California Department of Forestry and Fire Protection

California Forest Improvement Program (CFIP)

USER'S GUIDE
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INTRODUCTION TO THE CALIFORNIA FOREST IMPROVEMENT PROGRAM

PURPOSE

The California Forest Improvement Program (CFIP) is a forestry incentive program that provides funds to forest landowners for management plans, Registered Professional Forester (RPF) supervision, site preparation, tree planting, thinning, pruning, follow-up, release, land conservation, and improvement of fish and wildlife habitat. CFIP’s purpose is to encourage private and public investments in forestlands and resources within the state to ensure adequate future high quality timber supplies, related employment and other economic benefits, and to protect, maintain, and enhance the forest resource for the benefit of present and future generations.

FUNDING

The source of funds for CFIP projects historically has come from California’s Forest Resource Improvement Fund (FRIF). FRIF receives its funding from timber sale revenue from the State’s Demonstration Forests. Funding may also be provided from other State sources; e.g. the Greenhouse Gas Reduction Fund and the Timber Regulation and Forest Restoration Fund.

Funding may also be provided from other State and Federal sources, e.g. Forest Stewardship Program and the Forest Health Management Program.

It is important to note that different funding sources may have different requirements or additional application procedures. Be sure to discuss this with your Forestry Assistance Specialist (FAS) at the CAL FIRE unit in which your project resides, the Regional FAS, or call the CFIP program manager in Sacramento. A list of contacts is provided toward the end of this guide.

FEDERAL COST-SHARING PROGRAMS

Your contract may be funded in part by various USDA Forest Service programs such as the Forest Stewardship Program (FSP) or the Forest Health Management Program (FHMP) when such funds are available. The State receives these funds through grants that may expire in shorter time frames than the normal CFIP contract. It may be necessary to accomplish certain activities within the USDA grant period. The use of federal funds will be done on a contract-by-contract basis and will be discussed with the CAL FIRE Project Manager before approval of the contract. In general, only those activities that can be accomplished during the grant period are funded with USDA funds. Ask your CAL FIRE forester for more information.

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1 Those practices funded by the USDA Forest Service State and Private Forestry must be completed within the grant period of 18 months. However, if practices are not completed within that time period were due to conditions beyond the landowner’s control, the State Forester may grant an extension for time, not to exceed 12 months, if the federal grant can also be extended.
THE GUIDEBOOK

This guidebook is designed to explain the program and application procedures for foresters, forestry consultants, and forestland owners. Contact your local CAL FIRE forester or private Registered Professional Forester (RPF) for assistance with the CFIP application process.

THE PROGRAM

The CFIP can provide eligible landowners with technical and financial assistance for planning, reforestation and resource management investments that improve the quality and value of forestland. Under current State law, CFIP can help with rebuilding forest, soil, water, fish and wildlife resources to meet our future needs for a healthy environment and productive forest and woodlands.

- CFIP is a reimbursement program. To receive reimbursement, documents must show that expenses to be reimbursed have been paid out. The program typically covers up to 75 percent of the cost of your project. A 90% cost share rate may also apply to the following:
  - Lands substantially damaged by fire, insects and disease within ten years prior to the execution of a contract.\(^2\)
  - 90% cost share rates are available for all Cooperative Forest Management Plans.
  - Ten percent or more of the total cost of the project will be devoted to forest land conservation measures and/or fish and wildlife habitat improvement practices.
  - Landowners with less than 500 acres of forestland in California.

- The CFIP program is non-regulatory and participation is voluntary. In some cases, land use zoning may require a land use addendum with a 10-year requirement for maintenance of funded work.
- Landowners decide who to hire, and may do some of the work themselves.

ELIGIBLE LANDOWNERS

To be eligible for CFIP, landowners must own at least 20 acres of forestland but not more than 5,000 acres of forestland in California. The 20-acre minimum does not apply to forestland zoned timber production zone. As per PRC 4793(e), forest land means land at least 10 percent occupied by trees of any size that are native to California, including native oaks, or formerly having had that tree cover and not currently zoned for uses incompatible with forest resource management. To determine that at least 10 percent of the property is occupied by trees, average canopy cover of native species across the property shall be used to determine whether the property meets the definition. Developed areas such as structures, landscaping, and gardens shall not be excluded from the 20-acre minimum property size and shall be included in the calculation of average canopy cover.

Eligible landowners include private owners, government agencies, businesses, corporations, and non-federally owned Native American lands.

\(^2\)Substantially damaged timberland means areas of timberland where wildfire, insects, disease, wind, flood, or other blight caused by an act of God occurs after January 1, 1976 and the damage reduced stocking below the requirements of the Forest Practice Act. The minimum stocking levels are 300-point count (site III or better), 150-point count (site IV, V), or measured in basal area 85 ft\(^2\) (site I or II), 50 ft\(^2\) (site III, IV, V).
ELIGIBLE LAND

The intent of this law is to ensure that investments in timber stand improvement funded by CFIP will yield future marketable forest products and/or improved natural resources. Land must be zoned for uses compatible with forest resource management. Land in Agricultural Preserve (Williamson Act) or Timberland Production Zone (TPZ) qualifies. Properties with conservation easements or zoned for residential and/or commercial development may be eligible, if the easements or zoning place no restriction on forest management practices. If land is not zoned for timber production, the owner must maintain funded practices for at least ten years. A notice to this effect will be filed with the County Recorder. If the land is sold this provision is binding on the new owner or the CFIP grant must be paid back with interest.

ELIGIBLE ACREAGE

1. Timber related practices including site preparation, planting, precommercial thinning, release, and follow up work shall cover at least a 5-acre project area. Any combination of practices may be used in the 5-acre project area as appropriate to meet the landowner’s objectives.
2. There is no minimum acreage limit for land conservation or habitat improvement projects.

QUALIFYING PROJECTS AND COMMERCIAL TIMBER OPERATIONS

CFIP projects are non-commercial operations typically used to modify sub-merchantable trees or ones with no commercial value. Commercial timber operations require the approval of a timber harvest plan, non-industrial timber management plan, emergency notice or exemption by the Department. CFIP projects may be approved adjacent to commercial operations if they are outside the plan boundaries.

Projects proposed where timber has been harvested pursuant to the Z'berg-Nejedly Forest Practice Act of 1973 (Act) may qualify for CFIP financing if:

1. All conditions imposed by the Act have been satisfied and a final completion and stocking report have been approved by CAL FIRE. When a final completion and stocking report are not required by the Act, inspection by CAL FIRE will be required to determine that commercial timber operations are complete and that the CFIP agreement may proceed.
2. CFIP practices are not part of the minimal requirements of the Act and will not be used to meet those requirements.

FOREST MANAGEMENT PLAN

The enabling legislation for the California Forest Improvement Program (CFIP) requires that a Forest Management Plan be prepared and approved prior to a forest resource improvement project being started. An existing non-industrial timber management plan (NTMP), CFIP management plan, or NRCS management plan may be adequate. The CAL FIRE forester will review the current management plan to determine if it meets the requirements of the program. If a new or revised management plan is required, then the program can provide cost share funding for its completion by a private RPF.
THE APPLICATION/CONTRACT PROCESS

- **STEP 1- CONTACT CAL FIRE** - Contact your local CAL FIRE forester to determine if your property and project are eligible for funding. The CAL FIRE forester can advise you of the availability of funds in your area. (Click Here)

- **Step 2- INITIAL APPLICATION** - Contract the services of a consulting Registered Professional Forester (RPF) to write the elements of the application package, including the CFIP application (pages 1-3), project description, and maps.

- **Step 3- FIELD VISIT** - The CAL FIRE forester will schedule a field visit to review the project for eligibility.

- **Step 4- APPLICATION FILED** - If the CAL FIRE forester determines that your project is eligible for funding, they will determine that the project is filed.

- **Step 5- FINAL AGREEMENT PACKAGE** - The CAL Fire forester will ask for a final application package that will include 1 revised CFIP application, 1 project description with maps, 4 copies of the CFIP agreement, and 1 payee data record. Additional proof of ownership may be required for properties held in trust, partnerships, corporations, or other businesses.

- **Step 6- PROJECT RANKING** - The CFIP application will be ranked according to the CFIP ranking form. The highest ranked projects will be funded according to the available funding.

**NOTE:** Work on any practice where reimbursement is expected under a CFIP agreement, including a management plan, cannot be started until a fully executed and signed copy of the agreement is received from CAL FIRE.

BEGINNING THE PROJECT (after receiving a signed CFIP agreement)

- **STEP 1- HIRE A RPF** - Hire or contract with a Registered Professional Forester (RPF) and other resource professional as may be required.

- **STEP 2- MANAGEMENT PLAN** - Complete and submit to CAL FIRE for approval the required ownership-wide Management Plan prepared by a RPF, unless an existing plan is in place.

- **STEP 3- CEQA REVIEW** - The RPF shall complete and submit to CAL FIRE the Environmental Checklist along with all requirements pertaining to the Checklist such as the California Natural Diversity Database results, biological surveys, and archaeological information.


For the purposes of Native American notification, the project's Registered Professional Forester (RPF) who is supervising the preparation of CEQA review documents, including the Confidential Archaeological Addendum, can perform in the role of CAL FIRE Project Manager for the sole purpose of Native American Project Notification and Information Gathering, as explained in section "II. Cultural Resource Survey Procedures" found in the Archaeological Review Procedures for CAL FIRE Projects. If you have any questions, please contact your Forestry Assistance Specialist for further guidance.
• Do not begin any on-ground practices until you have been notified by your CAL FIRE Forester (Project Manager) that all conditions in 2 and 3 above have been satisfied.

• STEP 4- BEGIN PROJECT- Execute the project according to the terms of the agreement. Any changes require official agreement amendments. Project modifications could result in adverse environmental impacts and resulting liability problems.

• STEP 5- FIELD INSPECTION- The CAL FIRE forester will schedule a field inspection to verify the work is complete as described in the approved CFIP agreement.

• STEP 6- INVOICE- Prepare a CFIP invoice and proof of payment(s) as described in the CFIP invoice section.

COST-SHARE CAP RATES

Cost-share cap rates are established for Program consistency as well as to encourage landowners to develop cost-effective projects. Several practices have multiple allowable rates depending on site conditions. Rates requested must be justified in the Project Description portion of the application. Rates below or in between those listed may be proposed, but may not exceed the heavy rate.

Using a Contractor

CFIP allows participants to choose between hiring a contractor or doing the work themselves. Participants who choose to hire a contractor must use the CFIP COST-SHARE CAP RATES for CONTRACTOR LABOR.

CFIP projects are not commercial timber harvesting operations and do not require a licensed timber operator (LTO). However, a C-61/D-49 Tree Service specialty license issued by the California Contractors State License Board (CSLB) would be required for tree removal or pruning if the value of the work equals or exceeds $500 or if trees 15 feet or taller are removed. CAL FIRE does not select a contractor for each CFIP project. The landowner or the landowner’s RPF must select a contractor and enter into a contract to complete the project.

Doing the Work Yourself

Landowners who choose to complete the work themselves, including use of their own equipment, must use the cost-share cap rates and hourly rates outlined in the COST-SHARE CAP RATES adjusted for SELF LABOR and CFIP Participant Self-Owned Equipment and Labor Rates. Self-labor may be performed by the landowner, their family members, and/or direct employees, and must be explained and justified in the project description. When a landowner elects to perform the work themselves, they must track their hourly rates for their work only. These hourly rates must be recorded and provided to the Forestry Assistance Specialist when invoicing.

If the cost of a project practice exceeds the listed maximum cap rate, the landowner must pay the difference, regardless of the cost-share cap rate chosen.

CFIP participants are allowed to select some practices for self-labor and pay contractors to perform other practices. Participants are not allowed to mix cost-share cap rates within a given practice.

For example: A landowner can perform pruning themselves and pay a contractor to plant trees. In this case, the landowner would use the self-labor cap rate for pruning and the contractor rate for
tree planting. A landowner cannot elect to prune some trees and plant some trees themselves, while paying a contractor to do the rest. The project description and CFIP agreement will outline where the contractor or self-labor rates apply. Any deviation from the CFIP agreement must be amended prior to completing the ground activities.

