

**California Climate Investments  
Department of Forestry and Fire  
Protection  
(CAL FIRE)**

**Wildfire Prevention Grants Program  
Procedural Guide  
FY 2022-2023**

**January 9, 2023**



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# Introduction

This procedural guide includes information about the California Department of Forestry and Fire Protection (CAL FIRE) Wildfire Prevention (WP) Grants Program. The Program is funded by the State of California General Fund (GF) and with Cap-and-Trade auction proceeds appropriated by the California Legislature to agencies that administer California Climate Investments (CCI).

Up to \$115 million is being allocated to CAL FIRE's Wildfire Prevention Grants Program in Fiscal Year 2022-2023 from the CCI Greenhouse Gas Reduction Fund (GGRF) and GF. For information about CAL FIRE's other CCI programs, please visit [CAL FIRE Grants](#).

## Wildfire Prevention Grants Program Summary

CAL FIRE's WP Grants Program provides funding for wildfire prevention projects and activities in and near wildfire threatened communities that focus on increasing the protection of people, structures, and communities. Funded activities include Hazardous Fuels Reduction, Wildfire Prevention Planning, and Wildfire Prevention Education with an emphasis on improving public health and safety while reducing greenhouse gas emissions.

California's Strategic Fire Plan serves as a roadmap for project development. Projects are evaluated based on the overall benefit to reduce the threat of wildfires to people, structures, and communities. CAL FIRE will consider the wildfire hazards and risks to an area, the geographic balance of projects, and whether the project is complementary to other wildfire prevention or forest health activities when awarding grants. Disadvantaged communities and low-income communities as defined by Assembly Bill 1550 (Gomez) (Stats. 2016, Ch. 369), and projects that demonstrate a carbon benefit by reducing greenhouse gas emissions and contain matching funds will receive additional priority. Projects are selected on a competitive basis and consecutive awards are not guaranteed. Disadvantaged and low-income communities can be determined using the process in Appendix F.

CAL FIRE will provide technical expertise and management oversight of grants but may not be the primary agency or applicant in projects.

## Qualifying Project Types and Activities

The WP Grants Program funds three types of activities: Hazardous Fuels Reduction, Wildfire Prevention Planning, and Wildfire Prevention Education. Below are some examples of qualifying projects and activities:

## **Hazardous Fuels Reduction**

- Vegetation clearance in critical locations to reduce wildfire intensity and rate of spread
- Creation or maintenance of fuel breaks in strategic locations, as identified in CAL FIRE Unit Fire Plans, a Community Wildfire Protection Plan, or similar strategic planning document
- Removal of ladder fuels to reduce the risk of crown fires
- Creation of community-level wildfire prevention programs, such as community chipping days, roadside chipping, and green waste bin programs
- Selective tree removal (thinning) to improve forest health to withstand wildfire
- Modification of vegetation adjacent to roads to improve public safety for egress of evacuating residents and ingress of responding emergency personnel
- Reduction of fuel loading around critical infrastructure to maintain continuity of government and other critical services
- Projects to improve compliance with defensible space requirements as required by Public Resources Code Section 4291 (Projects eligible for CCI funds are low-income, disabled, or elderly households per CA requirements)
- Seasonal and temporary prescribed grazing using temporary infrastructure consistent with increasing the protection of people, structures, and communities

## **Wildfire Prevention Planning**

- Wildfire risk or related mapping
- Creation or update of strategic wildfire planning documents, such as:
  - Evacuation plans
  - Community Wildfire Protection Plans (CWPP)
  - Local Hazard Mitigation Plans
  - Safety Elements
  - Wildfire Prevention or mitigation plans

## **Wildfire Prevention Education**

- Development and implementation of public education and outreach programs
- Workshops, meetings, materials creation, and other educational activities with the purpose of increasing knowledge and awareness of information that could be used to reduce the total number of wildfires, acres burned, and structures lost
- To educate the public on regarding making homes and communities more wildfire resilient, including defensible space training
- Activities are subject to CAL FIRE approval

# Eligibility, Conditions, and Important Points

## Eligibility

- State Agencies
- Federal Agencies
- Native American Tribes
- Joint Powers Authority (JPA) if the entities involved are eligible applicants
- Local agencies, including:
  - City, county, or city and county
  - Fire protection districts
  - Community services districts
  - Water districts
  - Resource conservation districts
  - Special districts
- Certified local conservation corps
- Fire Safe Councils with a 501(c)(3) designation
- Other qualified non-profit organizations with a 501(c)(3) designation

In situations where a local government has contracted with CAL FIRE for fire protection services, CAL FIRE is considered a local government for purposes of this grant program.

Applicants may **not** be one of the following:

- A privately held for-profit company or corporation
- Individual or private landowners requesting a grant specifically for a project to be completed on only their own land
- Homeowners' associations or other associations unless they have 501(c)(3) non-profit status.

### **Eligible costs include, but are not limited to:**

- Removal of dead, dying or diseased trees posing an imminent threat to public rights-of-way and public infrastructure, which may include trees on private property
- Contracted tree removal, transportation, holding site fees, and disposal
- Costs that are necessary and prudent to the accomplishment of the project, e.g.,
  - Project equipment not to exceed a cumulative total of \$750,000.
  - Project supplies (supplies include items under \$5,000 per unit cost. Chainsaws are an example of a supply item and are **not** considered equipment.
  - Fuel and Maintenance
  - CEQA/NEPA Costs

**Ineligible costs include, but are not limited to:**

- Removal of trees from private property that do not pose an imminent threat to public health and safety
- Costs associated with improvement of landscaping, including planting
- Costs that are not directly associated with the project
- Costs already funded or budgeted through another source (i.e., supplanting)
- Income, fees, revenues, or wages lost or voluntarily waived by a local agency
- Activities or costs associated with permanent infrastructure
- Costs incurred before or after the project performance period
- Cost of preparing a grant and application
- Late fees, penalties, and bank fees

**Non-qualifying project types and activities include, but are not limited to:**

- Purchase of capital equipment greater than \$750,000 cumulative
- Purchase of capital equipment without demonstrating how the equipment will be utilized
- Installation, creation, upgrade, or maintenance of fire protection features, such as roads, bridges, structures, or water storage facilities or other permanent infrastructure
- Projects or activities utilizing CAL FIRE staff without corresponding reimbursements or requests seeking funding for services already provided by CAL FIRE

**Conditions and Important points**

1. The maximum allowable funding amount is \$5 million
2. Grants can be made only to “eligible” applicants.
3. Projects must provide benefits to habitable structures and people in and near wildfire threatened communities.
4. Projects utilizing partners must provide a letter of commitment from the entity as proof that they have contacted the entity, the entity has the required resources (if needed) to commit toward the project, and the entity supports the project.
5. Qualifying projects and activities are limited to those where the proposed project or activity addresses the hazards and risks to wildfire threatened communities that focus on increasing the protection of people, structures, and communities.
6. Applicants must consider greenhouse gas emissions of project activities and plan to reduce emissions as much as possible during project activities.

