practices.

## **Fire**

**Item 15-17.** Fire is a concern of importance when undertaking resource management projects. The Project Description will address issues of control, if fire is to be used as a tool. All treatments that create slash must be treated to meet or exceed the standards described in the Forest Practice Rules.

## **Archaeological, Historical, and Cultural Resources**

**Item 18.** Each project must be evaluated for potential impact to archaeological, historical, and cultural resources. This evaluation is conducted by the CAL FIRE Forester and/or the RPF assisted by a CAL FIRE Archaeologist. An archaeological survey report or clearance letter signed by a CAL FIRE Archaeologist, must be included in the project file to support the findings in the Environmental Checklist. The CAL FIRE Archaeologist must be consulted for every project, and can provide information and assistance to complete the archaeological review tasks, or may complete them for the CAL FIRE Forester or RPF.

Keep all information on archaeology/historical sites confidential. In the Management Plan and Project Description, indicate that archaeological/historical sites will be protected in the manner described in the confidential information.

**Item 19.** Effects beyond the scope of the Program EIR will have to be addressed through a negative declaration, exemption, or some other means before a project can start.

## CFIP RPF CHECKLIST

CFIP Project Number: \_\_\_\_\_ State Contract Number: \_\_\_\_\_

Supervision is a category to help landowners pay for the services of a consulting forester from project beginning to end. The objective is to improve the quality of the projects and to promptly complete projects. Supervision will involve forestry services of a Registered Professional Forester. The Project Description will list the specific responsibilities the RPF is engaged to provide. To satisfy this requirement, the RPF must complete this form. Responsibilities noted with an \* are optional, all others required. RPF to check "Accept Responsibility" spaces provided as appropriate. Also complete this form, checking the appropriate boxes for "Items Completed" and include with CFIP Invoice, RM-14, when billing for supervision services.

Specific Responsibilities for Registered Professional Forester Supervision (Check appropriate item)

	Accept Responsibility	Item Completed
<b>Site Preparation</b>		
1. Implement project description.	<input type="checkbox"/>	<input type="checkbox"/>
2. Recommend contractor to Participant.	<input type="checkbox"/>	<input type="checkbox"/>
3. Monitor, coordinate and recommend corrective actions to contractor.	<input type="checkbox"/>	<input type="checkbox"/>
4. Field inspect project during and after work completed.	<input type="checkbox"/>	<input type="checkbox"/>
5. Prepare invoice and documentation for submittal to Participant and State	<input type="checkbox"/>	<input type="checkbox"/>
6. If CAL FIRE inspection required additional work, take corrective action.	<input type="checkbox"/>	<input type="checkbox"/>
7. All of the above.	<input type="checkbox"/>	<input type="checkbox"/>
8. Other, attach explanation	<input type="checkbox"/>	<input type="checkbox"/>
<b>Tree and Planting</b>		
1. Implement project description	<input type="checkbox"/>	<input type="checkbox"/>
2. Recommend appropriate nursery, transportation system for delivery & Storage	<input type="checkbox"/>	<input type="checkbox"/>
3. Order stock or negotiate with contract nursery for stock.	<input type="checkbox"/>	<input type="checkbox"/>
4. Recommend tree planting contractor.	<input type="checkbox"/>	<input type="checkbox"/>
5. Coordinate, monitor and recommend corrective action.	<input type="checkbox"/>	<input type="checkbox"/>
6. Field inspect during and after planting.	<input type="checkbox"/>	<input type="checkbox"/>
7. Prepare invoice and documentation for submittal to Participant and State	<input type="checkbox"/>	<input type="checkbox"/>
8. If CAL FIRE inspection requires additional work, take corrective action.	<input type="checkbox"/>	<input type="checkbox"/>
9. All of the above.	<input type="checkbox"/>	<input type="checkbox"/>
10. Other, attach explanation.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Tree Shelters</b>		
1. Implement project description.	<input type="checkbox"/>	<input type="checkbox"/>
2. Recommend a contractor to the Participant.	<input type="checkbox"/>	<input type="checkbox"/>
3. Coordinate, monitor, and recommend corrective actions to contractors.	<input type="checkbox"/>	<input type="checkbox"/>
4. Field inspect during work and after completion.	<input type="checkbox"/>	<input type="checkbox"/>
5. Prepare invoice and documentation for submittal to Participant and State	<input type="checkbox"/>	<input type="checkbox"/>
6. If CAL FIRE inspection requires additional work, take corrective action.	<input type="checkbox"/>	<input type="checkbox"/>
7. All of the above.	<input type="checkbox"/>	<input type="checkbox"/>
8. Other, attach explanation.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Follow-up</b>		
1. Implement project description.	<input type="checkbox"/>	<input type="checkbox"/>
2. Recommend specific tasks upon planting and for the next growing season.	<input type="checkbox"/>	<input type="checkbox"/>
3. Recommend a contractor, coordinate, monitor and recommend corrective action to follow-up	<input type="checkbox"/>	<input type="checkbox"/>
4. Field inspect during work and after completion.	<input type="checkbox"/>	<input type="checkbox"/>
5. Prepare invoice and documentation for submittal to Participant and State	<input type="checkbox"/>	<input type="checkbox"/>
6. If CAL FIRE inspection requires additional work, take corrective action.	<input type="checkbox"/>	<input type="checkbox"/>
7. All of the above.	<input type="checkbox"/>	<input type="checkbox"/>
8. Other, attach explanation.	<input type="checkbox"/>	<input type="checkbox"/>