Allowable costs for erosion control or habitat improvement practices will be evaluated for cost-effectiveness based on rates allowed in the Natural Conservation Resources Service (NRCS) Environmental Quality Incentives Program (EQIP).

PAYMENT RECORDS AND INVOICE

NOTE: This is a reimbursement program. In order to receive reimbursement, documents must show that expenses to be reimbursed have been paid out.

Keep records of all paid contractor invoices. For practices approved for self-labor, keep a copy of all cash expenses, as well as contributions in personal labor and materials. When the project is complete, submit the CFIP Invoice form and copies of all your expense records to the CAL FIRE forester. For larger projects, interim invoices can be submitted when at least 5 acres of a practice/project have been completed. The State will reimburse by check. Payment generally takes two months from receipt of the invoice in Sacramento.

APPEALS

If a project is not approved by the CAL FIRE Forester, landowners may ask the Director of the Department of Forestry and Fire Protection to reconsider the decision. To make an appeal write the Director at the address below within 10 days of being notified that the application was rejected and state the reasons why a review is in order.

Director, CFIP Appeal
California Department of Forestry and Fire Protection
P.O. Box 944246
Sacramento, California 94244-2460

A review will be conducted, and the landowner will be notified of the decision within 30 calendar days of receipt of the appeal.

REFERENCES

CFIP was created by the California Forest Improvement Act of 1978 under Sections 4790-4799.05 of the Public Resources Code (PRC). CAL FIRE has adopted official State guidelines for implementing the act under Articles 1-8, Chapter 9.5, Division 1.5, Title 14 of the California Code of Regulations (eff. 8/79). When there is a question about the program, the ultimate reference should be either from one of these two legal documents or from the California Forest Improvement Program (CFIP) Program Manager in Sacramento HQ at (916) 653-8286.
CFIP PRACTICES ELIGIBLE FOR COST-SHARING

A Project Description explains the forest improvement, fuels management, or conservation practices for which funding is requested and must be attached to the CFIP Application. It should provide enough detail to allow the landowner, RPF, CAL FIRE inspector, and any forestry workers hired to implement the project to have a clear understanding of where, when and how the CFIP project will be accomplished. The CFIP applicant should propose work that can be completed within the contract period. Applicants with large properties or projects may need to enter into sequential contracts to complete work in phases.

ELIGIBLE PRACTICES

- Management Plan
- RPF Supervision
- Site preparation
- Trees and planting
- Tree shelters
- Pre-commercial thinning
- Pruning
- Release
- Follow-up/slash disposal
- Forest land conservation measures-Includes erosion control and road rehabilitation
- Wildlife and Fisheries habitat improvement projects

A description of each practice follows, along with information about which cost share rate applies.

MANAGEMENT PLAN

A long-term forest Management Plan must be prepared for applicant’s total ownership including all non-forest acres. The intent of this requirement is to help the landowner develop personal land management objectives and feasible projects, based on a professional analysis of the property’s potential and available opportunities. CFIP can fund preparation of a new plan, as well as revision of an existing plan, such as a Stewardship Incentives Program (SIP), NRCS funded management plan, or Non-industrial Timber Management Plan (NTMP).

The Management Plan must be prepared by a Registered Professional Forester (RPF). RPF’s are licensed professionals who are familiar with all aspects of forest management, and have a working knowledge of applicable State and local regulations. (CAL FIRE foresters can provide a list of RPF consultants.)

New Management Plans shall be written using the California Cooperative Forest Management Plan Template.

The Management Plan shall be based primarily on the participant’s objectives. The plan shall provide sufficient historical and resource baseline data to formulate alternatives for forest improvement. It must compare alternatives and provide a recommended course of action to optimize forest health.
Various alternatives shall be proposed involving analysis of factors such as economics, watershed improvement, wildlife habitat, fire suppression, natural and man-made impacts to the property and surrounding ownerships, and other concerns.

Each CFIP plan will be unique. Plans for large acreage ownerships are expected to contain more information than small ownerships because of greater diversity in soil types, vegetation, wildlife habitat and participant objectives.

RPFs developing a full plan or a Mini Plan on their own property will only be paid at the Mini Plan rate. RPFs developing full plans on their own property will be allowed to negotiate above the Mini Plan rate if negotiations are supported by cost estimates for paying employees who are working on plan development. CFIP Invoices for reimbursement must be supported by proof of payments to employees.

Please refer to the CAL FIRE website for instructions and a California Cooperative Forest Management plan template. 
http://calfire.ca.gov/resource_mgt/resource_mgt_forestryassistance_cfir

CFIP MINI MANAGEMENT PLAN

The Mini Plan format is available for use for all authorized CFIP forest improvement projects for landowners:

1. Who own less than 50 acres of forest land contiguous with their project
2. For ownerships with less than 5000 acres and projects addressing substantially damaged forest lands with conditions described in the Forest Practice Rules in 14 CCR 895.1. For substantially damaged land in need of immediate restoration, the plan would be for the project area only.

Costs of the Mini Plan are to be based on complexity of the plan and size of the ownership. Cost may be negotiated lower but not in excess of the maximum Mini Plan cap rate.

Cost share payment to a landowner who uses the Mini Plan to satisfy CFIP requirements is normally a one-time occurrence. If the Mini Plan is used on a property, and paid for with CFIP cost-share funding, any future plan updates or a conversion to a California Cooperative Forest Management Plan template will be negotiated with the FAS. In most cases, the allowable rate will be the current Forest Management Plan rate minus the previous Mini Plan cost. If the plan is older than 10 years, full cost share funding shall apply.

RPFs and landowners who elect to prepare a Mini Plan shall use the Mini Plan template. 
http://calfire.ca.gov/resource_mgt/resource_mgt_forestryassistance_cfip

Upon recommendation from the Northern or Southern Resource Management Forestry and Fire Protection Administrator, the Mini Plan format may be used for projects/landowners who do not meet the criteria above. However, this is on a case by case basis and must be explained and justified as well as accompanied by a budget and approved by the Deputy Director of Resource Management. All other limitations of a mini plan will apply as per above.
CFIP MANAGEMENT PLAN ADDENDUMS
The Department recognizes that some management plans or projects require additional funding for environmental review. When revisions to existing management plans or NTMPs are required, the Mini Plan rate shall be used, unless explained and justified by the RPF, and approved by the FAS. Examples of plan addenda may include archaeology surveys, biological surveys, geologic reports, etc. Plan addenda will only be allowed where ground practices are proposed and CEQA review determines that additional information is required. For archaeological surveys, they shall include a current < 5-year old records check, survey of the proposed project area, and complete confidential archaeological addendum (CAA). Cost share payment will be authorized once the CAL FIRE archaeologist approves the CAA.

SUPERVISION

Supervision of your project by an RPF is a requirement eligible for CFIP funding. Landowners who are new to forestry work or the CFIP program are particularly encouraged to take advantage of the opportunity to work with an experienced professional to ensure that their project is implemented efficiently and cost effectively. Due to workload and program demand, CAL FIRE foresters may require landowners to contract with a private RPF.

RPF supervision shall be calculated based on the total number of practice acres. Multiple practices on the same acreage only count once unless the practices take place in a separate time period (e.g., Mechanical release and Follow-up herbicide treatment). Projects with high RPF supervision costs will need to be negotiated with the Forestry Assistance Specialist and will be subject to approval on a case by case basis. Additionally, any proposed combination must be explained and justified by the RPF in the project description.

Combinations of practices where RPF supervision calculations shall only account for practice acres once include, but are not limited to, the following:
- Hand thinning/release and pruning
- Release or site prep treatments and slash disposal using a masticator or other machinery where both the removal and slash piling or mastication/chipping occur simultaneously.
- Planting and seedling protection such as vexar tubing.

The higher RPF Supervision rate applies to the first twenty (20) acres of work. Work on the remaining acres is eligible for the lower rate. (See the Cost Share Cap rates page for details).

RPF SUPERVISION
RPF supervision is the on-the-ground over-sight and direction an RPF provides the sub-contractor who is doing a particular practice.

SITE SUPERVISION
Site Supervision is the on-the-ground oversight and direction provided by an RPF's designee in absence of the RPF when such supervision is approved by the Project Manager/CAL FIRE Forester. Site supervision should be explained and justified in the Project Description.

NOTE TO RPFs: RPFs are not eligible for reimbursement for supervising work performed on their own property. However, if another RPF is hired to do the work of supervision then reimbursement for that cost (not to exceed actual cost or cap rate) may be allowable.
SITE PREPARATION

Site preparation is the removal of vegetation competing or potentially competing with planted trees. The distinction must be made that site preparation is used when trees are to be planted, either manually or naturally, after clearing activities. Methods include using heavy machinery such as bulldozers, cutting and removing vegetation with chainsaws, scalping the soil with hand tools, using prescribed fire to burn the site, and/or chemical treatments of the competing vegetation prior to planting.

- **Light** site preparation includes practices that exceed typical hand grubbing and scalping in a 12” diameter circle around a planting spot, which is included in the tree planting practice. The light rate applies to level areas with light slash and competing vegetation, such as scalping off grass in forest openings, applying pre-emergent herbicide, manually reducing slash and competing vegetation with a chainsaw and/or weed eater. The slash and competing vegetation is typically grubbed out of a 3’ x 3’ area to expose bare soil.

- **Moderate** site preparation includes reducing slash and competing vegetation on moderate slopes where the proposed practices exceed the light cap rates. Examples may include mastication of light vegetation, brush raking level to moderate slopes, or herbicide application where competing vegetation is already taller than the seedlings.

- **Heavy** rates are appropriate for sites where site preparation will be the most labor intensive, such as those with heavy slash, dense competing vegetation, and/or on steep slopes where the moderate site preparation rate is inadequate. Examples may include mastication of heavy slash and vegetation or manually reducing slash and competing vegetation on steep slopes. Slash is either grubbed out of a 3’ x 3’ area to expose bare soil or is shredded to an extent so that hand planting tools can easily clear a planting site.

![Figure 1- Heavy site preparation using a masticator. Dense pretreatment stand of dead hardwoods >500 TPA in the background.](image-url)
TREES AND PLANTING

This practice includes the purchase of tree seedlings or seeds, the costs of transporting and storage of seedlings, and the planting costs. The Department no longer requires landowners to plant a minimum number of trees based solely on site index. However, the number of trees per acre shall not exceed 300 on any site, except where explained and justified by the RPF. Interplanting requires less trees to be planted however it requires more time and effort on the part of planting crews to select appropriate site selection for individual trees. For this reason, interplanting projects will receive the same level of cost share as full planting sites. Each proposed project description shall provide approximate spacing, method of planting, number of trees per acre, planting standards, seed zone(s), species, and timing. Forestry Assistance Specialists will evaluate the proposed planting density against site specific conditions and will negotiate the cap rate for projects on an individual basis, not to exceed the heavy rate.

The matrix displayed below will be used for qualifying the cost share rate for all projects that include tree planting. This matrix recognizes that slope, access and planting difficulty are the most appropriate metrics for evaluating the appropriate cost share level.

Figure 2- Determining Appropriate Planting Practice Rate

<table>
<thead>
<tr>
<th>Access and Planting Difficulty</th>
<th>Easy</th>
<th>Medium</th>
<th>Hard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Slope</td>
<td>Light</td>
<td>Light</td>
<td>Moderate</td>
</tr>
<tr>
<td>≤ 30%</td>
<td>Light</td>
<td>Moderate</td>
<td>Heavy</td>
</tr>
<tr>
<td>31-50%</td>
<td>Moderate</td>
<td>Heavy</td>
<td></td>
</tr>
<tr>
<td>&gt; 50%</td>
<td>Moderate</td>
<td>Heavy</td>
<td></td>
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</table>

Access and planting difficulty factors are distance to site, road conditions, amount of slash, and amount of competing brush. Light includes good access to the unit by road and good site preparation. Moderate includes some challenging access or poor site preparation. Heavy includes both challenging access and poor site preparation. Hard or rocky soils can affect productivity of planting crews. If soils are identified as a limiting factor for productivity, the cost share level selected from the above matrix shall be increased to the next higher level, not to exceed the amount available in the heavy cost share category.

