

LOCAL ASSISTANCE FOR TREE MORTALITY GRANT PROGRAM PROCEDURAL GUIDE

AUTHORIZED BY

Senate Bill 108

(Chapter 54, Sec. 9., Item 3540-102-0001)

Local Tree Mortality Assistance: General Fund

FUNDED BY

Section 2.00 Budget Act of 2017

REVISED

April 5, 2018



State of California – The Natural Resources Agency
California Department of Forestry and Fire Protection

Introduction

This Procedural Guide provides details for the 2017-18 Local Assistance for Tree Mortality (LATM) Grant Program authorized by the Legislature in SB 108 and administered by the California Department of Forestry and Fire Protection (CAL FIRE). The 2017-18 LATM Grant Program is a one-time appropriation of \$6 million for grants to local agencies in the 10 high priority counties participating in the Tree Mortality Task Force (TMTF) for the purposes of identifying, removing and disposing of dead and dying trees that pose a threat to public health and safety.

Objective

The objective of the LATM Grant Program is to increase the pace and scale of tree mortality projects by providing up to 25% reimbursement for eligible costs in high priority counties that are 1) consistent with the requirements for tree mortality projects through the California Disaster Assistance Act (CDAA), and 2) consistent with the local CAL FIRE Unit Fire Plan.

Eligibility

Qualifying projects and activities must meet each of the following criteria:

1. Projects conducted within one of the ten high priority counties of Amador, Calaveras, El Dorado, Fresno, Kern, Madera, Mariposa, Placer, Tulare and Tuolumne under the jurisdictional authority of either:
 - a. the governing body (Board of Supervisors or County Administrator) of the high priority county; or
 - b. a CDAA-eligible local agency within the high priority county that has been expressly identified by the governing body (Board of Supervisors or County Administrator) of the high priority county during the application period.
2. Projects consistent with CDAA requirements as administered by the California Office of Emergency Services (Cal OES) for the tree mortality emergency.
3. Projects consistent with the local CAL FIRE Unit Fire Plan.

Funding Allocation and Eligible Costs

The LATM Grant funds will be allocated to the high priority counties as follows:

1. Three million (\$3,000,000) will be allocated equally across the 10 high priority counties (\$300,000 each); and
2. Three million (\$3,000,000) will be allocated across the 10 high priority counties proportional to the estimated number of dead trees in Tier 1 High Hazard Zones (HHZ) on private, state, and local lands (see Table 1) as summarized in the April 2017 publication of [Tree Mortality: Facts and Figures](#).
3. The LATM Grant will provide up to 25% reimbursement for eligible costs approved under the CDAA program up to the below "Total Allocation" dollar amount. Donated Resources included to satisfy the CDAA cost share obligation will be subtracted from reimbursement under the LATM Grant.
4. The governing body (Board of Supervisors or County Administrator) of the high priority county may, at their discretion, provide a portion of their total grant allocation to another CDAA-eligible local agency with jurisdictional authority for hazard tree removal by expressly identifying the local agency and amount of funding to be made available in a signed letter to CAL FIRE during the application process.

Table 1. Local Assistance Grant allocation by high priority county.

County	Tier 1 HHZ - Private, State, and Local			Equal Distribution	Total Allocation
	# Trees	%*	Allocation (\$)		
Amador	248,000	4%	\$112,489	\$300,000	\$412,489
Calaveras	836,000	13%	\$379,196	\$300,000	\$679,196
El Dorado	207,000	3%	\$93,892	\$300,000	\$393,892
Fresno	1,279,000	19%	\$580,133	\$300,000	\$880,133
Kern	533,000	8%	\$241,760	\$300,000	\$541,760
Madera	603,000	9%	\$273,511	\$300,000	\$573,511
Mariposa	1,098,000	17%	\$498,034	\$300,000	\$798,034
Placer	141,000	2%	\$63,955	\$300,000	\$363,955
Tulare	552,000	8%	\$250,378	\$300,000	\$550,378
Tuolumne	1,117,000	17%	\$506,652	\$300,000	\$806,652
TOTAL		100%	\$3,000,000	\$3,000,000	\$6,000,000

* Percentages rounded to the nearest whole number for display purposes only.

Eligible costs include those allowed under CDAA for the tree mortality emergency, including, but not limited to the following:

- Evaluation and identification of dead or dying trees threatening the public rights-of-way and public infrastructure by a certified arborist or forester;
- Removal of trees threatening public rights-of-way and public infrastructure, which may include trees on private property;
- Contracted tree removal, transportation, holding site fees, and disposal; and
- Reasonable Force Account Labor overtime and equipment costs.

Non-eligible costs include those not allowed under CDAA for the tree mortality emergency, including, but not limited to the following:

- Removal of trees from private property that do not pose a threat to public right-of-way or public infrastructure;
- Straight-time Force Account labor;
- Income, fees, revenues, wages, lost or voluntarily waived by a local agency;
- Activities or costs associated with permanent work such the construction of a biomass facility; and
- Deferred Maintenance.
- Costs incurred prior to July 1, 2017.
- Costs exceeding the local agency cost-share obligation under the CDAA.
- Donated Resources of labor, materials, or other valuable considerations provided as part of the local agency's CDAA cost share obligation.

