

# California Climate Investments

## Department of Forestry and Fire Protection

### Forest Health Program Grant Guidelines

**FY 2021-2022**



**January 3, 2022**  
**Proposals Due: 3 p.m., March 4, 2022**

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## FOREST HEALTH PROGRAM SUMMARY

CAL FIRE's Forest Health Program awards funding to landscape-scale land management projects that achieve the following objectives:

- Restore forest health and disaster resilience to California's forests.
- Protect upper watersheds where California's water supply originates.
- Promote long-term storage of carbon in forest trees and soils.
- Minimize the loss of forest carbon from unnaturally large high severity wildfires.
- Further the goals of the [California Forest Carbon Plan](#), [California's Natural and Working Lands Implementation Plan](#) and [AB 32 Climate Change Scoping Plan](#)

CAL FIRE seeks to significantly increase fuels management, fire reintroduction, reforestation, and conservation of forests degraded by overcrowding, drought, pest infestation, and catastrophic fire. All Forest Health projects must have climate benefits from 1) treatment activities, 2) avoided future wildfire and fossil fuel use, and/or 3) reforestation and/or growth and yield of remaining vegetation. Applicants are required to submit supporting documentation to enable CAL FIRE staff to validate benefits using the [Forest Health Quantification Methodology and Calculator Tool](#) developed by CAL FIRE and the California Air Resources Board (CARB).

The Forest Health Program is part of [California Climate Investments](#) (CCI), a statewide program that puts billions of Cap-and-Trade dollars to work reducing GHG emissions, strengthening the economy, and improving public health and the environment – particularly in disadvantaged communities. The CCI program also creates financial incentives for industries to invest in clean technologies and develop innovative ways to reduce pollution. CCI projects include affordable housing, renewable energy, public transportation, zero-emission vehicles, environmental restoration, more sustainable agriculture, recycling, and much more. As required by AB 1550, at least 35 percent of these investments are to be located within and benefit residents of disadvantaged communities, low-income communities, and low-income households across California.

## ELIGIBLE ACTIVITIES

Fostering healthy forests calls for a balanced approach using a variety of activities including fuel reduction, fire reintroduction, pest management, reforestation, research, conservation, and use of biomass in wood products and energy. Activities must be applied across large landscapes to achieve regional resilience. Projects that implement a mix of activities with multiple, experienced partners will be given priority. Projects may include planning, organizational and business capacity-building, and workforce and infrastructure development as components of proposed projects. Up to 10% of the total project budget may be spent on such activities.

All revenues collected as a result of activities paid for, in full or in part, with Forest Health Program grant funds must be tracked and re-invested into the project to further grant objectives.

The following activities are eligible for funding through the Forest Health Program:

- a. **Forest Fuels Reduction** – Eligible activities must focus on treating understory trees and brush with the goals of reducing fire hazards, improving tree growth, stabilizing carbon in retained trees, and increasing forest resilience. Forest thinning activities can be manual or mechanical and must be designed to change stand structure to: 1) concentrate carbon storage in widely-spaced and larger trees that are more resilient to wildfire, drought, and pest outbreaks; and 2) reduce the likelihood of wildfire transitioning from the forest surface into the forest canopy. Commercial harvesting activities should focus on promoting carbon storage in remaining trees and must be compatible with achieving resilient forests with stable carbon storage that provide co-benefits such as fish and wildlife habitat, increased biodiversity, and wildlife adaptation to climate change. Pre-commercial and brush removal activities, as well as post-wildfire fuels reduction that removes dead and dying trees in conjunction with reforestation are also eligible.
- b. **Prescribed Fire** – Eligible activities must focus on the need to reintroduce fires to fire-adapted forest ecosystems. Applying fire to the landscape may serve multiple purposes including, reducing fuel loads, creating heterogenous and diverse vegetation, maintaining cultural practices of indigenous communities, and/or promoting healthy ecosystem processes such as water storage and pest control. Prescribed burns may be completed with private or public burn crews.
- c. **Pest Management** – Eligible activities must address pest control and related forest health improvement, while reducing pest-related mortality, improving tree growth, stabilizing carbon retained in trees, and increasing forest resilience. Activities may include forest thinning and/or brush removal. Forest thinning activities (manual or mechanical) should change stand structure to increase carbon storage in more widely spaced trees that are more resistant to wildfire, drought, and insect attacks. Harvesting activities should focus on removing

dead, diseased, suppressed, or slow-growing trees for the purpose of promoting carbon storage in remaining trees and must be compatible with achieving resilient forests with stable carbon storage that provide co-benefits such as fish and wildlife habitat, increased biodiversity, and wildlife adaptation to climate change.

- d. **Reforestation** – Eligible activities should establish a diverse, native forest, which will result in stable carbon sequestration and storage, improved watershed and habitat functions, and forest resilience. Species selection must be appropriate for the site and may be used to address climate adaptation. Climate appropriate seed lots may be identified using the [U.S. Forest Service's Seedlot Selection Tool](#).

Reforestation of recently burned areas is also eligible for funding, including planning, site preparation and planting; fire suppression repair costs are not eligible.

The Forest Health program does not fund afforestation or the establishment of forests in historically non-forested areas.

- e. **Biomass Utilization** – Eligible activities must: 1) utilize woody biomass for wood products such as post and pole, firewood, dimensional lumber, plywood, or other products which allows for continued carbon storage; 2) generate energy through combustion or gasification, which displaces carbon-intensive fossil fuel-based energy; or 3) utilize woody biomass to help develop markets for beneficial uses of the material. Beneficial uses include, but are not limited to, dimensional lumber, animal bedding, biochar, artistic and cultural products, cross-laminated timber, mulch, oriented strandboard, pulp, post, shredding, and veneer products.

## **FUNDING AVAILABILITY – FISCAL YEAR 2021/2022**

Up to \$120 million of Fiscal Year 2021/2022 General Fund and Greenhouse Gas Reduction Fund monies will be awarded to eligible applicants through CAL FIRE's Forest Health Program. Funding expiration date is March 31, 2026.

## **PROJECT ELIGIBILITY – FOREST HEALTH**

All applications will be screened for eligibility. Applications must be complete and submitted by an eligible applicant. Projects should be designed to achieve GHG emissions benefits, must be within size and funding limits, and be able to be completed within the statutory time limits. Applications that do not meet these criteria will not be scored against the selection criteria and will not be eligible for award.

## Eligible Organizations and Partners

CAL FIRE will enter into grant agreements with local, state, and federal public agencies; Native American tribes; universities; special districts; industrial and non-industrial private forest landowners; and non-profit organizations.

Applicants should work cooperatively with local partners to implement projects in a coordinated and expedited manner. Collaboration and support can be demonstrated by private and public involvement in the planning, funding, and implementation of the project. Collaboration should leverage resources to achieve an outcome that is larger than the sum of the individual projects that may have been undertaken by each partnering organization independently. Applicants should take care to clearly indicate what work will be completed with funds from this solicitation.

## Greenhouse Gas Emissions Reductions

Forest Health projects must further the regulatory purposes of Division 25.5 commencing with Section 38500 of the Health and Safety Code. In its statutory role, the California Air Resources Board (CARB), has worked cooperatively with CAL FIRE and other experts to develop and approve the Forest Health Quantification Methodology for forest treatment activities, and an accounting strategy for combining the effects of treatment activities and their synergistic effects.

Applicants are not required to calculate the GHG benefits of proposed projects; however, they are required to submit a GHG workbook so that CAL FIRE staff may complete a quantitative estimate of the net GHG benefit of the project in terms of metric tonnes of carbon dioxide equivalent (CO<sub>2</sub>e). Calculations will be completed using [the most current version Forest Health Quantification Methodology \(QM\) and Calculator Tool](#). GHG benefit per Forest Health Program funds requested will ultimately be recorded as MTCO<sub>2</sub>e/\$. Applications that do not include the required documentation may be disqualified.

Some activities, such as planning, outreach or education, may not have a measurable GHG emissions benefit. Applicants must provide a qualitative description of how these proposed activities will result in emissions reductions, further quantitative assessment of GHG impacts, or improve management actions or policy.

## Project Scale

Forest Health projects must focus on large, landscape-scale forestlands composed of one or more landowners, which may cover multiple jurisdictions. Large landscapes will usually include watersheds, firesheds, or larger logical management units. The total project area should aim to be no less than 800 acres in size; landscape units do not have to be contiguous.

## Funding Limits

Eligible Forest Health projects must be large, landscape-scale, with multiple benefits. The minimum grant amount requested should be no less than \$750,000. The maximum allowable amount is \$5 million.

## Project Readiness

Eligible projects must complete grant-related activities no later than March 31, 2026; it is recommended this be your project end date. CAL FIRE may also choose to fund a portion of a project based on funding availability.

