

**State of California  
Department of Forestry and Fire Protection**

**Urban Forestry Grant Program**

**PROCEDURAL GUIDE  
2008**



Grant program made Pursuant to the California Urban Forestry Act of 1978  
(Public Resources Code 4799.06 – 4799.12)

Grant Funds made available from:

Proposition 40, *California Clean Water, Clean Air, Safe Neighborhood, Parks, and Coastal Protection Act of 2002*

Proposition 84, *Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006*

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# **URBAN GREENING & URBAN FORESTRY GRANT APPLICATIONS**

## **INTRODUCTION**

The Department of Forestry and Fire Protection (CAL FIRE) has prepared this guide to assist local governments and non-profit entities in applying for and administering State grants from the CAL FIRE-Urban Forestry Program. CAL FIRE offers these grants to eligible applicants on an annual basis. Funding for the grant programs varies from year to year and is based on the availability of Proposition-based bonds, Federal Grants from the USDA Forest Service, State General Funds, and approval of Budgets for each fiscal year. The grants are designed to create or implement projects that benefit urban vegetation and will vary each year so it is imperative that the applicant reads the description of each grant to determine whether the proposed project meets the stated conditions.

## **ELIGIBILITY CRITERIA**

The eligibility criteria for grants may vary and it is important that all applicants determine their eligibility prior to beginning the process. Eligibility information will be available in each Request for Proposal (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 (IRC 5096.605)

## **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 closely with local CAL FIRE-Urban Forestry Staff in the planning and development of proposals. See Appendix E for a list of CAL FIRE contacts.

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

Funding of the proposals submitted to the CAL FIRE-Urban 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 March, so please plan project timelines accordingly. Grant funds may be encumbered for three years from July 1. All grant funds must be expended and grants must end by March 30 of the third year.

If selected, the project applicant shall comply with all applicable federal, state, and local laws, rules, regulations and ordinances specifically including but not limited to environmental, procurement, and safety.

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.

## **THE REVIEW PROCESS**

All proposals are to be submitted by the due date to California Department of Forestry and Fire Protection (per the instructions found in the application package). Each proposal goes through an internal review process 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) and these guidelines. 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-Urban Forestry Staff file the application.

Proposals are evaluated and scored based on specific criteria in each RFP and all projects must produce a finished and usable product, report 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 purpose of these guidelines, are “urban areas” and “urban clusters” as currently defined by the United States Census Bureau.

Each RFP will specify the type or types of projects that will be considered for funding. Routine, on-going management activities are not eligible, nor are projects that are designed to supplant rather than supplement existing local agency activities.

**Table 1: Urban Forestry Program Grant Offerings**

<b>Project Type</b>	<b>Description</b>	<b>Grant Amount</b>	<b>Match State/Others</b>
Tree Planting	Urban tree planting projects and up to three years of initial maintenance. Preference will be given to the planting of trees to optimize the multiple benefits of Urban Forestry with special attention given to air quality and energy conservation benefits.	\$10,000 - \$100,000	50/50
School Tree Planting	Intended to accomplish the proper selection and planting of large-crowning, environmentally tolerant, high-quality trees in appropriate places on school grounds. These trees will provide shelter from the sun and other environmental benefits. By focusing on our youth to make a difference in their educational environment, the program seeks to increase awareness of the benefits of urban and community forests. A modest proposal will allow the children to focus attention on a quality-planting project and ensure that the trees they plant will thrive.	\$1,500 - \$5,000	65/35
Education	Creating and developing an educational program that showcases the benefits of sustainable urban forests or urban greening. The project has a commitment for active participation from one or more of the following: local residents, local business, local nonprofit group or local government.	\$5,000 - \$100,000	65/35
Inventory	Establishing or adding to an existing tree inventory. Applicant must have an existing urban forest/street tree protection system (city ordinance, etc.). Applicant must have an existing urban forester, arborist, or other position responsible for urban forest resources.	\$15,000 - \$200,000	50/50
Management Plans	Establishing a new management plan or updating an existing management plan. Applicant must have an existing urban forest/street tree protection system (city ordinance, general plan, etc.), or create an ordinance as a result. Applicant must have an existing and current (updated within last 10 years) tree inventory. Applicant must have an existing urban forester, arborist, or other professional staff position responsible for urban forest resources. There shall be a provision for periodic review of the management plan. Grant recipient must implement and utilize the "Management Plan" and implement an ordinance if not already in place.	\$15,000 - \$100,000	50/50
Innovative	For innovative projects falling within the scope of the Urban Forestry Act of 1978.	\$15,000 - \$500,000	65/35