TREE SHELTERS

The cost of VEXAR® or tree shelters needed to protect seedlings from browse damage.
TIMBER STAND IMPROVEMENT (TSI) /FUELS REDUCTION

Pre-commercial thinning, release and pruning practices qualify for cost-share assistance. Note that Pre-commercial thinning and release treatments CAN NOT be used together on the same acreage.

PRE-COMMERCIAL THINNING AND MECHANICAL RELEASE

Precommercial thinning means reducing the number of stems of small commercial tree species to a predetermined spacing to improve growth and/or to reduce fuel loads. Mechanical release involves removal of non-commercial tree species, shrubs/brush or grasses that are competing with previously planted or existing commercial tree species. Mechanical thinning and release typically cost the same with the only difference being the species targeted for removal and retention.

- **Light** thinning and release applies to areas with level to moderate slopes less than 35%, good access, and tree density of less than 500 TPA. The stands are typically young stands less than 30 years old with young, non-merchantable trees, and light competing vegetation. The thinning or release is typically carried out by a hand crew with chainsaws.

- **Moderate** thinning and release applies to areas that exceed some of the factors for light thinning and release due to financial and logistical factors. A typical stand may be located on slopes greater than 35% and have trees density of 300-500 TPA. Another example, a site meets the light thinning factors but has trees greater than 500 TPA. These operations are typically carried out by a hand crew with chainsaws but may be completed by masticators on favorable slopes.

- **Heavy** rates are appropriate for sites where slopes are greater than 35% and tree density is greater than 500 TPA or competing vegetation is very dense and tall. Heavy rates may also be appropriate on slopes less than 35% where trees are greater than 500 TPA and there is heavy competing vegetation. These operations are typically carried out by a hand crew with chainsaws on steep slopes and by masticators on favorable slopes.

Figure 3- Precommercial thinning and pruning of young Douglas-fir and redwood. Slash has been lopped and scattered to less than 30” to the ground.
PRUNING

Pruning is the cutting of lower branches of trees to reduce vertical continuity of fuels and improve wood quality of future crop trees. Pruning may be funded in conjunction with thinning or release. Rates increase based on the minimum number of trees pruned per acre. Pruning all branches within ten feet of the ground, combined with thinning and the removal of flammable shrubs and ladder fuels, is also recommended to reduce the likelihood that a ground fire burning through the stand would move up into the trees. Pruning provides other benefits as well, including increased exposure to sunlight to aid regeneration, improved aesthetics, and greater resistance to insect and disease problems.

How high should I prune? You are required to prune to at least ten feet above the ground; this will produce an eight-foot sawlog that is free of knots. However, for smaller trees, maintain at least half of the tree's canopy.

When should trees be pruned? Generally, stands are ready for pruning when trees are four to 12 inches in diameter at breast height (trees much larger in diameter probably won't grow enough prior to logging to justify the expense), and at least 20 feet tall (too much canopy will be removed if shorter trees are pruned). Most commercial conifers should be pruned during the dormant season, October through March. Pruning mature native oaks is generally not recommended, especially pruning large lower branches. Pruning young oaks with small branches will help develop a good branch architecture that requires few if any large cuts later in the tree's life.

Where should pruning cuts be made? Retain and prune sound, healthy trees exhibiting good growth and a straight trunk. Trees close pruning wounds faster if cuts are made along an imaginary line connecting the outside of the branch bark ridge with the branch collar (see diagram 4 a). Cuts made here protect the cambium area where tree growth can most rapidly close the pruning wound. "Flush" cuts made inside this line injure the trunk, providing avenues for the entry of pathogens causing tree diseases and decay. "Stub" cuts made outside the line will die back, attracting insects and again leaving openings for the entry of diseases and rots. Flush cuts, stub cuts, and branches mechanically knocked off or masticated leaving jagged ends will not be considered appropriate for cost share reimbursement.

Figure 4: A properly executed cut (a) is made close to the trunk but does not disturb the branch collar. A tree cannot heal itself if the final cut results in a stub (b) or is made too close to the trunk (c).
FORESTLAND CONSERVATION PRACTICES / FISH & WILDLIFE HABITAT IMPROVEMENT

Forestland conservation practices include erosion control projects, road repair, stabilization of abandoned roadbeds, and improvement of drainage facilities to reduce soil erosion and sedimentation of streams, as well as a variety of projects to improve habitat for fish or wildlife species.

Several kinds of erosion control projects may be eligible for cost-sharing. Many practices are directed toward the control of erosion from privately-owned rural roads. Road repair or closure projects funded by CFIP must provide a downstream benefit to a fish-bearing stream. A line-item budget must be submitted to document anticipated costs of conservation practices. The CFIP program does not establish cap rates for conservation practices, but uses the rates of the Environmental Quality Incentives Program (EQIP) as a guide.

Examples of eligible practices include:

- Erosion control projects
- Forest road repair and upgrading *
- Stabilization of abandoned roadbeds*
- Improvement of drainage facilities to reduce soil erosion and sedimentation of streams
- Planting native oaks
- Building nest boxes or platforms
- Fencing to protect sensitive wildlife habitat such as wet meadow sites, riparian areas and streams from livestock
- Planting streamside vegetation **
- Planting or reshaping eroding stream banks or gullies **
- Installing logs, rocks or other structures in streams to improve fish habitat **
- Design and installation of fords, rolling dips, or culvert crossings.*
- Replacement or repair of failed or undersized culverts.*
- Correction of road drainage problems, including rocking, out sloping, berm removal, waterbar installation, and ditch repair.*
- Reshaping, vegetating and mulching of cut banks, fills, and gullies.*
- Abandonment of eroding roads or skid trails that are no longer used.*
- Remedial work for stabilizing landslides (requires analysis and design by a Certified Engineering Geologist or Geotechnical Engineer).*
- Development of a road assessment plan identifying: *
  - Sources of erosion, including stream crossings and damaged or undersized culverts
  - Recommended repair projects
  - Prioritizing of projects, based on a cost/benefit analysis that identifies both the costs and the estimated reduction of sediment.

*Note: Funding of forest road repair and upgrading is only allowed if it protects, maintains, or enhances fish and wildlife habitat.

**Note: Projects involving work on stream channels or banks may require permits from the California Department of Fish and Game or other agencies.
Figure 6- Completely plugged and rusted culvert before (left) and after repair (right). Repair occurred on a Class II watercourse that delivered to a downstream fish bearing Class I watercourse.

Figure 7- Decommissioned road in a Class I watercourse lake and protection zone (WLPZ)

PRACTICES NOT ELIGIBLE FOR CFIP COST-SHARING PROGRAMS

- Work required for compliance with the Forest Practice Act and Rules.
- Construction of new roads or bridges.
- Fencing to protect stands from livestock.
- Planting of Christmas trees and greenery.
- Costs of land, water, irrigation, or purchase of tools or equipment.
- Projects designed solely for the production of fuelwood.
## 2018-19 CFIP COST-SHARE CAP RATES CONTRACTOR LABOR

<table>
<thead>
<tr>
<th>PRACTICE</th>
<th>CFIP CAP RATE</th>
<th>90% COST-SHARE 1</th>
<th>75% COST SHARE</th>
</tr>
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<tbody>
<tr>
<td>Full Management Plan</td>
<td>$5000 + $3.00/acre 1st 160 acres</td>
<td>$4500 + $2.70/acre 1st 160 acres</td>
<td>$3750+ $2.25/acre 1st 160 acres</td>
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<tr>
<td></td>
<td>$2.50/acre each additional acre to 1000</td>
<td>$2.25/acre each additional acre to 1000</td>
<td>$1.88/acre each additional acre to 1000</td>
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<tr>
<td><strong>Rates for plans larger than 1000 acres are negotiated w/CAL FIRE forester</strong></td>
<td></td>
<td></td>
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<tr>
<td>Mini Management Plan, Existing Plan Revision, or additional Plan Addendum</td>
<td>$1750 + $1.40/acre</td>
<td>$1575 + $1.26/acre</td>
<td>$1313 + $1.05/acre</td>
</tr>
<tr>
<td>RPF Supervision</td>
<td>$150/acre 1st 20 acres</td>
<td>$135/acre 1st 20 acres</td>
<td>$112.50/acre 1st 20 acres</td>
</tr>
<tr>
<td></td>
<td>$75/acre each additional acre</td>
<td>$67.50/acre each additional acre</td>
<td>$56.25/acre each additional acre</td>
</tr>
</tbody>
</table>

**The following practice rates apply to work completed by a hired contractor and is on a per acre basis.**

### Site Preparation
- **Light** $350.00 /acre $315.00 /acre $262.50 /acre
- **Moderate** $500.00 /acre $450.00 /acre $375.00 /acre
- **Heavy** $800.00 /acre $720.00 /acre $600.00 /acre

### Trees & Planting
- **Light** $225.00 /acre $202.50 /acre $168.75 /acre
- **Moderate** $350.00 /acre $315.00 /acre $262.50 /acre
- **Heavy** $550.00 /acre $495.00 /acre $412.50 /acre

### Tree Shelters
- **$350.00 /acre $315.00 /acre $262.50 /acre**

### Pre-commercial Thinning and Mechanical Release 2
- **Light** $350.00 /acre $315.00 /acre $262.50 /acre
- **Moderate** $500.00 /acre $450.00 /acre $375.00 /acre
- **Heavy** $800.00 /acre $720.00 /acre $600.00 /acre

### Pruning 2
- **$200 for 50 trees/acre** $180 for 50 trees/acre $150 for 50 trees/acre
- **$350 for 100 trees/acre** $315 for 100 trees/acre $262.50 for 100 trees/acre
- **$450 for 150 trees/acre** $405 for 150 trees/acre $337.50 for 150 trees/acre

### Release-Other
- **Light** $250.00 /acre $225.00 /acre $187.50 /acre
- **Moderate** $400.00 /acre $360.00 /acre $300.00 /acre
- **Heavy** $700.00 /acre $630.00 /acre $525.00 /acre

### Follow-up/Slash Disposal
- **Light** $400.00 /acre $360.00 /acre $300.00 /acre
- **Moderate** $700.00 /acre $630.00 /acre $525.00 /acre
- **Heavy** $1,000.00 /acre $900.00 /acre $750.00 /acre

### Land Conservation/Wildlife/Fisheries Projects 3
- Cost based on problem. Use EQIP rates as a guide

---

1 The 90% rate will cover all projects on substantially damaged timberland by wildfires, insects, diseases, wind, floods, landslides or earthquakes.
2 Disposal of slash must meet minimum Forest Hazard Reduction Standards per Forest Practices Act.
3 Maximum allowable costs do not appear for land conservation or habitat improvement. In these categories activity is variable and will depend on site condition, acreage, and/or type of project. However, costs will be evaluated based on rates used for SIP or EQIP.
## 2018-19 CFIP COST-SHARE CAP RATES for SELF LABOR LABOR

<table>
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<tr>
<th>PRACTICE</th>
<th>CFIP CAP RATE</th>
<th>90% COST-SHARE</th>
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<tr>
<td>Full Management Plan</td>
<td>$5000 +</td>
<td>$4500 +</td>
<td>$3750+</td>
</tr>
<tr>
<td></td>
<td>$3.00/acre 1st 160 acres</td>
<td>$2.70/acre 1st 160 acres</td>
<td>$2.25/acre 1st 160 acres</td>
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<td>$2.50/acre each additional acre to 1000</td>
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<td>$1313 + $1.05/acre</td>
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<tr>
<td>RPF Supervision</td>
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<td>$112.50/acre 1st 20 acres</td>
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<tr>
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<td>$75/acre each additional acre</td>
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<td>$56.25/acre each additional acre</td>
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<td>The following practice rates apply to work completed by the landowner and is on a per acre basis.</td>
<td></td>
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<tr>
<td>Site Preparation</td>
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<tr>
<td>Light</td>
<td>$298.00</td>
<td>$268.20</td>
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<tr>
<td>Moderate</td>
<td>$425.00</td>
<td>$382.50</td>
<td>$318.75</td>
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<tr>
<td>Heavy</td>
<td>$680.00</td>
<td>$612.00</td>
<td>$510.00</td>
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<td>Trees &amp; Planting</td>
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<td>$191.00</td>
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<td>Tree Shelters</td>
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<td>Pre-commercial Thinning and Mechanical Release</td>
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<tr>
<td>Moderate</td>
<td>$425.00</td>
<td>$382.50</td>
<td>$318.75</td>
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<tr>
<td>Heavy</td>
<td>$680.00</td>
<td>$612.00</td>
<td>$510.00</td>
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<td>Pruning</td>
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<td>Heavy</td>
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<tr>
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<td>Heavy</td>
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<tr>
<td>Land Conservation/Wildlife/Fisheries Projects</td>
<td></td>
<td>Cost based on problem. Use EQIP rates as a guide</td>
<td></td>
</tr>
</tbody>
</table>

1 The 90% rate will cover all projects on substantially damaged timberland by wildfire, insects, diseases, wind, floods, landslides or earthquakes.

