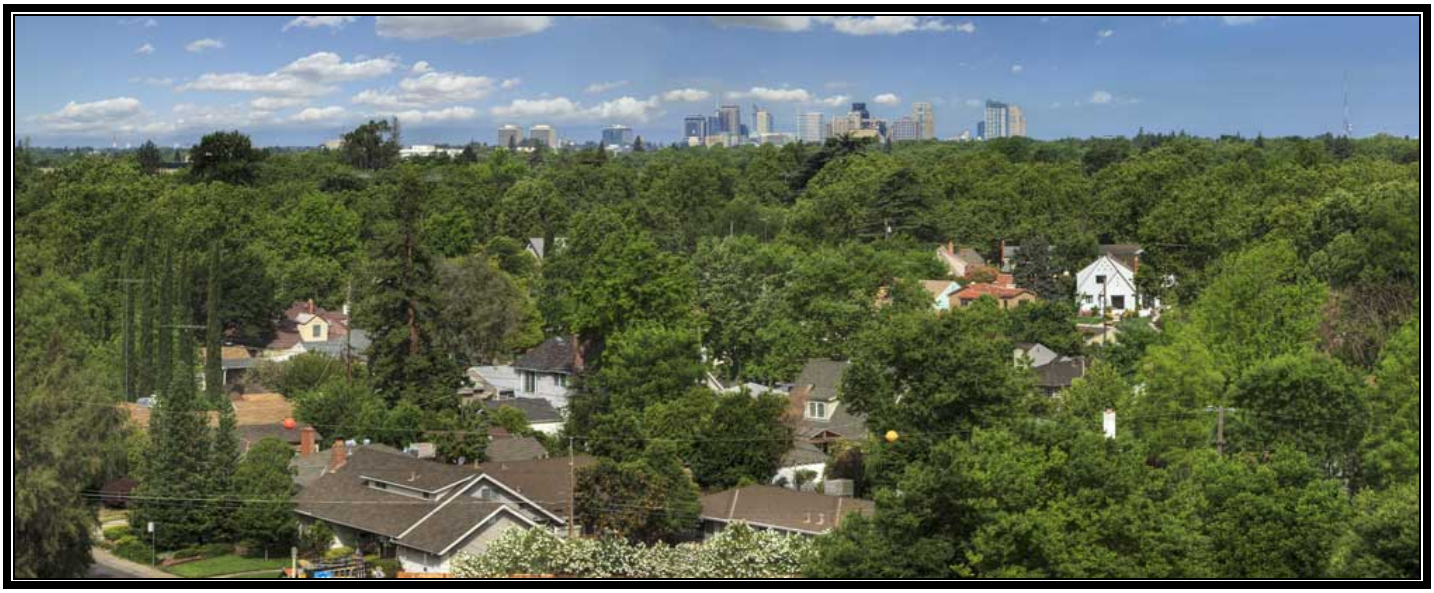
State of California
Department of Forestry & Fire Protection (CAL FIRE)
Greenhouse Gas Reduction Fund Grants

URBAN AND COMMUNITY FORESTRY GRANTS PROCEDURAL GUIDE 2014/2015



CAL FIRE Urban and Community Forestry will offer workshops on the entire grant application and administration process for all prospective applicants. Please watch http://www.fire.ca.gov/resource_mgt_urbanforestry_grants.php *for dates, times, and locations of these workshops or contact your Regional Urban Forester (Appendix E) for details.*

Grant programs authorized by:

The California Urban Forestry Act of 1978 (Public Resources Code § 4799.06 – 4799.12)

A copy of which can be found at:
http://www.fire.ca.gov/resource_mgt/resource_mgt_urbanforestry.php

Grant funds made available from the following sources:

The California Greenhouse Gas Reduction Fund
and/or
USDA Forest Service Urban & Community Forestry Program Funds

These guidelines may be modified if any additional conditions or criteria are required by the administering agency of the funding source, the California Air Resources Board. Check back regularly for any updates prior to the concept proposal due date.

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URBAN AND COMMUNITY FORESTRY GREENHOUSE GAS REDUCTION GRANTS PROCEDURAL GUIDE

Note: If there is any conflict between information contained within this document and a CAL FIRE Urban & Community Forestry Grant Program Request For Proposals (RFP), the information in the RFP shall take precedence.

INTRODUCTION

The Department of Forestry and Fire Protection (CAL FIRE) has prepared this guide to assist eligible governmental and non-profit entities in applying for and administering grants from the CAL FIRE Urban & Community Forestry Program. CAL FIRE offers these grants to eligible applicants on an annual basis as funding permits. Funding for the grant programs varies from year to year and is based on the availability of state and federal funding sources and approval of budgets for each fiscal year. These grants are designed to assist environmental justice communities to create or implement multi-benefit projects with a focus on reducing greenhouse gas (GHG) emissions.

ELIGIBILITY CRITERIA

The eligibility criteria for grants may vary and it is important that all applicants determine their eligibility prior to beginning the application process. Eligibility information will be available in each RFP. Eligible applicants for most grants would include cities, counties, qualifying districts, or nonprofit organizations as classified under Section 501 C (3) of the Internal Revenue Code.

GENERAL GUIDELINES

Please read these guidelines carefully. Proposals submitted must be in full compliance with all stated requirements to be considered for funding.

Applicants are encouraged to work with local CAL FIRE Regional Urban Foresters in the planning and development of proposals. Regional Urban Foresters are available for advice and technical expertise in planning of projects. See APPENDIX E for a list of CAL FIRE Regional Urban Foresters.

The CAL FIRE granting process has three parts: (Part I) Concept Proposal and Submission, (Part II) Project Application and Submission, and (Part III) Project Administration.

Funding of the proposals submitted to the CAL FIRE Urban & Community Forestry Program is subject to availability of funds and approval of the Budget Act each fiscal year (July 1-June 30). Grant Agreements for grant awards may not be in place until the following spring or later, so please plan project timelines accordingly. Projects must be completed by December of 2019 at the latest. If selected, the project applicant shall comply with all applicable federal, state, and local laws, rules, regulations and ordinances in carrying out the grant project.

An applying entity may only submit one application for each grant project RFP type.

If the project is selected for funding and the project applicant fails to perform in accordance with the provisions of the enacted agreement, CAL FIRE retains the right, at its sole discretion, to interrupt or suspend the work for which the monies are supplied or to terminate the agreement entirely.

THE REVIEW PROCESS

All proposals are to be submitted by the due date to CAL FIRE (per the instructions found in the relevant RFP document). Each proposal is reviewed by CAL FIRE staff to ensure it is in conformance with the California Urban Forestry Act of 1978 (Public Resources Code 4799.06 to 4799.12), The California Code of Regulations (Title 14, Division 1.5, Chapter 9.7), the given grant RFP, these guidelines, and the funding source. Such review may include an inspection of the project area, if applicable. If the application is found incomplete in a material way or the proposed project is not eligible for a grant, the applicant will be informed that the proposed project is ineligible. Only when an application is complete and the project is deemed eligible for a grant will CAL FIRE staff file the application. Omission of any required information will result in disqualification of the proposal.

Proposals are evaluated and scored based on specific criteria in this procedural guide, each grant program RFP, the CA Urban Forestry Act, and any criteria of the funding source. All projects must produce a finished and usable product, report, and/or action.

ELIGIBLE PROJECTS

The project area must be located in an urban area or immediately adjacent to an urban area. Urban areas, for the purposes of these guidelines, are “urban areas” and “urban clusters” as currently defined by the United States Census Bureau. You can find these definitions at:

http://www.census.gov/geo/www/ua/2010urbanruralclass.html.

Each RFP will specify the type or types of projects that will be considered for funding.

Routine, on-going management or maintenance activities are not eligible. Projects that are designed to supplant rather than supplement existing local agency activities are not eligible.

ENVIRONMENTAL JUSTICE

CAL FIRE will use CalEnviroScreen 2.0 criteria to help it determine if a community is disproportionately burdened with environmental and/or economic challenges.

This tool was developed by the California Office of Environmental Health Hazard Assessment (OEHHA). CalEnviroScreen Version 2.0 is a screening methodology that can be used to help identify California communities that are disproportionately burdened by multiple sources of pollution. It is important for grant applicants to familiarize themselves with this tool and understand it. The tool can be found at: http://www.oehha.ca.gov/ej/ces2.html**.** This methodology will be used by CAL FIRE to give preference to communities that have the greatest need for expanded and better managed urban forests. It will also allow communities that are in the greatest need to have matching requirements

reduced to 10% or waived entirely and potentially receive enhanced maintenance funding (depending on grant type and project performance).

The following document contains five possible methods that could be used to determine if a community qualifies as disadvantaged under CalEnviroScreen 2.0: http://www.oehha.ca.gov/ej/pdf/ApproachesnIdentifyDisadvantagedCommunitiesAug2014.pdf. Cal EPA will choose the method that must be used. They anticipate making the determination by the end of September 2014.

For the Concept Proposal stage, CAL FIRE will not require hard proof of CalEnviroScreen 2.0 status if an applicant claims the status. CAL FIRE may check on the status if they suspect an applicant is claiming such status without merit. Proof of CalEnviroScreen 2.0 status must be attached to any final proposal invited to be submitted. Failure to attach this proof upon final proposal submittal shall disqualify a final proposal since these status determinations are a criteria used in concept proposal scoring and are central to the goals of the grant programs.

FEDERAL AFFILIATION

This program is made possible in part through a cooperative relationship with the USDA Forest Service.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. (Not all prohibited bases apply to all programs.).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Explanation of Terms

TERM	EXPLANATION
Agreement	A legally binding agreement between the State and another entity.
Amendment	A formal modification or a material change of the agreement, such as term, cost, or scope of work.
Application	The term "Application" means the individual application form identified as Attachment A and its required supporting attachments for grants pursuant to the enabling legislation and/or program.
Appropriation	A Legislative budget authorization from a specific fund to a specific agency or program to make expenditures or incur obligations for a specific purpose and period of time.
Authorized Representative	The designated position identified by the resolution as the agent to sign all required grant documents including, but not limited to, Grant Agreements, Application forms (Attachment A) and payment requests.
CEQA	The California Environmental Quality Act as stated in the Public Resources Code Section 21000 et seq.; Title 14 California Code of Regulations Section 15000 et seq. CEQA is a law establishing policies and procedures that require agencies to identify, disclose to decision makers and the public, and attempt to lessen significant impacts to environmental and historical resources that may occur as a result of the agency's proposed Project. For more information refer to http://ceres.ca.gov/ceqa/.
Consultant Services	Services which provide a recommended course of action or personal expertise, such as accounting, Registered Professional Forester (RPF).
Contractor	An entity contracting with CAL FIRE.
Encumbrance	A commitment of funds guaranteeing a source of payment for a specific agreement.
Execution of an Agreement	The act of signing an agreement, which provides a legal basis for required performance by parties to the agreement.
Forestland	As in Public Resources Code 4793, land at least 10% occupied by trees of any size that are native to California.
Indirect Costs	Expenses of doing business that are of a general nature and are incurred to benefit at least two or more functions within an organization. These costs are not usually identified specifically with a grant, Grant Agreement, Project or activity, but are necessary for the general operation of the organization. Examples of Indirect Costs include salaries and benefits of employees not directly assigned to a Project; functions such as personnel, business services, information technology, janitorial, and salaries of supervisors and managers.
Minor Equipment	Equipment costing less than $5,000 and typically having a lifespan longer than the term of the grant. Minor equipment includes such items as digital cameras used to document project pre and post conditions, global positioning systems (GPS), etc.