## PART I

### CONCEPT PROPOSAL APPLICATION AND SUBMISSION PROCEDURES

#### Concept Proposal Due Date:

Due dates will vary from year to year, but concept proposals are generally due in mid-July. For projects to be funded in the 2008/2009 Fiscal Year, concept proposals must be postmarked by **October 24, 2008**.

#### Application Package:

To access the concept proposal application package please go to the following web sites:

<http://www.ufe.org/grantinfo.lasso> and [http://www.fire.ca.gov/resource\\_mgt/urbanforestry](http://www.fire.ca.gov/resource_mgt/urbanforestry)

#### Where to Send:

Concept proposal applications will be submitted electronically thru an automated process. This is the preferred method of submission. If there is some reason that an electronic submission can not be made, please write in advance to:

California Department of Forestry and Fire Protection  
Urban Forestry Program  
P.O. Box 94426  
Sacramento, CA 94244-2460

#### Notification:

Applicants will be notified as soon as is reasonably possible whether or not their Concept Proposal has been approved, deferred or not approved. Those that are approved will be asked to develop a full proposal application package (See Part II). Acceptance of "Concept Proposals" is not a guarantee that your proposed project will be funded

## PART II

### FULL PROPOSAL APPLICATION AND SUBMISSION PROCEDURES

Proposal Due Date:

Due dates will vary from year to year, but full proposals are generally due in early-September. For projects to be funded in the 2008/2009 Fiscal Year, the due date will be supplied to the applicants.

Application Package:

To access the full proposal application package please go to the following web site:

<http://www.ufe.org/grantinfo.lasso> and [http://www.fire.ca.gov/resource\\_mgt/urbanforestry](http://www.fire.ca.gov/resource_mgt/urbanforestry)

Where to Send:

The applicant must provide **two hard copies** of the proposal and **one electronic copy** in Excel the format provided. Full proposal applications should be sent to the address below.

Please mail your application to:

California Department of Forestry and Fire Protection  
Urban Forestry Program  
P.O. Box 94426  
Sacramento, CA 94244-2460

Notification:

Applicants should be notified of the final selections by mid-October. Please note that a period of heavy wildfire activity will likely delay the time of notification to applicants.

## **Important Provisions for All Proposal Applications**

A complete proposal package will include the following:

- Complete application form (Appendix A)
- Complete and accurate budget (Appendix B)
- Supporting material and required forms (Appendix C)

### Complete Application Form (Appendix A):

Project Description - Project proposals must include a detailed description of the project with clearly defined goals and objectives, how each objective and associated tasks will be addressed, a detailed timeline, 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 proposals must include a detailed budget as shown in the application form. 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 Forestry Program and any cash or in-kind cost share from all other funding sources.

CAL FIRE recognizes that project proposals 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.

The proposal budget shall specify the source and dollar amount of any proposed cost-share. Project proposals shall provide information specifically identifying any funding match requirements from any other entity.

For projects which include more than one task a cost breakdown by tasks must be submitted as well as a detailed line item budget for the entire project. The budgets should include the appropriate eligible costs and matching funds as shown in the instructions and examples in Appendix B.

### Supporting Material and Required Forms (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 strongly recommended that these forms be provided with the full application package to expedite the process. Failure to submit all forms may result in funds not being awarded.

- Authorizing Resolution from governing body** - All applicants that have governing body must submit a resolution of project approval and matching funds. This is a requirement of the Grant Agreement. It is suggested that the governing body be made aware of the Conceptual Proposal and be prepared to submit the resolution with the Full Proposal. Grant Agreements will not be prepared or funds encumbered without a signed resolution.
  