2 Disposal of slash must meet minimum Fire Hazard Reduction Standards per Forest Practices Act.

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<table>
<thead>
<tr>
<th>Equipment</th>
<th>Hourly</th>
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<tbody>
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<td>mall agriculture tractor with horsepower less than 50 HP</td>
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<tr>
<td>medium agriculture tractor horsepower range of 50 to 90 HP</td>
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</tr>
<tr>
<td>ackethoe</td>
<td>$47.00</td>
</tr>
<tr>
<td>ozer with horsepower range of 60 to 90 (example: D3, D4)</td>
<td>$55.00</td>
</tr>
<tr>
<td>ozer with horsepower range of 125 to 160 (example: D5, D6)</td>
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<tr>
<td>ozer with horsepower range of 160 to 250 (example: D7, D8)</td>
<td>$161.00</td>
</tr>
<tr>
<td>xcavator with bucket capacity range of 0.3 to 0.8 CY</td>
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<td>xcavator with bucket capacity range of 0.8 to 1.5 CY</td>
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<td>xcavator with bucket capacity range of 1.5 to 2.5 CY</td>
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<td>kidsteer loader with horsepower range of 60 to 90</td>
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<td>Front End Loader</td>
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<tr>
<td>rack loader</td>
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<tr>
<td>heller Buncher</td>
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<tr>
<td>og Skidder</td>
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<tr>
<td>ump truck 8 CY</td>
<td>$48.00</td>
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<tr>
<td>ump truck 12 CY</td>
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<tr>
<td>ump Truck 18 CY</td>
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<tr>
<td>hipper, 6&quot; capacity, typically 35 HP.</td>
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</tr>
<tr>
<td>hipper, 12&quot; capacity, typically 130 HP.</td>
<td>$45.00</td>
</tr>
<tr>
<td>hipper, 15&quot; capacity, typically 165 HP.</td>
<td>$54.00</td>
</tr>
<tr>
<td>asticator, mulcher, flail shredder, hydro axe, brush cutter, etc.</td>
<td>$72.00</td>
</tr>
<tr>
<td>ainsaw or gasoline powered pole chainsaw.</td>
<td>$5.00</td>
</tr>
<tr>
<td>abor</td>
<td>$21.00</td>
</tr>
</tbody>
</table>

Rates are based on NRCS EQIP rates for California and take into account expected reduced overhead cost to the applicant. These rates may not be exceeded for landowner owned equipment and includes fuel and maintenance, not labor. Labor for an employee, contractor, or day laborer shall be the actual wage paid and shall be verified by a signed invoice or duplicate check. The equipment and labor rates do not apply to contractors or rented equipment where actual receipts are required. Additional equipment or supplies shall be approved through the local FAS.
INSTRUCTIONS FOR PREPARING THE INITIAL CFIP APPLICATION

The initial CFIP application will include an Application Form, a Project Summary, a Project Description and a map of the proposed project. The Application is a questionnaire asking information necessary to determine eligibility and cost-share rates. The Project Summary, Project Description and map show what is proposed, how much funding is requested, and where the project is located. The funding rate requested must be explained and justified in the Project Description. Failure to adequately describe the project could result in delays or denial of approval.

CFIP applications may be submitted at any time. If funds for your project aren’t available, the application will be kept on file by the local CAL FIRE Forestry Assistance Specialist. When funding is available you will be notified to prepare and send in any additional paperwork needed to complete the (Contract) Agreement Package.

FIELD INSPECTION

After the CAL FIRE forester receives your initial application, he or she will meet with you and your RPF to look at your project and get an overview of your property. Any needed modifications to your project and/or revisions to the application package will be discussed at this time. Once the project is approved for funding, the application will be filed and you will be notified to prepare a final Agreement package. The Agreement package is forwarded to CAL FIRE Headquarters in Sacramento for final approval and processing.

COST-EFFECTIVE PROJECTS HAVE PRIORITY

CFIP has been designed to enhance forest resources, such as timber, water, soil, recreation, fish and wildlife on privately owned timberlands in California. It is critical that we select the most cost-effective projects. Funding requests often exceed the available funding.

Because federal cost share funds are limited, a landowner may wish to combine available federal and state assistance to fund different projects on the same parcel of land. To find out more about federal programs, contact your local CAL FIRE forester or the Natural Resource Conservation Service.
CALIFORNIA FOREST IMPROVEMENT PROGRAM
DETAILED APPLICATION INSTRUCTIONS

Make sure you are using the most current form available on the CAL FIRE website: http://calfire.ca.gov/resource_mgt/resource_mgt_forestryassistance_cifp

The initial application includes this form, page 3 Microsoft excel project table, a project description, property location map, and project map.

CFIP project Number- this is assigned by the Forestry Assistance Specialist (FAS). Please leave this blank unless directed by the FAS.

1. Enter the name(s) of all landowners exactly as they appear on the deed. If the land is owned by more than one person, list all starting from the main owner who will be designated as the grantee on the CFIP agreement. Note, there must be one person who agrees to be the sole grantee. If the landowner is a trust, corporation, partnership, government agency, or company, enter that name here. Do not enter the name of the trustees, partners, etc. This information will be entered on the CFIP agreement. Please use the mailing address where all correspondence and cost share payments will be mailed.

2. Enter the responsible person. This is most often the main landowner listed under item 1 above. Another person such as a property manager may be listed.

3. Project Eligibility Information:
   a. To be eligible, the landowner must own 5,000 acres or less of forestland in California. As per PRC 4793(e), “forest land means land at least 10 percent occupied by trees of any size that are native to California, including native oaks, or formerly having had that tree cover and not currently zoned for uses incompatible with forest resource management.”
   b. Enter whether the landowner owns less than 500 acres of forestland. Landowners with less than 500 acres receive 90% cost-share reimbursement.
   c. Enter whether the landowner owns 20 acres or more of contiguous forestland. To be eligible, a landowner must own at least 20 acres of forestland, unless the property is zoned TPZ.
   d. If the project proposes timber related practices (site preparation, planting, precommercial thinning, release, and follow-up work), the project area must cover at least 5 acres. If the proposed project only includes the preparation of a management plan or wildlife or conservation projects check N/A.
   e. Enter the number of acres under the management plan and the total ownership size. This is most often the same number.
   f. For timber site productivity, the landowner will need to consult with a Registered Professional Forester (RPF) or Forestry Assistance Specialist (FAS). If you have an existing forest management plan, NTMP, or past harvest plan, this value is often documented with the tree growth information. If there are more than one timber site class, check all that apply.
   g. Indicate whether the project area has been substantially damaged by natural causes. Areas substantially damaged are subject to 90% cost share assistance. Substantially damaged timberland means areas of timberland where wildfire, insects, disease, wind, flood, or other
bleight caused by an act of God occurs after January 1, 1976 and the damage reduced stocking below the requirements of the Forest Practice Act. The following are the minimum stocking levels:

i. 300-point count (site III or better), 150-point count (site IV, V) or
ii. 85 ft² (site I or II), 50 ft² (site III, IV, V)

4. Land Classification
   a. Check which land zoning types apply. If more than one is present in the project area, check all and provide a map which shows the zoning. This information is available from the County Assessor's Office.
   b. List all land uses allowed under each zoning type. This information is available from the County Planning or Assessor's Department.
   c. Enter whether there are title restrictions that may restrict resource management activities. If there are, please provide the FAS a copy of the information.
   d. Check "yes" or "no." Additional permitting may be required in the Coastal Commission Zone.
   e. Answer "yes" or "no." Areas subject to forest improvement funding can't be converted to other uses such as residential development, landscaping, gardens, etc. If so, the Department would require that the funding spent on a forest improvement project be repaid with interest.

5. Indicate whether commercial timber harvesting occurred within the past 10 years. CFIP projects are non-commercial operations typically used to modify sub-merchantable trees or ones with no commercial value. Commercial timber operations require the approval of a timber harvest plan, non-industrial timber management plan, emergency notice or exemption by the Department. This question is used to determine whether there are any existing Forest Practice Rule requirements in the project area. CFIP can't be used to pay for Forest Practice Act requirements.

6. Check whether there is an existing forest management plan for the property. A CFIP, non-industrial timber management plan (NTMP), American Tree Farm System (ATFS), or Environmental Quality Insurance Program (EQIP) plan may be adequate depending on the age and quality of the plan. Plan revision may be advised for older plans to document changes in the project area or to include additional information to make them more complete.

7. Check whether you have been employed by the state within the last 12 months and may have a conflict of interest.

8. CAL FIRE generally does not approve projects that are proposed under another federal program such as EQIP for the same practice on the same acreage. CFIP projects may be used in conjunction with federal programs to complement each other. Simultaneous projects will be closely coordinated with federal partners.

* Please sign the application on the bottom of page 2. Only one person needs to sign and they should be the main owner who will be designated as the grantee on the CFIP agreement. Please sign exactly as your name is shown in item 1.
CALIFORNIA FOREST IMPROVEMENT PROGRAM
APPLICATION

CFIP Project Number:

1. Enter the name(s) of all landowners as they appear on the deed. (Use attachment if necessary).

   Name: Smith Family Trust                      Phone Number(s): 916-999-9999                      916-999-9999
   Use the same exact name on all documents
   Day                                                                                       Evening
   Address: P.O. Box 1                           Sacramento CA 95814
   Mailing Address (Street or P.O. Box)

   Name:                                                   Phone Number(s):                       Day                               Evening
   Address: Mailing Address (Street or P.O. Box)

   Name:                                                   Phone Number(s):                       Day                               Evening
   Address: Mailing Address (Street or P.O. Box)

2. Responsible person to be contacted:

   Name: John M. Smith                      Phone Number(s): 916-999-9999                      916-999-9999
   Day                                                   Evening
   Address: P.O. Box 1                           Sacramento CA 95814
   Mailing Address (Street or P.O. Box)

3. (a) Does the landowner own 5,000 acres or less of forestland in California? ☑ Yes  ☐ No

   (b) Does the landowner own less than 500 acres of forestland in California? ☑ Yes  ☐ No

   (c) Does the landowner own 20 acres or more of contiguous forestland? ☑ Yes  ☐ No

   (d) Is the total project area proposed for timber related practices (site preparation, planting, precommercial thinning, release, and follow-up work) 5 acres or more? ☑ Yes  ☐ No  ☐ N/A Management Plan Only  ☐ N/A (Wildlife/Conservation)

   (e) Number of acres under the Management Plan: 50  Total ownership size: 50

   (f) Project area timber site productivity is: ☑ I ☐ II ☑ III ☐ IV ☐ V

   (g) Does the project area include substantially damaged timberland damaged by natural causes within the last 10 years? ☐ Yes  ☑ No

   If so, explain the cause and include the area affected on the attached project map:

4. (a) How is the project area zoned? Check all that apply and explain other:

   ☑ TPZ  ☐ Agricultural Preserve (Williamson Act)  ☐ Other ______

   (b) List all land uses permitted under each zoning. Indicate existing land uses on the attached project map.

   List specific use(s): Timber production, agriculture

   (c) Is there a Conservation Easement, CC&R's, or a petition for rezoning from TPZ to other uses, existing, underway, or contemplated, which would restrict resource management activities for the period of time during which the grant is administered (10 years)? ☑ Yes  ☐ No

   If yes, explain:

   (d) Is the land proposed for CFIP funding located with the Coastal Commission Zone? ☑ Yes  ☐ No

   If yes, please indicate the area on the attached project map.