7. Grantees must have the ability to plan, administer, and complete the grant project.
8. For some projects, the grantee may be required to prepare a California Environmental Quality Act (CEQA) or National Environmental Policy Act (NEPA) document. Projects requiring CEQA/NEPA review are required to provide documented compliance within 12 months from the grant execution. CEQA/NEPA compliance must begin immediately after grant execution.  
**Documented CEQA/NEPA compliance is required prior to commencing any ground disturbing activity.**
9. Projects proposed on a “forested landscape,” as defined in Public Resources Code (PRC) §754, will require a Registered Professional Forester (RPF) to design and oversee any fuel hazard reduction vegetation removal, as defined in PRC §753, copied below. The RPF will conduct at least one site visit during active project operations to ensure vegetation removal is being conducted according to the prescription. An RPF is not required to provide the general project information required in the Scope of Work during the grant application phase, but the applicant must demonstrate how CEQA/NEPA compliance will be met, including RPF involvement, in the Project Scope of Work and include this cost in the budget if applicable.
  - a. *PRC §753 - “Forestry,” as used in this article, refers to the science and practice of managing forested landscapes and the treatment of the forest cover in general, and includes, among other things, the application of scientific knowledge and forestry principles in the fields of fuels management and forest protection, timber growing and utilization, forest inventories, forest economics, forest valuation and finance, and the evaluation and mitigation of impacts from forestry activities on watershed and scenic values, to achieve the purposes of this article. The practice of forestry applies only to those activities undertaken on forested landscapes. The professions specified in Section 772 are not practicing forestry when mitigating or recommending mitigation of impacts from previous forestry activities on related watershed or ecological values within their area of professional expertise or when recommending those mitigations for proposed timber operations. However, public, and private foresters are required to be licensed pursuant to this article when making evaluations and determinations of the appropriate overall combination of mitigations of impacts from forestry activities necessary to protect all forest resources.*
  - b. *PRC §754 - “Forested landscapes” means those tree dominated landscapes and their associated vegetation types on which there is growing a significant stand of tree species, or which are naturally capable of growing a significant stand of native trees in perpetuity, and is not otherwise devoted to non-forestry commercial, urban, or farming uses.*

10. Projects outside of a “forested landscape” should consider the use of a professional ecologist, biologist, certified rangeland manager, arborist, RPF, or other professional with knowledge of local ecosystem processes to develop an appropriate fuel hazard reduction removal project.
11. CAL FIRE has the discretion to specify an earlier project completion date at the time of award based on the funds associated with the grant award. CAL FIRE will work with the awardees to ensure projects will still be achievable within the earlier timeframe.
12. Fuel reduction vegetation treatment prescriptions shall focus on increasing safety for the public and first responders as well as reducing fire hazards to improve the protection of lives, structures, and communities. Treatments shall eliminate the vertical and horizontal continuity of vegetative fuels for the purpose of reducing the rate of fire spread, duration and intensity, fuel ignitability, and the ignition of tree crowns and/or structures.
13. Required project deliverables to be included in the Project Scope of Work:
  - a. Pre-and post-treatment description of site conditions and project results relative to hazardous tree or vegetative conditions, wildfire hazard reduction goal accomplishments, or measurable metric for evaluation of the project. This includes, but is not limited to, number of acres treated, number of parcels treated for fuel reduction for defensible space compliance, number of prevention plans created, and number of people reached in a public education project. CAL FIRE reserves the right to retain copies of these descriptions and publicly disseminate the information for its own purposes.
  - b. GIS data files supporting the project map to allow CAL FIRE to accurately document the spatial extent of the project.
  - c. Documented CEQA/NEPA compliance within 12 months of grant execution. This includes CEQA or demonstration of exemption.
14. Grantee shall provide data reporting to CAL FIRE, including but not limited to, number of acres treated, number of parcels treated for fuel reduction for defensible space compliance, number of prevention plans created, and number of people reached in a public education project. CAL FIRE will provide grantees with the specific metrics and the reporting process.
15. Financial reports are required for reimbursement. Please see Appendix C for the invoice required with the financial report. The invoice template is found on the CAL FIRE website.



16. A Quarterly Progress Report is required to be submitted under the Pending tasks “Activities report request” in Grants Portal. The quarterly progress report will be due within 30 days of the end of every calendar quarter even if no fiscal activity has occurred:

Quarter	Progress Report Covering	Due Date
1 <sup>st</sup> Quarter	January 1 – March 31	April 30
2 <sup>nd</sup> Quarter	April 1 – June 30	July 30
3 <sup>rd</sup> Quarter	July 1 – September 30	October 30
4 <sup>th</sup> Quarter	October 1 – December 31	January 30

17. Final financial reports for grant-related work must be submitted to CAL FIRE no later than 30 days after the project completion date.

18. A Wildfire Prevention Grants Program Final report (found on the CAL FIRE website) is due within 30 days of the grant expiration and is required to be submitted *simultaneously* with the final financial report.

*a. Pre-project and post-project pictures must be submitted with the Final Report along with updated GIS data files.*

19. Projects must demonstrate all efforts to reduce greenhouse gas emissions. Projects that demonstrate significant greenhouse gas emissions reductions will be favored.

20. All Wildfire Prevention Grants projects must clearly display, identify, and label themselves as being funded by CAL FIRE. Acknowledgments must contain the CAL FIRE logo as well as the following statement: Funding for this project provided by CAL FIRE’s Wildfire Prevention Grants Program. Grantees are required to include the California Climate Investments funding boilerplate and logo with the CAL FIRE logo on all outreach and public-facing materials including but not limited to press releases, media advisories, printed collateral, event invitations, signs, and project/program websites.

21. Each application should focus on *one or more* of the following major activities:

- a. Hazardous Fuels Reduction*
- b. Wildfire Prevention Planning*
- c. Wildfire Prevention Education*

Entities with more than one application should consider consolidating into just one application, especially if proposed project(s) are similar and/or share

geographic locations. For additional assistance work with your local CAL FIRE Unit coordinator and/or your region representatives.

**22. Submission of Application in the CAL FIRE Grants Portal is due by March 15, 2023, at 3:00 PM PST.**

23. No reimbursable work on proposed Wildfire Prevention Grants projects may commence until there is a fully executed agreement between CAL FIRE and the grantee. An agreement is considered fully executed upon signature and approval by the State Fire Marshal or designee.

24. All project and activity work related to grants must be completed by final expiration date located in the executed Grant Agreement.

25. **No ground disturbing work** may commence until the requirements of CEQA/NEPA have been satisfied.

26. Agreements must be executed by the date specified in the Agreement.

27. Reimbursement payments are expected to be issued 45 calendar days from the time an acceptable financial report with included invoice is submitted. Payments are sent via U.S. Mail; electronic payment is not available. The financial report approval process is as follows:

- 1) Financial report submitted to the Region for review and approval using Grants Portal
- 2) Unit reviews the financial report and performs a project site inspection if applicable, to verify that work to be invoiced has been satisfactorily completed according to the deliverable items described in the grant documentation
- 3) Grants Management Unit reviews and submits the financial report to the Business Service Office for payment

28. When a Contract County is the grantee, the Contract County must contact the CAL FIRE Administrative Unit to conduct an inspection of the modification efforts prior to submitting a Financial Report in Grants Portal for completed work. The CAL FIRE Administrative Unit or designee will conduct an inspection to verify that work to be invoiced has been satisfactorily completed according to the deliverable items described in the grant documentation.

29. A resolution or attesting document is required for all Wildfire Prevention Grants. The attestee cannot be the same individual as designated by the board to sign the agreement. Please refer to the sample resolution (Appendix B). A board resolution template is available on the CAL FIRE WP Grants website.