- 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 can be found at <http://www.osp.dgs.ca.gov/StandardForms/Fill+and+Print+Standard+eForms.htm>. Please note that the form directions say that cities are not required to submit the STD. 204, however, grant agreements will not be prepared and funds will not be encumbered without submission of a completed STD. 204 for each applicant.
  
- 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 can be found at <http://www.osp.dgs.ca.gov/StandardForms/Fill+and+Print+Standard+eForms.htm>
  
- 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 can be found at <http://www.osp.dgs.ca.gov/StandardForms/Fill+and+Print+Standard+eForms.htm>
  
- Non-profit applicants** will be required to submit a 501(c)(3) Certification, a copy of the Articles of Incorporation, and a copy of the Bylaws will be required.

## 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 procedures and deadlines please go to the following web sites:

<http://www.ufe.org/grantinfo.lasso> and [http://www.fire.ca.gov/resource\\_mgt/urbanforestry](http://www.fire.ca.gov/resource_mgt/urbanforestry)

#### **I. Concept Proposal Application Package**

Year-round: Applicants work with local CAL FIRE-Urban Forestry Staff to develop concept proposals.

April - May: Requests For Proposals (RFP's) for the new fiscal year will be posted on the CAL FIRE Urban 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.

June - July: Applicants will submit their proposals to CAL FIRE by the date specified in the RFP. RFP's 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 concept proposal applications to appropriate Regional staff for review. If the concept proposal application is complete, then Regional staff and CAL FIRE staff will score the proposal using the score sheet provided in the application package.

Mid-August: Review and scoring will typically be completed by mid-August. CAL FIRE will determine which concept proposals will be selected for development into full proposals.

Late-August: CAL FIRE will notify applicants whether their proposal has been approved, deferred until the next funding cycle, or not approved. Those that are approved will be asked to complete and submit a full application package.

#### **II. Full Proposal Application Package**

Early-September: Applicants will submit their full applications by mail to CAL FIRE in early September. .

Late-September: Review will be completed as soon as reasonably possible. Please note that this is typically a time of high wildfire incidents and CAL FIRE staff may be responding to these incidents and delaying the review period.

Early-October: Applicants are notified whether or not their full application has been approved or not approved. CAL FIRE staff will begin grant agreement or contract preparation for those that are approved.

Early-November: Grant Agreement sent to applicant, applicant returns signed agreement to CAL FIRE.

March: Estimated start date for projects.

### **III. Contract Administration**

Upon grant agreement approval CAL FIRE will notify the Grantee that work may commence on the project. Grantee may submit progress payment requests to the CAL FIRE-Urban Forestry program no more frequently than monthly. If desired, the Grantee may submit a single request for lump sum payment upon completion of the project. If progress payments are requested, CAL FIRE will reimburse all expenses upon receipt of an acceptable Request for Progress Payment. Vendor receipts shall accompany any Request for Progress Payment or Lump Sum Payment Request

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

Grantee must complete the project within 3 years from July 1 of the grant year and submit all deliverables and payment requests. The CAL FIRE Urban Forestry Program staff will arrange for a final project inspection and authorize final payment. In order to have sufficient time to process final payments and to close out the Grant Agreement, all agreements must have an end date of no later than March 30 (e.g., projects receiving 2008 funding must be completed and final invoices received by March 30, 2011). Invoices received after this date will not be guaranteed payment.

CAL FIRE may perform an audit of completed project.

### **Grant Agreement Amendments**

Grant Agreement amendments may be allowed, at the discretion of CAL FIRE staff, for changes to the scope of work or minor changes to the project budget. Time extensions beyond the 3 year window are not available for any reason. The total amount awarded to the grantee can never be increased during the project for any reason.

### **Scope of Work**

A Grantee wishing to change the scope of an approved project shall submit the proposed change in writing to the CAL FIRE-Urban Forestry Program field staff for approval. If the

proposed change is submitted after a formal agreement has been established between CAL FIRE and the Grantee, a formal amendment will be required.