   (e) Will the landowner agree not to put CFIP land to any use incompatible with forest resource management for 10 years? ☑ Yes  ☐ No
CFIP APPLICATION

5. Is land proposed for CFIP funding currently or in the last 10 years been subject to commercial timber harvesting? □ Yes  ☑ No
   If yes, please list the THP, NTMP, emergency or exemption number: _____
   If yes, has a final completion and stocking report been approved by CAL FIRE? □ Yes  □ No
   Explain: _____

6. Is there a previously prepared Forest or Land Management Plan for the area proposed for CFIP project?  ☑ Yes  □ No
   If yes, list the CFIP, NTMP, ATFS, or EQIP number: 15-NCR-SON-56
   Should the plan be revised? □ Yes  ☑ No

7. Have you been employed by the State of California within the last 12 months in any way that would relate to or affect the awarding of California Forest Improvement Program (CFIP) grants or authorization of cost-share payments for work accomplished under a CFIP grant? □ Yes  ☑ No

8. Have you or do you plan to apply for forest improvement work which is the subject of payments or other assistance provided pursuant to federal law for the same practices on the same acres as proposed in this application? □ Yes  ☑ No  If yes, please discuss the specific payments with your Forestry Assistance Specialist.

Please complete the Application Project Summary.

I certify that the above and attached is true and correct to the best of my knowledge.

Executed on 2/18/2018 at

John M. Smith
Applicant’s Signature

ADDITIONAL ITEMS

Insert the items in the following order:

- Application Page 3- complete the Application Project Summary (Include as page 3 of 3 for this application). This is a self-calculating Microsoft Excel worksheet.
- Complete Project Description- the funding rate requested must be explained and justified in the Project Description. Failure to adequately describe the project could result in delays or denial of approval.
- Provide maps (scale 15 min. /7.5 min.; USGS topographic maps are best) indicating areas to be treated. Also include one location map that shows where the project is located in relation to local landmarks.
CFIP APPLICATION/PROJECT SUMMARY

Enter names exactly as they appear in item 1 of the application

Name(s): Smith Family Trust

CFIP#: Get from CAL FIRE or leave blank

The excel form self-calculates. Check each proposed practice, enter the acres, and enter the cost per acre from the CFIP rates sheet. Consult with the FAS for which practices are 75% or 90% cost share. If 90% cost share enter "Yes" for each practice in the last column.

SUMMARY OF PRACTICES TO BE PERFORMED

<table>
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<tr>
<th>PRACTICE</th>
<th>Land</th>
<th>Rating</th>
<th>ACREAGE OR OTHER UNIT*</th>
<th>COST/AC OR OTHER UNIT**</th>
<th>TOTAL ESTIMATED PROJECT COST</th>
<th>90% COST SHARE (SEE COLUMN 'K')</th>
<th>75% COST SHARE</th>
<th>Value if different than formula</th>
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* Enter net acres work for partial practices (minimum of 5 acres of an individual practice except for land conservation and habitat improvement).
** Enter 100% contract cost/acre or other unit (not to exceed maximum allowable rate).

MAXIMUM REIMBURSEMENT: $19,845

This box self calculates on the excel worksheet.

Location of the proposed project listed above, use additional sheets as necessary.

For recording purposes at your local county recorder’s office:

<table>
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<tr>
<th>Sub-section</th>
<th>Sec.</th>
<th>Township</th>
<th>Range</th>
<th>County</th>
<th>Assessor’s Parcel #</th>
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<td>12W</td>
<td>Sonoma</td>
<td>123-088-02</td>
<td>Yes / No</td>
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</table>

For non-TPZ zoned lands described above a part of that real property more fully described in that certain deed from (See attached page) to (date) and recorded with the recorder of County, Page (date) or document number

Provide: Topographic Maps (USGS preferred) indicating all activities; Project Description explaining activities.
INSTRUCTIONS FOR PREPARING THE CFIP PROJECT DESCRIPTION

A CFIP Project Description explains the forest improvement, fuels management, or conservation activity for which funding is requested. It should provide enough detail to allow the landowner, RPF, CAL FIRE inspector, and any forestry workers hired to implement the project to have a clear understanding of where, when and how the CFIP Project will be accomplished. The funding rate requested must be explained and justified in the Project Description. Failure to adequately describe the project could result in delays or denial of approval.

The CFIP applicant will propose work that can be completed within the contract period. Applicants with large properties or projects may enter into sequential contracts to complete additional work.

Due to contractual requirements, the following components are considered necessary for all project descriptions for CFIP.

1. Name and address of landowner. Name of Project Description author.
2. Legal description of site(s) including section, township, range, baseline and meridian, and county, the longitude and latitude and the CALWATER 2.2 watershed identifier must be included in the project description. For the watershed identifier go to: http://egis.fire.ca.gov/watershed_mapper/and follow the directions.
3. Specific description to be carried out under CFIP. Each of the principal headings denoted below should have a separate statement addressing specific methods to be utilized and mitigation measures to be employed in accordance with CFIP Regulations and Environmental Checklist. ALL DESCRIPTIONS FOR PRACTICES WITH MULTIPLE (HIGH, MEDIUM, LOW) RATES MUST INCLUDE A JUSTIFICATION FOR THE RATE REQUESTED. Address CFIP Practices as follows:
   A. Site Preparation
      I. Method, target, procedures and standards. Also include clearance distances, degree of vegetation treatment/removal, equipment, erosion control, hazard reduction, locations, restrictions, and timing.
      II. Additional treatments such as disk/ripping along contours, broadcast burning, burning of piles/windrows.
      III. Mitigation measures.
   B. Planting:
      I. Approximate spacing, method of planting, number of trees per acre, planting standards, seed zone(s), species, and timing.
      II. Mitigation measures.
   C. Tree Shelters:
      I. Type, method of installation
   D. Follow-up:
      I. Type, purpose, method, standards, and timing.
         i. For follow-up slash treatment, explain and justify the size of material to be treated, the percent of area to be treated, and the final depth of treated material.
      II. Mitigation measures.
   E. Release:
      I. Objective, method, standards, and target. Also include disease prevention needs, equipment, numbers of trees prior/post treatment, pesticide prescription, slash treatment, spacing, timing, and treatment diameters.
      II. Slash treatment (lopping/pile and burn), include fuel loading and treatment objectives, standards and timing.
III. Additional treatment(s) recommended.
IV. Mitigation measures.

F. Pre-commercial Thinning:
   I. Objective, method, and standards. Include diameter limit, disease prevention needs,
      spacing standards or basal area, slash treatment, timing and method.
   II. Additional treatment(s) recommended.
   III. Mitigation measures.

G. Pruning:
   I. Objective and method. Include the number of trees per acre to be pruned, and the
      height to which trees will be pruned (Note that the minimum requirement is ten feet.)
   II. Slash treatment.
   III. Mitigation measures.

H. Land Conservation – Erosion Control or Habitat Improvement Project:
   I. What improvements are intended and how they will be physically accomplished.
   II. Each element of work must be broken down with an estimated cost based on the rates
      allowed under EQIP.

I. Supervision by a Registered Professional Forester (RPF):
   • Specific responsibilities that the RPF will administer (by practice) in order to insure quality
     end products are documented in the CFIP RPF Checklist RM-7.

4. Map - each practice, and rate (light, moderate, heavy) if more than one, must be keyed to a map
   which is considered part of the project description. Map must reference range, township, and section
   #s (or other identifying method, such as assessor parcel number, if the area has not been surveyed).
   A. Topographic map scale will be at least 4 inches = 1 mile.
   B. Attach a copy of largest scale USGS map available with project area outlined. The map shall
      show each practice location and differentiate the levels (light, moderate, heavy) if more than one
      rate applies.
   C. Also include a property location map that shows the property in relation to a local landmark.

5. Necessary Field Work:
   A. Layout project in the field with flagging or marked by readily identifiable existing physical feature,
      such as roads.
   B. Estimate the approximate net acreage of each practice and explain how the acreage was
      determined.

6. Pest Control Recommendation – If chemicals are going to be used for site preparation, follow-up or
   release or any other activity proposed in the application, include a statement that a CAL FIRE
   approved form (RM 30) completed by a licensed Pest Control Advisor will be submitted to the
   appropriate CAL FIRE Unit prior to commencement of any chemical application(s).
Example Project Description

1. Name and address of landowner: Smith Family Trust
2. Name of Project Description author: George White, RPF #4000
3. Legal description:
   a. Portion Section 25, T8N, R12W, MDBM.
   b. Located 4 miles north of Jenner, Sonoma County, California.
   c. Lat/Long: 38° 30' 32.43" N, 123° 07' 54.57" W
   d. Black Mountain 1113.900002 CALWATER 2.2 watershed
4. Pre-commercial Thinning (PCT) - 9 acres:
   a. Objective- The current stocking is in excess of 500 trees per acre. The current stand is composed of 15-year old Douglas-fir, tanoak, and California bay laurels (bay). The objective is to precommercially thin the Douglas-fir while removing competing hardwoods.
   b. Method- trees will be hand-felled using chainsaws.
   c. Standards
      i. Favor leaving the dominant and co-dominant trees.
      ii. Cut to release at least one side of the remaining crop tree.
      iii. If the leave tree is dominant and free of four crown sides, do not increase its growing space.
      iv. Avoid creating a hole in the crown canopy which is greater than the average dominant tree crown to reduce windthrow and to maintain suppression of understory competition.
      v. Remove all suppressed trees and those intermediate and co-dominant trees, which are not to be kept for final crop trees. As a rule, these are the trees whose crowns are below the general crown level.
      vi. Space trees with a minimum 15’ x 15’ spacing, or 194 trees per acre. Spacing much greater than this is going to create an unmanageable amount of slash and open up the stand to understory hardwood competition.
      vii. The average DBH of the plantation is less than 10 inches so a diameter limit is not required.
      viii. Remove rough, limbly dominant wolf trees and deformed trees when they compete with better quality trees. Remove dead, dying forked, insect damaged, and diseased trees.
   d. Slash Treatment- see Follow-up Slash Reduction in item 6 below
   e. Disease Prevention- see item 7 below.
   f. Mitigation measures
      i. No operations are proposed within the Class I watercourse and lake protection zone of Smith Creek.
      ii. Within the Class II Standard watercourse 1) the WLPZ shall be flagged by an RPF prior to operations 2) at least 50% of the total canopy covering the ground shall be left in a well distributed multi-storied stand configuration composed of a diversity of species similar to that found before the start of operations.
      iii. Tree shall be felled away from the watercourse. Accidental deposits of slash shall be removed from the watercourse channel.
      iv. Retain large mast producing oak species if present.
      v. Maintain existing snags and wildlife trees with characteristics such as broken tops, forks, and/or cavities.
5. Pruning- 9 acres
   a. Objective- prune a minimum of 100 trees per acre to eliminate vertical continuity and reduce fire danger. Promote growth of higher quality wood on retention trees.
   b. Methods- prune lower branches with a chainsaw and or a pole saw to a minimum of 10 feet. Branches should be pruned just outside the branch collar to maximize healing and prevent decay and/or insect attack (See attached pruning specifications).
   c. Timing- Douglas-fir Branches should be pruned during the dormant season from October through March so that pruning cuts heal faster during the late winter and spring. If tanoak, bay or other SOD-host species require pruning for fire safety, schedule pruning during the dry months of June through October.
   d. Slash Treatment- see Follow-up Slash Reduction in item 6 below
   e. Disease Prevention- see item 7 below.
   f. Mitigation measures- to reduce fire hazard see item 6 below. No other mitigations are needed for the pruning practice.
   g. Rate Justification- The 100 TPA rate is appropriate based on the plantation’s conditions. Many of the conifers have already self-pruned due to competition. Approximately 600 TPA need additional pruning to effectively meet the objections stated above.