Preference will be given to projects that have environmental compliance such as CEQA and/or NEPA completed before the project application is submitted (**See Appendix D**). Applicants must agree to complete all needed environmental compliance work within one year of award and must demonstrate progress toward completing the work within six months of award. CAL FIRE will begin to review all awarded projects within 12 months of the grant award or by April 2023 and may reallocate awarded funds to a different grantee by October 2023 if environmental compliance is not complete or reasonable progress cannot be demonstrated.

## Equal Opportunity

CAL FIRE Forest Health Program is committed to supporting disadvantaged and marginalized communities. This commitment furthers the mission of CAL FIRE to serve and safeguard the people of California, as well as the [CCI legislative mandates](#) to invest in under-resourced communities and communities particularly vulnerable to climate change. Applicants are invited to describe how implementation of grant funds may elevate historically marginalized populations.

## **APPLICATION SCORING – FOREST HEALTH**

Applicants are required to submit a complete project application including a detailed scope of work, project workplan and timeline, detailed budget, project maps and digital spatial data, supporting documents allowing for a calculation of GHG emission reductions by CAL FIRE staff, and additional supporting documents as listed in the Project Application package described below.

Upon close of the application period, applications will be reviewed to determine if the project meets eligibility requirements. Eligible projects will be scored against selection criteria to determine how well the project fits the purpose and objectives of the Forest Health Program using the following Grant Selection Criteria.

### **Grant Selection Criteria – Forest Health**

*These criteria are specific to Forest Health grant applications.*

Grant applications will be scored as to how well the project fits the purpose and objectives of the Forest Health Program, using the following criteria.

#### **1. Scope of Work – 15 points**

The project is appropriate for the program and the Scope of Work includes a clear, complete articulation of the work to be completed. Scope of Work shall be in MS Word or PDF document limited to 4 pages using 11-point or greater, Arial font.

The Scope of Work must address the following:

- Project background and statement of need, including ecosystem and community benefits.
- How the project is consistent with the goals of the Forest Health Program and California's climate goals as outlined in the California Forest Carbon Plan, California's Natural and Working Lands Implementation Plan, and Global Warming Solutions Act of 2006.
- Proposed project activities as outlined in project Work Plan, expected project deliverables/milestones, and any permits or regulatory approvals needed to complete the project.
- A description of how the project will utilize a diverse mix of management actions that follow industry standards, are appropriate activities for the project landscape, and how they combine or connect to promote forest health at a landscape scale.

- If the project includes planning, outreach or education, an explanation of how those proposed activities will result in GHG emissions reductions or improve management actions or policy.
- An explanation of how multiple, experienced partners representing all key stakeholders will collaborate throughout the project, including: planning, funding, implementation, and monitoring.
- The extent to which the project will deliver enduring, sustainable benefits. Considerations may include co-benefits such as habitat value and invasive species control. Plans for long-term maintenance of these benefits including the responsible parties, funding, and partner assistance.
- Proposed measures to avoid adverse impacts to soil health and fish, wildlife and native plant resources in project design and development. Grantees are required to have a plan for identifying and mitigating the risk of introducing exotic and/or invasive species. This includes identifying potential issues in the project area, prevention practices to be implemented, monitoring and mitigation. Activities to mitigate existing invasive species may be specified in the budget.

## **2. Project Work Plan – 5 points**

The Work Plan worksheet is complete with appropriate detail describing the phases of work necessary to successfully implement the project. It is feasible for all phases of work to be completed before the end of the project performance period.

If the proposed project is a continuation of, or related to, a current CAL FIRE Forest Health Grant, the Work Plan should show the transition of currently funded activities to proposed activities.

## **3. Budget – 10 points**

The budget worksheet in the Project Workbook has been completed clearly depicting how grant funds will be spent by spending type. The Treatment Tracking worksheet in the Project Workbook has been completed specifying the treatments areas, ownership type, jurisdiction, treatment objective, treatment activity, treatment acres, broad vegetation type, and funds to be spent by treatment area. Requested funds shall be no less than \$750,000 and no more than \$5 million.

The budget depicts how costs are reasonable for the proposed treatments, deliverables, and Scope of Work. The budget specifies the number of salaried employees and contractors to be funded under the grant and the cost basis for each. Consideration should be given to including costs for environmental

compliance, adequate and thorough reporting to CAL FIRE, and GIS support to provide digital spatial treatment data to CAL FIRE. The budget must identify anticipated income received from the sale of forest products or other income generated from the project and how those funds will be reinvested in the project.

#### **4. Long Term Forest Management Goals – 5 points**

Project activities should be conducted pursuant to an approved timber harvest plan, nonindustrial timber management plan, working forest management plan, or appropriate exemptions. CAL FIRE will give funding priority to landowners with a plan or demonstrated interest to develop or maintain a resilient forest of diverse age, size, and species class within the boundaries of the project. A long-term maintenance plan for the project should identify responsible parties, funding, and partner assistance.

#### **5. Net Greenhouse Gas (GHG) Benefit – 10 points**

While applicants are not required to calculate the GHG benefits of proposed projects; the application must include a completed GHG workbook that CAL FIRE Forest Health staff will use to make a quantitative estimate of the net GHG benefit of the project in terms of metric tons of carbon dioxide equivalent (CO<sub>2</sub>e). Applications that do not include the required documentation may be disqualified.

Forest Health will perform a thorough assessment of project activities as related to past calculations of those activities on similar lands. Preference will be given to projects that are estimated to have significant GHG benefits.

#### **6. Priority Landscapes – 5 points**

The project addresses forestlands where there is a demonstrated need for treatment and where projects will have significant benefit.

CAL FIRE's Fire and Resource Assessment Program (FRAP) has developed a [Priority Landscape web map viewer](#) that can be used to assess whether proposed project is located in a high priority landscape in which specific actions can be taken to reduce risk to a forest asset. Those actions include: 1) Reducing Wildfire Risks to Ecosystem Services, 2) Restoring Fire Damaged Areas, 3) Restoring Pest Damaged Areas, and 4) Reducing Wildfire Threat to Communities. Applicants should briefly describe which priority area(s) they will be working in and describe how work will reduce risk to the asset in that area.

Climate refugia may also be considered as a priority landscape. Applicants must describe the source of climate refugia identification and how proposed treatments will enhance refugia characteristics.

## **7. Co-Benefits – 5 points**

California Climate Investments support socio-economic, environmental, and public health co-benefits.

The application must include a brief description of the project's co-benefits. Potential co-benefits include, but are not limited to, reduced fire risk and/or facilitated fire suppression; bioenergy and/or wood products produced; biomass diverted from landfill; improved air and/or water quality; improved watershed health; protected water supplies; improved wildlife, fish, or native plant habitat; reduced invasive species; increased recreation, education, or outreach opportunities; workforce development of populations historically marginalized in forestry; improved scenic resources; protected cultural resources; traditional ecological knowledge engaged; improved soil health; benefits to local economy; benefits to local culture; agricultural benefits; climate adaptation; jobs created and/or supported; and/or pursuit of environmental justice.

## **8. Jobs – 5 points**

Applicant has completed and attached [CARB's Job Co-benefit Modeling Tool](#) and included in the application the number of jobs that are to be supported and/or the number of jobs that are to be created with project and CCI funding. Projects that are awarded funding will be required to provide regular updates of workers employed by, and job training provided with, CCI funding.

All Forest Health grantees will be required to maintain records and report bi-annually to CAL FIRE on all jobs directly associated with the implementation of the grant activities, including jobs provided by contractors and sub-contractors.

Job creation or workforce development in disadvantaged communities may be highlighted in the application. (If workforce development is the primary project activity, contact Forest Health staff for directions on choosing the most appropriate Job Co-benefit Modeling Tool.)

## **9. Disadvantaged and/or Low-Income Community Benefit – 10 points**

Forest Health prioritizes projects that include and benefit residents of disadvantaged communities, low-income communities, and low-income households; these are collectively referred to as "priority populations."

Applicants must refer to CCI-CAL FIRE's [Priority Populations Evaluation Criteria](#) document (Appendix E) to determine if the project 1) is located within a census tract identified as a disadvantaged community or low-income community, or directly benefits residents of a low-income household; 2) meaningfully addresses an important community need; and 3) provides direct, meaningful, and assured benefits to priority populations.

Leadership and partnership from, and outreach to, Priority Populations or organizations may be described in the application. Benefits to communities should be described in terms of the community need and the direct impact of the project.

Number of points awarded will be proportional to amount of budget spent within a priority population and inclusion of priority populations in leadership, partnership, and outreach.

#### **10. Local Fire Plan & Other State Plan Compatibility – 5 points**

The project is part of other wildfire planning processes including the 2018 Strategic Fire Plan for California, local CAL FIRE Unit fire plans, or Community Wildfire Protection Plans. Projects should demonstrate how their activities are consistent with or in support of other statewide climate initiatives, landscape conservation efforts and other state actions plans such as the California Forest Carbon Plan, Safeguarding California Plan, Natural and Working Lands Climate Change Implementation Plan, California's Wildfire and Forest Resilience Action Plan, CA Wildlife Action Plan, CA Water Action Plan, Habitat Conservation Plans, Natural Community Conservation Plans.