### **Time Extensions**

Due to fiscal restrictions contracts cannot be extended beyond March 30 of the third fiscal year for any reason.

### **Payments of Grant Funds**

Payments will be made by CAL FIRE to the Grantee on a reimbursement basis. In certain applications advance payments will be considered. The Grantee can choose to receive progress payments or to be paid in a lump sum upon completion of the project. 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. CAL FIRE will reimburse the Grantee for all eligible cost under the terms of the agreement.. For lump sum payments, a single Request for Lump Sum Payment shall be submitted upon completion of all contract tasks. Appendix D contains Payment Request Information.

Grantee should allow a minimum of four weeks to receive payment after submitting a request for payment.

### **Accounting Requirements**

The Grantee shall maintain an accounting system that accurately reflects fiscal transactions, with the necessary controls and safeguards. This system shall provide a good 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 three years after final payment is made by the state.  
AVOID AUDIT EXCEPTIONS - KEEP ACCURATE RECORDS.

### **State Audit**

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. The audit would be requested by the state after the final payment request has been received, all project transactions have been completed, and the Grantee has made the necessary payments.

If your project is selected for audit, you 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 cancelled 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, or the like requested by the state auditor.

All project records must be retained by the Grantee for a period of not less than one year after the State audit or final disposition of any disputed audit findings.

# **APPENDIX A**

## **Concept Proposal Application Full Proposal Application**



# Concept Proposal Urban Forestry Grant Program

Please fill out this form completely and submit your application via email with the button at the end of the form.

Select Grant Type from menu

Project Title

### 1. Applicant information

Eligible applicants for most grant types include cities, counties, qualifying districts, or nonprofit organizations qualified under section 501(c)(3) of the Internal Revenue Code.

Name of Organization

Type of Organization

**Project Manager** Title

First Name  Last Name

Email  Phone Number

Address 1

Address 2

City

State  Zip Code

### 2. Partner information

List any partners or co-sponsors

Name of Organization

First Name  Last Name

Name of Organization

First Name  Last Name

### 3. Location information

List the communities served by the project. Include all cities and counties or statewide.

Communities Served

**4. Grant information**

Describe the project and answer the questions below. Responses are limited to the space provided.

**A. Background and Rational**

What is the current situation, condition, or problem to be addressed by the project?

**B. Project Objective**

What are the objectives of the proposed project?

**C. Project Description**

How will the project achieve the objectives? Who will be involved?

**5. Task and Budget Information**

**A. Budget**

Provide an estimate of costs and budget information for the project.

Project Work Task	Task Description	Matched Funds	Amount Requested	Task Total Cost
Task 1				
Task 2				
Task 3				
Task 4				
Additional Tasks				
Admin / Overhead				
<b>TOTALS</b>				

**B. Explanation of Budget and Costs**

In the space provided, describe the basis for the budget amounts listed above.

**C. Other Funding Sources**

List other funding sources, grants or applications that are considered matching funds for this proposal.

Description	Source	Requested Amount	Funded?

**6. Other Project Work**

List any other projects or activities conducted in the area over the past 3 years that are linked to this project. These may be projects conducted by other organizations. Include any contributions of the applying organization to these projects. Include partners and sponsors of the projects, if known.

Thank you for your application. Please print a copy of the application for your records. Submit the application using the "Submit by Email" button below. You will receive a confirmation email shortly after submitting.

Print Form

Submit by Email

**PLEASE NOTE THAT THIS SECTION IS HERE FOR INFORMATION PURPOSES ONLY. THE ACTUAL FULL PROPOSAL PACKAGE MAY VARY FROM WHAT IS DISPLAYED HERE.**

## **FULL PROPOSAL APPLICATION PACKAGE**

**For the Excel version please go to:**

[http://www.fire.ca.gov/resource\\_mgt/resource\\_mgt/urbanforestry](http://www.fire.ca.gov/resource_mgt/resource_mgt/urbanforestry)