Note: Where the line indicates ‘whereas, the Board designates (designee’s title)’, it is recommended that the applicant list the title rather than an individual’s name. In the event the individual retires or leaves the organization, a new resolution designating a replacement will be required if a name is listed rather than the working title. The resolution should name the designee for not only entering into agreements on behalf of the board but also the authorized signatory for financial reports.

30. The Wildfire Prevention grants are not designed nor intended to create or substantially support ongoing administrative positions.
31. The inclusion of indirect costs is acceptable for Wildfire Prevention Grants projects up to 12% of the total amount of direct grant funds provided to the grantee, minus equipment. Applicants may request from CAL FIRE a higher indirect cost rate by providing additional justification as to why a higher indirect rate is needed as well as including appropriate documentation substantiating the basis of the higher indirect rate (e.g. a copy of a federally approved Negotiated Indirect Cost Rate Agreement, etc.). In no instances may the request exceed 20%. This shall apply to all entities including University of California (UC) and California State University (CSU) entities. Documentation related to the determination of the grantee’s indirect cost rate must be retained by the grantee for audit purposes. Approval of the higher indirect rate is solely at CAL FIRE’s discretion. Please refer to Appendix H.
32. All educational materials and planning documents created and used for a Wildfire Prevention Grant project must be submitted to CAL FIRE. CAL FIRE may retain copies of these materials and utilize them for CAL FIRE’s own purposes. Similarly, any Wildfire Prevention Grant project photos, videos, testimonials, or other similar information submitted to CAL FIRE throughout the performance of the project may be retained by CAL FIRE and utilized for CAL FIRE’s own purposes.
33. Public records in the possession of the Department of Forestry and Fire Protection (Department) which are not exempt from disclosure under the California Public Records Act shall be available for inspection, and copies of such public records shall be provided, pursuant to these guidelines. This may include, but are not limited to application packages, Agreements, and grant project financial records.

## **Prevailing Wage Requirements**

CAL FIRE provides no opinion as to whether projects may be subject to prevailing wages. For determination for prevailing wages, please contact the Department of Industrial Relations (DIR) at [DIR Prevailing Wage](#). It is the applicant’s responsibility to budget for prevailing wages in their project cost when applicable.

## Greenhouse Gas Emissions (GHG) Requirements

California Climate Investments (CCI) administered by CAL FIRE through the Forest Health, Wildfire Prevention, and Urban and Community Forestry Programs contribute to California's climate goals by reducing emissions from wildfires, stabilizing long-term storage of carbon in biomass, and improving carbon sequestration in California's natural and working forests.

In terms of direct emissions benefits, the objectives of the WP Grants Program are to:

- Reduce GHG emissions from wildfire and prevent need for cleanup and rebuilding of communities following destructive wildfire events
- Provide fire personnel with more opportunities to access the fire perimeter to extinguish fires more quickly, thereby reducing GHG emissions
- Encourage projects that result in smaller scale fires to reduce carbon emissions and reduce the carbon impact
- Improve health and resilience of treated areas for increased carbon sequestration.
- Improve public awareness and reduce human caused wildfire ignitions
- Promote orderly growth and development through land use planning which helps to reduce GHG emissions

Eliminating wildfire starts, mitigating wildfires before they progress into wildland areas and communities, and facilitating firefighting efforts and safety all contribute to reduced wildfire emissions over time. The WP Grants Program also includes support for planning, such as development of CWPPs, and education programs that promote fire-safe communities to capture the benefits and synergy of collective, community-wide efforts.

However, fuel reduction activities also release greenhouse gas emissions at the time of treatment, and CAL FIRE must balance emissions costs and benefits of the Wildfire Prevention and Forest Health Programs to comply with the law. Minimizing emissions of fuel treatment activities, using disposal methods other than open burning, and optimizing vegetation health options in the development of treatment prescriptions are important steps in project development to achieve balanced emissions costs and benefits.

Awardees will be required to submit information about project size, vegetation type, location, and treatment area so that CAL FIRE staff may complete emissions calculations for the project. Calculations will be completed using an existing methodology produced by CAL FIRE and the California Air Resources Board for the Forest Health Program. Emissions effects of activities that do not fit the existing methodology will be described in detail. The grant application review process will include consideration of project activities with emissions benefits.

## **California Climate Investments (CCI) Reporting Requirements**

Wildfire Prevention Grants are funded in whole or part by Cap-and-Trade auction proceeds appropriated by the California Legislature to CAL FIRE, who is responsible for administering funds allocated from the CCI Program.

Accountability and transparency are essential elements for CCI. Full public disclosure is required to provide information on how administering agencies are investing appropriations from the GGRF and what benefits are being achieved from those investments. CAL FIRE is responsible for collecting project information and reporting.

For each grant project with a total project cost of greater than \$1,000,000.00, grantees must submit jobs reporting data to CAL FIRE on a semi-annual basis in June and December. The reporting cycles cover information for the following periods: December 1 – May 31, June 1 – November 30. All grant projects meeting that criteria will be notified of the reporting dates and the data requirements.

## **Grant Application Review and Evaluation Factors**

### **Review Process**

Applications will be reviewed by CAL FIRE. The application review involves three levels:

- Local – CAL FIRE Units and Contract Counties
- Regional – CAL FIRE Northern and Southern Regional Offices
- Statewide – Statewide review team. The statewide review team will prepare a list of recommended projects and activities for consideration by the Director of CAL FIRE. The Director will make decisions on approved projects and activities taking into consideration the recommendations of the statewide review team.

Emphasis at each level will be placed on projects and activities that address hazards which reduce potential risk from wildfire in and near communities. The department shall consider the fire risk of an area, the geographic balance of projects, and whether the project is complementary to other wildfire prevention or forest health activities when awarding local assistance grants. Additionally, to the extent possible, a project or activity will not be selected if it conflicts or competes with another proposed or approved project.

### **Evaluation Factors (Ranking Criteria)**

In evaluating applications, CAL FIRE is seeking information that allows it to consider the following factors:

1. The grant application clearly identifies the focus of the grant as Hazardous Fuels Reduction, Wildfire Prevention Planning, or Wildfire Prevention Education.
2. The project addresses hazards and risks from wildfire.
  - a. *The project includes Fire Hazard Severity rankings and indicates areas and their relative proportion of Very High, High, and Moderate Fire Hazard Severity Zones as adopted by the State Fire Marshal and identified in the CAL FIRE map located at [Fire Hazard Severity Zones](#).*
  - b. *The proposed project is in or near a wildfire threatened community and adequately describes how it will address the hazards and risks from wildfire.*
  - c. *The project protects other assets of wildfire threatened communities to maintain continuity of government operations and critical services. This includes, but not limited to, fire, police, power, water, sewer, roads, and other critical facilities. If the project does involve community infrastructure, it must explain how it will address the hazards and risks from wildfire to these assets.*
3. The project is related to or part of one or more strategic plans or tree removal plan:
  - a. *The project is included in or consistent with one or more of the following plans:*
    - i. *CAL FIRE Unit Fire Plan, Contract County Fire Plan, Local Fire Plan, a CWPP, Community Evacuation Plan, tree removal plan, Fire Safe Council Action Plan, Firewise USA Community Wildfire Risk Assessment, Local Hazard Mitigation Plan, Safety Element plan, or other local plan (identified in Scope of Work) that addresses the hazards and risks from wildfire.*
    - b. *The project proposes to create, or update, a long-term fire hazard reduction planning document affecting or involving wildfire threatened communities, such as, but not limited to, a CWPP or Community Evacuation Plan. A strategic planning document would include a Safety Element of a General Plan and a Local Hazard Mitigation Plan with elements for increasing safety for the public and first responders.*
    - c. *The project removes hazardous trees in collaboration with other entities, other funding sources, or as part of a larger tree mortality project.*
    - d. *The project considers other projects, pending or past, in the Unit/Contract County.*