Modification	An agreement modification is an informal agreement that moves dollars in the line item and task budgets not to exceed 10% of the total grant amount, changes deliverable due dates, or makes a minor change in the work in accordance with the intent of the legislation. It does not require a formal amendment of the grant agreement.
Non-Profit Organization	Any California corporation organized under Sections 501(c) (3) of the Federal Internal Revenue Code. A letter of determination certifying non-profit status will be required prior to project approval.
Operating Expenses (Direct Cost)	Any cost that can be specifically identified as generated by and in accordance with the provisions or activity requirements of the agreement.
Personnel Services	This budgeted amount includes salaries and benefits for wage earning personnel employed by the grantee/contractor (not a subcontractor) and working on the project.
Project Performance Period	The period of time described in the Project Scope of Work when costs may be incurred. Only Eligible Costs incurred during the Project Performance Period will be paid by the State.
Project	The term "Project" means the activity or work to be accomplished utilizing grant funds and match (if applicable).
Project Scope of Work	The term "Project Scope of Work" as used herein defines the individual scope of work or activity describing in detail the proposed tasks identified as described in enabling legislation and in the Concept Proposal and/or Project Proposal.
Project Budget Detail	The term "Project Budget Detail" as used herein defines the proposed detailed budget plan identified in Appendix B.
Resolution	The purpose of a resolution by a Grantee's governing body is to allow the entity to sign agreements and amendments for a specific project; i.e., it allows the designated entity to enter into an agreement with the State of California, and it designates someone to sign on behalf of the Grantee's governing board. A signed resolution must be submitted at the time Project Proposals are returned to CAL FIRE's Grants Management Unit, Sacramento Headquarters.

Table 1: Urban & Community Forestry Greenhouse Gas Reduction Grant Offerings

Project Type	Description	Grant Amount	Match* State/Others
"Green Trees For The Golden State"	Urban tree planting projects and tree establishment care during the grant period. Preference will be given to the planting of trees to optimize the multiple benefits of urban forests in environmental justice communities with special attention given to GHG sequestration and avoided GHG emissions.	$150,000 - $750,000	75/25
Urban Forest Management For GHG Reduction	For local governments. Establishing a new jurisdiction-wide tree inventory, and/or urban forest mapping and analysis, and/or long term management plan or updating existing versions of these critical management components. May include policy integration and ordinance development. Applicants must show how GHG will be reduced by the project. See RFP for requirements.	$150,000 - $750,000	75/25
Urban Wood and Biomass Utilization	Projects that will use urban woody biomass for its highest and best use, thus diverting it from the urban waste stream and avoiding GHG emissions while sequestering GHG for a longer time period.	$150,000 - $500,000	75/25
"Woods in the Neighborhood" (*Reclamation of blighted urban lands*).	These projects are to assist local entities to purchase and improve unused, vacant urban neighborhood properties in environmental justice communities for purposes consistent with the Urban Forestry Act. These projects must demonstrate how GHG will be reduced.	$200,000 - $1,500,000	75/25
"Green Innovations" Projects	For urban green infrastructure projects falling within the scope of the Urban Forestry Act of 1978 that are not able to fit in one of the other Urban Forestry Grant Programs above. These projects should be unique and forward-thinking. Projects must show how GHG will be reduced. Selection will be strongly focused on environmental justice communities.	$200,000 - $1,500,000	75/25

*<u>*Note 1:</u> Communities meeting environmental justice criteria as described above can qualify for a reduced or waived cost share requirement with proof of status. Scoring preference will be given to such communities.*

<u>Note 2:</u> Educational activities may be undertaken as a portion of each grant type not to exceed 20% of the CAL FIRE share of the budget.

PART I

CONCEPT PROPOSAL AND SUBMISSION PROCEDURES

Concept Proposal Due Date:
Due dates will vary from year to year and from grant program to grant program. Refer to the grant program Request For Proposals (RFPs) for due dates.

Application Package:
To access the grant program RFPs and Concept Proposal form please go to one of the following web sites:

http://www.fire.ca.gov/resource_mgt_urbanforestry_grants.php
or
http://www.ufei.org/grantinfo.lasso

Where to Send:
Concept proposal applications will be submitted electronically through an automated process. This is the required method of submission. If there is a compelling reason that an electronic submission can not be made, please write or call at least two weeks in advance of the deadline to:

California Department of Forestry and Fire Protection (*CAL FIRE*)
Attn: Grants Management Unit
P.O. Box 944246
Sacramento, CA 94244-2460

Notification:
Applicants will be notified when scoring is completed whether or not their Concept Proposal has been approved, or not approved. Those that are approved will be asked to develop a Project Application package (See Part II).

IMPORTANT: Please be sure to download the latest version of the free Adobe Acrobat Reader (http://get.adobe.com/reader/) before filling out your concept proposal application.

Approval of a Concept Proposal is not a guarantee that your proposed project will be funded.

PART II

PROJECT APPLICATION SUBMISSION PROCEDURES

Project Application Due Date:
Due dates will vary from year to year and from grant program to grant program. If a Concept Proposal is approved, a letter will be sent to the applicant and the letter will specify the due date and required documents for the Project Application.

Application Package:
Applicants that are invited to submit a full proposal can obtain the Project Application format from the appropriate CAL FIRE Urban & Community Forestry Program Staff in APPENDIX E. In addition, technical assistance can be provided and procedural questions answered by the Regional Urban Foresters.

Where to Send:
The applicant must mail three paper copies and one electronic copy of the Project Application and all supporting documentation on CD or USB drive (*note: USB drives and CDs will not be returned*).

All Project Applications, including all required or requested supporting materials, must be submitted in a document that is formatted for single sided printing. Double sided submittals will not be accepted as they are not conducive to constructing a grant agreement package.

Project Applications shall be sent to the CAL FIRE Grants Management Unit staff for tracking and grant agreement construction by the due date outlined in the letter inviting the applicant to submit a Project Proposal. Send the completed Project Proposal to:

California Department of Forestry and Fire Protection (*CAL FIRE*)
Attn: Grants Management Unit
P.O. Box 944246
Sacramento, CA 94244-2460

If requested, and an applicant so desires, a CAL FIRE Regional Urban Forester may review the Project Proposal prior to submittal to make minor suggestions and ensure Project Application completeness. Allow two weeks for such a review. See APPENDIX E for a listing of the Regional Urban Forester for your area. Sacramento Urban and Community Forestry staff will make the final funding determination.

Notification:
Applicants will be notified of the final grant selections as soon as the state's fiscal circumstances allow and authority to award funds is given to CAL FIRE following Project Application submission and acceptance. Quality applications that are not able to be funded may be deferred pending additional funding being made available. Please note that a period of heavy wildfire activity may delay the time of notification to applicants. An invitation to submit or acceptance of a Project Application is not a guarantee that your proposed project will be funded.

Important Provisions for All Project Applications:

A complete Project Application package must include the following:

Complete Project Application Form (*Provided upon successful Concept Proposal notification*):

Project Applications must include an adequate description of the project with clearly defined goals and objectives, how each objective and associated tasks will be addressed and the expected results. Project descriptions must also include information on where the proposed project is located, who will be conducting the work, when the work will be done, and the expected work products or deliverables.

Descriptions must be sufficiently detailed regarding overall work proposed and include costs of each proposed task in order for CAL FIRE to: 1) write a grant agreement with measurable and quantifiable objectives, and 2) perform a cost analysis of proposed work during the proposal evaluation process.

Complete and Accurate Budget (Appendix B):

Project Applications must include a detailed line item budget using a format similar to the example provided in Appendix B. Cost analysis of the proposed project will include all project costs. Total project cost used in the analysis will include the total amount requested from available funds under the CAL FIRE Urban & Community Forestry Program and any cash or in-kind cost share from all other funding sources. Cost share funding sources shall be listed. Project Applications shall provide information specifically identifying any funding match requirements from any other entity.

CAL FIRE recognizes that Project Applications for the same project type may vary in cost due to the size of the project, statewide variation in costs for equipment, supplies, labor, or a variety of other factors. Applicants must justify project costs in the project description. Project cost analysis will be based on costs for similar projects that have been implemented as well as on an assessment of proposed costs by CAL FIRE staff. Where possible, costs should be based on actual quotes, bids, or estimates from suppliers and/or subcontractors.

The budget should include the appropriate eligible costs and matching funds as shown in the instructions and example in APPENDIX B.

Matching requirements for State funds may be met with in-kind activities or materials related to the project, as well as with any State funding source related to the project that is not the same as the state source of funding awarded by CAL FIRE. USDA Forest Service funds granted by the Urban and Community Forestry Program can be matched by non-USDA Forest Service federal funding.

Supporting Material and Required Forms (see APPENDIX C):

After applicants are notified of funding awards, a Grant Agreement will be prepared and executed. The applicable forms described in this section are for information purposes only. Applicants shall be required to complete, sign, and return the forms listed below in order to enter into a grant agreement. It is required that these forms be provided with the full application package to expedite processing of grant agreements. Failure to submit all forms shall result in funds not being awarded.