**The application shown here is for illustrative purposes only.**

### **IMPORTANT**

1. This is the full application packet to be completed by applicants who have received prior written approval to proceed with a full application. Some information may be copied directly from the approved Concept Proposal Application. However, more detail is required for the Project Description and the Budget Information. To obtain necessary information such as application instructions, program guidelines, and sample budgets, please refer to the complete application packet available on-line at:

[http://www.fire.ca.gov/resource\\_mgt/resource\\_mgt/urbanforestry](http://www.fire.ca.gov/resource_mgt/resource_mgt/urbanforestry)

2. The Full Proposal Application and all accompanying documents must be mailed or delivered to California Department of Forestry and Fire Protection at the address specified in your acceptance letter.

3. Please limit your responses. Use the guidelines indicated for each response, using a minimum of 11 point font. You can insert text in unprotected cells and insert lines in excel to help with text formatting, etc. Some cells are protected and cannot be changed. The Full Proposal document should not exceed 10 pages.

## Full Proposal Application Form

The complete Procedural Guide for Urban Forestry Grants is located at the following website: [http://www.fire.ca.gov/resource\\_mgt/resource\\_mgt/urbanforestry](http://www.fire.ca.gov/resource_mgt/resource_mgt/urbanforestry)

### 1. APPLICANT AND PROJECT INFORMATION

The applicant must meet eligibility requirements listed in the Request for Proposal (RFP). The applicant will act as the fiscal agent and will enter into a contract with the California Department of Forestry and Fire Protection.

#### Proposal Information

Project Title:	
Project Manager:	
Grant Amount Requested:	
Project Start Date:	
Project Completion Date:	

#### A) APPLICANT / FISCAL AGENT

The applicant must meet eligibility requirements listed above. The applicant will act as the fiscal agent and will enter into a contract with the Department of Fish and Game if awarded.

Name of Organization:	
Type of Organization:	

#### Applicant Contact Person

Last Name:	
First Name:	
Title:	
Telephone:	
E-mail:	

#### Mailing address

Line 1:	
Line 2:	
City:	
State:	
Zip Code:	

#### B) PARTNER / CO-SPONSOR

List partner or co-sponsor, if applicable.

Name of Organization:	
Type of Organization:	

#### Partner Contact Person

Last Name:	
First Name:	
Title:	
Telephone:	
E-mail:	
Other:	

#### Partner mailing address

Line 1:	
Line 2:	
City:	
State:	
Zip Code:	

#### C) LOCATION INFORMATION

Please describe the location of the proposed project and include a map that clearly locates your project.

	Name of project:	
	Communities: (City or Unincorporated Area)	
	Counties:	

**2. PROJECT SPECIFIC INFORMATION**

**A) PROJECT DESCRIPTION**

Describe the project. Include the number and job nature of the people involved in the project, the source of funds, materials, equipment, or services provided by the applicant. (500 words maximum)

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**B) PROGRAM OBJECTIVES**

Describe the Project's objectives

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**C) SCOPE OF WORK**

Describe your approach, the design (methods), and implementation of the proposed work. (200 words)

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**D) ESTIMATED TIMELINE**

Briefly describe the timeline for completing proposal objectives (200 words)

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**E) EXPECTED PRODUCTS OR DELIVERABLES**

Describe the products resulting from the proposed work. (200 words)

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**F) BENEFITS**  
 Explain how this proposal will benefit Urban Forestry. (200 words)

**G) ADDITIONAL INFORMATION**  
 Describe any other important features of your proposal. (200 words)

**3. TASK AND BUDGET INFORMATION**

Please provide an estimate of cost & budget information for your proposal in the following tables.  
 For information regarding standard labor rates, visit: <http://www.labormarketinfo.edd.ca.gov/>

**Part 1: Task Item Budget**

Please provide an estimate of costs and budget information for the task items proposed. Include all tasks and sub-tasks, including the costs that may be supported by agreements with partners/sub-contractors listed above. Tasks that describe the work to be undertaken should be described in brief statements in the Scope of Work (2 C above). Each task should have a separate number assigned to it. You should include one or more tasks for CEQA compliance if your proposal is subject to CEQA. All projects, with the exception of land acquisition, should include a task for Project Monitoring and Evaluation. Land acquisition costs such as purchase price, appraisal charge, survey costs, preliminary title reports costs, escrow fees and title insurance fees should be reported as separate tasks. The total amounts must correspond to the line-item table in Part 2. Other Funds includes partner or co-sponsor project amounts not included in the grant amount requested.

