



CAL FIRE Forest Health Grant Program
California Climate Investments
Jobs Reporting Requirement FAQ
June 2020

Below are frequently asked questions (FAQs) related to the requirement that CAL FIRE Forest Health grantees report all jobs associated with the implementation of a California Climate Investments (CCI) grant project.

If your question is not addressed below, please carefully review the "Read Me" tab and the "Data Dictionary" included in the Jobs Reporting Workbook. If you still have questions or any concerns, please contact Program Specialist [Kristen Merrill](#) and/or the CAL FIRE representative designated on your grant agreement so that we can work with you on a solution for your project. We will update this document as additional questions arise.

Q: Why is CAL FIRE asking for this information now?

A: CAL FIRE is preparing to report to the California Air Resources Board (CARB) on the work and impacts of the Forest Health program. CAL FIRE is required to complete this report twice annually. We have previously been able to use information from your grant agreement and the invoices and progress reports which you already provide to us. However, CAL FIRE now needs to report on real jobs created and supported by your projects and we do not have sufficient information to do so without further input.

Q: How often do we need to report to CAL FIRE on jobs supported under our grant? Are the reports cumulative?

A: CAL FIRE Forest Health program staff will be requesting jobs data semi-annually, in November and May.

The first report should cover the period from December 1, 2018 to May 30, 2020. Subsequent reports are not cumulative. Each file provided should cover the months since the last report (June 1 - November 30, December 1 - May 30).

Q: Is it a requirement that we report on employment information by contractors and subcontractors?

A: Yes, Figure 1 in the "Read Me" tab of the Jobs Workbook illustrates that any grantees must report on jobs supported by first-order subcontracts larger than \$100,000 and any subsequent subcontracts stemming from that first-order subcontract.

We understand that this can be difficult in some situations, and CARB does allow for some exceptions (such as contracts <\$100K) to the jobs reporting requirements. The [CAL FIRE Forest Health](#) program and [CARB's GGRF](#) program welcome written comments and feedback of your experience collecting this information.

Q: Do we report only on *new* jobs funded under the grant or also on existing jobs whose wages are (sometimes only partially) reimbursed by grant funds?

A: You should report on *all* jobs *directly* associated with the implementation of the project, regardless of the funding source and regardless of whether the positions were created or preexisting. For instance, you should report the work hours an administrator spent tracking project expenses, but you should not report the work of operations staff charged with maintaining the administrator's office building.

Q: How do we get information on whether there are priority populations supported by our grant? What if we do not have that information? What if the subcontractors include immigrant labor or crews that do not live in the project area?

A: The intent of the priority populations reporting is that it is based on the home address of the workers on CCI projects. Where possible, grantees and contractors should report based on data obtained from paycheck rolls, W-2 forms, etc. Where it is not possible to ask for residency information (i.e., the contractor is no longer working with that subcontractor), the business address or PO Box location is a reasonable alternative.

In the case of work crews and/or immigrant labor, the location data used would be the worker's place of residency at the time they were employed by the project, such as a work camp, dormitory, etc. If the workers are truly lacking a fixed address, you will not be able to make a disadvantaged community or low-income community claim for these jobs.