	Accept Responsibility	Item Completed
<b>Pre-Commercial Thinning</b>		
1. Implement project description.	<input type="checkbox"/>	<input type="checkbox"/>
2. Recommend a contractor to the Participant.	<input type="checkbox"/>	<input type="checkbox"/>
3. Coordinate, monitor, and recommend corrective actions to contractors.	<input type="checkbox"/>	<input type="checkbox"/>
4. Field inspect during work and after completion.	<input type="checkbox"/>	<input type="checkbox"/>
5. Prepare invoice and documentation for submittal to Participant and State	<input type="checkbox"/>	<input type="checkbox"/>
6. If CAL FIRE inspection requires additional work, take corrective action.	<input type="checkbox"/>	<input type="checkbox"/>
7. All of the above.	<input type="checkbox"/>	<input type="checkbox"/>
8. Other, attach explanation.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Pruning</b>		
1. Implement project description.	<input type="checkbox"/>	<input type="checkbox"/>
2. Recommend a contractor to the Participant.	<input type="checkbox"/>	<input type="checkbox"/>
3. Coordinate, monitor, and recommend corrective actions to contractors.	<input type="checkbox"/>	<input type="checkbox"/>
4. Field inspect during work and after completion.	<input type="checkbox"/>	<input type="checkbox"/>
5. Prepare invoice and documentation for submittal to Participant and State.	<input type="checkbox"/>	<input type="checkbox"/>
6. If CAL FIRE inspection requires additional work, take corrective action.	<input type="checkbox"/>	<input type="checkbox"/>
7. All of the above.	<input type="checkbox"/>	<input type="checkbox"/>
8. Other, attach explanation.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Release</b>		
1. Implement project description.	<input type="checkbox"/>	<input type="checkbox"/>
2. Recommend a contractor to the Participant.	<input type="checkbox"/>	<input type="checkbox"/>
3. Coordinate, monitor, and recommend corrective actions to contractors.	<input type="checkbox"/>	<input type="checkbox"/>
4. Field inspect during work and after completion.	<input type="checkbox"/>	<input type="checkbox"/>
5. Prepare invoice and documentation for submittal to Participant and State.	<input type="checkbox"/>	<input type="checkbox"/>
6. If CAL FIRE inspection requires additional work, take corrective action.	<input type="checkbox"/>	<input type="checkbox"/>
7. All of the above.	<input type="checkbox"/>	<input type="checkbox"/>
8. Other, attach explanation.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Land Conservation</b>		
1. Implement project description.	<input type="checkbox"/>	<input type="checkbox"/>
2. Recommend a contractor to the Participant.	<input type="checkbox"/>	<input type="checkbox"/>
3. Coordinate, monitor, and recommend corrective actions to contractors.	<input type="checkbox"/>	<input type="checkbox"/>
4. Field inspect during work and after completion.	<input type="checkbox"/>	<input type="checkbox"/>
5. Prepare invoice and documentation for submittal to Participant and State.	<input type="checkbox"/>	<input type="checkbox"/>
6. If CAL FIRE inspection requires additional work, take corrective action.	<input type="checkbox"/>	<input type="checkbox"/>
7. All of the above.	<input type="checkbox"/>	<input type="checkbox"/>
8. Other, attach explanation.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Wildlife/Fisheries</b>		
1. Implement project description.	<input type="checkbox"/>	<input type="checkbox"/>
2. Recommend a contractor to the Participant.	<input type="checkbox"/>	<input type="checkbox"/>
3. Coordinate, monitor, and recommend corrective actions to contractors.	<input type="checkbox"/>	<input type="checkbox"/>
4. Field inspect during work and after completion.	<input type="checkbox"/>	<input type="checkbox"/>
5. Prepare invoice and documentation for submittal to Participant and State.	<input type="checkbox"/>	<input type="checkbox"/>
6. If CAL FIRE inspection requires additional work, take corrective action.	<input type="checkbox"/>	<input type="checkbox"/>
7. All of the above.	<input type="checkbox"/>	<input type="checkbox"/>
8. Other, attach explanation.	<input type="checkbox"/>	<input type="checkbox"/>

I certify that the above checked items  will be or  have been completed.

RPF Name, Printed

Signature

RPF Number

Date



## **Explanation and Instructions for Completing the Written Recommendation**

1. Include the name and address of the grower, agency or firm for whom the recommendation is written.
2. Include the date the recommendation expires.
3. Provide information on how to locate the property or site to be treated.
4. Indicate the commodity, crop or site to be treated.
5. Indicate the total acres or units to be treated.
6. Check the box adjacent to the method of application.
7. Identification of pest to be controlled by recognized common name.
8. Name of pesticide (common name or trade name), dosage rate per acre or other units, dilution rate and volume per acre.
9. Check the box adjacent to the applicable hazard(s) and/or restriction(s).
10. Indicate the schedule, time or conditions for the application in relation to temperature, time of day, irrigation, etc. Also, include any label restrictions on use or disposition of crop or by-product.
11. Indicate any surrounding crops that may be sensitive to the recommended treatment.
12. Identify any occupied dwellings, field workers, pets or livestock in the proximity of the treatment area.
13. Indicate any non-pesticide substance, pest control method or device that will be used to control pest(s). Warning of the possibility of damages by the pesticide applicator that reasonable should have been known to exist at the time of the recommendation.
14. Check the box adjacent to the criteria used for determining need for pest control treatment.
15. Check the box adjacent to the applicable crop and site restrictions.
16. Signature of the licensed pest control adviser or person acting in the capacity of a pest control adviser in accordance with the licensing exemption under Section 12001 of the California Food and Agriculture Code. The date the recommendation was made, and if applicable the adviser's license number. Also, include the name and address of the adviser's employer.

Map-Sketch the property or site to be treated and any surrounding hazards that are known to exist.