Project Work Task	Task Description	Other Funds	Grant Funds	Project Total
Task 1:				
Task 2:				
Task 3:				
Task 4:				
<b>Add additional tasks as needed:</b>				
<b>Administration:</b>				
<b>Reporting:</b>				
	Monthly, annual, special, final			
<b>Invoicing:</b>				
<b>Data collection:</b>				
<b>CEQA or Permitting:</b>				
	Negative Declaration			
	Mitigations			
	EIR/EIS			
	other permits			
<b>TOTAL PROPOSED BUDGET: (should match total for Part 2: Line Item Table)</b>				

<b>Part 2: Line Item Budget</b>				
Line-Item details must correspond to the task-items listed above. Please add rows and information to meet the specific needs of your proposal. Benefits may be listed separately or incorporated into the cost per hour rate. Indirect costs should be included in the overhead line item.				
Line-Item Details	Description of activity	Other Funds	Grant Funds	Project Total
<b>Total Salaries &amp; Wages:</b>				
<b>Personnel Services:</b>				
Class or title:				
Cost per hour:				
Anticipated Hours:				
Benefits				
Class or title:				
Cost per hour:				
Anticipated Hours:				
Benefits				
(insert more rows as applicable)				
<b>General Expenses:</b>				
Travel				
Equipment				
Supplies				
Data Software/Hardware				
<b>Partner Contracts</b>				
<b>Professional &amp; Consultant contracts</b>				
<b>Overhead</b>				
<b>TOTAL PROPOSED BUDGET:</b> (should match total for Part 1: Task Item Table)				
<b>A) EXPLANATION OF BUDGET AND COSTS</b>				
Describe the basis for the budget amounts listed in the tables above. (200 words)				
<b>B) OTHER FUND SOURCES:</b>				
List any other fund sources, grants or applications, public or private that are considered matching funds for this proposal.				
Description	Source	Type	Requested Amount	Funded?
1				
2				
3				
4				
<b>C) OTHER PROJECT WORK:</b>		Location	Status	
List any other projects or activities conducted in the conservation area over the past three years, public or private, that are explicitly linked to this proposal.				
1				
2				
3				
4				

**SIGNATURE PAGE**

Original, authorized signatures are required from the applicant organization that will act as the fiscal agent.

Sign and print name, title and date.

**Approval 1**

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<i>signature</i>	<i>printed name</i>	<i>title</i>	<i>organization</i>	<i>date</i>
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**Approval 2**

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<i>signature</i>	<i>printed name</i>	<i>title</i>	<i>organization</i>	<i>date</i>
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# **APPENDIX B**

## **Eligible Costs and Sample Budgets**

## ELIGIBLE COSTS

Only project-related costs associated with an eligible project activity incurred during the project performance period specified in the grant agreement may be funded. All such costs must be supported by appropriate invoices, purchase orders, canceled warrants, and other records. An example cost estimate is provided in Appendix B.

1. Personal services - Services of the Grantee's employees directly engaged in project execution are eligible costs. These costs must be computed according to the Grantee's prevailing wage or salary scales, and may include fringe benefit costs such as vacations, sick leave, social security contributions, etc. that are customarily charged to the recipient's various projects. Costs charged to the project must be computed on actual time spent on a project, and supported by time and attendance records describing the work performed on the project.
2. Consultant services - The costs of consultant services necessary for the project are eligible.
3. Equipment - Equipment owned by the Grantee may be charged to the project for each use. Equipment use charges must be made in accordance with the Grantee's normal accounting practices. The equipment rental rates published by the State Department of Transportation may be used as a guide. If the Grantee's equipment is used, a report or source document must describe the work performed, indicate the hours used, relate the use to the project, and be signed by the operator and supervisor.