- d. *For hazardous fuel reduction projects, the actual number of acres being treated is clearly defined.*
8. There is demonstrated capacity to administer the grant.
- a. *The applicant shows an acceptable amount of experience in administering grants. This is largely based on successfully administering other grant-funded projects/activities over the past five years. Project proponents having no previous experience with similar projects should discuss any past experiences that may help show capacity to successfully complete the proposed project. This may include partnering with a more experienced organization that can provide project support.*
  - b. *Discuss successes and administration of previously awarded CAL FIRE grants or grants administered by the applicant for other granting entities.*
9. Fire Risk Reduction Community List per [PRC Code 4290.1](#)
- a. [Public Resources Code 4124.7](#) requires CAL FIRE to “prioritize local assistance grant funding applications” from local agencies based on the “Fire Risk Reduction Community List.”
  - b. *The prioritization required in subdivision (a) of [Public Resources Code 4124.7](#) shall not affect applications from entities that are not local agencies.*
  - c. *Wildfire Prevention Grant applicants will receive priority for utilizing the funding to meet the List eligibility requirements.*
  - d. *Wildfire Prevention Grant applicants will also receive priority if the applicant is already on the Fire Risk Reduction Community List.*
  - e. *Projects are selected on a competitive basis and consecutive awards are not guaranteed.*
  - f. *Applicants not eligible for the List will not be precluded from receiving grant funds.*

For more information about the Fire Risk Reduction Community List, please visit the [Board of Forestry website](#)

## **Application Process and Project Administration**

**Applicants should work with the local CAL FIRE Unit for guidance in developing project plans for your application.** Find your [local CAL FIRE Unit contact](#) as listed by



county. Building a relationship with the local CAL FIRE Unit enhances the potential for a successful application and grant award.

***Applications not received by the deadline, not submitted in the CAL FIRE Grants Portal, or that do not adhere to the procedures in this guide, will not be accepted or considered.***

## Stage 1 - Project Application

**Due March 15, 2023, at 3:00 PM PST**

**Electronic Application Submission in the CAL FIRE Grants Portal Solicitation link on the [WP Grants website](#) and in the WP Grants Mapping Center [Project Mapping Program](#):**

CAL FIRE is pleased to announce the implementation of Grants Portal—a fully integrated online grant management system that will streamline grant application and administration processes for both grantees and CAL FIRE staff. The use of this new system will enhance communication and will provide a comprehensive and improved grant experience from solicitation to closeout.

The Grants Portal WP Grants solicitation link and a Grants Portal user guide can be found on the [Wildfire Prevention Grants website](#).

Entities with more than one application should consider consolidating into just one application, especially if proposed project(s) are similar and/or share geographic locations. For additional assistance work with your local CAL FIRE Unit coordinator and/or your region representatives.

Upload all documents related to your application to the Grants Portal no later than **3:00 PM PST on March 15, 2023**. Instructions on how to apply through the Grants Portal can be found in the [Grants Portal Application Submittal User Guide](#).

Grants Portal will issue a Project Tracking Number for each application.

Please use this file naming structure (Project Tracking Number plus document name) for attachments (if you have multiples of one file, please make it into a zip file) uploaded in the Grants Portal. Below is an example, the Grants Portal will assign the actual Project Tracking number that you will use:

- 22-WP-UUU-XXXXXXXXX-STD 204.pdf
- 22-WP-UUU- XXXXXXXXX -STD 19.doc
- 22-WP-UUU- XXXXXXXXX -STD 21.xls
- 22-WP-UUU- XXXXXXXXX -Ltr of Support.pdf
- 22-WP-UUU- XXXXXXXXX -Ltr of Commitment.pdf

## Project Mapping Program

In addition to the CAL FIRE Grants Portal application package, each project will require an online mapping submission in our WP Grants Mapping Center [Project Mapping Program](#) database. Submit application in Grants Portal first to obtain the auto-generated Project Tracking Number you will need for the mapping program. The online mapping submission consists of submitting a Geopoint for all project types. For Hazardous Fuels Reduction projects, you also will need to submit Treatment area polygon(s) (TIZ). The instructions on how to draw and submit a Geopoint and Polygon in the [Project Mapping Program](#) can also be found at [CAL FIRE WP Grants](#). There is a video and a quick reference guide with screenshots of the online mapping program.

- **Applications for Hazardous Fuel Reduction and that do not include TIZ Polygon(s) in the Project Mapping Program will *not* be accepted**
- **Applications for Wildfire Prevention Planning and Wildfire Prevention Education projects will submit a Geopoint only**

Complete all documents accurately to avoid delays due to corrections and revisions prior to final approval. If revisions are necessary during Stage 2, then the revised documents will be used in the final grant agreement between the State and the grantee.

- Late submissions will be rejected. No exceptions. Late is defined as: after 3:00 PM PST on the due date according to the date stamp on the CAL FIRE Grants Portal. To avoid possible issues with the Grants Portal (such as internet connectivity and internet speed), applicants are highly encouraged to apply as early as possible.
- Please ensure you have retained a copy of all documents uploaded to the CAL FIRE Grants Portal for your own records.

## Stage 2 - Grant Application Review and Selection

Sacramento staff will review the project application packages for completeness and determine if the project meets the objectives of the program. Applications found to meet the initial criteria will continue in the multi-level review and selection process. Incomplete applications will be disqualified.

Notification of grants selected for funding will be sent to the applicant. The grant agreement package for successful grant applicants will be emailed after selection and include any required grant agreement forms and instructions to proceed to Stage 3.

## Stage 3 - Grants Awarded

Awarded grant applicants shall review and return original signed agreements and any additional information required following the instructions provided in the

correspondence. Grant packages not completed and/or not received by the agreement deadline may not be eligible for funding.

## **Stage 4 – Completed Grant Agreements**

Once the grant agreement is received and signed by the State Fire Marshal or designee, the approval process is complete. All agreements must be signed and submitted per deadlines established by CAL FIRE.

A CAL FIRE designee will be named as the designated contact. The CAL FIRE designee will work with the Region Program Manager on any grant project issues.

The CAL FIRE designee will conduct periodic and final inspections to ensure compliance with the project plan and environmental rules and regulations. All project messaging and documents must be approved by CAL FIRE.

CAL FIRE may perform an audit at any time during or upon completion of the project as described in this guide under “State Audit.”

**Grant Termination Date:** All project and activity work related to the grant must be completed by the project completion date identified in the executed grant agreement.

## **Project Amendments, Modifications, and Terminations**

After project commencement, an agreement may only be amended by written consent of both the State and grantee. An agreement may be terminated by the State or grantee upon providing written notice to the other party, thirty (30) days in advance of expiration date.

A grantee wishing to change the scope or budget of an approved project at any stage shall submit the proposed change in writing, on entity letterhead, to CAL FIRE for review and subsequent approval in writing. Any change must be consistent with the need cited in the original application and authorizing legislation. Any modification or alteration to the grant agreement on file must be submitted to the State for review and may require a new signed amended agreement.