1	<p><b>Requirement to Complete Payee data Record, STD. 204</b></p> <p>A completed Payee Data Record, STD. 204, is required for payments to all non-governmental entities and will be kept on file at each State agency. Since each State agency with which you do business must have a separate STD 204. on file, it is possible for a payee to receive this form from various State agencies.</p> <p>Payees who do not wish to complete the STD. 204 may elect to not do business with the State. If the payee does not complete the STD. 204 and the required payee data is not otherwise provided, payment may be reduced for federal backup withholding and nonresident State income tax withholding. Amounts reported on Information returns (1099) are in accordance with the Internal Revenue Code and the California Revenue and Taxation Code.</p>
2	<p>Enter the Payee's legal business name. Sole proprietorships must also include the owner's full name. An individual must list his/her full name. The mailing address should be the address at which the payee chooses to receive correspondence. Do not enter payment address or lock box information here.</p>
3	<p>Check the box that corresponds to the payee business type. Check only one box. Corporations must check the box that identifies the type of corporation. The State of California requires that all parties entering into business transactions that may lead to payment(s) from the State provide their Taxpayer identification Number (TIN). The TIN is required by the California Revenue and Taxation Code Section 18646 to facilitate tax compliance enforcement activities and the preparation of Form 1099 and other information returns as required by the Internal Revenue Code Section 6109(a).</p> <p>The TIN for individuals and sole proprietorships is the Social Security Number (SSN). Only partnerships, estates, trusts, and corporations will enter their Federal Employer Identification Number FEIN).</p>
4	<p><b>Are you a California resident or nonresident?</b></p> <p>A corporation will be defined as a "resident" if it has a permanent place of business in California or is qualified through the Secretary of State to do business in California.</p> <p>A partnership is considered a resident partnership if it has a permanent place of business in California. An estate is a resident if the decedent was a California resident at time of death. A trust is a resident if at least one trustee is a California resident.</p> <p>For individuals and sole proprietors, the term "resident" includes every individual who is in California for other than a temporary or transitory purpose and any individual domiciled in California who is absent for a temporary or transitory purpose. Generally, an individual who comes to California for a purpose that will extend over a long or indefinite period will be considered a resident. However, an individual who comes to perform a particular contract of short duration will be considered a nonresident.</p> <p>Payments to all nonresidents may be subject to withholding. Nonresident payees performing services in California or receiving rent, lease, or royalty payments from property (real or personal) located in California will have 7% of their total payments withheld for State income taxes. However, no withholding is required if total payments to the payee are \$1,500 or less for the calendar year.</p> <p>For information on Nonresident Withholding, contact the Franchise Tax Board at the numbers listed below:          Withholding services and Compliance Section: 1-888-792-4900 E-Mail Address: <a href="mailto:wscs.gen@ftb.ca.gov">wscs.gen@ftb.ca.gov</a>          For hearing impaired with TDD, call: 1-800-822-6268 Website: <a href="http://www.ftb.ca.gov">www.ftb.ca.gov</a></p>
5	<p>Provide the name, title, signature, and telephone number of the individual completing this form. Provide the date the form was completed.</p>
6	<p>This section must be completed by the State agency requesting the STD. 204.</p>
	<p><b>PRIVACY STATEMENT</b></p> <p>Section 7(b) of the Privacy Act of 1974 (Public Law 93-579) requires that any federal, state or local governmental agency which requests an individual to disclose their social security account number shall inform that individual whether that disclosure is mandatory or voluntary, by which statutory or other authority such number is solicited, and what uses will be made of it.</p> <p>It is mandatory to furnish the information requested. Federal law requires that payment for which the requested information is not provided is subject to federal backup withholding and State law imposes noncompliance penalties of up to \$20,000.</p> <p>You have the right to access records containing your personal information, such as your SSN. To exercise that right, please contact the business services unit or the accounts payable unit of the state agency(ies) with which you transact that business.</p> <p>All questions should be referred to the requesting State agency listed on the bottom front of this form.</p>

# **CFIP MANAGEMENT PLAN**

## INSTRUCTIONS FOR PREPARING THE CFIP MANAGEMENT PLAN

### **BACKGROUND**

The enabling legislation for the California Forest Improvement Program (CFIP) requires that a Forest and Land Management Plan be prepared and approved prior to a forest resource improvement project being started. The Plan shall describe, in general:

- a. the condition and capabilities of the forestland property, including original forest type if determinable;
- b. the participant's long-range management objectives, including provisions for eventual harvest of sawtimber; and
- c. needed forest resource improvement work consistent with protecting, enhancing, and maintaining forest productivity.

### **SCOPE**

A CFIP Management Plan shall be written to cover all forestland within the same ownership surrounding or contiguous to the parcel proposed for the CFIP project. The Management Plan should include the objectives of the participant and should be a flexible instrument that can be amended by the participant as needs and economic conditions change. [Additionally the CFIP Management Plan is a plan that addresses individual landowner objectives while adhering to National and State Forest Stewardship Management Plan guidelines. The RPF must consider the NASF \*Principles and Guides for a Well- Managed Forest\*. A general outline for plans, actions and progress, as relating to these principles, can be found in NASF's \*A Stewardship Handbook\*.](#)

EXAMPLES OF CFIP MANAGEMENT PLANS ARE AVAILABLE UPON REQUEST

### **INSTRUCTIONS**

A Forest and Land Management Plan should be based on the participant's objectives. The plan should provide sufficient historical and resource baseline data to formulate alternatives for forest improvement, compare alternatives and provide a recommended course of action to optimize forest productivity.

Depending on the interest and financial capabilities of the participant, various alternatives will be proposed involving analysis of factors such as economics, product markets, impacts to the property and surrounding ownerships, etc.

Each plan will be unique. Plans for large acreage ownerships are expected to have more information than small ownerships. Resource baseline information should cover the information areas of the following categories as a minimum requirement in preparing the Management Plan. Add other categories, if necessary. To make the plan readable and clear for the owner or manager, include the maps and detailed information in an appendix. The Management Plan must be certified by a Registered Professional Forester.

**CATEGORIES**

1. Landowner's name, address, county, and phone number.
2. Legal Description of site.
3. Land Use History.
4. Management Objectives.
5. Transportation System.
6. Description of soils and site potential.
7. Growing Stock--species and age class distribution (general).
8. Growth/Potential yields.
9. Regeneration Needs.
10. Socio-cultural considerations: Markets, limitations.
11. Current Silvicultural system(s)--rotation, cutting, cycle, etc.
12. Land Conservation Practice Needs.
13. Fish and Wildlife Improvement Needs.
14. Fire Protection Needs.
15. Insect and Disease Problems.
16. Proposed alternatives; cost/benefit analysis of investments.
17. Management Recommendations.
18. Property Security/Improvements.
19. Community/Agency cooperation mechanisms.
20. Recreation potential.
21. Aesthetic considerations.
22. Archaeological, Historical, Cultural considerations.
23. Maps that show above information. These should include a USGS quadrangle map identifying the ownership at a minimum scale of 4 inches = 1 mile, and a topo/planimetric map showing the location of proposed projects.