- ☐ **CalEnviroScreen 2.0 status.** Attach proof of the status being claimed. See "ENVIRONMENTAL JUSTICE" section on pages 6 and 7 for details.
- ☐ **GHG quantification analysis and tracking methodology.**
- ☐ **Authorizing Resolution from governing body** - All applicants that have a governing body must submit a resolution of project approval and matching funds. It is suggested that the governing body be made aware of the Concept Proposal and be prepared to submit the resolution with the Full Proposal. The person or position with project responsibility designated in the resolution should be the same person that signs the Project Application. No changes may be made to the resolution format without prior written permission of CAL FIRE staff.
- ☐ **Payee Data Record form (STD. 204)** The State of California is required to file reportable payment information with the Internal Revenue Service (IRS) and the Franchise Tax Board (FTB) in accordance with Section 6041 of the IRS code and Section 18802 of the State's Revenue and Taxation Code. This form is found at: http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf. The STD. 204 form indicates that local government entities do not need to fill it out. CAL FIRE utilizes this form internally for all grantees, so it is required that all applicants fill it out.
- ☐ For Part 6 of this form please use the following address: CA Dept. of Forestry & Fire Protection, Attn: Urban & Community Forestry Program, P.O. Pox 944246, Sacramento, CA 94244-2460.
- ☐ **A Nondiscrimination Compliance Statement form (STD. 19)** will be required for agreements of $5,000.00 or more per Title 2, California Code of Regulations, Section 8113. Federal and State agencies and public entities such as resource conservation districts are excluded from this requirement. This form is found at http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std019.pdf.
- ☐ **A Drug-Free Workplace Certification (STD. 21)** will be required for all agreements, except Federal and State agencies and public entities that are excluded from this requirement. This form is found at http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std021.pdf.
- ☐ **Non-profit applicants** will be required to submit a 501 C (3) Certification.
- ☐ **CAL FIRE project budget spreadsheet.**
- ☐ **CAL FIRE Environmental Checklist.**
- ☐ **A diagram or picture with a description of required signage.**
- ☐ **Map or Maps (where applicable).**
- ☐ **Willing seller letter (when applicable).**
- ☐ **Representative project location photographs (where applicable).**

PART III

PROJECT ADMINISTRATION

General Grant Process and Timelines

The following grant process and timelines are for general informational purposes. For current fiscal year application, RFPs and deadlines please go to the following web sites:

http://www.fire.ca.gov/resource_mgt_urbanforestry_grants.php
or
http://www.ufei.org/grantinfo.lasso

Concept Proposal Package

Year-round: Applicants may work with local CAL FIRE Urban & Community Forestry Staff to develop Concept Proposals.

Mid to Late Summer:
Requests For Proposals (RFP's) will be posted on the CAL FIRE Urban & Community Forestry web site. Eligible applicants should be watching the web site to see what types of grants will be available and determine whether their proposed project could be funded.

Late Summer to Early Fall:
Applicants will submit their Concept Proposals to CAL FIRE by the date specified in the RFP. Applications will be reviewed to determine that they are complete, comply with the conditions stated in the RFP, and all other requirements. Upon receipt, CAL FIRE will distribute all concept proposal applications to review for completeness. If the Concept Proposal application is complete, then the proposal will be reviewed on their merits and scored.

Early to Mid-Fall:
Review and scoring will typically be completed. CAL FIRE will determine which Concept Proposals will be selected for development into Project Applications.

Mid-Fall to Early Winter:
CAL FIRE will notify applicants whether or not their Concept Proposal has been invited or not invited to submit a Project Application.

Project Application Package

Mid to Late Winter:
Applicants will submit their Project Applications by mail to CAL FIRE. This includes one printed copy of all required documents and one electronic copy of all required documents. The due date will be specified in a letter that invites a Project Application.

Late Winter:

Review of full proposals will be completed as soon as reasonably possible.

Early Spring:

Applicants are notified whether or not their Project Application has been approved, deferred, or not approved. CAL FIRE staff will begin grant agreement or contract preparation for those that are approved. Note: delays can occur if the state budget is not in place or authorization for CAL FIRE to award grants is not received by this time.

ASAP thereafter:

A Grant Agreement is sent electronically to the applicant. The applicant returns three sets of the Grant Agreement document with original signatures to the CAL FIRE Grants Management Unit within 60 days.

Normally, within two weeks of a signed grant agreement being returned to CAL FIRE for signature, the grant agreement is signed and fully executed. Upon grant agreement execution, CAL FIRE will notify the Grantee that work may commence on the project. Do not start work on a project before a fully signed and executed grant agreement is in hand!

Please note that summer and fall are typical times of high wildfire activity. CAL FIRE staff may be responding to these incidents, which may delay the review period.

Grant Administration

The grant period begins on the last date of signature after CAL FIRE and the grantee have both signed the completed grant agreement. This will vary from year to year. CAL FIRE will notify grantees when work may begin. Work includes any activity used for matching.

CAL FIRE will review and approve invoices for payment, maintain the grant agreement documentation, and monitor the agreement to ensure compliance with all provisions.

In order to have sufficient time to process final payments and to close out the Grant Agreement, the grantee must complete the project and submit all deliverables and payment requests by 30 days after the project performance period. Invoices received after this date can not be guaranteed payment. The CAL FIRE Urban & Community Forestry Program staff will arrange for periodic and final project inspections of the project and authorize payments. CAL FIRE may perform an audit of the completed project up to three years after issuance of the final payment to the grantee.

Grant Agreement Amendments

A grantee wishing to change the scope of work or budget of an approved project shall submit the proposed change via official letter, on organizational letterhead, to the appropriate CAL FIRE Urban & Community Forestry Program field staff for approval. Minor changes can typically be approved by the Regional Urban Forester. More significant changes may require a grant agreement amendment. Grant

agreement amendments may be allowed, at the sole discretion of CAL FIRE, for changes to the scope of work or the project budget. The total amount awarded to the grantee can never be increased during the grant period for any reason.

All correspondence relating to grant projects must have the grant agreement number featured prominently, and be dated.

Project Signage and Recognition

All grant projects shall have one of the following:

1) At least one sign at a highly visible project location, or have signage on all project publications or other media. All signage shall refer to the funding source that is funding the grant and shall include the names and/or logos of all of the project cooperating entities (including CAL FIRE Urban & Community Forestry Program).
2) Recognition of the funding source and the names and/or logos of all project cooperating entities (including CAL FIRE Urban & Community Forestry Program) in all publications, websites, electronic media, etc.

Signage must be on site for at least three years after a project is complete (where applicable).

Project Reporting

Grantees shall report on all projects quarterly. At a minimum, the due dates shall be: July 15, October 15, January 15, and April 15. If a grantee chooses to invoice CAL FIRE more often than quarterly, a project report must be included with each billing package.

Reporting shall include a description of work performed, any challenges faced including delays in project timeline, any assistance required, any photographs of the project, and any deliverables developed. Reporting must also include any GHG tracking required by the funding source and outlined in each project type RFP.

Project Inspections

The Regional Urban Forester assigned to a grant project will determine when inspections are necessary for the project. This will vary by project type, scope of work, and timeline of the project to be carried out. At a minimum, inspections will occur once per fiscal year of the project. Projects that will be developing any media materials (print, digital, video or audio) must allow such materials to be reviewed by CAL FIRE prior to publication. Allow 30-60 days for review of such materials.

Time Extensions

Time extensions will not be considered unless there are extraordinary circumstances that are outside of the grantee's control. Extensions will only be considered if the funding source will still be available after the subject grant project time period ends, and if there is a compelling reason to allow an extension in the judgment of CAL FIRE.

Payment of Grant Funds

Generally, payments will be made by CAL FIRE to the Grantee on a reimbursement basis. Grantees should have adequate cash flow to begin the project. The Grantee can choose the frequency of reimbursement requests (invoices). If progress payments are desired, each Request for Payment must be accompanied by a written description of the Grantee's performance under the agreement since the time the previous such report was prepared (see "Project Reporting" above). Grantee may submit progress payment requests to the CAL FIRE Urban & Community Forestry program no more frequently than monthly. CAL FIRE will reimburse all expenses upon receipt of an acceptable request for progress payment. Reimbursement may require a site inspection prior to payment processing. The need for an inspection is at the discretion of CAL FIRE. Paid vendor receipts, matching tracking, and a progress report or final report shall accompany all requests for payment. CAL FIRE will reimburse the Grantee for all eligible costs under the terms of the agreement.

Advance payments may be considered for non-profits serving environmental justice communities or in cases of grantee hardship. Justification will be required for CAL FIRE to approve of any advanced payments. The advance payment may not be more than 25% of the grant funds awarded. Advances must be fully utilized within a six month period. No additional advances may be requested until acceptable documentation is received by CAL FIRE that the previous advance has been fully exhausted on reimbursable expenses.

APPENDIX D contains Payment Request Information. A Grantee should allow a minimum of 75 days after a complete billing package is received for arrival of a reimbursement check. Incomplete billing packages will be returned or additional information will be requested, and will delay processing. CAL FIRE does not consider a billing package complete until all documentation is received.

A final invoice must be received by CAL FIRE no later than 30 days after the grant period expires.

Accounting Requirements

The Grantee shall maintain an accounting system that accurately reflects fiscal transactions, including matching funds, with the necessary controls and safeguards. This system shall provide an audit trail, including original source documents such as receipts, progress payments, invoices, time cards, etc. The system shall also provide accounting data so the total cost of each individual project can be readily determined. These records shall be retained for a period of not less than three years after final payment is made by the state. Avoid audit exceptions – keep accurate records.

State Audit

During the project or after completion of the project, the State may audit the project records. The purpose of the audit is to verify that project expenditures were properly documented. If the project is selected for audit, the grantee will be contacted at least 30 days in advance. The audit should include all books, papers, accounts, documents, or other records of the Grantee, as they relate to the project for which State funds were granted. Projects may be audited at any time up to three years after project completion. To expedite the audit, the recipient shall have the project records, including the source

documents and pay warrants, readily available. The Grantee shall also provide an employee having knowledge of the project and the accounting procedure or system to assist the state auditor. The Grantee shall provide a copy of any document, paper, record, etc. requested by the State auditor. All project records must be retained by the Grantee for a period of not less than three years after the State audit or final disposition of any disputed audit findings.

GHG Tracking and Reporting

The State of California requires that grant projects track their carbon sequestration and avoided emissions, as well as any emissions a project may have. CAL FIRE has worked with the California Air Resources Board (CARB), the USDA Forest Service (USFS), and other partners to develop a methodology and tools for meeting some of these reporting requirements.

For application purposes, estimates of carbon emissions and reductions must be as accurate as possible. Any deviation from the suggested tool and methodology below must be explained, and prior approval for the deviation must be approved by CAL FIRE. If improved tools become available during the project period, grantees may request that CAL FIRE approve an updated tool or methodology to increase accuracy or reduce costs with the same accuracy. Increased cost and/or reduced accuracy will not be approved.

Reporting must be done for each grant project progress reporting period (quarterly) at minimum.

The suggested tool for tree planting projects is the USDA Forest Service Urban Tree Carbon Calculator. This tool can be found at the following web page:

http://www.fire.ca.gov/resource_mgt/resource_mgt_urbanforestry.php

Projects must project their GHG reductions and emissions for a minimum of 40 years. Direct sequestration of GHG and any avoided GHG emissions resulting from co-benefits of the project may be taken into consideration. When reporting, the projected direct sequestration must be reported separately from the avoided emissions. In addition, any emissions associated with the project must be reported. A net GHG benefit must result when taking these three reported numbers into account. See for example:

CO2 Stored By Trees	-24,089	metric tonnes (t)
CO2 Avoided Emissions By Trees	-29,158	t
CO2 Emitted By Project	+1,000	t
Total CO2 Reduction	**-52,247**	**t**

For other project types, grantees must identify the tools that will be utilized to meet the project GHG reporting requirements above, and provide a justification as to why it is the best methodology available for a project of that type. All calculations must be clearly shown.