6. Follow-up Slash Treatment- 9 acres
   a. Type- Follow up work is required to treat PC7 and burning slash.
   b. Purpose- Slash shall be treated to reduce fire hazard improve aesthetics, and maintain access to the stand.
   c. Method- slash shall be treated by chip, burning and burning.
   d. Standards- slash less than 4” shall be chipped or piled and burned. This will require manual labor or cable-choking and mechanically moving the slash to the tractor mounted chipper and/or burn piles. The landowner desires material larger than 4” to be cut into fire wood for personal use. This will be piled and removed from site.
   e. Timing- Treatment should be done prior to the agreement expiring. Avoid chipping in wet weather or during severe fire danger.
   f. Disease Prevention- see item 7 below
   g. Mitigation measures-
      - No operations are proposed within the Class I watercourse and lake protection zone of Smith Creek.
      - Within the Class II Standard watercourse pull material away from the stream channel for chipping using manual or cable choking. Exposed mineral soil greater than 100 square feet created within the watercourse lake and protection zone shall be treated to prevent erosion prior to October 15th each year. Heavy equipment shall be limited to existing roads.
      - Burning operations shall occur during the fall or winter only on designated burn days and with the appropriate burn permit(s).

h. Rate Justification- The high rate ($1000/acre) is appropriate based on a field visit by the Forestry Assistance Specialist. Significant slash will be generated by the PCT and pruning practices. The slash will be located on moderate to steep slopes with limited access. Access to the 9 acre plantation is limited to a lower road and upper quad trail and further limited by a Class II watercourse near the lower center of the unit. This limits crew access to manual hand work and excludes mechanical mastication. Material will have to be moved to the chipper which will require significant labor costs. The heavy rate is appropriate based on these factors.

7. Disease Prevention- Sudden Oak Death Sudden oak death is present in the watershed and could be spread to other areas. The following mitigation is recommended:
   a. Sanitation measures to minimize pathogen spread
As a precaution against spreading the pathogen, clean and disinfect pruning tools after use on confirmed or suspected infested trees or in known infested areas.
Sanitize tools before pruning healthy trees or working in pathogen-free areas.
Clean chippers and other vehicles of mud, dirt, leaves, organic material, and woody debris before leaving a P. ramorum site and before entering a site with susceptible hosts.

b. Before working
Inform crews about the arboricultural implications of P. ramorum and sanitation practices when they are working in infested areas.
Provide crews with sanitation kits. (Sanitation kits should contain the following: Chlorine bleach [10/90 mixture bleach to water] or Clorox Clean-up® or Lysol®, scrub brush, metal scraper, boot brush, and plastic gloves).
Sanitize shoes, pruning gear, and other equipment before working in an area with susceptible species.

c. While working
When possible, work on P. ramorum-infected and susceptible species during the dry season (June-October)
When working in wet conditions, keep equipment on paved, graveled, or dry surfaces and avoid mud.
Work in disease-free areas before proceeding to infested areas.
If possible, do not collect soil or plant material (wood, brush, leaves, and litter) from host trees in the quarantine area. Within the quarantine area, host material (e.g., wood, bark, brush, chips, leaves, or firewood) from tree removals or pruning of symptomatic or non-symptomatic host plants should remain on site to minimize pathogen spread.

d. After working
Use all reasonable methods to sanitize personal gear and crew equipment before leaving a P. ramorum infested site. Scrape, brush, and/or hose off accumulated soil and mud from clothing, gloves, boots, and shoes. Remove mud and plant debris by blowing out or power washing chipper trucks, chippers, bucket trucks, fertilization and soil aeration equipment, cranes, and other vehicles.
Restrict the movement of soil and leaf litter under and around infected trees as spores may be found there.
Tools used in tree removal/pruning may become contaminated and should be disinfected with Lysol® spray, a 70% or greater solution of alcohol, or a Clorox® solution (1 part Clorox® to 9 parts water or Clorox Cleanup). Remember that these products are corrosive to metal and fabric. Rinse your gear after sanitization.


8. Supervision by a Registered Professional Forester (RPF):
The RPF, George White, is responsible for laying out the project, flagging the treatment boundaries, preparing the CEQA review, completing the RPF checklist, and supervising contractors.
The RPF supervision rate is 9 acres for thinning and pruning and an additional 9 acres of supervision for follow up slash treatment. The thinning and pruning will occur during one time period by the same crew. The slash reduction work will be completed after the thinning and pruning and will require additional site visits.

See attached location map and project map.
INSTRUCTIONS FOR PREPARING THE FINAL AGREEMENT PACKAGE

A complete Agreement Package must contain the following:
✓ FOUR (4) CFIP Agreement (with original wet signatures in blue ink)

Attached to each Agreement in the following order:
✓ CFIP Application (1 original signature, each additional copies)
✓ Final Project Summary
✓ Final Project Description
✓ Project and Location Maps

Attached Separately:
✓ Payee Data Record
✓ Copy of trust, partnership, company ownership record.
STATE OF CALIFORNIA  
Department of Forestry and Fire Protection  
Version 3-01-18

CFIP AGREEMENT

CFIP Project Number: Leave Blank  
State Contract Number: Leave Blank

THIS AGREEMENT is made and entered into and becomes effective upon the last date of the signatories below, by and between the State of California, acting through its duly appointed and qualified Director of the Department of Forestry and Fire Protection, hereinafter called "State," and  
Smith Family Trust  
Name
P.O. Box 1  
Street Address/PO Box  
Sacramento, CA 95814  
City/State/Zip  
916-999-9999  
Telephone  
johnsmith@zmailerz.com  
Email Address

This agreement expires Leave Blank

IN WITNESS WHEREOF, this agreement has been executed by the parties hereto, and becomes effective upon the last date of the signatories below:

STATE OF CALIFORNIA
Agency: Department of Forestry and Fire Protection

Approval for the Director  
Date

Printed Name/Title

PARTICIPANT

Handowners appearing on the deed must sign or provide Power of Attorney

John M. Smith  
Printed Name/Title
John M. Smith  
Signature

Printed Name/Title

Printed Name/Title

Signature

Local CAL FIRE name and address:
Leave Blank unless directed by FAS

Printed Name/Title

Signature

Printed Name/Title

Signature

Amount encumbered: $  
Program:  
Fund:  
Item: 3540--

Chapter: State: 20  
Fiscal Year: /  
9520-418.99-PCA -

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of expenditure stated above.

Signature of Accounting Officer  
Date

I hereby certify that all conditions for exemption have been complied with and this Contract is exempt from the Department of General Services' approval.

Signature of Officer signing on behalf of the agency  
Date

Vendor Identification Number: ____________________________ 

32

EXAMPLE
CFIP AGREEMENT

WHEREAS, under the provisions of the California Forest Improvement Act of 1978, State may enter into cost-sharing agreements with eligible Participants who will undertake forest improvement work upon his/her land; NOW, THEREFORE,

1. In consideration of the forest improvement work to be performed by the Participants, as described in the attached Project Summary, State will reimburse costs incurred for the purpose of undertaking forest improvement work on those lands designated. The maximum amount of reimbursement is the amount stated in Project Summary, "MAXIMUM REIMBURSEMENT". Reimbursement will be made for actual cash expenditures and for goods or services beyond Participant’s matching contribution requirement. Reimbursement for such goods and services shall be made in accordance with the State’s prevailing rates, provided, however, reimbursement shall not exceed the State’s adopted maximum per-acre (or other unit of measure) costs or Participant’s actual costs, whichever is less for the forest improvement practices.

2. This agreement is conditional upon appropriation and availability of funds for purposes of this contract. In the event such funds are not available in the Budget Act for the fiscal year concerned or are insufficient to carry out the purpose of this agreement, each party agrees to release the other party from all obligations. Funding of the work is also subject to annual funding decisions. IF FUNDED, NOTICE TO THE PARTICIPANT BY THE STATE WILL BE MADE. NO WORK MAY COMMENCE WITHOUT THIS NOTICE.

3. Participant shall promptly submit records at intervals and in such form as State may request. Payment by the State shall be made after an on-site inspection and approval of the practice(s). The Participant shall submit a CFIP Invoice for payment to the Local Forestry Assistance Specialist (FAS) of the California Department of Forestry and Fire Protection. A final CFIP Invoice with supporting documents shall be received by or postmarked no later than 45 calendar days after completion or expiration of this agreement as specified on the Project Schedule. The expiration date of this agreement is ______________________ and the final date of invoice submittal for reimbursement is ______________________.

4. The Participant agrees to make immediate monetary restitution of any paid funds for any disallowance of costs or expenditures or unauthorized activities which are disclosed through audit or inspection by the State. If Participant does not complete the five acres of minimum practice(s) of forest improvement work as described and required in Section 1527.1, Chapter 9.5, Title 14 of the California Code of Regulations (CCR) by the end of the term specified herein, all sums previously paid by State shall immediately become due and payable to State.

5. Participant shall comply with all local and State fire and safety laws.

6. The Environmental Checklist, RIF Checklist, Management Plan and Pest Control Recommendations are deliverables due prior to commencement of ground practices. Work started prior to the execution of this agreement will not be eligible for funding under the terms of this agreement. Projects costs eligible for assistance shall be determined upon the basis of the criteria set forth in Chapter 9.5 of Title 14 of the CCR.

7. Participant shall permit periodic site visits by a representative of the State to ensure program compliance.

8. Participant agrees to indemnify, defend, and save harmless State, its officers, agents and employees from any and all claims and losses occurring or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this contract and from any and all claims and losses occurring or resulting to any person, firm, or corporation who may be injured or damaged by the Participant or any agent or employee of Participant in the performance of this agreement.
CFIP AGREEMENT

9. The Participant, and the agents and employees of Participant, in the performance of this agreement, shall act in an independent capacity and not as officers, or employees or agents of the State.

10. This agreement may be amended, or terminated by mutual consent; it may also be terminated by State or Participant upon the giving of written notice to the other party thirty (30) days in advance.

11. Failure by the Participant to comply with the terms of this agreement shall be cause for the suspension of all obligations of the State.

12. Participant certifies that title to the land upon which forest improvement work will be performed is vested in the persons named in this agreement and that land is under the control and possession of the person(s) named in this agreement.

13. Participant certifies that the parcel of forestland to which the Forest Improvement Program applies will not be developed for uses incompatible with forest resources management within 10 years following recordation date, as explained below. If the parcel of forestland is zoned other than TPZ, pursuant to provisions of Chapter 67 (commencing with Section 52200) of Part 1 of Division 1 of Title 5 of the Government Code, a Land-Use Addendum shall be signed by the Participant and shall be incorporated in and made a part of this agreement at the time of first invoice submittal. Said Land-Use Addendum shall be recorded in the office of the County Recorder of the county of the affected land and shall be a covenant running with the land.

14. The Participant agrees to comply with the California Environmental Quality Act (CEQA), Workers’ Compensation, and all other state and federal laws applicable to the work carried out pursuant to the proposed forest resource improvement project.

15. The Participant, by signing this agreement, does swear under penalty of perjury that no more than one final un-appealable finding of contempt of court by a federal court has been issued against the Participant within the immediately preceding two-year period because of the Participant’s failure to comply with an order of a federal court which orders Participant to comply with an order of the National Labor Relations Board (Government Code Section 14780.5).

16. Participant shall keep such records as the State shall prescribe, including records which fully disclose (a) the disposition of the proceeds of state funding assistance, (b) the total cost of the project in connection with such assistance that is given or used, (c) the amount and nature of that portion of the project cost supported by other sources, and (d) any other such records as will facilitate an effective audit. All records shall be made available to the State for auditing purposes at reasonable times. Such accounts, documents, and records shall be retained by the Participant for at least three years following project termination.

17. During the performance of this agreement, Participant and its subcontractors shall not unlawfully discriminate, harass or allow harassment, against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40), marital status, and denial of family care leave. Participant and subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Participant and subcontractors shall comply with provisions of the Fair Employment and Housing Act (Government Code, Section 12990 et. Seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285.0 et. Seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code, Section 12990 (a-f), set forth in Chapter 5 Division 4 of Title 2 of the California Code of Regulations are incorporated into this agreement by reference and made a part hereof as if set forth in full. Participant and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have collective bargaining or other agreement. The Participant shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the agreement.

18. Participant certifies under penalty of perjury under the laws of the State of California to have, unless exempted, complied with the non-discrimination program requirements of Government Code Section12990 and California Code of Regulations, Title 2 Section 8103.
CFIP AGREEMENT

19. Section 7(b) of the Privacy Act of 1974 (Public Law 93-579) requires that any federal, state or local governmental agency which requests an individual to disclose his social security account number shall inform that individual whether that disclosure is mandatory or voluntary, by which statutory or other authority such number is solicited, and what uses will be made of it. The State requests each participant's social security account number on a voluntary basis. However, it should be noted that due to the use of social security account numbers by other agencies for identification purposes, the State may be unable to approve agreements without the social security account number. The State uses social security account numbers for the following purpose: reports to the Department of Fair Employment and Housing, Internal Revenue Service, and Franchise Tax Board.