#### **11. Collaboration, Community Engagement and Local Support – 10 points**

The project includes broad community engagement, partnerships, or collaborative efforts.

Collaboration and support are demonstrated by private and public partnerships in the planning, funding, and implementation of the project. CAL FIRE will favor those projects that provide a direct benefit to a community and meaningfully address an important community need. Leadership, partnership, or support from communities historically under-represented in forestry may be recognized in the application.

Preference will be given to projects that are identified as priorities by regional collaborative programs the Regional Forest and Fire Capacity Program (RFFCP) and its grantees and the U.S Forest Service's Collaborative Forest Landscape Restoration Program (CFLRP) or Shared Stewardship program. These groups were established to promote and support collaborative planning and implementation of forest health management and restoration efforts at a landscape scale.

Inclusion in a prioritization document, letter of recommendation, or other demonstration of participation in and support of a regional group will be considered. Letters of support from other CAL FIRE programs are not appropriate.

Applicants must refer to CCI's [Co-benefit Assessment Methodology for Community Engagement](#) and complete the Community Engagement Questionnaire to determine how the project demonstrates public participation in planning, design, and implementation occurs in ways that foster community access, deliberation, and leadership.

## **12. Grantee's Administrative Capacity and Past Forest Management History – 10 points**

Provide proof of capacity to administer sizable grant with numerous partners. Provide proof of ability to complete land management activities. The Applicant has demonstrated forest management experience with similar landscape level projects and demonstrates a high potential for completing the project. Greater consideration will be given to organizations with the ability to administratively manage large grants and a proven record of success in delivering projects like that proposed in the application.

If the Applicant is a prior CAL FIRE Forest Health grantee (or major contributing partner), the Applicant must be up to date on all grant reporting and have demonstrated substantial progress towards accomplishing the existing grant activities and objectives. If the proposed project is a continuation of, or related to, a current CAL FIRE Forest Health Grant, a minimum of 50% of the previously awarded Forest Health grant funds must have been expended at time of this application, and the applicant must include a plan to demonstrate that at least 70% of the previously awarded grant funds will be expended by December 31, 2021. Maintenance on past Forest Health grant funded activities shall have a maintenance plan described clearly within the SOW as well as the Work Plan worksheet and Project Budget.

## **13. Readiness and Legal Requirements – 5 points**

The Applicant has completed the "Environmental Compliance" worksheet. "Readiness" is the ability to implement the project and the capability to begin ground disturbing activities on the project within 12 months of the grant award. The project is ready to implement, because all required documents and legal requirements such as, CEQA, NEPA, landowner access agreements, permits, ancillary contracts, and agreements are in place. All environmental permitting must be completed within one year of the grant agreement (See Appendix D). A Registered Professional Forester or NASP-Certified Silviculturist must oversee vegetation treatments and removal.

## APPLICATION PROCESS

Applicants to the Forest Health program, must follow the three-step application process described below. This process includes 1) requesting a Project ID and access to CAL FIRE's SharePoint content management platform; 2) submitting all required supporting documents and data via the assigned SharePoint folder; 3) submitting an online application form. Any project that does not submit both supporting documents AND an online application form will be disqualified.

The **Project Application deadline is 3 p.m. PST on March 4, 2022**. After this time, access to the online application and any documents modified in SharePoint may be rejected.

### **Step 1 – Request Project ID and link to CAL FIRE Grants SharePoint platform:**

Prior to applying, interested entities need to request a Project Tracking ID number and be assigned access to CAL FIRE Grants' SharePoint folder. **Additional instructions on how to use SharePoint can be found on the [CAL FIRE Grants webpage](#).**

Send email to [CALFIRE.Grants@fire.ca.gov](mailto:CALFIRE.Grants@fire.ca.gov), including:

- Name of the grant program (Forest Health)
- Name of organization applying
- Name of the [CAL FIRE Unit](#) in which the majority of the project or activity will be located
- Name of the project
- Names and emails of individuals that will need access to SharePoint folder

The Project Tracking ID will be in the form of:

21-FH-UUU-XXX

Where UUU is the 3-letter identifier for the CAL FIRE Unit where the project is located and XXX is a sequentially assigned tracking number.

**Applicants should request this information at the beginning of the grant application process.** Please allow up to one business day to receive a link to your SharePoint folder. Requests that are made less than one week prior to the due date may not be considered.

### **Step 2 – Submit Items in Folders to CAL FIRE's SharePoint platform:**

Using the link for SharePoint received from CAL FIRE Grants in Step 1, create folders using the naming conventions for each folder described below and upload the required documents into the folders. Submit your documents as early as possible as additional time will not be allowed for technical or Internet uploading issues. *Do not submit any other supporting materials as they will not be reviewed.*

Folder 1: PROJECT DOCUMENTS: Use the following naming protocol:

Folder 1 Contents	Electronic File Name
A: Scope of Work	21-FH -UUU-XXX-SOW.doc or .pdf
B: Statement of Qualifications	21-FH -UUU-XXX-SOQ.doc or .pdf
C: Budget, Treatment Areas, Work Plan, and Environmental Compliance Forest Health Project <a href="#">workbook</a>	21-FH -UUU-XXX-FHProjectWorkbook.xlsx
D: Maps / .shp files	21-FH -UUU-XXX-Map.zip
E: Letters of Participation	21-FH -UUU-XXX-Partners.pdf or .zip
F: Letters of Support	21-FH -UUU-XXX-Support.pdf or .zip
G: CCI Jobs Calculator	21-FH -UUU-XXX-Jobs.pdf

A. Scope of Work –

- Forest Health – See Page 6 for required elements in a Scope of Work for Forest Health applications. MS Word or PDF document limited to 4 pages using 11-point or greater, Arial font.

B. Statement of Qualifications –

- Forest Health – Detail the applicant's ability to complete the project as proposed, identify the resources (staff, partners, contractors) intended to complete the tasks described in the Work Plan, and explain applicant's expertise or experience completing similar forest management projects and managing projects of similar fiscal size. (MS Word or PDF document limited to one page using 11-point or greater, Arial font.)

C. Forest Health Workbook (Budget, Treatment Areas, Work Plan, and Environmental Compliance worksheets) –Submitted as one [Excel workbook](#), using template provided.

D. Maps of Project Area (Sized to 8 ½” x 11”). Limited to one PDF file for maps or multiple PDFs in one .ZIP file.

E. Signed letters of participation from primary project partners listed in under “Collaboration/Partnerships” of the Project Application. Letters should be addressed to: Chief Matthew Reischman, Deputy Director, Resources Management, California Department of Forestry and Fire Protection. Submit as a single PDF file or as a .ZIP file with multiple letters. Please submit letters by uploading to SharePoint, do not send letters in the mail.

F. Signed letters of support from individuals and entities other than primary project partners. This includes letters of support from the leadership of the

RFFCP or other collaborative forest restoration group, if applicable. Submit letters as a single PDF file or as a .ZIP file with multiple letters.

- G. [Job Co-benefit Modeling Tool](#) completed according to the methods to prospectively estimate the number of jobs supported by California Climate Investments projects as specified in the [User Guide](#).

Folder 2: ORGANIZATION DOCUMENTS: Use the following naming protocol:

Folder 2 Contents	Electronic File Name
A: Articles of Incorporation	21-FH -UUU-XXX-AOI.pdf
B: Governing Resolution	21-FH -UUU-XXX-Resolution.pdf
C: Non-Discrimination Compliance	21-FH -UUU-XXX-STD19.pdf
D: Drug-Free Workplace Certification	21-FH -UUU-XXX-STD21.pdf
E: Payee Data Record form STD 204	21-FH-UUU-XXX-STD204.pdf
F: UC/CSU Model Agreement Template	21-FH-UUU-XXX-UTC.doc

- Articles of Incorporation including the Seal from the Secretary of State. *Only required from non-profit Applicants.*
- A signed Resolution by the Applicant’s governing body, which allows the grantee to sign agreements and amendments for a specific project (See Appendix F). The Resolution is not required to be notarized. *Resolutions are required only from non-profit and local agency Applicants.*
- State of California [Non-Discrimination Compliance Statement](#) (STD 19) – Not required from state agencies
- State of California [Drug-Free Workplace Certification](#) (STD 21) – Not required from state agencies
- State of California [Payee Data Record](#) (STD 204) – A W-9 can be substituted for tribal and governmental agencies
- University of California and California State Universities are also required to submit their application using the [Model Agreement Template](#) on the Department of General Services’ website. Documents must be submitted in MS Word.