APPENDIX A

Concept Proposal

To get the PDF form that you will need to submit for the program(s) you wish to apply for, please visit one of the following two websites:

http://www.fire.ca.gov/resource_mgt_urbanforestry_grants.php
or
http://www.ufei.org/grantinfo.lasso

APPENDIX B

Eligible Costs and Sample Budget

Note: Use the below items as references while filling in the task budget for the concept proposal. The full proposal budget format will be provided to those with successful concept proposals.

Eligible Costs and Documentation Requirements

Project costs must be consistent with the approved project proposal and incurred during the performance period as specified in the grant agreement.

Budget Item	Eligible Cost	Required Documentation
Salaries and Wages	Salaries and wages of employees employed by the grantee whom are DIRECTLY engaged in the execution of the grant project. Limited to actual time spent on the grant project. Examples of expenditures would be time related to site visits and project monitoring, completion of reporting related to the grant project. Staff time related to accounting, business services, etc. are allowed only if those functions are not included in the grantee's overhead cost. Cost of employee leave (vacation, sick) is eligible only if the employee is working 100% on the grant. Lump sum payment of accrued leave balance is only eligible for reimbursement if the employee was hired for the sole purpose of working on the grant. Volunteer rates for matching funds purposes can be found at the following website: http://www.independentsector.org/programs/research/volunteer_time.html.	Timesheets detailing days and hours worked on the project. Timesheet must be signed by the employee after the fact. Payroll documentation showing wages and hours paid to the employee.
Benefits	Employer contribution share of fringe benefits associated with employees (paid from salaries and wages Budget Item) whom are directly engaged in the execution of the grant project. This will include Social Security, Medicare, Health Insurance, Pension Plan costs, etc. as applicable for the specific employee.	Timesheets detailing days and hours worked on the project. Timesheet must be signed by the employee after the fact. Payroll documentation showing wages and hours paid to the employee and associated fringe benefits.
Contractual	Direct Consultant and contractual services necessary to achieve the objectives of the grant. Examples of contractual costs will be RPF supervision/certification, GHG verification contractor, etc. Procurement of contractual services should be documented to ensure selection on a competitive basis and documentation of cost analysis.	Invoices from Consultant/Contractor identifying expenditure, services performed and period of services. Documents related to consultant/contractor selection analysis shall be kept by the grantee but available for audit purposes.

Supplies	Supplies that are used in the direct support of the project are allowable. Supplies exceeding $500 per unit cost shall be documented to ensure procurement of supplies on a competitive basis and documentation of cost analysis.	Receipts identifying items purchased, cost and date of purchase. Documentation related to cost analysis of procurement of supplies exceeding $500 shall be kept by the grantee but available for audit purposes.
Travel	Travel cost associated with travel to and from project sites, meetings, etc. directly related to the grant project and must be considered reasonable and necessary for the completion of the project. Reimbursement rates shall be consistent with the grantee's written travel policy. Absent a written policy, per diem shall not exceed the California Standard Per Diem Rate allowable by the U.S. General Services Administration (http://www.gsa.gov/portal/category/100120). Mileage rates shall not exceed the rates allowable by IRS (http://www.irs.gov/Tax-Professionals/Standard-Mileage-Rates).	Receipts identifying travel cost (i.e. lodging, rental cars. Mileage must be documented by either employee travel claims that are signed by the employee or vehicle mileage logs for vehicles owned by the grantee. Per Diem must be documented by employee travel claims.
Equipment	Equipment consists of items exceeding $5,000 or more per unit cost and a tangible useful life of more than one year. Cost to lease equipment for use during the grant may be charged to the grant. Usage of equipment owned by the grantee may be charged to the grant at a rate set by the California Department of Transportation "Labor Surcharge and Equipment Rental Rate" guide (http://www.dot.ca.gov/hq/construc/equipmnt.html). Purchase of equipment using grant funds is allowable only with prior approval by CAL FIRE. A cost-benefit analysis to justify the cost of purchasing equipment versus leasing must be provided. Procurement of equipment must be done on a competitive basis and include documentation of price analysis. *Note: The grantee must include proposed use and maintenance plans for the equipment after the project performance period in the Project Application. Disposition of the equipment beyond the project performance period is subject to CAL FIRE approval.*	Cost of leased equipment charged to the grant must be substantiated with receipts identifying equipment leased, dates equipment was leased, lease rate and total cost. Usage of grantee equipment must be substantiated with an equipment usage log, equipment used, rate and total rental cost. Cost of equipment purchased shall be substantiated by purchase receipt. Documentation related to price analysis of procurement of equipment shall be kept by the grantee but available for audit purposes. Disposition of the equipment must be approved by CAL FIRE in writing at the end of the grant term.

Other	Other costs that do not fit in any of the above categories. Costs must be directly related to the grant project. Costs such as rent, utilities, phones, general office supplies, etc. that must be apportioned to the grant are considered indirect costs unless written justification is submitted and approved by CAL FIRE.	Invoices or receipts identifying the item and cost charged to the grant.
Indirect Costs (Non-profits only)	Costs associated with doing business that are of a general nature and are incurred to benefit two or more functions within the grantee organization. These costs are not usually identified specifically within the grant agreement, project, or activity, but are necessary for the general operation of the organization. Examples of indirect costs include salaries and benefits of employees not directly assigned to a project; functions such as personnel, accounting, budgeting, audits, business services, information technology, janitorial, and salaries of supervisors and managers; and rent, utilities, supplies, etc. Functions included as direct versus indirect costs must be applied consistently for all activities within the grantee organization, regardless of fund source. Indirect costs are capped at 10% of CAL FIRE share of the budget.	Applied on a percentage (%) basis on direct costs except for equipment.

SAMPLE BUDGET

Budget Item	Description	Cost Basis	CAL FIRE Grant Share	Grantee Match	Total
A. Salaries and Wages			*62,600.00*	*5,400.00*	*68,000.00*
	Project Lead	1000 hours x $30/hour	30,000.00		30,000.00
	Worker 1	1000 hours x $20/hour	20,000.00		20,000.00
	Worker 2	1000 hours x $18/hour	12,600.00	5,400.00	18,000.00
					-
B. Employee Benefits			*15,464.00*	*1,746.00*	*17,210.00*
	Project Lead (Monitoring)	500 hours x $10.16/hour	5,080.00		5,080.00
	Worker 1	1 staff x 1000 hrs x $6.31/hr	6,310.00		6,310.00
	worker 2	1 staff x 1000 hrs x $5.82/hr	4,074.00	1,746.00	5,820.00
					-
C. Contractual			*117,000.00*	*120,000.00*	*237,000.00*
	CEQA Compliance		12,000.00		12,000.00
	GHG Emission Tracking		10,000.00		10,000.00
	Certified Arborist		5,000.00		5,000.00
	Concrete Cutting	$300/site x700 sites	90,000.00	120,000.00	210,000.00
D. Travel			*1,120.00*	-	*1,120.00*
	Mileage	2000 miles x $0.56/mile	1,120.00		1,120.00
					-
					-
					-
E. Supplies			*146,180.00*	-	*146,180.00*
	Trees	2,000 #15 trees @ $60/tree	120,000.00		120,000.00
	Tree Stakes	4,000 @ $4.00/tree	16,000.00		16,000.00
	Tree Ties	4,000 @ $0.67/tree	2,680.00		2,680.00
	Mulch	500 Yds. @ $15/Yd.	7,500.00		7,500.00
	Tablets for Inventory	2 x $425.00	850.00		850.00
F. Equipment			-	-	-
					-
					-
					-
G. Other			*250.00*	-	*250.00*
	City Permits		250.00		250.00
					-
					-
TOTAL DIRECT COSTS			**342,614.00**	**127,146.00**	**469,760.00**
INDIRECT COSTS		**10%**	**34,261.40**		**34,261.40**
TOTAL PROJECT COSTS			**376,875.40**	**127,146.00**	**504,021.40**
LESS Program Income			**-**		**-**
TOTAL GRANT PROPOSED COSTS			**376,875.40**	**127,146.00**	**504,021.40**
			75%	**25%**	**100%**

APPENDIX C

Required Forms

Note: the required forms will also be made available upon being invited to submit a final proposal. The below information is for your review and reference.

RESOLUTION

(NOTE: non-profit applicants must have this notarized.)

(*Additional Note*: DO NOT DEVIATE FROM THIS FORMAT OR VERBIAGE.)

Resolution No.:_____

RESOLUTION OF THE _____ (**Title of Governing Body/City Council/ Board of Supervisor/Board of Directors**) OF _____ **(City/County/District/non profit)** FOR FUNDING FROM THE URBAN FORESTRY GRANT PROGRAM ENTITLED, "_____", AS PROVIDED THROUGH the CALIFORNIA GREENHOUSE GAS REDUCTION FUND and/or USDA FOREST SERVICE FEDERAL FUNDS.

WHEREAS, the Governor of the State of California in cooperation with the California State Legislature has enacted the California Greenhouse Gas Reduction Fund and/or USDA Forest Service Federal Funds, which provide funds to the State of California and its political subdivisions for urban and community forestry programs; and

WHEREAS, the State Department of Forestry and Fire Protection has been delegated the responsibility for the administration of the program within the State, setting up necessary procedures governing application by local agencies and non-profit organizations under the program, and

WHEREAS, said procedures established by the State Department of Forestry and Fire Protection require the applicant to certify by resolution the approval of application before submission of said application to the State; and

WHEREAS, the applicant will enter into an agreement with the State of California to carry out an urban and community forestry project;

NOW, THEREFORE, BE IT RESOLVED that the **(Title of Governing Body):**

1. Approved the filing of an application for "Cap and Trade and/or USDA Forest Service" grant program funds; and
2. Certifies that funds under the jurisdiction of **(Name Governing Body Here)** are available to begin the project.
2. Certifies that said applicant will expend grant funds prior to December 31, 2019.
4. Appoints **(title and/or designee)** as agent of the **(Governing Body)** to conduct all negotiations, execute and submit all documents including, but not limited to applications, agreements, amendments, payment requests, etc., which may be necessary for the completion of the aforementioned project.

Approved and adopted the ___(day)_____ day of __(month)__, 20_(year)__. I, the undersigned, hereby certify that the foregoing Resolution, number_____ was duly adopted by the following roll call vote: (City Council, Board of Supervisors, Board of Directors, etc.)