**Registered Professional Forester (RPF) Certification:**

I certify that I, or my supervised designee, personally inspected this California Forest Improvement Program (CFIP) plan area, and that the plan fully complies with the CFIP and Professional Foresters Law. I further certify that this plan is based upon the best available site information, and if followed, will not be detrimental to the productivity of the natural resources associated with this property.

**Name** (Print or type): \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Organization/Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **RPF:** \_\_\_\_\_

This format may be used for plans on post fire rehabilitation and revisions or updates of existing plan. For more details about the mini-management plan talk to our local FAS.

## FORMAT FOR CFIP MINI MANAGEMENT PLANS

### I. LANDOWNER

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ PHONE(Home): \_\_\_\_\_  
\_\_\_\_\_ BUSINESS: \_\_\_\_\_  
\_\_\_\_\_ FAX: \_\_\_\_\_

### II. LOCATION

- A. COUNTY: \_\_\_\_\_
- B. ASSESSOR'S PARCEL # \_\_\_\_\_
- C. LEGAL DESCRIPTION: \_\_\_\_\_
- D. GENERAL AREA  
LOCATION: \_\_\_\_\_
- E. QUAD MAPS ON WHICH  
PROPERTY IS LOCATED: \_\_\_\_\_

### III. FORESTLAND CONDITIONS

- A. OWNERSHIP SIZE: \_\_\_\_\_ ACRES OF FORESTLAND: \_\_\_\_\_
- B. PRESENT LAND USE:
- C. COVER TYPE  
DESCRIPTION:
- D. SITE DESCRIPTION:
  - 1. Slope, exposure, elevation:
  - 2. Soils and Timber Site Description:
  - 3. Timber Stand Description (Basal  
area, vigor, site/age class):
- E. MARKING OF PROPERTY CORNERS AND  
BOUNDARIES:

### IV. LANDOWNERS PERSONAL OBJECTIVES / Land Use Alternatives

### V. FUTURE HARVEST PLANS

### VI. FIRE PROTECTION PLANS

**VII. FOREST RESOURCE IMPROVEMENT NEEDS/POTENTIAL PROJECT DESCRIPTIONS**

- A. SITE PREP
- B. TREE PLANTING
- C. TREE SHELTERS
- D. PRE-COMMERCIAL THINNING/CLEAN and RELEASE
- E. PRUNING
- F. FOLLOW-UP
- G. RELEASE
- H. LAND CONSERVATION MEASURES
- I. FISH and WILDLIFE IMPROVEMENTS

**VIII. MARKET CONDITIONS/LOCATIONS, AND BRIEF ECONOMIC ASSESSMENT**

**IX. RECREATION POTENTIAL, PROJECTS**

**X. AESTHETIC CONSIDERATIONS, IMPACTS**

**XI. ARCHAEOLOGICAL, HISTORICAL, CULTURAL CONSIDERATIONS**

**Registered Professional Forester (RPF) Certification:**

I certify that I, or my supervised designee, personally inspected this California Forest Improvement Program (CFIP) plan area, and that the plan fully complies with the CFIP and Professional Foresters Law. I further certify that this plan is based upon the best available site information, and if followed, will not be detrimental to the productivity of the natural resources associated with this property.

**Name** (Print or type): \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Organization/Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Phone:** \_\_\_\_\_ **RPF:** \_\_\_\_\_

# **CFIP PROJECT DESCRIPTION AND PROJECT SCHEDULE**

## INSTRUCTIONS FOR PREPARING THE CFIP PROJECT DESCRIPTION

A CFIP Project Description explains the forest improvement, fuels management, or conservation activity for which funding is requested. It should provide enough detail to allow the landowner, RPF, CAL FIRE inspector, and any forestry workers hired to implement the project to have a clear understanding of where, when and how the CFIP Project will be accomplished. **The funding rate requested must be explained and justified in the Project Description. Failure to adequately describe the project could result in delays or denial of approval.**

The CFIP applicant will propose work that can be completed within the contract period. Applicants with large properties or projects may enter into sequential contracts to complete additional work.

Due to contractual requirements, the following components are considered necessary for all project descriptions for CFIP.

1. Name and address of landowner. Name of Project Description author.
2. Legal description of site(s) including section, township, range, baseline and meridian, and county, the longitude and latitude and the CALWATER 2.2 watershed identifier must be included in the project description. For the watershed identifier go to: <http://frap.CALFIRE.ca.gov/projects/esu/esulookup.asp> and follow the directions.
3. Specific description to be carried out under CFIP. Each of the principal headings denoted below should have a separate statement addressing specific methods to be utilized and mitigation measures to be employed in accordance with CFIP Regulations and Environmental Checklist. ALL DESCRIPTIONS FOR PRACTICES WITH MULTIPLE (HIGH, MEDIUM, LOW) RATES MUST INCLUDE A JUSTIFICATION FOR THE RATE REQUESTED. Address CFIP Practices as follows:
  - A. Site Preparation
    - I. Method, target, procedures and standards. Also include clearance distances, degree of vegetation treatment/removal, equipment, erosion control, hazard reduction, locations, restrictions, and timing.
    - II. Additional treatments such as disking/ripping along contours, broadcast burning, burning of piles/windrows.
    - III. Mitigation measures.
  - B. Planting:
    - I. Approximate spacing, method of planting, number of trees per acre, planting standards, seed zone(s), species, and timing.
    - II. Mitigation measures.
  - C. Tree Shelters:
    - I. Type, method of installation
  - D. Follow-up:
    - I. Type, purpose, method, standards, and timing.
    - II. Mitigation measures.
  - E. Release:
    - I. Objective, method, standards, and target. Also include disease prevention needs, equipment, numbers of trees prior/post treatment, pesticide prescription, slash treatment, spacing, timing, and treatment diameters.
    - II. Slash treatment (lopping/pile and burn), include fuel loading and treatment objectives, standards and timing.
    - III. Additional treatment(s) recommended.
    - IV. Mitigation measures.