Folder 3: GIS DOCUMENTS:

Folder 3 Contents	Electronic File Name
A: Project Boundary	21-FH-UUU-XXX-Boundary.zip
B-Z: Treatment and Impact Areas	21-FH-UUU-XXX- _TreatmentNumber.zip

A. Project boundary shapefile.

B-Z. Proposed treatment activity shapefiles.

Please refer to [Appendix C](#)- Spatial Data for spatial data requirements.

Folder 4: GHG EMISSIONS WORKBOOK:

Use the following naming protocol:

Folder 4 Contents	Electronic File Name
A: GHG Emissions Workbook	21-FH -UUU-XXX-GHGWorkbook.xlsx

A. Access the [GHG Emissions Workbook](#) and follow the instructions on the “Read Me” tab to complete the tabbed worksheet for each planned project activity.

B. Contact Forest Health Emissions Specialist, Kevin Welch, with questions: [Kevin.Welch@fire.ca.gov](mailto:Kevin.Welch@fire.ca.gov).

Folder 5: ENVIRONMENTAL DOCUMENTS: NEPA/CEQA documents – See Appendix D.

Attachments should be named using the following protocol: 21-FH-UUU-XXX—Environment.pdf or.zip

### **Step 3 – Submit Online Application:**

The [Forest Health](#) application can only be submitted online. No hard copy or emailed applications will be accepted.

Review the application early in the process and prepare to fill out and submit the form in a single session. It is highly recommended that applicants compile information for the application before filling out the online form. The application can be copied from the browser and pasted into MS Word or similar word processing application to prepare the responses in advance.

The application form consists of several sections:

- 1) Project Information
- 2) Organization Information
- 3) Forest Health Treatment Types & Treatment Acreage
- 4) Land Ownership
- 5) Scope of Work, Project Timeline & Budget
- 6) Matching Sources of Funding
- 7) Priority Landscapes
- 8) Co-benefits
- 9) Disadvantaged and/or Low-Income Community Benefit
- 10) Local & State Compatibility
- 11) Collaboration/Partnerships
- 12) Administrative Capacity and Past Forest Management History
- 13) Attestation

An asterisk (\*) in the application form indicates a required response. Prior to submission, ensure all required (\*) fields are filled with data in the appropriate format.

Upon successful submission, a confirmation page will be displayed, and the submitter will receive an email confirming receipt of the application and an email with the submitted responses. If the confirmation email is not received, contact [CALFIRE.Grants@fire.ca.gov](mailto:CALFIRE.Grants@fire.ca.gov) with the Project Tracking ID.

### **Application Review and Awards**

A list of applications received will be posted on the Forest Health grants webpage at least 10 business days prior to award.

CAL FIRE will review completed applications that meet the Program Eligibility Criteria. Eligible applications will be scored by CAL FIRE staff and an inter-agency panel

against the Grant Selection Criteria. Final awards will be determined based on project scores, program need, and relative fit of the awarded projects to each other both geographically and with respect to proposed activities.

CAL FIRE reserves the right to fund projects in total or in part, whichever best serves the objectives of the Forest Health Program. Project applicants that are selected to receive partial funding will be provided additional information on their revised funding amount, project performance period, and any other changes to their application as needed.

Project applicants will be notified by email if they have, or have not been, selected to receive funding.

Successful applications will be summarized and posted to CAL FIRE's [Forest Health grants webpage](#) within two weeks of the decision to fund. Applications will be treated in accordance with the Public Records Act requirements, and certain information, subject to those requirements, may be publicly disclosed.

## **GENERAL GRANT CONDITIONS AND PROJECT ADMINISTRATION**

### **Project Performance Period**

- The Project Performance Period is from the time the Grant Agreement is fully signed by the CAL FIRE Deputy Director or designee to the Agreement termination date. Only eligible costs incurred during the Project Performance Period will be paid by the State.
- CAL FIRE will execute all Grant Agreements as soon as feasible and no later than September 30<sup>th</sup>, 2022, for Forest Health projects.
- **Project work must be completed no later than March 31, 2026**
- Final invoices for all grant-related work must be submitted to CAL FIRE no later than 30 days after the Project Performance Period.

### **Project Reporting**

Grantees are required to report on progress toward completion of the Scope of Work included in the Grant Agreement with every invoice, or quarterly, whichever is more frequent, using the Forest Health Progress Report template. If reporting quarterly, reports are due on the last business day of the month following the end of a quarter (April 30, July 31, October 31, January 31).

Report contents are determined by CAL FIRE and are consistent with the required project type-specific reporting requirements in CARB's Funding Guidelines. Information to be submitted includes, but is not limited to:

- Project accomplishments
- Challenges and obstacles
- CCI dollars allocated and matching funds contributed
- Acres of land treated, activities completed and GIS files that map those treatments
- Number of trees and acres planted
- Bone dry tons of biomass delivered to a renewable energy facility, tons of biomass delivered to a sawmill, renewable energy produced,
- Before and after photographs
- Jobs created and supported (both by grantee and contractors) and job training provided (this will be required to be in June and December)
- Benefits to disadvantaged and/or low-income communities, and other co-benefits.

Grantees will also be required to provide project information to CAL FIRE for entry into CalMAPPER, CAL FIRE's geospatial database that facilitates mapping and monitoring of CCI and other CAL FIRE vegetation treatment projects. Information from grantees will include shapefiles or feature class of project boundary (use Esri Arc GIS or Esri ArcView geodatabase), project type, grantee contact information, project activities and costs, and other information. CAL MAPPER information from grantees will be required at specific times throughout the effective period of the grant, including at initial grant award and at periodic invoice billing submissions. Some reported project information will be publicly available on the CARB website and/or CAL FIRE website.

All grantees are required to submit a final project report to CAL FIRE with the final invoice. Final report will include final summary of all metrics reported in prior periodic progress reports, as well as narrative summary of project outcomes and photographic documentation of project activities and outcomes.

A subset of randomly selected funded projects will be required to report results of the project and permanence conditions for ten years after project completion in accordance with the CARB Funding Guidelines. CAL FIRE will collect monitoring data on these projects during that period.

### **Changes to an Approved Project**

A grantee wishing to change the scope of work, budget, or project performance period of an approved project must submit the proposed change in writing to CAL FIRE for review and approval. Any change must be consistent with the statutes, regulations, and guidance governing the program. Requested budget changes may not increase the amount of funds awarded by CAL FIRE, unless such changes are initiated by CAL FIRE. The following scope of work revisions may require the project Grant Agreement

to be amended: change in project end date (as allowed by legislation only); modifications in any budget categories by more than 10%; change in physical project location; any changes to project area or treatment type that result in a difference of more than 10% of expected GHG sequestration. CAL FIRE reserves the right to reject proposed changes to an approved project and/or budget. Specific amendment guidance is provided on [Forest Health Grantee Resources webpage](#).

## **Project Amendments and Termination**

Once signed, a Grant Agreement may only be amended with advanced written consent of CAL FIRE and the grantee. Any amendment requests to extend the project timeline, where permissible, must be submitted to CAL FIRE sixty (60) days before the agreement end date. CAL FIRE reserves the right to waive the sixty (60) days in extenuating circumstances. A Grant Agreement may only be terminated by CAL FIRE or the grantee upon 30 days advanced written notice to the other party. Further details on this process will be provided in the Grant Agreement.

## **Accounting Requirements**

The grantee must maintain an accounting system that accurately reflects fiscal transactions. The accounting system must provide an adequate audit trail, including original source documents, such as receipts, progress payments, invoices, purchase orders, timecards, cancelled checks, etc. The accounting system must document the total cost of the project. The grantee must maintain accounting records for three years following the duration of the Project Performance Period or one year after final disposition of any disputed audit findings, whichever occurs later. Grantees are required to keep source documents for all expenditures related to each grant for at least three years following Project completion and one year following an audit.

## **Loss of Funding**

CAL FIRE reserves the right to withdraw funding award if stated requirements are not met. The following are examples of actions that may result in a grantee's loss of funding. This is not a complete list and is intended only to show examples.

1. Grantee fails to obtain an executed Grant Agreement by October 31, 2022.
2. Grantee has not satisfied all legal requirements (e.g., CEQA, NEPA, ancillary contracts, agreements, MOUs, etc.) necessary to initiate ground disturbing project work within 1 year of grant agreement execution.
3. Grantee fails to use all the grant funds.
4. Grantee withdraws from the grant program.
5. Grantee fails to complete the funded project described in the Grant Agreement Scope of Work.

6. Grantee fails to submit all documentation within the time periods specified in the Grant Agreement.
7. Grantee changes the Project Scope of Work or project implementation without CAL FIRE's prior written approval.
8. Grantee or CAL FIRE terminates the Agreement.
9. Any activity that results in significant change to the expected GHG impacts of the project.
10. Grantee does not reinvest project income into the project.