Application Process and Project Administration

The overall application process for the LATM Grant is a three-stage process.

Stage 1- Project Application.

The governing body of each high priority county will be provided a funding advice letter identifying the funding available based on the above allocations and the LATM Grant Application. The county must submit the following documents **no later than February 28, 2018**:

1. Completed CAL FIRE application
2. Copy of Cal OES approved Project Application under the CDAA for the tree mortality emergency;
3. Copy of Cal OES approved tree removal plan
4. Copy of Board Resolution submitted for Cal OES CDAA application.
5. Completed Payee Data Record ([Std. 204](#)).
6. If a high priority county exercises their discretion to do so, a signed letter by the governing body (Board of Supervisors or County Administrator) of that county expressly identifying the local agency and amount of funding to be made available to that local agency (Appendix I).
 - a. Any local agency participating in this grant program shall complete and submit a full application package by the date indicated above.

Stage 2- CAL FIRE Local Unit Fire Plan Consistency Determination

Upon receipt of the application package, CAL FIRE TMTF staff will consult with the local CAL FIRE Unit to determine if the project is consistent with Unit Fire Plan.

Stage 3- Grant Agreement:

No later than April 13, 2018, CAL FIRE will issue an agreement to the local agency along with instructions and requests for any additional documents if needed. Signature on the agreement by the local agency official must be consistent with the designation in the Board Resolution. After the agreement has been fully executed, CAL FIRE will provide the local agency, (now the Grantee) with a signed agreement.

Public Outreach

Public Outreach performed by the Grantee to advertise tree mortality projects conducted under the LATM Grant will be coordinated with the Public Outreach Working Group of the TMTF.

Project Tracking

Grantees shall upload completed projects into the Tree Mortality Mapper no less frequently than monthly for tracking and reporting by the Mapping and Monitoring Working Group of the TMTF.

Payment of Grant Funds (REVISED APRIL 5, 2018)

No reimbursement will be provided for work done prior to July 1, 2017. All payments will be made on a reimbursement basis (i.e., the Grantee pays for services, products or supplies, and is reimbursed by the State).

- Upon receipt of an approved CDAA Damage Survey Report (DSR) from Cal OES, Grantee shall submit an LATM grant reimbursement request to CAL FIRE that includes:
 - A signed and dated cover letter identifying project name, project description, appropriate project metrics (acres treated, trees removed, linear miles of road treated), total project cost, and treatment method (Appendix II).
 - An invoice identifying the grant number, Cal OES Applicant #, associated DSR #, DSR Inspection date, Cal OES approved amount, Cal OES reimbursed amount (75% of the approved amount) and amount of donated resources (Appendix III).
 - A copy of the approved DSR and cost worksheet from Cal OES. For any DSR including costs incurred both prior to and after July 1, 2017, the Grantee shall clearly delineate those costs that occurred on or after July 1 to receive reimbursement under the LATM.
- CAL FIRE will reimburse Grantee up to 25% of the total project costs as determined by Cal OES. Reimbursement amount will be calculated based on total project costs less Cal OES reimbursement and Donated Resources. The total amount shall not exceed the out-of-pocket costs from Grantee.
- CAL FIRE will not provide reimbursement without a copy of an approved DSR from Cal OES.
- Reimbursement by CAL FIRE will occur as frequently as that provided by CDAA (the entire amount is available during the life of the grant program and can be used for partial payments).
- Total reimbursement during the term of the LATM Grant shall not exceed the "Total Allocation" dollar amount identified in Table 1 above.

Interagency Memorandum of Understanding

CAL FIRE will enter into an interagency memorandum of understanding (MOU) with Cal OES for the purposes of administering this grant.

Grant Termination

All project and activity work related to the grant must be completed no later than January 31, 2020. Requests for reimbursement shall be submitted to CAL FIRE and Cal OES no later than February 28, 2020. CAL FIRE shall provide reimbursement for all approved DSRs received through April 30, 2020.

COUNTY NAME

Address #1

Address #2

City, State Zip

APPENDIX I:

SAMPLE LETTER TO ALLOT FUNDS TO
AN ELIGIBLE LOCAL AGENCY

Project Manager Name

Phone #

E-mail address

Submit letter to:

California Department of Forestry & Fire Protection (CAL FIRE)

ATTN: Grants Management Unit, LATM

P.O. Box 944246

Sacramento, CA 94244-2460

DATE: Month DD, YYYY

ATTN: Gabriel Schultz, Team Leader, Tree Mortality Task Force

[COUNTY] hereby requests that [\$ PORTION OF GRANT ALLOCATED] of the [\$ TOTAL GRANT ALLOCATED] being allocated to our county under the CAL FIRE Local Assistance Grant Program be allotted to [CDAA-ELIGIBLE LOCAL JURISDICTION]. The local jurisdiction we have nominated to receive a portion of our funds has jurisdictional authority for hazard tree removal and is eligible under CDAA. The agency's CAL OES Applicant ID# is [APPLICANT ID #].