Equipment may be leased, rented, or purchased, whichever is most economical. Any equipment and any nonexpendable materials, supplies, or property of any kind purchased from State funds under the terms of the grant agreements, and not fully consumed in the performance of the agreements, may become the property of the State or disposed of pursuant to instruction from the State at the termination of the agreement. Equipment is generally defined as all moveable articles of nonexpendable property that have a value of \$500 or more and a useful life of four years or more.

4. Miscellaneous supplies and materials – Supplies and materials may be purchased for a specific project.
5. Miscellaneous expenses – Expenses such as communications (e.g., telephone, postage), printing, and transportation costs (not to exceed rates established by the Department of Personal Administration) are eligible costs.
6. Overhead - Indirect costs, usually calculated as a percentage of the direct costs, are eligible. Indirect cost must be reasonable and justifiable. Rates over 15% will not be paid for any reason. These grant programs are being administered at a complete cost of 5%, rates above 5% will need explanation.

### SAMPLE LINE ITEM BUDGET

<b>Personal Services</b>	<b>CAL FIRE</b>	<b>Match</b>	<b>Source</b>
<b>Staff Salaries</b>			
Researcher I (250 hrs @ \$28.00/hr)	\$ 14,000	\$ 5,000	NUCFAC
Field Assistant @ (200 hrs. @ \$10.00/hr)	\$ 4,000	\$ 500	In-kind
Data Clerk (100 hrs @ \$8.00/hr)	\$ 1,600		
<b>Staff Benefits</b>			
Researcher I @ 20%	\$ 2,800	\$ 1,850	In-kind
Field Assistant @ 20%	\$ 800		
Data Clerk @ 15%	\$ 240		
<b>Total Personal Services</b>	<b>\$ 23,440</b>	<b>\$9,350</b>	
<b>General Expenses</b>			
Travel (Mileage @ \$0.44/mile)	\$ 500		
Miscellaneous Office Supplies/Expenses (Including photocopies, postage, etc.)	\$ 1,000	\$3,000	Corporate
<b>Total Operating Expenses &amp; Equipment</b>	<b>\$ 1,500</b>	<b>\$3,000</b>	
<b>Subcontracting</b> (Consultant Services)	<b>\$ 3,000</b>		
<b>Overhead</b> @ 5% of direct costs	<b>\$ 1,397</b>	<b>\$ 5,000</b>	In-Kind
<b>TOTAL</b>	<b>\$ 29,337</b>	<b>\$ 17,350</b>	

## SAMPLE TASK BUDGET

<b>TASK</b>	<b>AMOUNT</b>
<b>Task 1</b> Perform baseline species monitoring to test sampling methodology	\$10,400
<b>Task 2</b> First six-month period of sampling Initial model development	\$6,000 \$5,600
<b>Task 3</b> Second six-month period of sampling Final model calibration	\$6,000 \$4,800
<b>Task 4</b> Project monitoring and evaluation	\$1,300
<b>Task 5</b> Draft Final Report Final Report	\$1,500 <u>\$2,000</u>
<b>TOTAL</b>	<b>\$37,600</b>

**Note: If you submit a task budget, you must also complete and submit a line item budget.**

# **APPENDIX C**

## **Required Forms**

## SAMPLE RESOLUTION

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 PROPOSITIONS 40 and 84.

WHEREAS, the Governor of the State of California in cooperation with the California State Legislature has enacted Propositions 40 and 84, which provide funds to the State of California and its political subdivisions for urban 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 forestry project;

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

1. Approved the filing of an application for “Propositions 40 and 84” grant program funds; and
2. Certifies that said applicant has or will have sufficient funds to operate and maintain the project; and,
3. Certifies that funds under the jurisdiction of (Name Governing Body Here) are available to begin the project.
4. Certifies that said applicant will expend grant funds prior to March 30, 2011.
5. Appoints (agency or department DO NOT NAME AN INDIVIDUAL) 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 of \_\_\_\_\_, 20\_\_\_\_\_. 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)