## Eligible Costs

Project costs must be consistent with the approved Project Application and incurred during the Project Performance Period as specified in the Grant Agreement. With the exception of stand-alone research, project elements that do not produce a direct GHG benefit (e.g., education, planning, etc.) must be linked with on the ground activities that do, or they will not be eligible costs.

Budget Item	Eligible Cost	Required Documentation
<b>Salaries and Wages</b>	Salaries and wages of employees employed by the grantee who are DIRECTLY engaged in the execution of the grant project. Limited to actual time spent on the grant project. Examples of expenditures include time related to site visits and project monitoring, and completion of reporting related to the grant project. Staff time related to accounting, business services, etc. are allowed only if those functions are not included in the grantee's overhead cost.	Timesheets or similar documentation detailing days and hours worked on the project. Payroll documentation should show a nexus between time worked on the project and wages paid to the employee after the fact.
<b>Benefits</b>	Employer contribution share of fringe benefits associated with employees (paid from salaries and wages Budget Item) who are directly engaged in the execution of the grant project. This will include Social Security, Medicare, Health Insurance, Pension Plan costs, etc. as applicable for the specific employee.	Same documentation as Salaries and Wages. Payroll documentation showing wages and hours paid to the employee and associated fringe benefits.
<b>Contractual</b>	Direct consultant and contractual services necessary to achieve the objectives of the grant. Examples of contractual costs will be RPF supervision/certification, professional/consultant services (the costs of consultant services necessary for project planning and implementation), fire prevention contractor, etc. Procurement of contractual services should be documented to ensure selection on a competitive basis and documentation of price analysis.	Invoices from Consultant/Contractor identifying expenditure, services performed and period of services. Documents related to consultant/contractor selection analysis shall be kept by the grantee but available for audit purposes.

<b>Supplies</b>	Supplies that are used in the direct support of the project are allowable. Supplies exceeding \$500 per unit cost shall be documented to ensure procurement of supplies on a competitive basis and documentation of price analysis.	Receipts identifying items purchased, cost and date of purchase. Documentation related to cost analysis of procurement of supplies exceeding \$500 shall be kept by the grantee but available for audit purposes.
<b>Travel</b>	Travel cost associated with travel to and from project sites, meetings, etc. directly related to the grant project and must be considered reasonable and necessary for the completion of the project. Reimbursement rates shall be consistent with the grantee's written travel policy. Absent a written policy, per diem shall not exceed the California Standard Per Diem Rate allowable by the <a href="#">U.S. General Services Administration</a> . Mileage rates shall not exceed the <a href="#">rates allowable by IRS</a> .	Receipts identifying travel cost (i.e. lodging, rental cars). Mileage must be documented by either employee travel claims that are signed by the employee or vehicle mileage logs for vehicles owned by the grantee. Per Diem must be documented by employee travel claims. Grantee may be requested to provide a copy of their written travel policy.
<b>Equipment</b>	Equipment is an item exceeding \$5,000 or more per unit cost and has a tangible useful life of more than one year. Cost to lease equipment to use in the grant project may be charged to the grant. Use of equipment owned by the grantee may be charged to the grant at a rate set by the California Department of Transportation " <a href="#">Labor Surcharge and Equipment Rental Rate</a> " guide. A cost-benefit analysis to justify the cost of purchasing equipment versus leasing must be provided. Procurement of equipment must be done on a competitive basis and include documentation of price analysis. Grantee must include in the application package the proposed use and maintenance plans for equipment after the performance period of the grant. Disposition of equipment beyond the project performance period is subject to CAL FIRE approval.	Cost of leased equipment charged to the grant must be substantiated with receipts identifying equipment leased, dates equipment was leased, lease rate and total cost. Usage of grantee equipment must be substantiated with an equipment usage log, equipment used, rate and total rental cost. Cost of equipment purchased shall be substantiated by purchase receipt. Documentation related to price analysis of procurement of equipment shall be kept by the grantee but available for audit purposes. Disposition of the equipment must be approved by CAL FIRE in writing at the end of the grant term.

<b>Other</b>	Other costs that do not fit in any of the above categories. Cost must be directly related to the grant project. A cost (such as rent, utilities, phones, general office supplies, etc.) that must be apportioned to the grant is considered indirect cost unless written justification is submitted and approved by CAL FIRE.	Invoices or receipts identifying the item and cost charged to the grant.
<b>Indirect Costs</b>	Indirect Costs are costs associated with doing business that are of a general nature and are incurred to benefit two or more functions within the grantee organization. These costs are not usually identified specifically within the grant agreement, project, or activity, but are necessary for the general operation of the organization. Examples include salaries and benefits of employees not directly assigned to a project; functions such as personnel, accounting, budgeting, audits, business services, information technology, janitorial, and salaries of supervisors and managers; and rent, utilities, supplies, etc. Functions included as direct versus indirect costs must be applied consistently for all activities within the grantee organization, regardless of fund source. <b>The maximum allowable indirect charge for this grant program is 12%.</b>	Applied on a percentage (%) basis on direct costs <u>except for equipment</u> . Documentation related to the determination of the grantee's indirect cost rate must be retained by the grantee for audit purposes.

## Ineligible Costs

The following are ineligible for reimbursement under the grant:

1. Costs incurred before or after the Project Performance Period.
2. Cost of preparing the Project Application or other grant proposals.
3. Overtime, sick time, paid time off or vacation pay for employees and/or contractors. Overtime hours will be reimbursed at the straight time rate.
4. Projects or activities utilizing CAL FIRE staff without corresponding reimbursements or requests seeking funding for services already provided by CAL FIRE.
5. Late fees, penalties and bank fees.
6. Any activity that would lead to the project not achieving a GHG reduction.
7. Any practice or activity that, in CAL FIRE's judgment, is not a best management practice or that is, or could be, harmful to the forested landscape.
8. Any indirect costs based on percentage of equipment costs (see above).

## Payment of Grant Funds

Funds will be disbursed only once there is a fully executed Grant Agreement between CAL FIRE and the grantee. **Payments will be made on a reimbursement basis** (i.e., the grantee pays for services, products or supplies; invoices CAL FIRE for the same; and the State reimburses the grantee upon approval of the invoice). No work prior to or after the grant period will be reimbursable. Advance funds may be provided (see Advances below) in lieu of reimbursement.

The grantee will submit to CAL FIRE an invoice form consistent with invoice guidance in Appendix H when requesting payment of any type and to include appropriate documentation to support the costs (e.g., paid vendor receipts, payroll documents, other back-up documentation of expenses). An invoice template is available on the [Forest Health Grantee Resources webpage](#).

A Forest Health Grant Project Progress Report or Final Report shall accompany all invoices. CAL FIRE may conduct a site inspection to verify that work invoiced has been satisfactorily completed. The invoice will then be forwarded to Sacramento Headquarters for review and subsequent approval of payment. **Expect payment to be issued 45 to 60 calendar days from the time an acceptable invoice is received.** If an invoice is incomplete or non-reimbursable, it will be returned to the grantee.

## **Advances**

Advance payments may be considered for nonprofit organizations, local agencies, special districts (including RCDs), private forest landowners, and Native American Tribes. Advance payments are solely at CAL FIRE's discretion and eligibility expires January 1, 2024.

An [Advance Payment Request Form](#) must be submitted identifying how funds may be used over a six-month period. No single advance payment shall exceed 25% of the total grant award. [An accountability report](#) must be submitted to CAL FIRE no later than every four months after receiving the advance until the funds have been fully utilized. Advances should be fully utilized within a six-month period unless additional time is approved by CAL FIRE. No additional advances may be requested until acceptable documentation is received by CAL FIRE that the previous advance has been fully exhausted on eligible expenses.

## **Prevailing Wage Requirements**

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

## **State Audit**

Upon completion of the project, the State may audit the project records. A project is considered complete upon receipt of final grant payment from the State. The purpose of the audit is to verify that project expenditures were properly documented. The audit would be requested by the State after the final payment request has been received and all project transactions have been completed.

If your project is selected for audit, you will be contacted at least 30 days in advance to the audit commencing. The audit should include all books, papers, accounts, documents, or other records of the grantee, as they relate to the project for which State funds were granted. Projects may be subject to an audit at any time over the Project Performance Period and three years following Project completion.

In an effort to expedite the audit, the grantee shall have the project records, including the source documents, and cancelled checks readily available. The grantee shall also provide an employee having knowledge of the project and the accounting procedure or system to assist the State auditor. The grantee shall provide a copy of any document, paper, record, or the like as requested by the State auditor.

All project records must be retained by the grantee for a period of not less than one year after the State audit or after final disposition of any disputed audit findings. Grantees are required to keep source documents for all expenditures related to each grant for at least

three years following Project completion and one year following an audit unless the grantee has a longer retention policy.