20. The Participant acknowledges that a conflict of interest with the State does not exist pursuant to provisions in Division 2, Chapter 2, Article 8, Sections 10410 and 10411 of the Public Contract Code.

21. The Participant states the information in the Management Plan and/or Management Plan Addendum (Project Description) is proprietary information and claims privilege against its disclosure pursuant to Evidence Code 1060.

22. The contractor or grant recipient hereby certifies compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. The contractor will:

1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a).

2. Establish a Drug-Free Awareness Program as required by Government Code Section 8355(b), to inform employees about all of the following:

(a) The dangers of drug abuse in the workplace;
(b) The person’s or organization’s policy for maintaining a drug-free workplace;
(c) Any available counseling, rehabilitation, and employee assistance programs; and
(d) Penalties that may be imposed upon employees for drug abuse violations.

3. Provide as required by Government Code Section 8355(c) that every employee who works on the proposed contract or grant:

(a) Will receive a copy of the company’s drug-free policy statement, and
(b) Will agree to abide by the terms of the company’s statement as a condition of employment on the contract or grant.

23. Contractor shall comply with all federal requirements established under 28 Code of Regulations, Part 36, and Americans with Disabilities Act, in order to make programs accessible to all participants and to provide equally effective communications.

24. The Participant is allowed to seek assistance pursuant to federal law while also obtaining a forest improvement work cost-sharing agreement with the State (Public Resources Code Section 4798). However, this practice is limited by the following:

- CFIP payments or loans cannot be made to satisfy landowner cost share requirements or repay loans made pursuant to federal law;
- The same practice on the same acre cannot be funded by both CFIP and payments or assistance authorized by federal law; and
- For management plans, the combined state and federal payments, and any required landowner cost share payments, do not together exceed the amount of the actual cost to the landowner or the prevailing cost per acre as determined by the director pursuant to Public Resources Code Section 4801, whichever is less.
Instruction for Completing the CFIP Agreement Form

1. Submit FOUR (4) copies with ORIGINAL signatures.
2. There should only be ONE (1) name in the top portion of the first page of the agreement. This is the “Grantee”.
3. Be sure the name included as “Grantee” is the exact same name as the one used on the Payee Data Record under “Payee”.
4. The “Grantee” and all other owners on the deed should sign as “Participants”. If they are unable to sign, then they must provide a notarized Power of Attorney letter that specifically names the “Grantee” as having POA for the purposes of the CFIP project.
5. Be sure the “Grantee” signs and spells their name the same way every time it occurs in the documents.
6. Be sure the Address is written the same way every time it occurs in the documents.
7. See the “CFIP Agreement Package” section of the CFIP User’s Guide for more info.
8. If the project is owned by;
   a) **Trust**
      ✓ The name of the Trust should be written EXACTLY as it is named in the Trust paperwork. Don’t shorten or change the name on the application or agreement.

      ✓ The trust is the “Grantee”. The trust name should be included as the “Grantee” on the agreement document and as the “Payee” on the Payee Data Record (Std 204).

      ✓ Applications must supply a copy of the portion of the Trust that names the trustees or a Quit Claim that transfers title to the Trust.

      ✓ The only person who can sign on behalf of the Trust is the TRUSTEE.

      ✓ The trustee will sign as a “Participant” and will sign as the “Authorized Payee Representative” in section 5 of the Std 204.

      ✓ If there are multiple trustees, they must all sign the agreement or provide POA document allowing a single trustee to sign on their behalf.

   b) **Corporations, Legal Partnerships and LLC**

      ✓ The Corporation that owns the property must be named as the “Grantee” and the “Payee”. There is NEVER a situation where this is different.

      ✓ The Corporation must name a Representative who will sign the documents on behalf of the Corporation.

      ✓ The Corporation must provide documentation of the status of the person acting as Representative. This can be corporate paperwork or an official Board Action, or similar official, documented proof.

      ✓ The Corporation will issue invoices and receive payments for the CFIP project.

   c) **Married Couple**

      ✓ Only ONE person will be listed as the “Grantee”… not both.

      ✓ The spouse (considered the other owner) will sign as a “Participant” on the agreement.

      ✓ The SAME person who is listed as the “Grantee” must also be listed on the Std 204 as the “Payee”.

      ✓ The SAME person who is both the “Grantee” and “Payee” is the one who issues invoices to the State.

   d) **Multiple family members**

      ✓ Only ONE of the members will be listed as the “Grantee” and the “Payee” on the Std 204.

      ✓ All other family members who are listed as owners on the property deed must sign the agreement as “Participants”.

      ✓ If an owner cannot sign the agreement, then they need to provide a notarized POA letter that names the “Grantee” as the person who can sign on their behalf.
e) **Multiple unrelated people (Informal Partnerships)**
   ✓ Only ONE of the members will be listed as the "Grantee" and the "Payee" on the Std 204.
   ✓ All other individuals who are listed as owners on the deed must sign the agreement as "Participants".
   ✓ If an owner cannot sign the agreement, then they need to provide a notarized POA letter that names the "Grantee" as the person who can sign on their behalf.

f) **Public Entities, Agencies, Non-Profits (run by Board of Directors)**
   ✓ The name of the organization will be listed as the "Grantee" on the agreement and the "Payee" on the Std 204.
   ✓ The Agreement must include documentation from the Board of Directors or governing body authorizing the person signing the documents to be the Representative.
   ✓ A resolution or letter from the Board of Directors naming the Representative will be verified by CAL FIRE.
   ✓ If a Representative is named by the Board of Directors, then NO OTHER person needs to sign the agreement, Std 204 or application.

g) **Multiple properties held under different ownership types by same individual**
   ✓ These situations arise where one person holds more than one property, but under different types of ownership.
   ✓ Each property that is held under a different type of ownership must complete a separate project agreement package. For instance if a person owns one property under their name only, but another property under a Trust or Corporation, they must complete and submit 2 project agreement packages. One for each ownership.
Instruction for Completing the PAYEE DATA RECORD

IMPORTANT: When the applicant is a Trust, the Payee Data Record (STD 204) needs to include the Federal ID number of the Trust. If the trust does not have a Federal ID number then a Social Security number needs to be used. On the Payee/Vendor Data Record check the Individual Sole Proprietor Section and specify which landowner's Social Security number is used. The payment will be recorded against that Social Security number.

If the landowner is a trust and they:

- DO have an FEIN, mark the TRUST box and insert their FEIN
- DO NOT have an FEIN number, mark the INDIVIDUAL OR SOLE PROPRIETOR box and insert their Social Security Number.

Legal Partnerships, Corporations and Limited Liability Corporations:
Applicants need to supply either a copy of the portion of the Articles of Incorporation that lists all the partners, or officers; or a copy of the Quit Claim transferring title to the entity in question; or minutes of a board meeting and accompanying resolution authorizing the signer as a responsible party or officer with the authority to enter into business agreements or contracts on behalf of the Corporation.

See example next page.
### PAYEE DATA RECORD

(Required when receiving payment from the State of California in lieu of IRS W-9 or W-7)

STD 204 (Rev. 4/2017)

---

1. **INSTRUCTIONS:** Type or print the information. Complete all information on this form. Sign, date, and return to the state agency (department/office) address shown in Box 6. Prompt return of this fully completed form will prevent delay when processing payments. Information provided in this form will be used by California state agencies to prepare Information Returns (Form 1099). See next page for more information and Privacy Statement.

   NOTE: Governmental entities, i.e. federal, state, and local (including school districts), are not required to submit this form.

---

2. **PAYEE’S LEGAL BUSINESS NAME** *(As shown on your income tax return)*

   Smith Family Trust

   **SOLE PROPRIETOR OR INDIVIDUAL—ENTER NAME AS SHOWN ON SSN (Last, First, M.I.)**

   E-MAIL ADDRESS

   johnsmith@zmailerz.com

   **MAILING ADDRESS**

   P.O. Box 1

   CITY: Sacramento

   STATE: CA

   ZIP CODE: 95814

   **BUSINESS ADDRESS**

   CITY:  

   STATE:  

   ZIP CODE:  

---

3. **ENTER FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN):**

   [ ] PARTNERSHIP

   [ ] CORPORATION:

   [ ] MEDICAL (e.g., dentistry, psychotherapy, chiropractic, etc.)

   [ ] LEGAL (e.g., attorney, licensed)

   [ ] EXEMPT (nonprofit)

   [ ] ALL OTHERS

   [X] SOLE PROPRIETOR OR INDIVIDUAL

   Enter social security number (SSN) or Individual taxpayer identification number (ITIN).

   (ITIN required by authority of California Revenue and Tax Code Sections 18545 and 18551)

   **NOTE:** Payment will not be processed without an accompanying taxpayer identification number.

---

4. **PAYEE ENTITY TYPE**

   [X] CALIFORNIA RESIDENT - Qualified to do business in California or maintains a permanent place of business in California.

   [ ] CALIFORNIA NON RESIDENT - (see next page for additional information) - Payments to nonresidents for services may be subject to state income tax withholding.

   [ ] No services performed in California.

   [ ] Copy of Franchise Tax Board Verification of state withholding attached.

---

5. **PAYEE RESIDENCY STATUS**

   [X] I hereby certify under penalty of perjury that the information provided on this document is true and correct. Should my residential status change, I will promptly notify the state agency below.

   **AUTHORIZED PAYEE REPRESENTATIVE’S NAME** *(Type or Print)*

   John M. Smith

   **TITLE**

   Trustee

   **TELEPHONE (include area code)**

   916-999-9999

   **SIGNATURE**

   John M. Smith

   **DATE**

   2/18/2018

   **E-MAIL ADDRESS**

   johnsmith@zmailerz.com

---

6. **DEPARTMENT/OFFICE**

---

**MAILING ADDRESS**

---

**TELEPHONE (include area code)**

---

**FAX**

---

**CITY**

---

**STATE**

---

**ZIP CODE**

---

**E-MAIL ADDRESS**

---
CFIP INVOICE INSTRUCTIONS

When work is completed on all or a portion of your project, sign the invoice and submit it to the CAL FIRE forester with copies of bills, invoices, cancelled checks or other proof of payment and a map showing the areas of where the practices occurred. The map should be clear and labeled to reflect those items being invoiced. If you provided labor, equipment or materials for the project complete and sign the Cost Accounting Worksheet. Check with your CAL FIRE forester regarding the allowable rates for in-kind labor.

For final invoices, the invoice shall be received by or postmarked no later than 45 days after completion or expiration of the CFIP agreement.

Reimbursement will be made for actual cash expenditures and for goods or services beyond Participant’s matching contribution requirement. Reimbursement for such goods and services shall be made in accordance with the State’s prevailing rates, provided, however, reimbursement shall not exceed the State’s adopted maximum per-acre (or other unit of measure) costs or Participant’s actual costs, whichever is less.

What this means is that you can’t be reimbursed for more money per practice than the contract allows.

For Example:
If your contract allows for 75% of $200 per acre, but the final cost was actually $210 per acre, the state will only pay $180 per acre (75% of $200). Also, if your actual cost was $150 per acre, and the contract allowed 75% of $200, the state will only pay $112.50 per acre (75% of $150).

Instructions for filling out the Invoice Form:

1. List your name (grantee) and address EXACTLY* as it appears on the CFIP Agreement and Payee Data Record.
2. Put in the CFIP Project number and the contract number at it appears on your Agreement.
3. Check (√ or X) whether this is an interim or the final invoice. Final invoice means that you will be billing for no additional work against this contract.
4. ON THE LEFT SIDE OF THE INVOICE in each of the appropriate categories enter the date that the work, for which you are billing, was completed.
5. Put the total acres you or your forester calculated was accomplished or for which you were billed from the contractor.
6. Enter the total actual cost for which you were billed.
7. Add the totals (optional)
8. Enter the amount of the total from this invoice that you attribute to your own labor.
9. Sign and attach copies of all pertinent bills and, if you provided labor, equipment or materials to any of the costs associated with the invoice, show breakdown of your actual expenses. There is also a self-calculating worksheet available on the CFIP website. If invoice is for a new or revised management plan, include a copy of the plan
10. Send invoice package as per 9 above to the local CAL FIRE unit with which you have the agreement in order to get an inspection.