- Any reduction in the actual number of acres being treated in a hazardous fuel reduction grant may result in a corresponding reduction of the grant award

## Accounting Requirements

The grantee shall maintain an accounting system that follows Generally Accepted Accounting Principles. The accounting system must accurately reflect fiscal transactions, using the necessary controls and safeguards. This system shall provide an adequate audit trail, including original source documents such as receipts, progress payments, invoices, purchase orders, timecards, canceled checks, etc. Please redact account numbers and personal identifying information before submitting invoices. The system shall also provide accounting data so the total cost of each individual project can be readily determined. CAL FIRE may request records and documentation at any time. These records shall be retained by the grantee for a period of three years after final payment is made by the State or one year after final disposition of any disputed audit findings, whichever occurs later unless it is the grantee's policy to retain records for a longer duration. **Avoid audit exceptions – keep accurate records.**

## Loss of Funding

The following are examples of actions that may result in a grantee's loss of funding:

- Grantee withdraws from or fails to complete the funded project (conform substantially to the Agreement)
- Grantee fails to submit all required documentation within the time periods specified in the grant agreement
- Grantee fails to submit evidence of CEQA/NEPA compliance within 12 months of the execution of the agreement as specified by the grant agreement
- Grantee changes the project scope without the approval of the State
- Grantee or the State terminates the project by written notice 30 days in advance
- Activities that would lead to the project not achieving a GHG Reduction

## Project Costs

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

Budget Item	Eligible Cost	Required Documentation
<b>Salaries and Wages</b>	Salaries and wages of employees employed by the grantee who are DIRECTLY engaged in the execution of the grant project. Limited to actual time spent on the grant project. Leave benefits (i.e., sick leave, vacation, etc.) that are consistent with the grantee's leave benefit policy may be charged to the grant in proportion to the percentage of time worked on the grant within the pay period. Examples of expenditures include time-related to site visits and project monitoring and 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.	A payroll summary of all employees' time spent on the project must be provided with invoices requesting salary/wage reimbursement. Payroll documentation should show a nexus between time worked on the project and wages paid to the employee after the fact. Timesheets or similar documentation detailing days and hours worked on the project must be maintained and retained by the grantee for audit purposes but should not be submitted to CAL FIRE unless otherwise instructed. Any leave charged to the grant must reflect the calculation of time spent on the grant compared to overall time worked. A statement certifying that leave charged to the grant is in proportion to employee's time spent must be included as part of the supporting documentation. All salary and wages charged to the grant must tie back to the grantee's accounting records.
<b>Benefits</b>	Employer contribution share of fringe benefits associated with employees (paid from salaries and wages Budget Item) who 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. Sick/Vacation/Holiday leave is only allowed for full time employees that are exclusively paid by the grant.	Same documentation as Salaries and Wages. Payroll summary documentation showing wages and hours paid to employee and associated fringe benefits. Back-up documentation to be retained by grantee for audit records.
<b>Contractual</b>	Direct consultant and contractual services necessary to achieve the objectives of the grant. Examples of contractual costs will be RPF supervision/certification, professional/consultant services (the costs of consultant services necessary for project planning and implementation), Wildfire Prevention contractor, etc. Procurement of contractual services should be documented to ensure selection on a competitive basis and documentation of price 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.
<b>Travel</b>	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. Mileage rates shall not exceed the <a href="#">rates</a> allowable by the IRS.	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.

Budget Item	Eligible Cost	Required Documentation
<b>Supplies</b>	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 price analysis. Supplies include items under \$5,000 per unit cost. (e.g., chainsaws etc.)	Receipts identifying item purchased, cost, and date of purchase. Documentation related to price analysis of procurement of supplies exceeding \$500 shall be kept by the grantee and made available for audit purposes.
<b>Equipment</b>	Equipment is an item of \$5,000 or more per unit cost and has a tangible useful life of more than one year. Purchase of equipment not to exceed \$750,000. The cost to lease equipment to use in the grant project may be charged to the grant. Use 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 <a href="#">Guide</a> . 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. The grantee must include in the application package the proposed use and maintenance plans for equipment after the performance period of the grant. Disposition of equipment beyond the project performance period is subject to CAL FIRE approval. If grantee fails to complete grant and/or dissolves during grant, equipment shall be returned to CAL FIRE. Equipment shall not be used as collateral or other means.	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. Use of grantee equipment must be substantiated with an equipment usage log that identifies the 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 and made available for audit purposes. Disposition of the equipment must be approved by CAL FIRE in writing at the end of the grant term.
<b>Other</b>	Other costs that do not fit in any of the above categories. The cost must be directly related to the grant project. A cost (such as rent, utilities, phones, general office supplies, etc.) that must be apportioned to the grant is considered indirect cost unless written justification is submitted and approved by CAL FIRE.	Invoices or receipts identifying the item and cost charged to the grant.
<b>Indirect Costs</b>	Indirect Costs are 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 in the grant agreement, project, or activity, but are necessary for the general operation of the organization. Examples 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 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. The maximum allowable indirect charge for this grant program for all entities including UC's and CSUs should generally not exceed 12%, unless an exemption is approved by CAL FIRE.	Applied on a percentage (%) basis on direct costs except for equipment. Documentation related to the determination of the grantee's indirect cost rate must be retained by the grantee for audit purposes.

## **Payment of Grant Funds**

Funds will be disbursed only when there is a fully executed grant agreement between CAL FIRE and the grantee. An agreement is considered fully executed upon signature and approval by the State Fire Marshal or designee. All payments are made on a reimbursement basis, except in cases where CAL FIRE authorizes advanced payments. (i.e., the grantee is invoiced for services, products, or supplies; invoices CAL FIRE for same; and is reimbursed by the State upon approval of the invoice). **No work prior to or after the grant period will be reimbursable.**

CAL FIRE has the legal right to conduct a spot inspection to verify that work invoiced has been satisfactorily completed. If a financial report is incomplete or non-reimbursable, it will be returned to the grantee. The grantee will need to update the date on the invoice if corrections are required.

## **Advance Payments**

Advance payments may be considered for non-profit organizations, local agencies, Resource Conservation Districts, special districts, and Native American tribes. Advance payments are solely at CAL FIRE's discretion and eligibility and may be subject to change.

An advance request form must be submitted identifying how funds may be used over a six-month period.

Equipment Advance requests - For the purchase of necessary equipment approved within the grant, the grantee may request an advance not to exceed 50% of the total award or cost of equipment, whichever is less.

All other advance requests - shall not exceed 25% of the total grant award.

Advances must be fully utilized within a six-month period unless additional time has been requested and is approved by CAL FIRE.

Additional advances may not be requested until acceptable documentation is received that the previous advance has been fully liquidated on eligible expenses. In addition, an accountability report must be submitted to CAL FIRE at least every four months upon receipt of funds until funds have been fully liquidated.

CAL FIRE processes for approving and managing grant advances are subject to change.

## **State Audit**

At any time during or upon completion of the project, the State may audit the project records. A project is considered complete upon receipt of the final grant payment from

the State. The purpose of the audit is to verify that project expenditures were properly documented.

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 subject to an audit at any time for up to three years after project completion.

- To expedite the audit, the grantee shall have the project records readily available, including the source documents, and canceled warrants. 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 as requested by the auditor.
- Projects may be suspended if the audit reveals discrepancies, or if CAL FIRE believes there are improprieties or issues with the project.