## APPENDIX A – EXPLANATION OF TERMS

TERM	EXPLANATION
<b>Agreement</b>	A legally binding agreement between the State and another entity.
<b>Amendment</b>	A formal modification or a material change of the agreement, such as term, cost, or scope of work.
<b>Application</b>	The form identified as Attachment A and supporting attachments for grants required by the enabling legislation or program, or both.
<b>Authorized Representative</b>	The designated position identified in a resolution as the agent to sign all required grant documents including, but not limited to, grant agreements, application forms and payment requests.
<b>CEQA</b>	The California Environmental Quality Act is a law establishing policies and procedures requiring agencies to identify, disclose to decision makers and the public, and attempt to lessen significant impacts to environmental resources that may occur as a result of a proposed project.
<b>Contractor</b>	An entity contracting with the grantee for services and generally receives a Form 1099 for tax purposes.
<b>Employee</b>	Individuals employed directly by the grantee and generally receives a W-2 for tax purposes.
<b>Forestland</b>	As in Public Resources Code § 4793, land at least 10% occupied by trees of any size that are native to California.
<b>Indirect Costs</b>	Expenses of doing business that are of a general nature and are incurred to benefit at least two or more functions within an organization. These costs are not usually identified specifically with a grant, grant agreement, project or activity, but are necessary for the general operation of the organization. Indirect costs include salaries and benefits of employees not directly assigned to a project, which provide functions such as personnel, business, information technology or janitorial services, and salaries of supervisors and managers. Indirect

	costs may only be applied as a % of direct costs within the agreement.
<b>Modification</b>	An informal agreement that moves dollars in the line-item and task budgets not to exceed 10% of the budget line item total grant amount, changes deliverable due dates, or makes a minor change in the work of a grant agreement. It does not require a formal amendment of the grant agreement.
<b>Net GHG Benefit</b>	The sum of the GHG emission reductions and sequestration less any GHG emissions resulting from project implementation.
<b>Non-profit Organization</b>	Any California corporation organized under Section 501(c)(3) of the Federal Internal Revenue Code.
<b>Operating Expenses (Direct Cost)</b>	Any cost that can be specifically identified as generated by, and in accordance with, the provisions or activity requirements of the grant agreement.
<b>Payee Data Record (Std. 204)</b>	A form required to establish a supplier number to encumber funds and subsequent payment.
<b>Project Performance Period</b>	The Project Performance Period is from the time the Grant Agreement is fully signed to the Agreement termination date. Only eligible costs incurred during the project performance period will be paid by the State.
<b>Project</b>	The activity, activities, or work to be accomplished utilizing grant and matching funds (if applicable).
<b>Project Scope of Work</b>	The detailed description of the proposed tasks identified as Attachment B, as described in enabling legislation and detailed in the grant agreement.
<b>Project Budget Detail</b>	The proposed detailed budget plan identifying costs to be funded by the grant, matching funds, and projected program income broken down by budget category.
<b>Resolution</b>	A signed resolution by the grantee's governing body, which identifies individual(s) authorized to act on behalf of the grantee's governing body for the grant project.





## Worksheet #3: Work Plan

Complete with appropriate detail describing the phases of work necessary to successfully implement the project.



CAL FIRE Forest Health Program  
California Climate Investments  
Work Plan Sheet

**Instructions**

1. Every treatment number in Treatment\_Tracking must be included in Work\_Plan.
2. Add key non-ground-disturbing tasks that will be conducted within the project scope.
3. Use "in progress" to indicate that work will be actively underway but not completed during a given quarter, and use "Complete" to show that work will finish during a given quarter.

Treatment Number or Major Milestone	Ground-Disturbing Activity OR Non-Ground-Disturbing Task	Q4 2022 Apr-Jun	Q1 2023 Jul-Sep	Q2 2023 Oct-Dec	Q3 2023 Jan-Mar	Q4 2023 Apr-Jun	Q1 2024 Jul-Sep	Q2 2024 Oct-Dec	Q3 2024 Jan-Mar	Q4 2024 Apr-Jun
1	Planning			In progress	In progress	In progress	In progress	Complete		
1	Contracting							In progress	In progress	
1	Site prep by machine pile								In progress	In progress
1	Planting									
Field Data Collection	Planning		In progress	Complete						
Field Data Collection	Hiring			Complete						
Field Data Collection	Data Collection				In progress	Complete				
Field Data Collection	Sample preparation and analysis					In progress	In progress	Complete		



## APPENDIX C- SPATIAL DATA

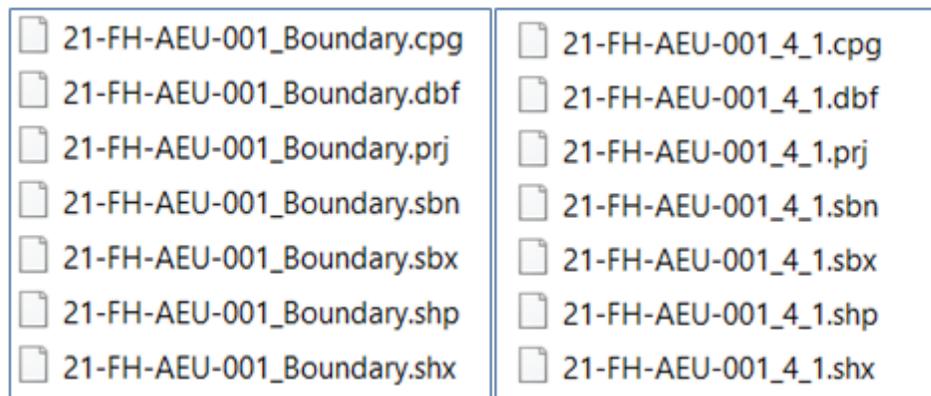
### General Requirements for All Spatial Data Submittals

1. Format: Shapefile (KMZ or GDB will not be accepted.)
2. Coordinate reference system: NAD\_1983\_California\_Teale\_albers (EPSG: 3310)
3. Note file: Include source information, methodology, and other relevant details, if any, in a note file and place it in a zipped folder with the shapefile.
4. Separate zipped folders for each shapefile: One for the project boundary and one for each treatment activity boundary, as shown below.



For example, if a project has 15 individual treatment components listed on the Treatment Tracking sheet of the progress report (i.e., a total of 15 rows of information in the Ground-Disturbing Activity Information table), there should be a total of 16 zipped shapefile folders submitted: one zipped folder for the project boundary and 15 separate zipped files for the 15 different treatment components listed on the Treatment Tracking sheet in the progress report.

5. Within each zipped shapefile folder, please provide all associated file extensions as shown below.



### Types of Shapefiles

Please include a project boundary shapefile, and a separate shapefile for each of the treatment components (rows) listed in the Treatment Tracking sheet in the progress report, as follows.

#### *Project Boundary Shapefile*

1. The project boundary shapefile should have only one feature. The project boundary can be a multipart feature in the case of dispersed treatment areas.
2. The shapefile should as closely as possible define the acres on which ground-disturbing activity will take place (in a shapefile showing planned work) or has taken place (in a shapefile representing completed work), within the project scope. It is important to exclude any “dead” or “skip-over” or areas to give an accurate map of where ground-disturbing work occurs. Please be sure to exclude any “impact areas” where benefits are expected to result, but ground-disturbing work is not directly implemented. There should be no overlapping areas, and the project boundary acreage should not exceed the cumulative treatment activity polygons acres. In summary, the project boundary shapefile should be one feature that covers all and only the areas on which the grant project conducts ground-disturbing work – i.e., a cumulative feature that includes all treatment activity boundaries.
3. Please submit your project boundary shapefile with the following naming convention.  
Project Tracking ID Number\_Boundary.zip  
Example: 21-FH-AEU-001\_Boundary.zip
4. The attribute table for the project boundary shapefile must include these fields: Project Tracking ID, Project Name, Grantee, Acres (see example below).

PR_Boundary						
	OBJECTID*	Shape*	ID	Project_Name	Grantee	Acre
	1	Polygon	21-FH-AEU-001	Sacramento County Forest Resilience	Sacramento Fire Safe Council	800

#### *Treatment Activity Shapefiles*

1. Each project will have multiple treatment component or activity shapefiles.
2. The number of treatment activity shapefiles must match the number of treatment components (rows) listed in the Treatment Tracking sheet of the progress report. For example, if the Treatment Tracking sheet lists 15 different treatment activities (one activity per row, across a total of 15 rows), there must be 15 treatment activity shapefiles.
3. Each treatment activity boundary should only have one feature; it can be a multipart feature if treatment areas are dispersed.
4. All treatment activities must fall within the project boundary footprint.
5. Each treatment activity shapefile should include the associated treatment number (TN) as listed on the Treatment Tracking worksheet in the project workbook.

6. Each treatment activity shapefile must have one and only one responsibility area (“jurisdiction”). Please see the “Determining Jurisdiction” section for requirements and guidance.
7. Please submit your treatment activity boundary shapefiles with the following naming convention.  
 Project Tracking ID Number\_TreatmentNumber.zip  
 Example: 21-FH-AUE-001\_6.zip
8. The attribute table for the treatment activity boundary shapefiles must include these fields: TN (treatment number), Project Tracking ID, Treatment Name, Ownership Type, Jurisdiction, Treatment Objective, Treatment Activity, Vegetation Type Acres (see example below).