Ayes: _____Noes: _____ Absent: _____ _____(Clerk) Notarized Seal:

STANDARD FORMS:

Payee Data Record form (STD. 204): The STD. 204 form indicates that local government entities do not need to fill it out. CAL FIRE utilizes this form internally for all grantees, so it is required that all applicants fill it out.

http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf

Nondiscrimination Compliance Statement form (STD. 19)

http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std019.pdf

A Drug-Free Workplace Certification form (STD. 21)

http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std021.pdf

California Department of Forestry and Fire Protection
Urban & Community Forestry Program
ENVIRONMENTAL CHECKLIST

Part 1: ADMINSTRATIVE INFORMATION

1. Project Title: _____

2. Project Applicant's Name: _____

3. Name and title of checklist preparer: _____

This checklist is intended for use by applicants for California Department of Forestry and Fire Protection (CAL FIRE) Urban & Community Forestry Program projects. It is modeled after the California Environmental Quality Act (CEQA) Environmental Checklist, which has been modified to more closely focus on the types of actions and impacts expected to occur while conducting urban forestry tree planting projects. As the lead agency under CEQA, CAL FIRE must make a determination as to a project's potential environmental impacts, develop mitigations if necessary and determine the level of environmental documentation and review required. The completion of this checklist will assist CAL FIRE in identifying impacts of the proposed project prior to approval. To meet that need someone that is intimately familiar with the project and knowledgeable on potential environmental consequences must complete this checklist. The information in the checklist is meant to supplement the information provided in the application. Maps and photos supplied with the application will assist in CAL FIRE's review. This checklist is available electronically or may be completed manually. For assistance, please contact CAL FIRE's Urban & Community Forestry Program personnel.

It is the intent of CAL FIRE and the Urban & Community Forestry Program to approve urban and community forestry projects that are categorically exempt from further environmental review under CEQA. In order for a project to qualify for a categorical exemption CAL FIRE must find that there are no "unusual circumstances" associated with the project that lead to the project having impacts on environmental resources (e.g., threatened or endangered species, aesthetics, cultural resources, water quality, etc). CEQA does not allow for a project's impacts to be minimized or compensated under a categorical exemption; avoiding impacts to resources is the only mitigation permitted. To meet that end, the following questions were designed to identify environmental impacts that may occur in various tree-planting settings and encourage project applicants to develop measures to avoid those impacts. In the event that potential impacts to a resource are identified it is recommended that the project applicant redesign or reconfigure their project proposal to avoid impacts to the resource. Failure to fully avoid impacts will result in your project requiring a "higher level" of environmental review such as the preparation of a negative declaration or environmental impact report (EIR). This could be costly and delay your project. Because of the time and cost associated with the preparation of a negative declaration or environmental impact report CAL FIRE encourages applicants to change the project in order to qualify for a categorical exemption.

A brief explanation is required for "Yes" responses to the following questions. Responses must be supported by facts, not merely the personal opinion of the checklist preparer.

All responses must take account of the whole action involved, including off-site as well as on-site, cumulative as well as project-level, indirect as well as direct, and construction as well as operational impacts. Earlier analyses may be used where an impact has been adequately analyzed in an earlier EIR or negative declaration. In this case, a brief discussion should identify the earlier analysis, describe the mitigations that were developed and supply copies of relevant sections/pages. A source list should be attached and other sources used or individuals contacted should be cited in the discussion sections where necessary.

Part 2: PROJECT DESCRIPTION

1. Project Location:
(City, County, Nearest Town, etc.) _____

2. Description of Project: Describe the entire project, including but not limited to size and numbers of trees, size and depth of excavations, planting site preparation (i.e., land clearing), equipment to be utilized in planting and preparing the planting site (e.g., backhoes, power augers, heavy equipment), later phases of the project, and any secondary, support, or off-site features necessary for the project's implementation. Emphasis should be placed on activities that will potentially impact the environment rather than describing project benefits.

_____

3. Identify the type(s) of setting(s) where the project will be located.

	Urban or Developed Settings		**Rural, Undeveloped or Wildland Settings**
☐	Street (parkways, medians, sidewalks, etc.)	☐	Undeveloped land
☐	Existing landscaped city/county park	☐	New or rural park
☐	Existing landscaped school grounds	☐	New school grounds
☐	Urban trail, bike trail	☐	Agricultural land
☐	Public building grounds	☐	Historic district, railroad right-of-way
☐	Other similar urban or developed setting. Describe setting: _____	☐	Riparian area (within 100 ft of a stream, lake or wetland)
		☐	Other similar rural, undeveloped or wildland setting. Describe setting: _____

Projects confined to <u>urban</u> or <u>developed</u> settings must address questions in Checklist, Part 4.

Projects that include <u>rural</u>, <u>undeveloped</u> or <u>wildland</u> settings must address questions in Checklist, Parts 3 and 4.

Part 3: ENVIRONMENTAL IMPACT ANALYSIS FOR PROJECTS IN RURAL, UNDEVELOPED OR WILDLAND SETTINGS

Projects, or portions of projects, planned for rural, undeveloped or wildland settings may have impacts on various resources (e.g., threatened or endangered species, cultural resources, water quality, etc.). Therefore, project applicants must conduct the following resource studies to determine if resources exist that warrant protection.

Resource Studies:

Conduct a Natural Diversity Data Base Search

Contact a CAL FIRE Regional Urban Forester to determine how to conduct a Natural Diversity Data Base (NDDB) Search. Submit a copy of the search results along with this Environmental Checklist. If the NDDB search identifies any threatened or endangered species of animals or plants that may be present describe avoidance measures in the appropriate discussion section.

Conduct an archaeological records check

Contact a CAL FIRE Regional Urban Forester to determine how to conduct an Archaeological Records Check. Submit a copy of the results along with this Environmental Checklist. If the Records Check identifies cultural resources within the project site describe measures to avoid impacts in the appropriate discussion section.

Conduct an archaeological survey

Contact a CAL FIRE Regional Urban Forester to determine how to conduct an archaeology survey. Submit a copy of the survey results along with this Environmental Checklist. If the archeological survey identifies cultural resources within the project site describe measures to avoid impacts in the appropriate discussion section.

Based on the results of the resource studies please respond to the following questions for projects located in rural, undeveloped or wildland settings.

1. Discuss the results of the resource studies and briefly describe the archaeological and biological resources identified within your project site.

_____

Will the project:

2. Require the removal of native vegetation (trees, shrubs) prior to planting, thereby potentially impacting threatened or endangered plant or animal species or cultural resources?

   ☐ Yes ☐ No

3. Require extensive soil disturbance, thereby potentially causing soil erosion and impacting, threatened or endangered species or cultural resources?

   ☐ Yes ☐ No

4. Require the use of large equipment (i.e. backhoe) thereby potentially impacting threatened or endangered species or cultural resources?
   ☐ Yes ☐ No

5. Occur within 100 feet of a perennial watercourse, riparian zone or wetland thereby potentially impacting threatened or endangered species, cultural resources or riparian values?
   ☐ Yes ☐ No

6. Convert Prime Farmland, Unique Farmland, or Farmland of Statewide Importance to non-agricultural use?
   ☐ Yes ☐ No

7. Discuss any "Yes" responses and describe measures to avoid impacts.

   _____

Part 4: ENVIRONMENTAL IMPACT ANALYSIS FOR ALL PROJECTS

Please answer the following questions for all projects and discuss all "Yes" responses.
Will the proposed project:

1. Require approval from other public agencies (e.g., permits, financing approval, or participation agreement [e.g., grading permits, CALTRANS encroachment permits, right-of-way easements, etc.])
   ☐ Yes ☐ No

   _____

2. Include activities that were identified in other environmental documents or analyses and support findings of no significant impact (e.g., CEQA documents, environmental surveys, general plans, studies, reports, etc.)
   ☐ Yes ☐ No

   _____

3. Conflict with any applicable land use plan, policy, or regulation of an agency with jurisdiction over the project (including, but not limited to general plans, specific plans, local coastal programs, or zoning ordinances)?
   ☐ Yes ☐ No

   _____

4. Conflict with any ordinances protecting biological resources, such as tree preservation ordinance, Habitat Conservation Plan, or other policy?

☐ Yes ☐ No

_____

5. Be located on a site which is included on a list of hazardous materials sites compiled pursuant to Government Code Section 65962.5 and, as a result, would it create a significant hazard to the public or the environment?

☐ Yes ☐ No

_____

6. Result in trees, once mature, coming into contact with power lines?

☐ Yes ☐ No

_____

7. Expose people or structures to the risk of loss, injury or death involving wildland fires, including where wildlands are adjacent to urbanized areas or where residences are intermixed with wildlands?

☐ Yes ☐ No

_____

8. Have sufficient water supplies available to serve the project from existing entitlements and resources or substantially deplete groundwater supplies or interfere substantially with groundwater recharge such that there would be a net deficit in aquifer volume or a lowering of the local groundwater table level (e.g., the production rate of pre-existing nearby wells would drop to a level which would not support existing land uses or planned uses for which permits have been granted)?

☐ Yes ☐ No

_____

9. Result in substantial adverse impacts to public services for tree pruning and maintenance?

☐ Yes ☐ No

_____

10. Substantially increase the use of existing neighborhood and regional parks or other recreational facilities or require the construction of additional recreational facilities resulting in significant environmental impacts?

☐ Yes ☐ No

_____

11. Include trees known to produce pollen/allergens/odors that are irritants or objectionable to large numbers of people?

☐ Yes ☐ No

_____

12. Substantially damage a scenic resource or vista or degrade the existing visual character or quality of the site and its surroundings including, but not limited to, trees, rock outcroppings, and historic buildings within a state scenic highway?

☐ Yes ☐ No

_____

13. Result in, once trees are mature, undesirable shading of nearby property, including residences, offices, swimming pools, solar energy collectors, recreational facilities, etc. or subject adjoining properties to excessive amounts of litter and/or debris?

☐ Yes ☐ No

_____

14. Obscure public safety improvements such as streetlights, traffic signals, signs, etc.?

☐ Yes ☐ No

_____

15. Greenhouse Gas Emissions
☐ This topic does not apply to this project and was not evaluated further.
☐ Yes ☐ No Would the project generate significant greenhouse gas (GHG) emissions?
☐ Yes ☐ No Would these GHG emissions result in a significant impact on the environment? Discuss below:
☐ Yes ☐ No Would the project conflict with an applicable plan, policy or regulation adopted for the purpose of reducing the emissions of greenhouse gases? Discuss below:
____

If you checked "No" to all preceding questions or checked "Yes" and have provided the required Resource Studies and identified measures sufficient to protect all resource values the project may be categorically exempt from further environmental review. Sign the Certification, below, and submit this Checklist with your application to the CAL FIRE, Urban & Community Forestry Program office. CAL FIRE will review your responses and determine whether additional environmental review is necessary prior to project approval.