All project records must be retained by the grantee for a period of not less than one year after the state audit or after final disposition of any disputed audit findings. Grantees are required to keep source documents for all expenditures related to each grant for at least three (3) years following project completion and one year following an audit unless the grantee has a longer retention policy.



## Explanation of Terms

TERM	EXPLANATION
<b>Agreement</b>	A legally binding agreement between the State and another entity.
<b>Amendment</b>	A formal modification or a material change of the Agreement, such as terms, cost, budget, or scope of work.
<b>Applicant</b>	The entity who has applied, requesting grant funds.
<b>Application</b>	The individual application form and its required supporting attachments for grants pursuant to the enabling legislation and/or program.
<b>Appropriation</b>	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.
<b>Authorized Representative</b>	The designated position identified in the Resolution as the agent to sign all required grant documents including, but not limited to, grant agreements, Application forms, and payment requests.
<b>CEQA</b>	The California Environmental Quality Act as stated in the PRC § 21000 et seq.; Title 14 California Code of Regulations (CCR) §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 because of the agency's proposed Project.
<b>Consultant Services</b>	Services which provide a recommended course of action or personal expertise, such as accounting or a Registered Professional Forester (RPF).
<b>Contractor</b>	An entity contracting with the grantee for services and generally receives a form 1099 for tax purposes.
<b>Direct Costs</b>	Expenses of doing business that are directly attributable to the Project. Examples of direct costs are salaries and benefits of employees directly associated with a Project or expenses of items used directly by the Project.
<b>Employee</b>	Individuals employed directly by the grantee and who generally receive a W-2 for tax purposes.
<b>Encumbrance</b>	A commitment of funds guaranteeing a source of payment for a specific Agreement.
<b>Execution of an Agreement</b>	The act of signing an Agreement, which provides a legal basis for required performance by parties to the Agreement.
<b>Grantee</b>	The entity that has an executed grant agreement for the award of grant funds.
<b>Indirect Costs</b>	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 rent, utilities, supplies, etc. Indirect Costs may be referred to as overhead or administrative costs.
<b>Modification</b>	An agreement modification is an informal agreement that moves dollars in the line item and task budgets not to exceed 10% of 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. See modifications section for further requirements.
<b>Non-profit Organization</b>	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.
<b>Operating Expenses (Direct Costs)</b>	Any cost that can be specifically identified as generated by and in accordance with the provisions or activity requirements of the grant agreement.
<b>Payee Data Record (Std. 204)</b>	Form Std. 204, "Payee Data Record" is required for all grant recipients. The form must be submitted to establish a vendor number for payment and to have funds encumbered.
<b>Personnel Services</b>	This budgeted amount includes salaries and benefits for wage-earning personnel employed by the grantee/contractor (not a subcontractor) and working on the Project.
<b>Program Income</b>	Income received by the grantee directly generated by the activities directly funded by the grant award
<b>Project Performance Period</b>	The period during which the Project Scope of Work costs may be incurred, and the work described in the Project Scope of Work must be completed, billed, and paid by the State. Only eligible costs incurred during the Project Performance Period will be paid.

<b>TERM</b>	<b>EXPLANATION</b>
<b>Project</b>	The term "Project" means the activity or work to be accomplished utilizing grant funds and match (if applicable).
<b>Project Scope of Work</b>	The term "Project Scope of Work" defines the individual scope of work or activity describing in detail the proposed tasks identified as Attachment 2, as described in enabling legislation and in the grant agreement.
<b>Project Budget Narrative</b>	The term "Project Budget Narrative" defines the proposed detailed budget plan.
<b>Resolution</b>	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 the signed grant agreements are returned to CAL FIRE's Grants Management Unit, Sacramento Headquarters.

# **APPENDICES**

Appendix A: Environmental Compliance for CAL FIRE Projects (CEQA)

Appendix B: Sample Resolution

Appendix C: Invoice

Appendix D: State of California Standard Required Forms

Appendix E: CalMAPPER (Awarded Grants Only)

Appendix F: Low-Income and Disadvantaged Communities

Appendix G: PDF Project Map

Appendix H: Justification for indirect rate above 12% and supporting documentation

Appendix I: Application Package

Appendix J: New for FY22-23 and Additional Resources

## Appendix A – Environmental Compliance for CAL FIRE Projects (CEQA)

**NOTE:** Grantee must submit proof of California Environmental Quality Act and/or National Environmental Policy Act compliance within one year of the execution of the grant agreement. To ensure this occurs in a timely manner, the grantee should contact the Department of Forestry and Fire Protection (CAL FIRE) environmental compliance staff as soon as possible after receiving the executed Grant Agreement.

### California Environmental Quality Act (CEQA)

Within one year of the execution of the grant agreement and prior to commencing any on-the-ground work, CAL FIRE requires proof of adequate compliance with CEQA. This may be accomplished by one or more of the following methods:

1. Notice of exemption filed with the State Clearinghouse or the county clerk.
2. Initial study and negative declaration or mitigated negative declaration and all associated noticing documents filed with the State Clearinghouse or the county clerk.
3. Draft and final environmental impact report and all associated noticing documents filed with the State Clearinghouse or the county clerk.
4. Timber harvesting permit or notice in compliance with the California Forest Practice Act and Rules for projects that undertake timber operations per Public Resources Code § 4527. The timber harvesting document must cover grant-funded activities for the associated treatment area or be supplemented by additional CEQA documents.
5. Finding of no significant impact-decision notice, categorical exclusion- decision memo or environmental impact statement-record of decision prepared in compliance with the National Environmental Policy Act for projects that are exempt from CEQA pursuant to Public Resources Code § 4799.05(b).
6. Completed and accepted project-specific analysis under the CalVTP and all associated noticing documents filed with the State Clearinghouse or the county clerk.

For exempt projects where the grantee is a public agency<sup>1</sup>, the grantee will be responsible for: (a) preparing and filing the notice of exemption for an exempt project.

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<sup>1</sup> “Public agency” includes the following:

PRC § 21062. “Local agency” means any public agency other than a state agency, board, or commission. For purposes of this division a redevelopment agency and a local agency formation commission are local agencies, and neither is a state agency, board, or commission.

PRC § 21063. “Public agency” includes any state agency, board, or commission, any county, city and county, city, regional agency, public district, redevelopment agency, or other political subdivision.

For exempt projects where the grantee is not a public agency (e.g., fire safe council), CAL FIRE or another public agency will be responsible for (a) preparing and filing the notice of exemption.

For non-exempt projects where the grantee is a public agency, the grantee will assume the role of lead agency. For non-exempt projects where the grantee is not a public agency (e.g., fire safe council), CAL FIRE or another public agency will need to assume the role of lead agency. The lead agency is responsible for: (a) performing the necessary environmental effects analysis; (b) preparing environmental documents; and (c) filing associated notices.

The lead agency may require the grantee to prepare, or retain a consultant to prepare, the environmental documents required for demonstrating adequate compliance with CEQA. When CAL FIRE is the lead agency, the grantee must work closely with the department to ensure the environmental documents reflect its independent judgement.

Grantees should ensure they ask for adequate funds for environmental work when applying for grants. When preparing their budgets, grantees should consider the need to contract with appropriate resource professionals to do the necessary environmental effects assessment and document preparation work. This may include biologists, professional archaeologists, air quality experts, registered professional foresters, environmental planners, etc.