OBJECTID *	Shape *	TN	ID	Treatment Name	Ownership Type	Jurisdiction	Treatment Objective	Treatment Activity	Vegetation Type	Acres
39	Polygon	4	21-FH-AEU-001	Cody Springs	local Government	LRA	Fuels Reduction	Fuels Reduction	Timber	99.35392

### Templates

1. Please [click here](#) to download an empty shapefile zip file to use for submitting project boundary shapefile.
2. Please [click here](#) to download an empty shapefile zip file for submitting treatment activity shapefiles.

### Determining Jurisdiction

When providing shapefiles of treatment activities, each treatment activity polygon must fall entirely within one responsibility area (“jurisdiction”): Federal Responsibility Area (FRA), State Responsibility Area (SRA), or Local Responsibility (LRA).

CAL FIRE’s Fire and Resource Assessment Program (FRAP) maintains a GIS responsibility area layer publicly available online. Using this layer is necessary to ensure polygons do not span multiple responsibility areas.

Grantees may view the layer while first drawing polygons, and/or to check polygons drawn in the field (for example, if problems with connectivity might affect the accuracy of map work in remote locations). Below are tips on using the layer.

1. Download the responsibility area geodatabase under the SRA-LRA-FRA tab from <https://frap.fire.ca.gov/mapping/gis-data/>.
2. Load the geodatabase into a survey application (e.g., Avenza, Collector, or Survey123) to use it offline while in the field.
3. Apply spatial join (one-to-many) or overlay (intersection) tools by using the responsibility area and the activity shapefile in GIS software (e.g., ArcMap).
4. The resultant dataset will produce a new shapefile that has a combination of activity attributes with responsibility area attributes.
5. If an activity shape falls into multiple responsibility areas, then there will be multiple rows, each with a different responsibility area, for the one activity. Then:

- a. Correct any drawing errors found that could eliminate inaccurate overlapping by the polygon of more than one responsibility area.
  - b. If the correctly drawn activity polygon still covers more than one responsibility area, the polygon will need to be broken into multiple polygons so that each polygon falls into only one responsibility area. In this case, add a row in the Treatment Tracking sheet (in the progress report form) for each new activity polygon.
6. At the end, there should be a one-to-one relationship: one activity, one row in the Treatment Tracking sheet, one activity polygon.

## APPENDIX D – ENVIRONMENTAL COMPLIANCE

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

### NEPA Compliance

Project work involving Federal actions must comply with NEPA.

If the requirements of Public Resources Code section 4799(d) are met, CEQA may not apply to the project. This means that prescribed fire, thinning, or fuel reduction on federal lands to reduce the risk of high-severity wildfire may not need to comply with CEQA.

For more detailed info on CEQA for CAL FIRE grants, please see [CAL FIRE Forest Health Environmental Compliance](#) on the Forest Health grants website.

### California Environmental Quality Act (CEQA)

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

1. Notice of exemption filed with the State Clearinghouse or the county clerk and completion of the CAL FIRE's Environmental Review Report for an Exempt Project for categorically exempt projects.
2. Initial study and negative declaration or mitigated negative declaration and all associated noticing documents filed with the State Clearinghouse or the county clerk.
3. Draft and final environmental impact report and all associated noticing documents filed with the State Clearinghouse or the county clerk.
4. Timber harvesting permit or notice in compliance with the California Forest Practice Act and Rules for projects that undertake timber operations per Public Resources Code §4527.
5. Finding of no significant impact-decision notice, categorical exclusion- decision memo or environmental impact statement-record of decision prepared in compliance with the National Environmental Policy Act for projects that are exempt from CEQA pursuant to Public Resources Code § 4799.05(b).

6. Certification that the project qualifies for the limited suspension of requirements of CEQA pursuant to the Governor's October 30, 2015, *Proclamation of a State of Emergency*.
7. Completed and accepted Project-Specific Analysis (PSA) under the [California Vegetation Treatment Program](#) (CalVTP).

For exempt projects where the grantee is a public agency, the grantee will be responsible for: (a) preparing the Environmental Review Report for an Exempt Project and notice of exemption; and (b) filing the notice of exemption. For exempt projects where the grantee is not a public agency (e.g., fire safe council), CAL FIRE or another public agency will be responsible for (a) preparing the Environmental Review Report for an Exempt Project and notice of exemption; and (b) filing the notice of exemption.

For non-exempt projects where the grantee is a public agency<sup>1</sup>, the grantee will assume the role of lead agency<sup>2</sup>. For non-exempt projects where the grantee is not a public agency (e.g., fire safe council), CAL FIRE or another public agency will need to assume the role of lead agency. The lead agency is responsible for: (a) performing the necessary environmental effects analysis; (b) preparing environmental documents; and (c) filing associated notices.

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

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

For all environmental documents where CAL FIRE is the lead agency, except timber harvesting permits or notices, cultural resources must be assessed per the procedures outlined in *Cultural Resources Review Procedures for CAL FIRE Projects*. This may require the project proponent to consult with the appropriate CAL FIRE archaeologist to determine if

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<sup>1</sup>Per PRC § 21063 "Public agency" includes any state agency, board, or commission, any county, city and county, city, regional agency, public district, redevelopment agency, or other political subdivision.

<sup>2</sup> Per PRC § 21067 "Lead agency" means the public agency which has the principal responsibility for carrying out or approving a project which may have a significant effect upon the environment.

impacts to cultural resources are possible and what, if any, assessment work will have to be done. This consultation should be done as early in the planning process as possible.

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

## **CEQA Compliance**

- 1) If the applicant or a willing project partner is a public agency, they will assume the role of lead agency. For these projects, CAL FIRE will be a responsible agency, if necessary, and as such will review the lead agency's CEQA documents and any supporting documentation in order to develop its own CEQA findings and make a discretionary decision for a project.
- 2) If the applicant or any project partner is not a public agency, CAL FIRE will assume the role of lead agency. For these projects, the GRANTEE will be required to work with CAL FIRE and provide information as necessary to ensure compliance with CEQA. This includes performing the necessary environmental effects analysis and preparation of environmental documents for projects and following CAL FIRE processes. Grantee will be responsible for the costs of the analyses and document preparation.

## APPENDIX E– PRIORITY POPULATIONS

### Evaluation Criteria for Providing Benefits To Priority Populations CAL FIRE FOREST HEALTH GRANTS



California Climate Investments  
2018 Funding Guidelines  
Benefit Criteria Tables

Project Types:  
**LAND RESTORATION & FOREST HEALTH**  
**LAND CONSERVATION**



As part of California Climate Investments (CCI), a portion of CAL FIRE's Forest Health grants are required to meet minimum levels of investments in projects that benefit residents of disadvantaged communities, low-income communities, and low-income households, collectively referred to as "priority populations."

In order for a project to count toward these minimums it must be located within an identified community and benefit individuals living within that community, or directly benefit residents of low-income households anywhere in the State. In its evaluation of Forest Health applications, CAL FIRE will determine if a project meets the criteria for providing direct, meaningful, and assured benefits to priority populations using the following evaluation approach:

**Step 1: Identify the Priority Population(s).** Be located within a census tract identified as a disadvantaged community or low-income community, or directly benefit residents of a low-income household;

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

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

Only investments that meet these three criteria will be given full credit (10 points) for the Forest Health Grant Selection Criteria, "Disadvantaged and/or Low Income Community Benefit." CAL FIRE can and will fund projects that otherwise provide meaningful benefits, but do not meet these criteria; however, those projects will not be counted toward CCI investment minimums.

Attached are two criteria tables designed to enable applicants to make an objective "yes" or "no" decision about whether their proposed project provides a benefit to a priority population. The LAND RESTORATION & FOREST HEALTH table is to determine priority population benefit for land management treatment activities, while the LAND CONSERVATION table is to determine the benefit for acquisitions and conservation easements.

CAL FIRE refers to CARB's Funding Guidelines ([www.arb.ca.gov/cci-fundingguidelines](http://www.arb.ca.gov/cci-fundingguidelines)) for direction on how to use these criteria table in program design and implementation, project evaluation, project selection, and reporting.