11. DO NOT PUT ANYTHING IN THE BOX ON THE RIGHT SIDE OF THE FORM WHICH STATES: For CAL FIRE Use Only.

*failure to use the exact Grantee will result in your invoice being denied at the State Controller’s Office (SCO)
EXAMPLE A: You have a contract that includes 20 acres of site preparation, 20 acres of trees and planting and 20 acres of follow-up. You contract allows for Site Preparation at $300/acre, planting at $200/acre and follow-up for $150/acre. Your reimbursement rate is 75%.

You have completed 10 acres of site preparation on 10/16/04 which totaled $2700.00, 8 acres of planting on 2/10/05 costing $1800.00 and 8 acres of follow-up on 6/01/05 at $1200.00. You have done none of the work yourself.

You still have plans to finish the contract in the future so when you fill out your invoice form you check INTERIM.

Your form would look like the example with the contractors paid invoice showing zero balance. Copies of cancelled checks made out to the landowner may be used too.

The contract rate is 75% so you would enter ($5700 x 75% =) $4275.00 as your reimbursement.

EXAMPLE B: After receiving a copy of the invoice the CAL FIRE Forestry Assistance Specialist (FAS) inspects the area and determines that the site preparation, planting and follow-up activities have been done and agrees with the acreage calculations. However, the contract only allows $200 per acre for planting costs. So CAL FIRE would only be able to approve costs of (8 acres x $200 )= $1600.00. The FAS would enter that amount in the cost column. The revised total would be $5500.

The “TOTAL PAYABLE BY THE STATE” would be based on the revised total or $4125.00. The FAS signs the invoice and sends it in for payment.
CFIP INVOICE #1 EXAMPLE A

Make Warrant Payable to: Joe Landowner
(Use exact names and address as on CFIP Agreement)
150 Wild Street
Anytown, CA 95555
04-CCR-HUM-09
CFIP Project #
8CA03999
State Contract #

TO: California Department of Forestry and Fire Protection
Attention: Forestry Assistance Specialist

I certify work has been completed in full compliance with my CFIP Agreement specifications and request interim ☑ OR final ☐ payment for the following expenses incurred:

<table>
<thead>
<tr>
<th>PROJECT CATEGORY</th>
<th>DATE COMPLETED</th>
<th>ACRES</th>
<th>TOTAL* ACTUAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management Plan/Addendum</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RPF Supervision</td>
<td>10/16/04</td>
<td>10</td>
<td>2700</td>
</tr>
<tr>
<td>Site Preparation</td>
<td>2/10/05</td>
<td>8</td>
<td>1800</td>
</tr>
<tr>
<td>Trees and Planting</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Tree Shelters</td>
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<tr>
<td>Thinning</td>
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<tr>
<td>Pruning</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Follow-up</td>
<td>6/01/05</td>
<td>8</td>
<td>1200</td>
</tr>
<tr>
<td>Release</td>
<td></td>
<td></td>
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<tr>
<td>Land Conservation</td>
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<td>Wildlife/Fisheries</td>
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<tr>
<td>Projects</td>
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<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>TOTAL</td>
<td></td>
<td>26</td>
<td>5700</td>
</tr>
</tbody>
</table>

Of the above, $ 0 $ is for my own labor.

COPYIES OF MY BILLS AND A BREAKDOWN OF MY ACTUAL EXPENSES ARE ATTACHED.

The State’s share should be $4275

For CAL FIRE Use Only

<table>
<thead>
<tr>
<th>ELIGIBLE ACRES</th>
<th>COSTS*</th>
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<tbody>
<tr>
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</tbody>
</table>

Cost share rate: %

TOTAL PAYABLE BY THE STATE:
$ xxxxxxxxxxxxxxxxxxxxxxx

Approved by: CAL FIRE sign here

Participant Sign Here: John Landowner
Date: 6/5/05

CalStars Coding: -9520-418.99-06116-

Vendor Identification Number:
<table>
<thead>
<tr>
<th>Date</th>
<th>Service</th>
<th>Rate</th>
<th>Hours</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/13/2004</td>
<td>Site Preparation hand crew</td>
<td>100</td>
<td>8</td>
<td>$800.00</td>
</tr>
<tr>
<td>10/14/2004</td>
<td>&quot;</td>
<td>100</td>
<td>8</td>
<td>$800.00</td>
</tr>
<tr>
<td>10/15/2004</td>
<td>&quot;</td>
<td>100</td>
<td>8</td>
<td>$800.00</td>
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<tr>
<td>10/16/2004</td>
<td></td>
<td>100</td>
<td>3</td>
<td>$300.00</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$2,700.00</td>
</tr>
<tr>
<td>2/9/2005</td>
<td>Planting Crew</td>
<td>100</td>
<td>9</td>
<td>$900</td>
</tr>
<tr>
<td>2/10/2005</td>
<td>&quot;</td>
<td>100</td>
<td>9</td>
<td>$900</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$1,800</td>
</tr>
<tr>
<td>6/1/2005</td>
<td>Follow up Treatment</td>
<td>N/A</td>
<td></td>
<td>$1,200</td>
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<td></td>
<td>Total</td>
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<td></td>
<td></td>
<td>Balance Due</td>
</tr>
</tbody>
</table>

Our 4 person crew bid on the project based on a rate of $100/hr for site preparation and planting. The follow up work we bid at the contract rate of $150/acre.

THANK YOU FOR PICKING BIG TREE COMPANY FOR YOUR FORESTRY AND RESIDENTIAL TREE BUSINESS!
CFIP INVOICE #1 EXAMPLE B For FAS

Make Warrant Payable to: John Landowner 04-CCR-HUM-09
(Use exact names and address as on CFIP Agreement) PO Box 1 CFIP Project #
Anytown, CA 95555 8CA03999 State Contract #

TO: California Department of Forestry and Fire Protection
Attention: Forestry Assistance Specialist

I certify work has been completed in full compliance with my CFIP Agreement specifications and request interim ☑ OR final ☐ payment for the following expenses incurred:

<table>
<thead>
<tr>
<th>PROJECT CATEGORY</th>
<th>DATE COMPLETED</th>
<th>ACRES</th>
<th>TOTAL* ACTUAL COST</th>
<th>For CAL FIRE Use Only</th>
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<tr>
<td>Management Plan/Addendum</td>
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<td>RPF Supervision</td>
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<tr>
<td>Site Preparation</td>
<td>10/16/04</td>
<td>10</td>
<td>2700</td>
<td>ELIGIBLE ACRES: 10</td>
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<tr>
<td>Trees and Planting</td>
<td>2/10/05</td>
<td>8</td>
<td>1800</td>
<td>COSTS*: 2700</td>
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<td>Tree Shelters</td>
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<td>6/01/05</td>
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<td>1200</td>
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<td>Wildlife/Fisheries Projects</td>
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<td>TOTAL</td>
<td>26</td>
<td>5700</td>
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Of the above, $0 is for my own labor.

COPIES OF MY BILLS AND A BREAKDOWN OF MY ACTUAL EXPENSES ARE ATTACHED.

The State's share should be $4275

Participant Sign Here: John Landowner
Date: 6/5/05

Cost share rate: 75%

TOTAL PAYABLE BY THE STATE: $4125

Approved by: CAL FIRE sign here

Approved by: CAL FIRE sign here

CalStars Coding: -9520-418.99-06116-

Vendor Identification Number:
For information on the California Forest Improvement Program (CFIP) contact a Forestry Assistance Specialist (FAS) in your county

To report an emergency, call 911

<p>| County      | FAS                | Phone Number | Address                                                        |
|-------------|--------------------|--------------|                                                               |
| Alameda     | Topher Henderson   | (559) 977-3560 | 15670 Monterey Street, Morgan Hill, CA 95037                   |
| Alpine      | Mary Huggins       | (916) 718-6258 | 3141 Highway 50, Suite B, South Lake Tahoe, CA 96150          |
| Amador      | Mary Huggins       | (916) 718-6258 | 3141 Highway 50, Suite B, South Lake Tahoe, CA 96150          |
| Butte       | Dave Derby         | (530) 872-6334 | 6640 Steiffer Road, Magalia, CA 95954                         |
| Calaveras   | Zsolt Katay        | (209) 754-2707 | 785 Mountain Ranch Road, San Andreas, CA 95249                |
| Colusa      | Dawn Pederson      | (530) 528-5199 | 604 Antelope Blvd, Red Bluff, CA 96060                        |
| Contra Costa| Topher Henderson   | (559) 977-3560 | 15670 Monterey Street, Morgan Hill, CA 95037                  |
| Del Norte   | James Robbins      | (916) 224-8761 | 118 Fortuna Blvd, Fortuna, CA 95540                          |
| El Dorado   | Mary Huggins       | (916) 718-6258 | 3141 Highway 50, Suite B, South Lake Tahoe, CA 96150          |
| Fresno      | Guy Anderson       | (559) 243-4109 | 1234 E Shaw Ave, Fresno, CA 93710                             |
| Glenn       | Brook Darley       | (530) 224-2438 | 6105 Airport Road, Redding, CA 96002                          |
| Humboldt    | James Robbins      | (916) 224-8761 | 118 Fortuna Blvd, Fortuna, CA 95540                          |
| Imperial    | Guy Anderson       | (559) 243-4109 | 1234 E Shaw Ave, Fresno, CA 93710                             |
| Inyo        | Guy Anderson       | (559) 243-4109 | 1234 E Shaw Ave, Fresno, CA 93710                             |
| Kern        | Guy Anderson       | (559) 243-4109 | 1234 E Shaw Ave, Fresno, CA 93710                             |
| Kings       | Guy Anderson       | (559) 243-4109 | 1234 E Shaw Ave, Fresno, CA 93710                             |
| Lake        | Meghan Reeves     | (707) 888-7331 | 135 Ridgway Avenue, Santa Rosa, CA 95401                      |
| Lassen      | Ivan Houser        | (530) 257-8503 | 697-345 Highway 36, Susanville, CA, 96130                     |
| Los Angeles | Guy Anderson       | (559) 243-4109 | 1234 E Shaw Ave, Fresno, CA 93710                             |
| Madera      | Zsolt Katay        | (209) 754-2707 | 785 Mountain Ranch Road, San Andreas, CA 95249                |
| Marin       | Meghan Reeves     | (707) 888-7331 | 135 Ridgway Avenue, Santa Rosa, CA 95401                      |
| Mariposa    | Zsolt Katay        | (209) 754-2707 | 785 Mountain Ranch Road, San Andreas, CA 95249                |
| Mendocino   | James Robbins      | (916) 224-8761 | 118 Fortuna Blvd, Fortuna, CA 95540                          |
| Merced      | Guy Anderson       | (559) 243-4109 | 1234 E Shaw Ave, Fresno, CA 93710                             |
| Modoc       | Don Schröder       | (530) 294-5110 | 697-345 Highway 36, Susanville, CA, 96130                     |
| Mono        | Guy Anderson       | (559) 243-4109 | 1234 E Shaw Ave, Fresno, CA 93710                             |
| Monterey    | Topher Henderson   | (559) 977-3560 | 15670 Monterey Street, Morgan Hill, CA 95037                  |
| Napa        | Meghan Reeves     | (707) 888-7331 | 135 Ridgway Avenue, Santa Rosa, CA 95401                      |
| Nevada      | Mary Huggins       | (916) 718-6258 | 3141 Highway 50, Suite B, South Lake Tahoe, CA 96150          |</p>
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<tr>
<td>Orange</td>
<td>Guy Anderson</td>
<td>(559) 243-4109</td>
<td>1234 E Shaw Ave, Fresno, CA 93710</td>
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<td>Placer</td>
<td>Mary Huggins</td>
<td>(916) 718-0258</td>
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<tr>
<td>Plumas</td>
<td>Al Klem</td>
<td>(530) 283-1792</td>
<td>171 Lawrence Street, Quincy, CA 95971</td>
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<td>Siskiyou</td>
<td>Dale Meese</td>
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<tr>
<td>Solano</td>
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