Signature of Authorized Official

Date

Printed Name

COUNTY NAME

Address #1

Address #2

City, State Zip

Project Manager Name

Phone #

E-mail address

APPENDIX II:
SAMPLE COVER
LETTER
TO ACCOMPANY
REIMBURSEMENT
REQUEST**Submit cover letter and supporting documentation to:**

California Department of Forestry & Fire Protection (CAL FIRE)

ATTN: Grants Management Unit, LATM

P.O. Box 944246

Sacramento, CA 94244-2460

DATE: Month DD, YYYY**INVOICE #:** ###

Grant Number:

Cal OES Applicant ID #:

DSR #:

DSR Inspection Date:

The attached invoice is being submitted in accordance with the awarded CAL FIRE Local Assistance Tree Mortality Grant. This request is being sent to CAL FIRE concurrently with the Cal OES CDAA reimbursement request. Also attached is a copy of the approved Damage Survey Report (DSR) associated with the costs and summary of work completed.

Project Name:			
Project Description:			
Acres Treated:		# Trees Removed:	
Linear Miles of Road Treated:		Total Project Cost:	
Treatment method:			

Signature of Authorized Official

Date

Printed Name

COUNTY NAME

Address #1

Address #2

City, State Zip

Project Manager Name

Phone #

E-mail address

APPENDIX III:

SAMPLE REIMBURSEMENT

REQUEST

Submit invoice and supporting documentation to:

California Department of Forestry & Fire Protection (CAL FIRE)

ATTN: Grants Management Unit, LATM

P.O. Box 944246

Sacramento, CA 94244-2460

DATE: Month DD, YYYY**INVOICE #:** ###

Grant Number:

Cal OES Applicant ID #:

DSR #:

DSR Inspection Date:

Payment Type:

 Interim Payment Final Payment

	CURRENT COST	EXPENDED TO DATE
a. Total Cost from DSR		
b. Less Cal OES approved amount		
c. Less Donated Resources		
CURRENT DUE (a-b-c)	\$ -	

This invoice is being submitted in accordance with the awarded CAL FIRE Local Assistance Tree Mortality Grant. The above amount represents the amount payable by CAL FIRE on the above referenced agreement and is consistent with the funding provisions under Item 3540-102-0001 of the Budget Act of 2017 (Chapter 54, Statutes of 2017). Attached is a copy of the approved Damage Survey Report (DSR) associated with the costs and summary of work completed.

See attached DSR for concurrence

Signature of Authorized Official

Date

Printed Name

CAL FIRE USE ONLY

Payment approval signature (Grants Management Unit)

Title

Date

CAL FIRE Coding:

FY

Index

Object

PCA

Amount

Vendor #



California Department of Forestry and Fire Protection (CAL FIRE) Local Assistance for Tree Mortality Grant Application Fiscal Year 2017-18 Funding Opportunity



Please fill out this form completely. Be sure to save a copy of this form for your records. Submit one (1) electronic copy in fillable PDF format with all supporting materials to CALFIRE.Grants@fire.ca.gov. Please use "LATM Grant Application" in the E-mail subject line and carbon copy (cc) yourself. Your cc will be proof of your submittal. In addition, submit one (1) hard copy with signatures and all supporting materials to: California Department of Forestry and Fire Protection, Attention: Grants Management Unit - LATM, P.O. Box 944246, Sacramento, CA 94244-2460. Hard copy will need to be postmarked no later than February 28, 2018. Electronic copy must be submitted no later than February 28, 2018 at 3:00 pm. Applications postmarked after this date and time will not be considered.

If you would like to mail the hard copy via expedited/overnight mail, please E-mail CALFIRE.Grants@fire.ca.gov for the physical mailing address.

Please complete the project identification information.

Has your project been pre-approved by Cal OES for reimbursement under the CDAA for tree mortality? Yes No

State Applicant ID # (Cal OES Applicant ID #):

Is this project consistent with your local CAL FIRE Unit Fire Plan? Yes No

CAL FIRE Unit

1. County:

Project Manager Title:

FirstName:

Last Name:

Address 1:

Address 2:

City:

Zip Code:

PhoneNumber:

Fax:

Email address:

2. Project Funding Requested:

3. Grant Period: The Grant Period starts July 1, 2017 and ends no later than January 31, 2020. CAL FIRE shall provide reimbursement for all approved DSRs received through April 30, 2020.

4. Application Submission:

US Mail

Email

- Application
- Copy of Cal OES approved Project Application
- Copy of Cal OES approved tree removal plan
- Copy of Board Resolution submitted for Cal OES CDAA Application
- Completed Payee Data Record (Std. 204)

<input type="checkbox"/>	<input type="checkbox"/>

I certify that the above and attached information is true and correct:

Original Signature Required: Applicant's Authorized Representative

Date Signed

Printed Name

Title

Executed on:

Date

at:

City