Part 5: CERTIFICATION

I certify that I have reviewed the proposed project's description and inspected the project site(s). I have provided accurate and factual responses to the questions and have supplied accurate information when requesting database searches. In my opinion the proposed project will not have any negative impacts on the environment.

Signature of Checklist Preparer

Date

Part 6: DETERMINATION

DETERMINATION

(To be completed by CAL FIRE Urban and Community Forestry Program Personnel)

As a representative of CAL FIRE and as lead agency for environmental review under CEQA I have determined that an environmental impact evaluation for the proposed project has been satisfactorily completed.

On the basis of this evaluation:

☐ I find that the proposed project will not have a significant effect on the environment and meets the Class 4 (Minor Alterations to Land) categorical exemption requirements. This project is therefore exempt from the requirement for the preparation of environmental documents. CAL FIRE will prepare a Notice of Exemption (NOE).

☐ I find that the proposed project could not have a significant effect on the environment and does not meet the Class 4 categorical exemption requirements; therefore a negative declaration will be prepared.

☐ I find that although the proposed project could have a significant effect on the environment, there will not be a significant effect in this case because revisions in the project have been made by or agreed to by the applicant. A mitigated negative declaration will be prepared.

☐ I find that the proposed project may have a significant effect on the environment, and an environmental impact report is required.

☐ I find that the proposed project may have a “potentially significant impact” or “potentially significant unless mitigated impact” on the environment, but at least one effect 1) has been adequately analyzed in an earlier document pursuant to applicable legal standards, and 2) has been addressed by mitigation measures based on the earlier analysis as described on attached sheets. An environmental impact report is required, but it must analyze only the effects that remain to be addressed.

☐ I find that although the proposed project could have a significant effect on the environment, because all potentially significant effects (a) have been analyzed adequately in an earlier EIR or Negative Declaration pursuant to applicable standards and (b) have been avoided or mitigated pursuant to an earlier EIR, including revisions or mitigation measures that are imposed upon the proposed project, nothing further is required.

_____
Signature of Authorized CAL FIRE Reviewer

Print Name	Title	Date

APPENDIX D

Payment Request Information

Required Payment Request Information

Although the grantee is not required to use the sample invoice included in the grant guidelines due to differences in accounting systems used by the grantee, the grantee must include the following elements when submitting a payment request, either on the grantee's invoice or as an attachment to the invoice. If a grantee chooses to use their invoice format in lieu of the sample provided, the invoice must be printed on the grantee's official letterhead.

1. The word "Invoice" should appear at the top of the page.
2. Grantee Information – Includes the grantee name and address which should match the Std. 204 - Payee Data Record submitted with the grant agreement. Payment will be submitted to this address after the invoice has been approved. Grantee shall notify CAL FIRE in writing regarding address changes and effective dates.
3. Invoice Date & Number – Date invoice was issued and unique invoice number to be determined by grantee for reference.
4. CAL FIRE Contact Name and Address – Name, Program and Address of the CAL FIRE staff that the invoice and back-up documents will be submitted to as identified in the grant agreement.
5. Grant Identification – Grant Number, Grant Performance Period and Project Name as identified in the grant agreement.
6. Invoice Period – The performance period start and end dates that the grantee is invoicing CAL FIRE for. Under no circumstances will an invoice period outside of the grant performance period be accepted.
7. Payment Type – Indicate whether the invoice is to request an advance payment, an interim payment or final payment.
8. Cost breakdown – The Grantee's costs must be detailed by the budget line item consistent with the approved budget in the grant agreement. The grantee must identify the amount CAL FIRE is being billed for in the invoice period, the total amount spent and match (if applicable) from the beginning of the grant performance period through the invoice period. Advance payment requests must still include a breakdown of the budget items the grantee is planning to expend the funds on.
9. Offset to current cost – Include the balance of advance funds given to the grantee as well as program income earned from the grant.
10. The total amount the grantee is requesting reimbursement from CAL FIRE.
11. The grantee contact name, phone number and email address for questions about the invoice.
12. A certification and signature of the authorized representative. Please see the sample invoice.

NOTES: *See the sample invoice. This is a simple version of an invoice that has all of the desired characteristics. Invoices may be in other formats, but must include the same information as the provided example at minimum. All invoices must be accompanied by a progress report or final report as noted in sections above (including GHG reporting).*

Grantee Name
Street Address
Street Address2
City, ST ZIP Code

INVOICE

Submit invoice and supporting documentation to:
California Department of Forestry & Fire Protection (CAL FIRE)
ATTN: NAME, PROGRAM
Street Address2
City, ST ZIP Code

DATE: Month DD, YYYY
INVOICE #: 100

Grant Number: 8XX14XXX
Grant Period: MM/DD/YYYY to MM/DD/YYYY
Project Name:

Invoice Period: MM/DD/YYYY to MM/DD/YYYY
Payment Type: ☐ Advance Request ☐ Interim Payment ☐ Final Payment

BUDGET ITEM	BUDGETED AMOUNT	CURRENT COST	EXPENDED TO DATE	MATCH TO DATE
Salaries and Wages				-
Employee Benefits				-
Contractual				-
Travel				-
Supplies				-
Equipment				-
Other				-
Indirect Cost 10%				
TOTAL	-	$ -	$ -	$ -
Less Outstanding Advance		$ -		
Less Program Income		$ -		
	CURRENT DUE	**$ -**		

Check all those that apply:
☐ Supporting documentation attached (required for Interim & Final Payment)
☐ Project Progress Report (Interim) or Project Completion Report (Final)

Direct questions to: Name
XXX-XXX-XXXX Ext. XXXX
Email address

CERTIFICATION: I certify that I have the full authority to execute this payment request on behalf of the Grantee. I declare under penalty of perjury, under the laws of the State of California, that this request and accompanying documents for the above referenced grant is true and correct to the best of my knowledge, and represents actual allowable disbursements made for the work performed in accordance with the conditions of the grant.

Signature of Authorized Official | Date | Printed Name | Title

CAL FIRE USE ONLY						
Payment approval signature (Unit/Field Staff)				Title		Date
Payment approval signature (Program Manager)				Title		Date
Payment approval signature (Grants Management Unit)				Title		Date
CAL FIRE Coding:	FY	Index	Object	PCA	Amount	Vendor #

APPENDIX E

CAL FIRE Regional Urban Forester Contact Information

Area is per the map on the next page.

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Regional Urban Foresters

Region	Urban Forester
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4/5/6	Abigail Srader Lynnette Short

www.fire.ca.gov
Aug. 2013

APPENDIX F

Guideline Specifications for Selecting, Planting, and Early Care of Young Trees

This document is a compilation of the *Guideline Specification for Nursery Tree Quality: Strategies for Growing a High-Quality Root System, Trunk, and Crown in a Container Nursery,* and the *Tree Care Cue Cards*. It has been prepared to help green industry professionals in the efforts to select, plant, and care for young trees.

Illustrations by Edward F. Gilman, Professor, Environmental Horticulture Department, IFAS, University of Florida; adaptions from *Arboriculture: Integrated Management of Landscape Trees, Shrubs and Vines*, 4th ed., by R. W. Harris, J. R. Clark, and N. P. Matheny (Prentice Hall, 2003).

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Nursery Tree Quality

I. GENERAL SPECIFICATIONS

Proper Identification: All trees shall be true to name as ordered or shown on planting plans and shall be labeled individually or in groups by species and cultivar (as appropriate).

Compliance: All trees shall comply with federal and state laws and regulations requiring inspection for plant disease, pests, and weeds. Inspection certificates required by law shall accompany each shipment of plants. Clearance from the local county agricultural commissioner, if required, shall be obtained before planting trees originating outside the county in which they are to be planted. Even though trees may conform to county, state, and federal laws, the buyer may impose additional requirements.

Inspection: The buyer reserves the right to reject trees that do not meet specifications as set forth in these guidelines or as adopted by the buyer. If a particular defect or substandard element can be corrected easily, appropriate remedies shall be applied. If destructive inspection of a root ball is to be done, the buyer and seller shall have a prior agreement as to the time and place of inspection, number of trees to be inspected, and financial responsibility for the inspected trees.

Delivery: The buyer shall stipulate how many days prior to delivery that delivery notification is needed. Buyer shall stipulate any special considerations to the nursery prior to shipment.

II. HEALTH AND STRUCTURE SPECIFICATIONS

These specifications apply to deciduous, broadleaf evergreen, and coniferous species. They do not apply to palms. Note that leaf characteristics will not be evident on deciduous trees during the dormant season.

Crown: The form and density of the crown shall be typical for a young specimen of the species or cultivar. The leader shall be intact to the very top of the tree.

Leaves: The size, color, and appearance of leaves shall be typical for the time of year and stage of growth of the species or cultivar. Trees shall not show signs of moisture stress as indicated by wilted, shriveled, or dead leaves.

Branches: Shoot growth (length and diameter) throughout the crown shall be appropriate for the age and size of the species or cultivar. Trees shall not have dead, diseased, broken, distorted, or otherwise injured branches.

Trunk: The tree trunk shall be relatively straight, vertical, and free of wounds (except properly made pruning cuts), sunburned areas, conks (fungal fruiting bodies), wood cracks, bleeding areas, signs of boring insects, cankers, girdling ties, or lesions (mechanical injury). The terminal bud on the leader shall be intact to the very top of the tree, and it shall be the highest point on the tree.

Roots: The root system shall be substantially free of injury from biotic (e.g., insects and pathogens) and abiotic (e.g., herbicide toxicity and salt injury) agents. Root distribution shall be uniform throughout the container substrate, and shall be appropriate for the species or cultivar. At time of inspection and delivery, the root ball shall be moist throughout. Roots shall not show signs of excess soil moisture conditions as indicated by stunted, discolored, distorted, or dead roots.

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Shade trees that grow to be large shall have one relatively straight central leader (Figure 1). Heading the tree is acceptable provided the central leader is reestablished in the nursery.

Figure 1.

Desirable Desirable Not desirable

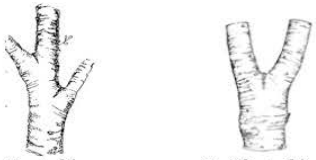
Main branches (Figure 2) shall be well distributed along the central leader, not clustered together. They shall form a balanced crown appropriate for the cultivar or species.

Figure 2.

Desirable Not desirable

The diameter of branches (Figure 3) that grow from the central leader, or trunk, shall be no larger than two-thirds (one-half is preferred) the diameter of the trunk measured just above the branch.