For all environmental documents where CAL FIRE is the lead agency, except timber harvesting permits or notices, cultural resources must be assessed per the procedures outlined in *Cultural Resources Review Procedures for CAL FIRE Projects*. This may require the grantee to consult with the appropriate CAL FIRE archaeologist to determine if impacts to cultural resources are possible and what, if any, assessment work will have to be done. This consultation should be done as early in the planning process as possible.

CAL FIRE will review all environmental documents and associated notices for adequate compliance with applicable procedures and CEQA.

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14 CCR § 15368 "Local agency" means any public agency other than a state agency, board, or commission. Local agency includes but is not limited to cities, counties, charter cities and counties, districts, school districts, special districts, redevelopment agencies, local agency formation commissions, and any board, commission, or organizational subdivision of a local agency when so designated by order or resolution of the governing legislative body of the local agency.

14 CCR § 15379 "Public agency" includes any state agency, board, or commission and any local or regional agency, as defined in these Guidelines. It does not include the courts of the state. This term does not include agencies of the federal government.

# Appendix B – Sample Resolution

**RESOLUTION OF THE (TITLE OF GOVERNING BODY/CITY  
COUNCIL/BOARD OF SUPERVISOR/BOARD OF DIRECTORS) OF  
(CITY/COUNTY/DISTRICT), STATE OF CALIFORNIA**

Resolution Number: \_\_\_\_\_

WHEREAS, the Governor of the State of California in cooperation with the California State Legislature has enacted State of California **Climate Investment**, which provides funds to the State of California and its political subdivisions for **fire prevention programs**; and

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

WHEREAS, the applicant will enter into an agreement with the State of California to carry out **(PROJECT TITLE)** project;

NOW, THEREFORE, BE IT RESOLVED that the **(GOVERNING BODY)**:

1. Approved the filing of an application for “**California Climate Investments Wildfire Prevention Grants Program**”; 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 **(GOVERNING BODY)** are available to begin the project.
4. Certifies that said applicant will expend grant funds prior to **(GRANT DEADLINE)**.
5. Appoints **(POSITION TITLE)** or a designee, to conduct all negotiations, execute and submit all documents including, but not limited to applications, agreements, amendments, payment requests and so on, which may be necessary for the completion of the aforementioned project.

The foregoing resolution was approved and adopted the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by the following vote:

AYES:

NOES:

ABSENTS:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

**---CERTIFICATION OF RESOLUTION---**

Please note the person attesting cannot be the person(s) appointed in (5.)

**ATTEST:**

I \_\_\_\_\_, **(POSITION TITLE)** of the **(GOVERNING BODY)**, witness my hand or the seal of the **(GOVERNING BODY)** on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

OFFICIAL SEAL OR  
NOTARY CERTIFICATION  
(If Applicable)

## Appendix C – Invoice

### Invoice Guidelines

It is preferred, but is not required, to use the [invoice template](#) posted on the CAL FIRE Grants website. 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 in lieu of the invoice template provided, the invoice must be put on grantee's official letterhead.

1. The word "Invoice" shall appear at the top of the page.
2. Grantee Information – Includes the grantee name and address which shall match the Std. 204 - Payee Data Record submitted with the grant agreement. Payment will be submitted to this address after the financial report has been approved. Grantee shall notify CAL FIRE in writing regarding address changes and effective dates.
3. Invoice Date and Number – Date invoice was issued and unique invoice number to be determined by the grantee for reference.
4. CAL FIRE Contact Name and Address – Name, Program, and Address of the CAL FIRE designee 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 reporting period – Performance start and end dates for which grantee is invoicing CAL FIRE. 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, interim payment, or final payment.
8. Cost breakdown – Grantee costs must be broken down by the budget item consistent with the approved budget in the Grant Agreement. The grantee must identify the amount for which CAL FIRE is being billed in the invoice period and the total amount spent and match (if applicable) from the beginning of the grant performance period through the invoice period. Advance requests should still include a breakdown of the budget items for which the grantee is planning to expend the funds.
9. Offset to current cost – Include the balance of advance funds given to grantee as well as program income earned from the grant if applicable.
10. The total amount for which grantee is requesting reimbursement from CAL FIRE.

11. Grantee contact name, phone number, and email address for questions related to the invoice.
12. All backup documentation to support the invoice (see Project Costs section).
13. Certification and signature of authorized representative - Please see sample invoice for certification language.



## Appendix D – State of California Standard Required Forms

**These standard forms are required to be submitted in Grants Portal with the Project Application. The standard forms below are also linked in Grants Portal.**

Payee Data Record form (STD. 204): CAL FIRE utilizes this form internally for all grantees. This form is required for all applicants, including local governments, despite the language on the form. [Payee Data Record STD. 204](#)

Nondiscrimination Compliance Statement form (STD. 19) – Required at time of Grant Agreement: [Nondiscrimination Compliance Statement STD. 19](#)

A Drug-Free Workplace Certification form (STD. 21) – Required at time of Grant Agreement: [Drug-Free Workplace Certification STD. 21](#)

## Appendix E – CalMAPPER (Awarded Grants Only)

All California Climate Investments (CCI) funded projects will be recorded in CAL FIRE's Management Activity Project Planning & Event Reporter (CalMAPPER). To achieve this, grantees will need to provide spatial information about where the project occurs on the landscape, identify treatments for their project and identify what activities occurred under the category to their local CAL FIRE Unit.

### Spatial data requirement

The grantee will work with CAL FIRE to provide spatial data that allows CAL FIRE to enter the project into CalMAPPER. Spatial data can include but is not limited to shapefiles, gpx files, KML/KMZ files, etc. The grantee will work with CAL FIRE to identify the most appropriate format for their data to be submitted.

Grantees will be asked to supply information so CAL FIRE can make entries into CalMAPPER. This may be requested on a CalMAPPER form or with other methods.

## Appendix F – Low-Income and Disadvantaged Communities

California Climate Investments are required to meet minimum levels of investments to projects that benefit residents of disadvantaged communities, low-income communities, and low-income households collectively referred to as “priority populations” and defined by Assembly Bill 1550.

CAL FIRE's Wildfire Prevention Grants Program and Forest Health Program has a goal of funding a percentage of projects that benefit Low-Income Communities or Households. This is not a requirement for eligibility, but preference will be given to projects that benefit a priority population.

Achieving “Low-Income Community or Household” designation requires three steps:

**Step 1: Identify the Priority Population(s).** Located within a census tract identified as a disadvantaged community or low-income community, or directly benefit residents of a low-income household. [California Air Resource Board's Community Investments](#) webpage may be used to identify the census tract.

**Step 2: Address a Need.** Meaningfully address an important community or household need for the disadvantaged community, low-income community, or low-income household; and

**Step 3: Provide a Benefit.** Using the evaluation criteria, identify at least one direct, meaningful, and assured benefit that the project provides to priority populations.

The following tables will assist you in achieving the designation and can be found on the California Air Resources Board [CCI Quantification, Benefits, and Reporting Materials](#) webpage.

**Evaluation Criteria for Providing Benefits To Priority Populations**  
**LAND RESTORATION AND FOREST HEALTH**

**Project Type:** Projects will increase carbon storage through restoration and management of natural lands.

*Projects must satisfy the applicable criteria through Step 3 to be considered to provide direct, meaningful, and assured benefits to priority populations and count toward statutory investment minimums.*

**Step 1 – Identify the Priority Population(s).**<sup>1</sup> Evaluate the project against each of the following criteria. Check all boxes that apply.