- F. Pre-commercial Thinning:
  - I. Objective, method, and standards. Include diameter limit, disease prevention needs, spacing standards or basal area, thinning prescription, and timing.
  - II. Slash treatment method and treatment objectives, standards, and timing.
  - III. Additional treatment(s) recommended.
  - IV. Mitigation measures.
- G. Pruning:
  - I. Objective and method. **Include the number of trees per acre to be pruned**, and the height to which trees will be pruned (Note that the minimum requirement is ten feet.)
  - II. Slash treatment.
  - III. Mitigation measures.
- H. Land Conservation – **Erosion Control** or Habitat Improvement Project:
  - I. What improvements are intended and how they will be physically accomplished.
  - II. Each element of work must be broken down with an estimated cost based on the rates allowed under EQIP.
- I. Supervision by a Registered Professional Forester (RPF):
  - I. Specific responsibilities that the RPF will administer (by practice) in order to insure quality end products are documented in the CFIP RPF Checklist RM-7.
- 4. Map - each practice must be keyed to a map which is considered part of the project description. Map must reference range, township, and section #s (or other identifying method, such as assessor parcel number, if the area has not been surveyed). Colored maps will not copy.
  - A. Topographic map scale will be at least 4 inches = 1 mile.
  - B. Attach a copy of largest scale USGS map available with project area outlined.
- 5. Necessary Field Work:
  - A. Layout project in the field with flagging or marked by readily identifiable existing physical feature, such as roads.
  - B. Estimate the approximate net acreage of each practice and explain how the acreage was determined.
- 6. Pest Control Recommendation – If chemicals are going to be used for site preparation, follow-up or release or any other activity proposed in the application, include a statement that a CAL FIRE approved form (RM 30, page 36) completed by a licensed Pest Control Advisor will be submitted to the appropriate CDF Unit prior to commencement of any chemical application(s).

# **CFIP INVOICE**

## CFIP INVOICE INSTRUCTIONS

When work is completed on all or a portion of your project, complete and sign the invoice and submit to the CAL FIRE forester with copies of bills, invoices, cancelled checks or other proof of payment. If you provided labor, equipment or materials for the project complete and sign the Cost Accounting Worksheet. Check with your CAL FIRE forester regarding the allowable rates for in-kind labor.

Reimbursement will be made for actual cash expenditures and for goods or services beyond Participant's matching contribution requirement. Reimbursement for such goods and services shall be made in accordance with the State's prevailing rates, provided, however, reimbursement shall not exceed the State's adopted maximum per-acre (or other unit of measure) costs or Participant's actual costs, whichever is less.

What this means is that you can't be reimbursed for more money per practice than the contract allows. If your contract allows for 75% of \$200 per acre, but your cost was actually \$210, the state won't pay more than 75% of \$200. It also means that if your actual cost was \$180 per acre, and the contract allowed 75% of \$200, in this case the state would reimburse you 75% of your actual cost of \$180.

### Instructions for filling out the Invoice Form:

1. Fill in your name and address as it appears on the CFIP contract.
2. Put in the CFIP Project number and the contract number at it appears on your Agreement.
3. Check (✓ or X) whether this is an interim or the final invoice. Final invoice means that you will be billing for no additional work against this contract.
4. ON THE LEFT SIDE OF THE INVOICE in each of the appropriate categories enter the date that the work, for which you are billing, was completed.
5. Put the total acres you or your forester calculated was accomplished or for which you were billed from the contractor.
6. Enter the total actual cost for which you were billed.
7. Add the totals (optional)
8. Enter the amount of the total from this invoice that you attribute to your own labor.
9. Sign and attach copies of all pertinent bills and, if you provided labor, equipment or materials to any of the costs associated with the invoice, show breakdown of your actual expenses. If invoice for a new or revised management plan, include a copy. You can use the Cost Accounting Worksheet as shown on page 52 or some similar method. If invoice is for a new or revised management plan, include a copy of the plan
10. Send invoice package as per 9 above to the local CAL FIRE unit with which you have the agreement in order to get an inspection.

11. DO NOT PUT ANYTHING IN THE BOX ON THE RIGHT SIDE OF THE FORM WHICH STATES: <b>For CAL FIRE Use Only.</b>
--

**EXAMPLE A:** You have a contract that includes 20 acres of site preparation, 20 acres of trees and planting and 20 acres of follow-up. Your contract allows for Site Preparation at \$300/acre, planting at \$200/acre and follow-up for \$150/acre. Your reimbursement rate is 75%.

You have completed 10 acres of site preparation on 10/16/04 which totaled 2700, 8 acres of planting on 2/10/05 costing \$1800 and 8 acres of follow-up on 6/01/05 at \$1200. You have done none of the work yourself.

You still have plans to finish the contract in the future so when you fill out your invoice form you check INTERIM.

Your form would look like the one on page 50b.

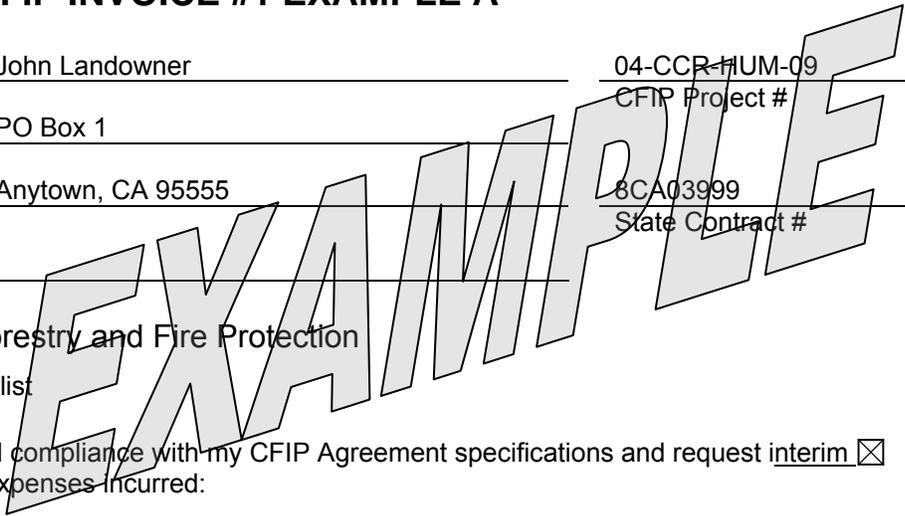
The contract rate is 75% so you would enter ( $\$5700 \times 75\% =$ ) \$4275