<http://www.documents.dgs.ca.gov/osp/pdf/std204.pdf>

Nondiscrimination Compliance Statement form (STD. 19)

<http://www.documents.dgs.ca.gov/osp/pdf/std019.pdf>

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

<http://www.documents.dgs.ca.gov/osp/pdf/std021.pdf>

# **APPENDIX D**

## **Payment Request Information**

## PAYMENT REQUEST INFORMATION

The invoice shall contain the following information:

1. The word "Invoice" should appear in a prominent location at the top of the page(s);
2. Printed name of the Contractor;
3. Business address of the Contractor including P.O. Box, City, State, and Zip Code;
4. California Department of Forestry and Fire Protection  
Attn: Urban Forestry Program  
P.O. Box 944246  
Sacramento, CA 94244-2460
5. The date of the invoice and the time period covered;
6. The grant agreement number upon which the claim is based, and;
7. An itemized account of the services for which the Department of Forestry and Fire Protection is being billed. Include all of the following:

- a. The time period covered by the invoice (i.e., the term "from" and "to");
- b. A description of the services performed;
- c. The method of computing the amount due based on contract provisions (e.g., lump sum or line item budget/cost reimbursement method – see description below):

Lump sum method

Upon satisfactory performance, the State agrees to pay the Contractor on a lump sum basis for all work described herein for the total specified amount.

**Or**

Line item budget or cost reimbursement method

Progress payments will be made by the State to the Contractor, in arrears, upon receipt of an itemized invoice showing the time period covered and the work items accomplished. The invoice must be itemized using the categories and following the format of the budget contained in the agreement. The total amount due. This should be in a prominent location in the lower right-hand portion of the last page and clearly distinguished from other figures or computations appearing on the invoice; the total amount due shall include all costs incurred by the Contractor under the terms of this agreement; and

- d. The original signature of the Contractor (not required of established firms or entities using preprinted letterhead invoices)

# **APPENDIX E**

## **CAL FIRE Contact Information**

## Department of Forestry and Fire Protection

Urban Forestry Advisors: Area is per that map on the next page.

**Darla Mills** Area 3  
Department of Forestry and Fire Protection  
1234 E. Shaw Avenue  
Fresno, CA 93710-7899  
(559) 243-4109  
[Darla.Mills@fire.ca.gov](mailto:Darla.Mills@fire.ca.gov)

**John Melvin** Area 1  
Department of Forestry and Fire Protection  
5800 Chiles Road (USPS)  
5950 Chiles Road (UPS, FedEx)  
Davis, CA 95618  
(916) 508-2767  
[John.Melvin@fire.ca.gov](mailto:John.Melvin@fire.ca.gov)

**Lynnette Short** Area 7  
Department of Forestry and Fire Protection  
2249 Jamacha Road  
El Cajon, CA 92019  
(909) 553-8062  
[Lynnette.Short@fire.ca.gov](mailto:Lynnette.Short@fire.ca.gov)

**Abigail Srader** Area 5  
Department of Forestry and Fire Protection  
2524 Mulberry Street  
Riverside, CA 92501  
(909) 553-8057  
[Abigail.Srader@fire.ca.gov](mailto:Abigail.Srader@fire.ca.gov)

**Thomas Shoots** Area 6  
Department of Forestry and Fire Protection  
3950 Paramount Boulevard #210  
Lakewood, CA 90712  
(213) 200-7115  
[Thomas.Shoots@fire.ca.gov](mailto:Thomas.Shoots@fire.ca.gov)

**Jacqueline Empasis** Area 4  
Department of Forestry and Fire Protection  
SLU Meridian Station  
4050 Branch Road  
Paso Robles, CA 93446  
(805) 550-6280  
[Jacqueline.Empasis@fire.ca.gov](mailto:Jacqueline.Empasis@fire.ca.gov)

**James Scheid** Area 2  
Department of Forestry and Fire Protection  
(415) 265-9059  
[James.Scheid@fire.ca.gov](mailto:James.Scheid@fire.ca.gov)