Note: For this project type, the majority of the project must be located within a disadvantaged or low-income community census tract.

- A. Is the project located within the boundaries of a **disadvantaged community census tract**?
- B. Is the project located within the boundaries of a **low-income community census tract**?
- C. Is the project located outside of a disadvantaged community, but **within ½-mile of a disadvantaged community and within a low-income community census tract**?
- D. Is the project located within the boundaries of a **low-income household**?

*If a project does not meet at least one of the qualifying criteria in Step 1, the project does not count toward statutory investment minimums and no further evaluation is needed. If the project meets at least one Step 1 criterion, continue the evaluation in Step 2.*

**Step 2 – Address a Need.** Identify an important community or household need and evaluate whether the project provides a benefit that meaningfully addresses that need.

To identify a need that the project will address, agencies and/or applicants can use a variety of approaches:

- A. **Recommended Approach:** Host community meetings, workshops, outreach efforts, or public meetings as part of the planning process to engage local residents and community groups for input on community or household needs, and document how the received input was considered in the design and/or selection of projects to address those needs;
- B. **Recommended Approach:** Receive documentation of support from local community-based organizations and/or residents (e.g., letters, emails) identifying a need that the project addresses and demonstrating that the project has broad community support;

**Evaluation Criteria for Providing Benefits To Priority Populations  
LAND RESTORATION AND FOREST HEALTH**

**Step 2 – Address a Need (continued).** *Identify an important community or household need and evaluate whether the project provides a benefit that meaningfully addresses that need.*

- C. **Alternative Approach:** Where direct engagement is infeasible, look at the individual factors in CalEnviroScreen that are most impacting an identified disadvantaged or low-income community (i.e., factors that score above the 75<sup>th</sup> percentile), and confirm that the project will reduce the impacts of at least one of those factors; or
- D. **Alternative Approach:** Where direct engagement is infeasible, refer to the list of common needs for priority populations in CARB’s Funding Guidelines Table 5 and confirm that the project addresses at least one listed need.

**Describe identified community or household need(s):**

*If the project addresses a community or household need as described in Step 2, proceed to Step 3. If the project does not address a community or household need, it will not count toward statutory investment minimums and no further evaluation is needed.*

**Step 3 – Provide a Benefit.** *Evaluate the project against each of the following criteria to determine if it provides direct, meaningful, and assured benefits to priority populations. The benefit provided must directly address the identified need.*

Project must meet at least one of the following benefit criteria:

- A. Project restores a site that allows public access;
- B. Project significantly reduces flood risk to households within one or more disadvantaged or low-income communities;
- C. Project significantly reduces fire risk to households within one or more disadvantaged or low-income communities;
- D. Project provides regular and ongoing educational opportunities through partnerships with schools or non-profit organizations located in disadvantaged or low-income communities and site access to residents of these communities.

*If the project meets the criteria in Steps 1, 2, and 3, it will be considered as providing direct, meaningful, and assured benefits to priority populations and will be counted toward statutory investment minimums.*

## Appendix G – PDF Project Map

In addition to the online WP Grants Mapping Center project mapping program Geopoint and polygons, include a pdf map(s) of the project with the project application. The maps shall meet the following requirements:

- Electronic format of PDF.
- Printed format(s) should measure 8 ½ by 11 inches.
- The scale should be 1:24,000 scale or greater. The maps should show enough of the surrounding area so that the application review team can get a sense of the relationship of the project to the surrounding area.
- The map(s) should clearly show:
  - Project boundaries
  - Treatment area(s) by type
  - Roads
  - Watercourses
  - Parcels
  - City/County/Unit
  - Proximity to wildfire threatened communities
  - Other necessary information
- Legend: Include a map legend that identifies:
  - The features on the map
  - The project tracking number
  - Project name
  - Project proponent

## Appendix H – Justification for indirect cost rate above 12%

Applicants that utilize a higher indirect rate on non-CAL FIRE grants and agreements ***may request to apply an indirect cost rate in excess of 12% as part of their application. The request shall include a detailed justification as a separate attachment to the grant application indicating why a higher rate is needed for the grant project along with supporting documentation as to how the higher indirect rate is determined. Supporting documentation may include, but is not limited to, the entity's Federally approved Negotiated Indirect Cost Rate Proposal. Under no circumstances will CAL FIRE approve an indirect rate exceeding 20%. Submittal of the justification and supporting documentation does not guarantee approval of the higher rate which is solely at CAL FIRE's discretion.***

Applicants requesting the higher rate may include the higher rate within the total application request and within the budget breakdown. CAL FIRE will evaluate the request for a higher indirect rate concurrently with the grant application. If the project is approved, but the higher indirect rate is not, CAL FIRE will notify the Grantee of the reduced award amount and request changes to the budget, if needed.

## Appendix I – Application Package

**A complete application package includes:**

**Grants Portal (Solicitation Link on [WP Grants website](#)):**

- Application
- Scope of Work
- Budget
- File Uploads\*

\*File uploads to Grants Portal:

- PDF version of Project Map(s) (formatted to 8 ½" x 11")
- Articles of Incorporation, including document w/seal from Secretary of State (non-profit applicants)
- Board Resolution granting authority to sign if non-profit or local government
- State of California Non-Discrimination Compliance (Std. 19) – see Appendix D
- State of California Drug-Free Workplace Certification (Std. 21) – see Appendix D
- State of California Payee Data Record form (Std. 204) – see Appendix D
- Letter(s) of Commitment if matching funds or services are included
- Letter(s) of Support (not required)
- Exhibit A and B of the University Model Agreement (only required for UCs, CSUs and their auxiliary entities that require the use of the University Model Agreement)

**Zip multiple files of one type, i.e., multiple Letters of Support, and upload as a single zip file.**

Online submission of Geopoint and/or polygons in the [Project Mapping Program](#)



## Appendix J – New for FY22-23 and Additional Resources

### New for FY22-23

- Maximum allowable funding amount cap of \$5 million
- Equipment purchase cap increased from \$250,000 to \$750,000 cumulative
- Application process through eCivis Grants Portal instead of SharePoint folders
  - [Grants Portal Application Submittal User Guide](#)
  - The Solicitation link to apply will be posted on the WP Grants [website](#) on opening day, December 14, 2022
- Online Project Mapping Program changes: eliminated Project Influence Zone (PIZ) polygon requirement for *all* projects. PDF map(s) are still required to be uploaded in Grants Portal
  - Hazardous Fuels reduction projects will submit a Geopoint and Treatment Influence Zone (TIZ) polygon(s) only
  - Planning and Education projects will submit a Geopoint only

### Additional Resources:

[Local CAL FIRE Unit](#) (Vegetation Management Foresters and Local Wildfire Prevention Grants Resources)

[SouthernRegionGrants@fire.ca.gov](mailto:SouthernRegionGrants@fire.ca.gov) (Southern Region Contact)

[CNRgrants@fire.ca.gov](mailto:CNRgrants@fire.ca.gov) (Northern Region Contact)

[WPGGrants@fire.ca.gov](mailto:WPGGrants@fire.ca.gov) (Wildfire Prevention Grants Program Analysts)

[CALFIRE.Grants@fire.ca.gov](mailto:CALFIRE.Grants@fire.ca.gov) (Grants Administration)

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