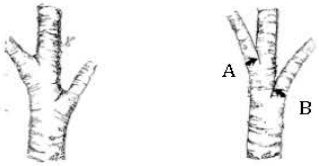
Figure 3.



Desirable Not desirable

The largest branches shall be free of bark inclusions that extend into the branch union (Figure 4 A and B).

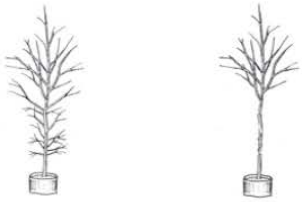
Figure 4.



Desirable Not desirable

Small-diameter branches (Figure 5, left), particularly on trees less than 1 inch caliper, should be present along the lower trunk below the lowest main branch. These branches shall be no larger than 3/8 inch in diameter.

Figure 5.

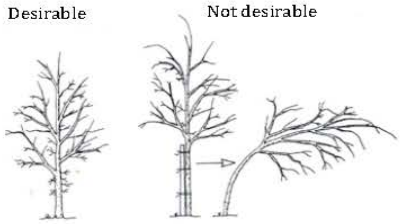


Desirable Not desirable

The trunk shall be free of wounds, sunburned areas, conks (fungal fruiting bodies), wood cracks, bleeding areas, signs of boring insects, cankers, or lesions. Properly made recent or closed pruning cuts are acceptable.

The trunk caliper (diameter) and taper (Figure 6) shall be sufficient so that the tree remains vertical without a stake.

Figure 6.



Desirable Not desirable

The root collar (the uppermost roots) (Figure 7) shall be within the upper 2 inches of the soil media (substrate). The root collar and the inside portion of the root ball shall be free of defects, including circling, kinked, and stem-girdling roots. Roots at the surface should grow mostly straight to the side of the container. You may need to remove soil near the root collar to inspect for root defects.

The tree shall be well rooted in the soil media. Roots shall be uniformly distributed throughout the container, meaning that roots should not be concentrated at the bottom of the root ball. Some roots should contact the container wall in the top half of the root ball (Figure 7, left). When the container is removed, the root ball shall remain intact. When the trunk is lifted, both the trunk and root system shall move as one. The imprint of the liner or smaller container shall not be visible (Figure 7, left).

Figure 7.

Desirable Not desirable

The root ball shall be moist throughout at the time of inspection and delivery. The roots shall show no signs of excess soil moisture as indicated by poor root growth, root discoloration, distortion, death, or foul odor. The crown shall show no signs of moisture stress as indicated by wilted, shriveled, or dead leaves or branch dieback.

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Tree Planting

Selecting quality trees: Planting quality trees begins by selecting the right tree for the right location and choosing vigorous, structurally sound trees from the nursery.

Digging the hole: A firm, flat-bottomed hole will prevent trees from sinking. Dig the hole only deep enough to position the root collar even with the landscape soil surface (Figure 8). Use a rototiller or shovel to loosen soil in an area three times the size of the root ball. This loose soil promotes rapid root growth and quick establishment.

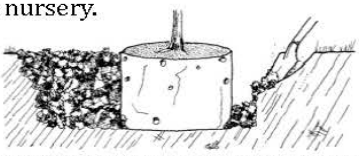

Figure 8. Loosening soil in a large area around the root ball allows for rapid root growth and quick establishment.

Installing the tree: Remove soil and roots from the top of the root ball to expose the root collar; cut away any roots that grow over the collar (Figure 9). Also cut any roots that circle or mat along the sides and bottom of the root ball (Figure 10). The root collar shall be even with the landscape soil after planting (see Figure 9). Backfill with soil removed from the hole. Minimize air pockets by packing gently and applying water. Build a berm 4 inches tall around the rootball to help force water through the root ball. Enlarge the berm as the tree establishes.

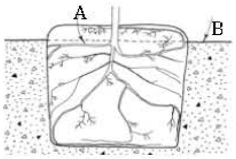

Figure 9. Remove soil and roots growing over the root collar (A) and place collar level with soil surface (B).

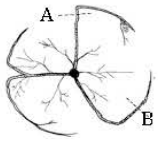

Figure 10. Cut roots at (A) to form new roots that grow away from the trunk. Do not cut roots at (B), since the root defects will regrow.

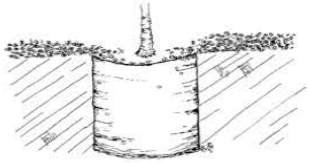

Figure 11. Mulch shall taper to a slightly thinner layer on top of the rootball.

Mulching: A layer of organic mulch, such as leaf litter, shredded bark, or wood chips, helps protect tree roots from temperature extremes and conserves soil moisture. Mulch also helps prevent grass from competing with the tree for water and nutrients. The mulched area makes it easier to operate mowers and weed eaters without hitting the trunk and compacting soil. Apply mulch to a depth of 3 to 4 inches (slightly thinner on top of the root ball) (Figure 11).

Staking: The method of staking is dependent on a tree's ability to stand on its own and the location of the planting site. Staking is used to hold trees erect, allow the root ball to anchor, and protect the trunk from damage by equipment. Stakes should be removed when the tree can stand on its own and the root ball is anchored. Stakes should be positioned away from the tree and secured to the trunk at the point where the tree stands straight. Do not use wire or any strap that will girdle the tree or damage the bark. If a tree cannot stand straight on its own after staking, a splint stake tied directly to the trunk made of bamboo, spring steel, or a fiberglass rod may be used to straighten the upper trunk and/or leader. Avoid using square wood secondary stakes.

Figure 12. Double staked

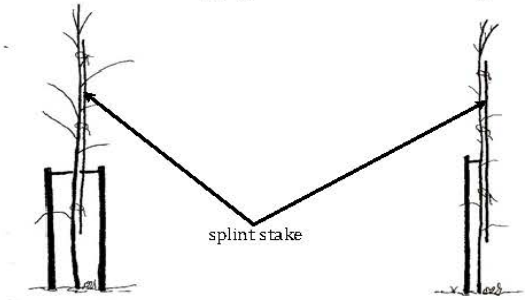

Figure 13. Double staked with splint stake.

Figure 14. Single staked with splint stake.

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Tree Training at Planting and in the Early Years

Trees that grow to be large are more structurally sound and cost-effective to maintain when trained with a central dominant leader that extends 30 feet or more into the crown (Figure 15, left). Vigorous, upright branches and stems that compete with the central leader can become weakly attached (Figure 15, right).

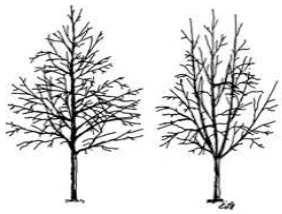

Figure 15. Good tree structure (left); poor structure (right).

Trees with branches spaced along the central leader, or trunk (Figure 15, left) are stronger than trees with branches clustered together (Figure 15, right). Prune trees at planting to one central leader by removing or shortening (shown) competing stems (Figure 16). All branches and stems shall be considerably shorter than the central leader after pruning is completed (Figure 16, right).

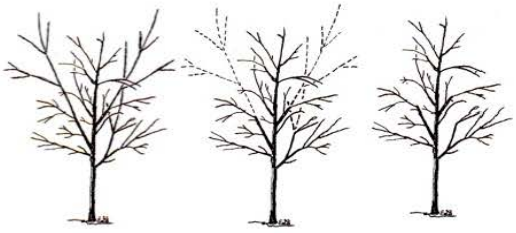

Figure 16. Shorten competing stems to improve structure.

Remove or shorten branches that are larger than half the trunk diameter at planting and every few years thereafter. Shorten them by cutting back to a live lateral branch (Figure 17, right). This lateral branch shall be pointed away from the trunk and it should not be growing upright. The central leader shall be more visible in the crown center after pruning. Only large-diameter branches need to be pruned because they compete with the leader and could be weakly attached (Figure 17, L). Small branches (Figure 17, S) do not need pruning because they will not compete with the leader.

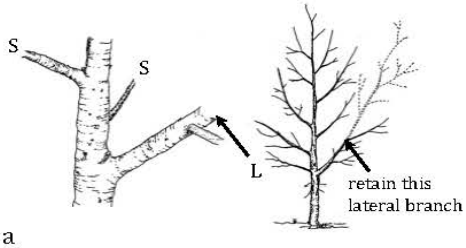

Figure 17. Only large branches need pruning (L). Small branches (S) do not need to be pruned.

Shorten or remove the largest low branches when the tree is young to keep them small (Figure 18). This ensures that only a small wound is created when they are eventually removed from the trunk.

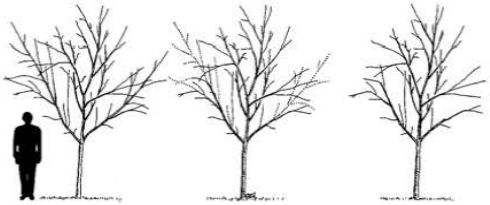

Figure 18. Shortening larger low branches concentrates growth in the leader and improves tree structure.

The best way to shorten large or long stems and branches is to cut them back to a live lateral branch (Figure 19). This slows growth on the pruned parts and encourages growth in the dominant leader creating sound structure.

Remove larger branches by making three cuts. This prevents the bark from peeling or splitting off the trunk below the cut. Make the final cut back to the branch collar (enlarged area around union of branch where it joins the trunk).

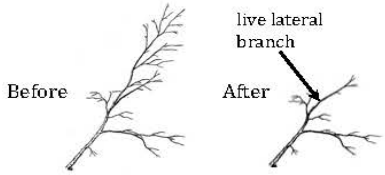

Figure 19. Reduce a stem back to a live lateral branch to slow its growth.

Structural Pruning Checklist

1. Develop and maintain a central leader.
2. Identify the lowest branch in what will become the permanent crown.
3. Prevent branches below the permanent crown from growing larger than half the trunk diameter.
4. Space main branches along the central leader.
5. Reduce vigorous upright stems back to lateral branches or remove entirely (Figure 20).

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Reduction cuts can be used on trees at planting to subordinate branches that are codominant (Figure 20). Some upright stems and branches can be removed entirely back to the trunk. Heading cuts may have to be used occasionally.