**EXAMPLE B:** After receiving a copy of the invoice the FAS inspects the area and determines that the site preparation, planting and follow-up activities have been done and agrees with the acreage calculations. However, the contract only allows \$200 per acre for planting costs. So CAL FIRE would only be able to approve costs totaling (8 acres x \$200 =) \$1600. The FAS would enter that amount in the cost column. The revised total would be \$5500. (see Example for FAS, page 50c.)

The "TOTAL PAYABLE BY THE STATE" would be based on the revised total or \$4125. The FAS signs the invoice and sends it in for payment.

# CFIP INVOICE #1 EXAMPLE A

Make Warrant Payable to: John Landowner 04-CCR-HUM-09  
 (Use exact names and address as on CFIP Agreement) CFIP Project #  
PO Box 1  
Anytown, CA 95555 8CA03999  
State Contract #



**TO:** California Department of Forestry and Fire Protection  
**Attention:** Forestry Assistance Specialist

I certify work has been completed in full compliance with my CFIP Agreement specifications and request interim   
 OR final  payment for the following expenses incurred:

PROJECT CATEGORY	DATE COMPLETED	ACRES	TOTAL* ACTUAL COST	For CAL FIRE Use Only	
				ELIGIBLE ACRES	COSTS*
Management Plan/Addendum					
RPF Supervision					
Site Preparation	10/16/04	10	2700		
Trees and Planting	2/10/05	8	1800		
Tree Shelters					
Thinning					
Pruning					
Follow-up	6/01/05	8	1200		
Release					
Land Conservation					
Wildlife/Fisheries					
Projects					
Other					
<b>TOTAL</b>		26	5700		

Of the above, \$ 0 is for my own labor.

COPIES OF MY BILLS AND A BREAKDOWN OF MY ACTUAL EXPENSES ARE ATTACHED.

The State's share should be \$ 4275

**Participant Sign Here:**

**Date:**

\_\_\_\_\_

**Cost share rate:** \_\_\_\_\_ %

**TOTAL PAYABLE BY THE STATE:**

\$ XXXXXXXXXXXXXXXXXXXX

Approved by: CAL FIRE sign here

Approved by: CAL FIRE sign here

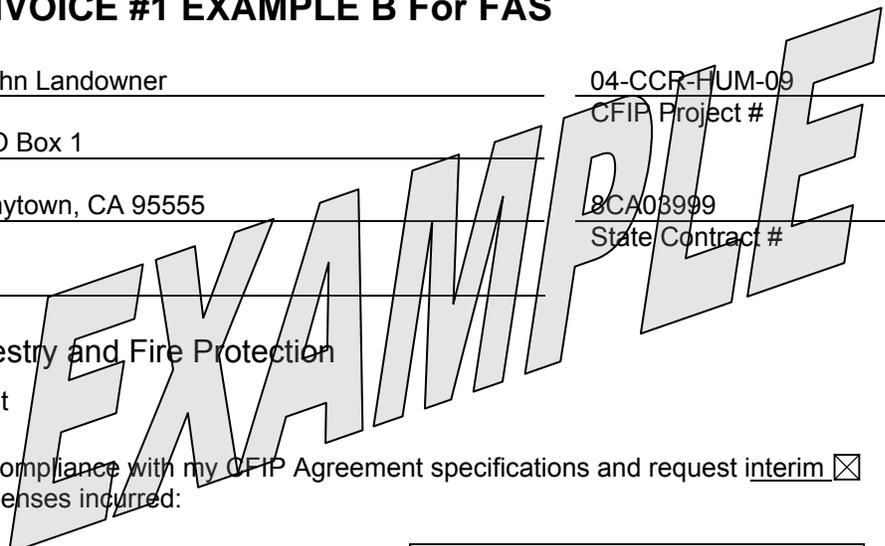
CalStars Coding:

-9520-418.99-06116-

Vendor Identification Number:

# CFIP INVOICE #1 EXAMPLE B For FAS

Make Warrant Payable to: John Landowner 04-CCR-HUM-09  
 (Use exact names and address as on CFIP Agreement) CFIP Project #  
PO Box 1 8CA03999  
Anytown, CA 95555 State Contract #



**TO:** California Department of Forestry and Fire Protection  
**Attention:** Forestry Assistance Specialist

I certify work has been completed in full compliance with my CFIP Agreement specifications and request interim  OR final  payment for the following expenses incurred:

PROJECT CATEGORY	DATE COMPLETED	ACRES	TOTAL* ACTUAL COST	For CAL FIRE Use Only	
				ELIGIBLE ACRES	COSTS*
Management Plan/Addendum					
RPF Supervision					
Site Preparation	10/16/04	10	2700	10	2700
Trees and Planting	2/10/05	8	1800	8	1600
Tree Shelters					
Thinning					
Pruning					
Follow-up	6/01/05	8	1200	8	1200
Release					
Land Conservation					
Wildlife/Fisheries					
Projects					
Other					
<b>TOTAL</b>		<b>26</b>	<b>5700</b>		<b>5500</b>

\$200 /ac

Of the above, \$ 0 is for my own labor.

COPIES OF MY BILLS AND A BREAKDOWN OF MY ACTUAL EXPENSES ARE ATTACHED.

The State's share should be \$4275

**Participant Sign Here:**

**Date:**

\_\_\_\_\_

<b>Cost share rate: 75%</b>
<b>TOTAL PAYABLE BY THE STATE:</b>
<b>\$ 4125</b>
Approved by: CAL FIRE sign here
Approved by: CAL FIRE sign here
CalStars Coding: -9520-418.99-06116-
Vendor Identification Number:

# CFIP INVOICE

Make Warrant Payable to: \_\_\_\_\_

(Use exact names and address as on Payee Data Record: STD- 204)

CFIP Project # \_\_\_\_\_

8CA  
State Contract # \_\_\_\_\_

**TO:** California Department of Forestry and Fire Protection

**Attention:** Forestry Assistance Specialist

I certify work has been completed in full compliance with my CFIP Agreement specifications and request interim  OR final  payment for the following expenses incurred (check "final" only if this is the last invoice for contract):

PROJECT CATEGORY	DATE COMPLETED	ACRES	TOTAL ACTUAL COST	For CAL FIRE Use Only	
				ELIGIBLE ACRES	ELIGIBLE COSTS*
Management Plan/Addendum	_____	_____	_____	_____	_____
RPF Supervision	_____	_____	_____	_____	_____
Site Preparation	_____	_____	_____	_____	_____
Trees and Planting	_____	_____	_____	_____	_____
Tree Shelters	_____	_____	_____	_____	_____
Thinning	_____	_____	_____	_____	_____
Pruning	_____	_____	_____	_____	_____
Follow-up	_____	_____	_____	_____	_____
Release	_____	_____	_____	_____	_____
Land Conservation	_____	_____	_____	_____	_____
Wildlife/Fisheries	_____	_____	_____	_____	_____
Projects	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____
<b>TOTAL</b>	_____	_____	_____	_____	_____
Of the above, \$ _____ is for my own labor.				<b>Cost share rate:</b>	<b>%</b>
COPIES OF MY BILLS AND A BREAKDOWN OF MY ACTUAL EXPENSES ARE ATTACHED.				<b>TOTAL PAYABLE BY THE STATE:</b>	
The State's share should be \$ _____				\$ _____	
Participant Sign Here: _____				Approved by: CAL FIRE sign here	
Date: _____				Approved by: CAL FIRE sign here	
* Eligible costs are total actual or contract costs, whichever are lower. To request a review of the work completed to date, contact our local CAL FIRE FAS. After a satisfactory review, submit this invoice for payment to CDF				CalStars Coding: -9520-418.99-	
				Vendor Identification Number:	

## CFIP PARTICIPANTS COST ACCOUNTING WORKSHEET

(This form is supplied for your convenience in accounting for CFIP expenditures. If not used, some other method of accounting for CFIP expenditures will be required.)

**Participant:** \_\_\_\_\_

**CFIP Project#** \_\_\_\_\_

Equipment Used	Date Worked Month / Day	Hours Worked	Rate Per Hour	TOTALS	Practice*	Date Worked Month / Day	Hours Worked	Rate Per Hour	TOTAL
				\$					\$
<b>TOTAL</b>				\$					\$

MATERIALS and SUPPLIES				CONTRACTS				
Material Used	Quantity	Rate	TOTAL	Practice*	Vendor	Kind of Work	Rate	TOTAL
<b>TOTAL</b>			\$					\$

EQUIPMENT:   \$ \_\_\_\_\_

LABOR:         \$ \_\_\_\_\_

MATERIALS:   \$ \_\_\_\_\_

CONTRACTS:   \$ \_\_\_\_\_

TOTAL:         \$ \_\_\_\_\_

\* Breakdown per practice as shown in Exhibit B of CFIP Agreement.