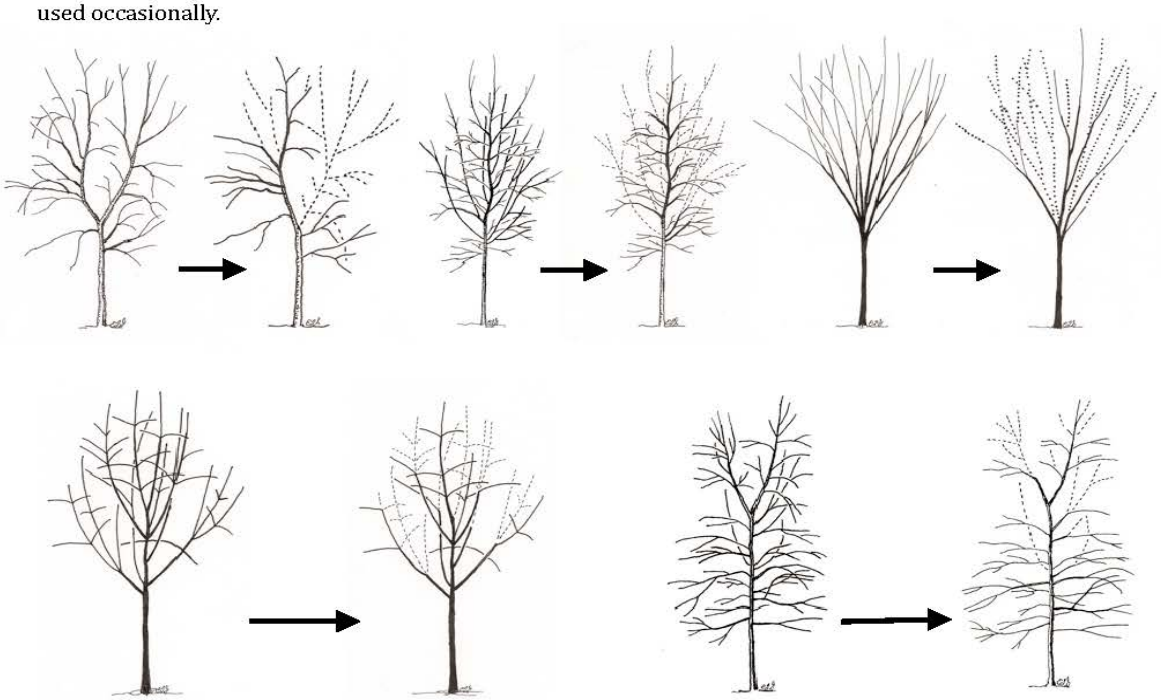

Figure 20. Before and after pruning at planting for structure

Irrigation

Consistent irrigation is critical for establishment.

1. Apply about 3 gallons 0f water per inch of trunk diameter to the root ball 2 or 3 times per week for the first growing season.
2. Increase volume and decrease frequency as the tree becomes established.
3. Weekly irrigation the second year and bimonthly irrigation the third year should be sufficient for establishment.
4. Once established, irrigation requirements depend on species, planting site, climate, and soil conditions.
5. Irrigation devices should be regularly checked for breaks and leaks.

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ATTACHMENT G

Minimum Data Collection Attributes for CAL FIRE Grant-Funded Urban Tree Inventories

IMPORTANT NOTE:

Failure to gather data to the below attributes will result in the denial of reimbursement of grant funds unless specific written authorization to deviate from the attributes has been provided by a CAL FIRE Regional Urban Forester or the Program Manager prior to invoice submittal.

- **Mapping coordinate.** X and Y coordinate locations (latitude and longitude). Each tree and planting site will be located using GIS and/or GPS equipment.

- **Block side.** The location of each street tree and planting site so that they can easily be identified for future work. Street trees and planting sites will be located using a street name, side of lot, tree number, and block side information (on street, from street, and to street).

- **Location.** The tree's physical location in relation to public Right of Way and/or public space will be recorded.

- **Species.** Trees will be identified by *genus* and *species,* and by common name.

- **Diameter.** Tree trunk diameter will be recorded. This should be to the nearest 1-inch.

- **Stems.** The number of stems a tree has will be recorded.

- **Condition.** In general, the condition of each tree will be recorded in one of the following categories adapted from the rating system established by the International Society of Arboriculture:

Excellent	100%
Very Good	90%
Good	80%
Fair	60%
Poor	40%
Critical	20%
Dead	0%

- **Maintenance need.** The following maintenance categories (*or similar approved by CAL FIRE prior to collection*) will be collected:

1. Priority 1 Removal. Trees designated for removal have defects that cannot be cost-effectively or practically treated. The majority of the trees in this category will have a large percentage of dead crown and pose an elevated level of risk for failure. Any hazards that could be seen as potential dangers to persons or property and seen as potential liabilities would be in this category. Large dead and dying trees that are high liability risks are included in this category. These trees are the first ones that should be removed.
2. Priority 2 Removal. Trees that should be removed but do not pose a liability as great as the first priority will be identified here. This category would need attention as soon as "Priority One" trees are removed.
3. Priority 3 Removal. Trees that should be removed, but that pose minimal liability to persons or property, will be identified in this category.
4. Priority 1 Prune. Trees that require priority one pruning are recommended for trimming to remove hazardous deadwood, hangers, or broken branches. These trees have broken or hanging limbs, hazardous deadwood, and dead, dying, or diseased limbs or leaders greater than four inches in diameter.
5. Priority 2 Prune. These trees have dead, dying, diseased, or weakened branches between two and four inches in diameter and are potential safety hazards.
6. Large Tree Routine Prune. These trees require routine horticultural pruning to correct structural problems or growth patterns, which would eventually obstruct traffic or interfere with utility wires or buildings. Trees in this category are large enough to require bucket truck access or manual climbing.
7. Small Tree Routine Prune. These trees require routine horticultural pruning to correct structural problems or growth patterns, which would eventually obstruct traffic or interfere with utility wires or buildings. These trees are small growing, mature trees that can be evaluated and pruned from the ground.
8. Training Prune. Young, large-growing trees that are still small must be pruned to correct or eliminate weak, interfering, or objectionable branches in order to minimize future maintenance requirements. These trees, up to 20 feet in height, can be worked with a pole-pruner by a person standing on the ground.
9. Stump Removal. This category indicates a stump that should be removed.
10. Plant Tree. During the inventory, vacant planting sites will be identified by street and address. The size of the site is designated as small, medium, or large (indicating the ultimate size that the tree will attain), depending on the growing space available and the presence of overhead wires.

- **Clearance Required.** Trees, which are causing or may cause visibility or clearance difficulties for pedestrians or vehicles, will be identified, as well as those trees blocking clear visibility of signs or traffic signals.

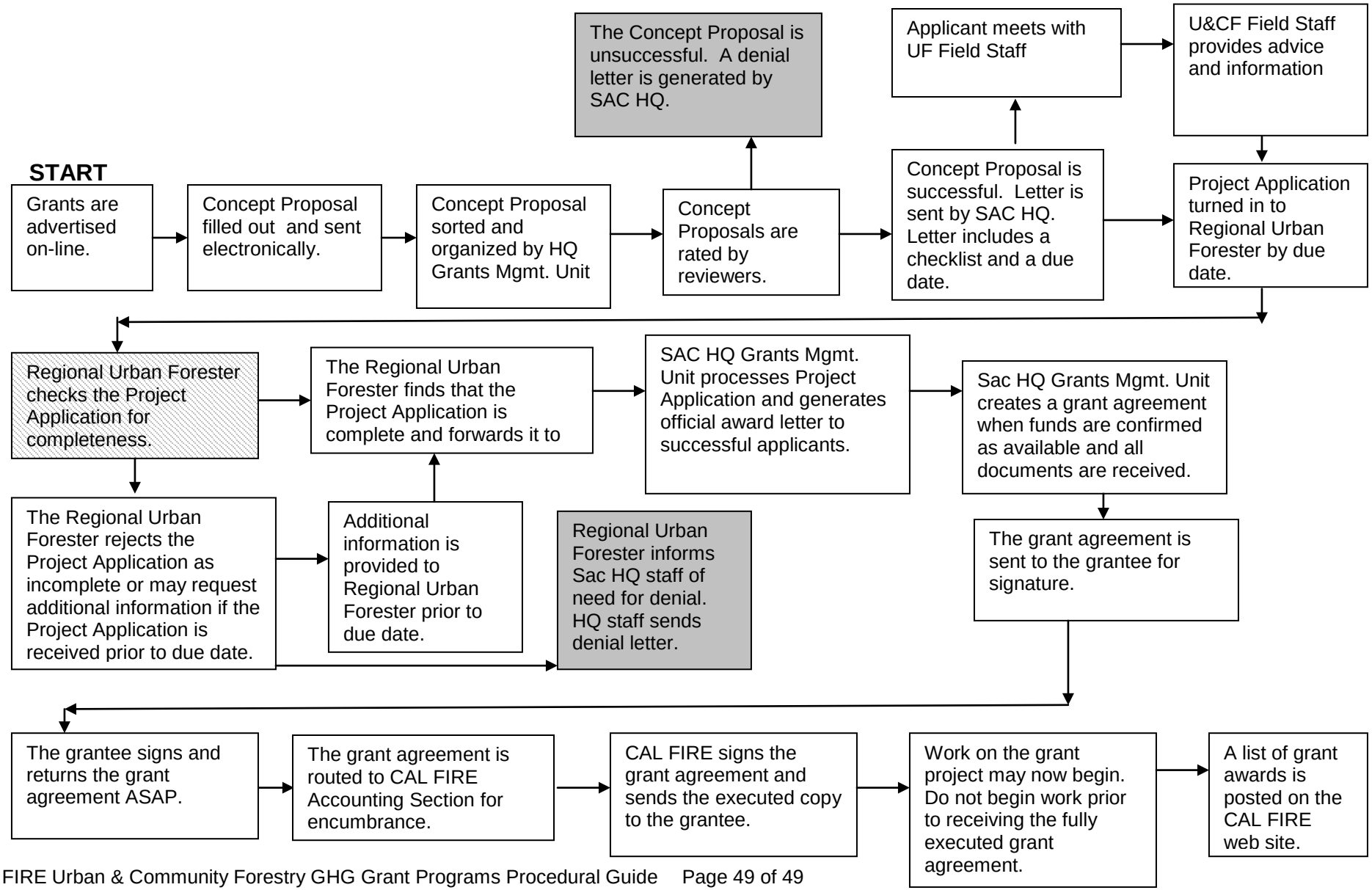
- **Hardscape Damage.** Damage to sidewalks and curbs by tree roots are noted. Notes on potential fixes for the problem are encouraged (redesign options etc…)

- **Overhead Utilities.** The inventory indicates whether overhead conductors or other utilities are present at the tree site that could result in conflicts with the tree.

- **Grow space.** The area within the growing space is categorized as:

  T Tree Lawn
  W Well/Pit
  M Median
  P Raised Planter
  O Open/Unrestricted
  I Island
  U Unmaintained Area

- **Space Size.** The narrowest dimension of the Grow Space, in feet. (I.e., 3'x3' cut-out, 4' parkway strip, open parkland, etc…..)

- **Notes.** Additional information regarding disease, insect, mechanical damage, etc. can be included in this field.

APPENDIX H: CAL FIRE Urban & Community Forestry Program Grant Process Flow Chart