# **WHO TO CONTACT**

## Contact A CAL FIRE Forest Advisor/Forestry Assistance Specialist In Your Area

County	Forest Advisor	Phone Number	Address, City, Zip Code
Alameda	Jill Butler	(707) 576-2935	135 Ridgway Avenue, Santa Rosa, CA 95401
Alpine	Marv Huggins	(530) 541-1989	2092 Lake Tahoe Blvd., Ste 600; S. Lake Tahoe, CA 96150
Amador	Jan Bray	(530) 647-5212	2840 Mt. Danaher Road, Camino, CA 95709
Butte	Dale Meese	(530) 283-1792	Butte Unit Quincy Area Office, Quincy, CA 95971
Calaveras	Alan Peters	(209) 754-2719	785 Mtn. Ranch Road, San Andreas, CA 95249
Colusa	Jill Butler	(707) 576-2935	135 Ridgway Avenue, Santa Rosa, CA 95401
Contra Costa	Jill Butler	(707) 576-2935	135 Ridgway Avenue, Santa Rosa, CA 95401
Del Norte	Jim Robbins	(707) 946-2260	118 Fortuna Blvd., Fortuna, CA 95540
El Dorado	Jan Bray	(530) 647-5212	2840 Mt. Danaher Road, Camino, CA 95709
Fresno	Tom Sandelin	(559) 243-4136	1234 E. Shaw Ave, Fresno, CA 93710
Glenn	Brook Darlev	(530) 528-5106	604 Antelope Blvd., Red Bluff, CA 96080
Humboldt	Jim Robbins	(707) 946-2260	118 Fortuna Blvd., Fortuna, CA 95540
Imperial	Thomas Porter	(619) 588-0364	2249 Jamacha Road, El Caion, CA 92019
Inyo	Glenn Barlev	(909) 881-6955	3800 North Sierra Way, San Bernardino, CA 92405
Kern	David Shv	(559) 732-5954	1968 S. Lovers Lane, Visalia, CA 93292
Kings	Tom Sandelin	(559) 243-4136	1234 E. Shaw Ave, Fresno, CA 93710
Lake - North	Jill Butler	(707) 576-2935	135 Ridgway Avenue, Santa Rosa, CA 95401
South	Jill Butler	(707) 576-2935	135 Ridgway Avenue, Santa Rosa, CA 95401
Lassen	Ivan Houser	(530) 257-4171	697-345 Highway 36, Susanville, CA 96130
Los Angeles	Glenn Barlev	(909) 881-6955	3800 North Sierra Way, San Bernardino, CA 92405
Madera	Guv Anderson	(209) 966-3622 ext:218	5366 Highway 49 North, Mariposa, CA 95338
Marin	Jill Butler	(707) 576-2935	135 Ridgway Avenue, Santa Rosa, CA 95401
Mariposa	Guv Anderson	(209) 966-3622 ext:218	5366 Highway 49 North, Mariposa, CA 95338
Mendocino	Jill Butler	(707) 576-2935	135 Ridgway Avenue, Santa Rosa, CA 95401
Merced	Guv Anderson	(209) 966-3622 ext:218	5366 Highway 49 North, Mariposa, CA 95338
Modoc	Scott Rosikiewicz	(530) 294-5110	P.O. Box 36, Bieber, CA 96009
Mono	Glenn Barlev	(909) 881-6955	3800 North Sierra Way, San Bernardino, CA 92405
Monterey	Vacant	(831) 333-2600	2221 Garden Road, Monterey, CA 93940
Napa	Jill Butler	(707) 576-2935	135 Ridgway Avenue, Santa Rosa, CA 95401
Nevada	Ed Crans	(530) 889-0111 ext.128	13760 Lincoln Way, Auburn, CA 95603
Orange	Kevin Turner	951-659-3337	25380 Franklin Dr., P.O. Box 2097, Idyllwild, CA 92549
Placer	Ed Crans	(530) 889-0111 ext.128	13760 Lincoln Way, Auburn, CA 95603
Plumas	Dale Meese	(530) 283-1792	LMU Quincy Area Office, Quincy, CA 95971
Riverside	Kevin Turner	951-659-3337	25380 Franklin Dr., P.O. Box 2097, Idyllwild, CA 92549
Sacramento	Patrick McDaniel	(530) 647-5288	2840 Mt. Danaher Road, Camino, CA 95709
San Benito	Vacant	(831) 333-2600	2221 Garden Road, Monterey, CA 93940
San Bernardino	Jonathan Panburn	(909) 881-6905	3800 North Sierra Way, San Bernardino, CA 92405
San Diego	Lynnette Short	(909) 553-8062	2249 Jamacha Road, El Caion, CA 92019
San Francisco	Jill Butler	(707) 576-2935	135 Ridgway Avenue, Santa Rosa, CA 95401
San Joaquin-East	Steven Hollett	(209) 754-3831	785 Mtn. Ranch Road, San Andreas, CA 95249
West	Jill Butler	(707) 576-2935	135 Ridgway Avenue, Santa Rosa, CA 95401
San Luis Obispo	Ben Parker	(805) 543-4244	635 N. Santa Rosa, San Luis Obispo, CA 93405
San Mateo	Jill Butler	(707) 576-2935	135 Ridgway Avenue, Santa Rosa, CA 95401
Santa Barbara	Ben Parker	(805) 543-4244	635 N. Santa Rosa, San Luis Obispo, CA 93405
Santa Clara	Jill Butler	(707) 576-2935	135 Ridgway Avenue, Santa Rosa, CA 95401
Santa Cruz	Jill Butler	(707) 576-2935	135 Ridgway Avenue, Santa Rosa, CA 95401
Shasta	Brook Darlev	(530) 528-5106	604 Antelope Blvd., Red Bluff, CA 96080
Sierra	Ed Crans	(530) 889-0111 ext.128	13760 Lincoln Way, Auburn, CA 95603
Siskiyou	Ted Tsudama	(530) 842-3516	1809 Fairlane Road, Yreka, CA 96097
Solano	Jill Butler	(707) 576-2935	135 Ridgway Avenue, Santa Rosa, CA 95401
Sonoma	Jill Butler	(707) 576-2935	135 Ridgway Avenue, Santa Rosa, CA 95401
Stanislaus-East	Steven Hollett	(209) 754-3831	2 South Forest Rd., Sonora, CA 95370
West	Jill Butler	(707) 576-2935	135 Ridgway Avenue, Santa Rosa, CA 95401
Sutter	Ed Crans	(530) 889-0111 ext.128	13760 Lincoln Way, Auburn, CA 95603
Tahoe Basin	Marv Huggins	(530) 541-1989	2092 Lake Tahoe Blvd., Ste 600; S. Lake Tahoe, CA 96150
Tehama	Brook Darlev	(530) 528-5106	604 Antelope Blvd., Red Bluff, CA 96080
Trinity	Brook Darlev	(530) 538-5199	604 Antelope Blvd., Red Bluff, CA 96080
Tulare	David Shv	(559) 732-5954	1968 S. Lovers Lane, Visalia, CA 93292
Tuolumne	Alan Peters	(209) 754-2719	2 South Forest Rd., Sonora, CA 95370
Ventura	Ben Parker	(805) 543-4244	635 N. Santa Rosa, San Luis Obispo, CA 93405
Yolo	Jill Butler	(707) 576-2935	135 Ridgway Avenue, Santa Rosa, CA 95401
Yuba	Ed Crans	(530) 889-0111 ext.128	13760 Lincoln Way, Auburn, CA 95603
Alameda	Jill Butler	(707) 576-2935	135 Ridgway Avenue, Santa Rosa, CA 95401

# MISCELLANEOUS FORMS

# RESCISSION OF LAND USE ADDENDUM

When Recorded Return to:

CALIFORNIA DEPARTMENT OF FORESTRY  
AND FIRE PROTECTION  
Resource Management  
Attn: CFIP Coordinator, Room 1516-22  
P.O. Box 944246  
Sacramento, CA 94244-2460

## RESCISSION OF LAND USE ADDENDUM

The previously recorded Land Use Addendum for California Forest Improvement Program Agreement Project Number \_\_\_\_\_ dated \_\_\_\_\_ between the Participant, \_\_\_\_\_, and the State of California, Department of Forestry and Fire Protection, as recorded in book \_\_\_\_\_, page \_\_\_\_\_, dated \_\_\_\_\_, record number \_\_\_\_\_, is hereby rescinded. This rescission applies to lands described as below:

Signature: \_\_\_\_\_ Dated: \_\_\_\_\_.

Printed name, title: \_\_\_\_\_  
Agent for the State of California, Department of Forestry and Fire Protection