**Table 1** should be used to evaluate the benefits of all FOREST HEALTH projects

<p><b>Table 1 LAND RESTORATION &amp; FOREST HEALTH:</b> Projects will increase carbon storage through restoration and management of natural lands.</p>
<p>Projects must satisfy the applicable criteria through <b>Step 3</b> to be considered to provide direct, meaningful, and assured benefits to priority populations and count toward CCI's statutory investment minimums. <i>Only those projects that satisfy all three Steps will be given full credit (10 points) for the Forest Health Grant Selection Criteria, "Disadvantaged and/or Low Income Community Benefit."</i></p>
<p><b>Step 1 – Identify the Priority Population(s).</b> Evaluate the project against each of the following criteria. Check all boxes that apply.</p>
<p><b>Note:</b> For this project type, the majority of the project must be located within a disadvantaged or low-income community census tract. An online mapping tool and a “look-up” tool list of “low-income” thresholds by county and household size are available at: <a href="https://www.arb.ca.gov/cci-communityinvestments">https://www.arb.ca.gov/cci-communityinvestments</a>.</p>
<p><input type="checkbox"/> A. Is the project located within the boundaries of a <b>disadvantaged community census tract</b>?</p> <p><input type="checkbox"/> B. Is the project located within the boundaries of a <b>low-income community census tract</b>?</p> <p><input type="checkbox"/> C. Is the project located outside of a disadvantaged community, but <b>within ½-mile of a disadvantaged community and within a low-income community census tract</b>?</p> <p><input type="checkbox"/> D. Is the project located within the boundaries of a <b>low-income household</b>?</p>
<p><i>If a project does not meet at least one of the qualifying criteria in <b>Step 1</b>, the project does not meet the "Disadvantaged and/or Low Income Community Benefit," and no further evaluation is needed. If the project meets at least one <b>Step 1</b> criterion, continue the evaluation in <b>Step 2</b>.</i></p>
<p><b>Step 2 – Address a Need.</b> Identify an important community or household need and evaluate whether the project provides a benefit that meaningfully addresses that need.</p>
<p>To identify a need that the project will address, agencies and/or applicants can use a variety of approaches:</p> <p><input type="checkbox"/> A. <b>Recommended Approach:</b> Host community meetings, workshops, outreach efforts, or public meetings as part of the planning process to engage local residents and community groups for input on community or household needs, and document how the received input was considered in the design and/or selection of projects to address those needs;</p> <p><input type="checkbox"/> B. <b>Recommended Approach:</b> Receive documentation of support from local community-based organizations and/or residents (e.g., letters, emails) identifying a need that the project addresses and demonstrating that the project has broad community support;</p>

## Table 1 Cont'd: LAND RESTORATION & FOREST HEALTH

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

- C. **Alternative Approach:** Where direct engagement is infeasible, look at the individual factors in [CalEnviroScreen 3.0](#) that are most impacting an identified disadvantaged or low-income community (i.e., factors that score above the 75<sup>th</sup> percentile), and confirm that the project will reduce the impacts of at least one of those factors; or
- D. **Alternative Approach:** Where direct engagement is infeasible, refer to the list of needs for priority populations in [CARB's Funding Guidelines](#) Table 5 (see attached) and confirm that the project addresses at least one listed need.

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

*If the project addresses a community or household need as described in **Step 2**, proceed to **Step 3**. If the project does not address a community or household need, it will not meet the "Disadvantaged and/or Low Income Community Benefit," and no further evaluation is needed.*

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

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

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

*If the project meets the criteria in **Steps 1, 2, and 3**, it will be considered as providing direct, meaningful, and assured benefits to priority populations and will be given full credit (10 points) for the Forest Health Grant Selection Criteria, "Disadvantaged and/or Low Income Community Benefit."*

**California Air Resources Board (CARB)  
2018 Funding Guidelines**

**Table 5. Examples of Common Needs of Priority Populations**

<b>Public Health</b>
<ol style="list-style-type: none"> <li>1. Reduce health harms (e.g., asthma) suffered disproportionately by priority populations due to air pollutants.</li> <li>2. Reduce health harms (e.g., obesity) suffered disproportionately by priority populations due to the built environment (e.g., provide active transportation, parks, playgrounds).</li> <li>3. Increase community safety.</li> <li>4. Reduce heat-related illnesses and increase thermal comfort (e.g., weatherization and solar energy can provide more efficient and affordable air-conditioning; urban forestry can reduce heat-island effect).</li> <li>5. Increase access to parks, greenways, open space, and other community assets.</li> </ol>
<b>Economic</b>
<ol style="list-style-type: none"> <li>1. Create quality jobs and increase family income (e.g., targeted hiring for living-wage jobs that provide access to health insurance and retirement benefits with long-term job retention, using project labor agreements with targeted hire commitments, community benefit agreements, community workforce agreements, partnerships with community-based workforce development and job training entities, State-certified community conservation corps).</li> <li>2. Increase job readiness and career opportunities (e.g., workforce development programs, on-the-job training, industry-recognized certifications).</li> <li>3. Revitalize local economies (e.g., increased use of local businesses) and support California-based small businesses.</li> <li>4. Reduce housing costs (e.g., affordable housing).</li> <li>5. Reduce transportation costs (e.g., free or reduced cost transit passes) and improve access to public transportation (e.g., new services in under-served communities).</li> <li>6. Reduce energy costs for residents (e.g., weatherization, solar).</li> <li>7. Improve transit service levels and reliability on systems/routes that have high use by disadvantaged and/or low-income community residents or low-income riders.</li> <li>8. Bring jobs and housing closer together (e.g., affordable housing in transit-oriented development and in healthy, high-opportunity neighborhoods).</li> <li>9. Preserve community stability and maintain housing affordability for low-income households (e.g., prioritize projects in jurisdictions with anti-displacement policies).</li> <li>10. Provide educational and community capacity building opportunities through community engagement and leadership.</li> </ol>
<b>Environmental</b>
<ol style="list-style-type: none"> <li>1. Reduce exposure to local environmental contaminants, such as toxic air contaminants, criteria air pollutants, and drinking water contaminants (e.g., provide a buffer between bike/walk paths and transportation corridors).</li> <li>2. Prioritize zero-emission vehicle projects for areas with high diesel air pollution, especially around schools or other sensitive populations with near-roadway exposure.</li> <li>3. Reduce exposure to pesticides in communities near agricultural operations.</li> <li>4. Greening communities through restoring local ecosystems and planting of native species, improving aesthetics of the landscape, and/or increasing public access for recreation.</li> </ol>

## APPENDIX F – SAMPLE RESOLUTION

A signed resolution, using the verbiage in this [sample](#), will be required prior to the signing of a Grant Agreement. Applicants are encouraged to submit a draft resolution with the Project application. Resolutions are required from non-profit and local agency applicants only.

<b>RESOLUTION</b>
<b>NOTE: DO NOT CHANGE THE FORMAT OR VERBIAGE IN THIS RESOLUTION FORMAT WITHOUT WRITTEN APPROVAL OF CAL FIRE STAFF.</b>
Resolution No.: _____
RESOLUTION OF THE _____ (Title of Governing Body/City Council/ Board of Supervisor/Board of Directors) OF _____ (City/County/District/non profit) FOR FUNDING FROM THE FOREST HEALTH GRANT PROGRAM AS PROVIDED THROUGH THE CALIFORNIA CLIMATE INVESTMENTS.
<u>WHEREAS</u> , the Governor of the State of California in cooperation with the California State Legislature has enacted State of California Greenhouse Gas Reduction Funding which provides funds to the State of California and its political subdivisions for Forest Health programs; and
WHEREAS, the State Department of Forestry and Fire Protection has been delegated the responsibility for the administration of the program within the State, setting up necessary procedures governing application by local agencies and non-profit organizations under the program, and
WHEREAS, said procedures established by the State Department of Forestry and Fire Protection require the applicant to certify by resolution the approval of application before submission of said application to the State; and
<u>WHEREAS</u> , the applicant will enter into an agreement with the State of California to carry out a Forest Health project;
NOW, THEREFORE, BE IT RESOLVED that the (Title of Governing Body):
1. Approved the filing of an application for Forest Health grant program funds; and
2. Certifies that said applicant has or will have sufficient funds to operate and maintain the project; and,
3. Certifies that funds under the jurisdiction of (Governing Body) are available to begin the project.
4. Certifies that said applicant will expend grant funds prior to <b>March 30, 2026</b> .
5. Appoints (position title), or a designee, as agent of the (Governing Body) to conduct all negotiations, execute and submit all documents including, but not limited to applications, agreements, amendments, payment requests and so on, which may be necessary for the completion of the aforementioned project.
Approved and adopted the _____ day of _____, 20____. I, the undersigned, hereby certify that the foregoing Resolution, number _____ was duly adopted by the following roll call vote: <small>(City Council/Board of Supervisor/Board of Directors)</small>
Ayes: _____ Noes: _____ Absent: _____ _____ (Clerk) Notarized Seal:

## APPENDIX G – SAMPLE INVOICE

All Grantees will be required to submit invoices in a format similar to this [sample](#).

<b>Grantee Name</b> Street Address Street Address2 City, ST ZIP Code		<h1 style="margin: 0;">INVOICE</h1>		
Submit invoice and supporting documentation to: California Department of Forestry & Fire Protection (CAL FIRE) ATTN: NAME, PROGRAM Street Address2 City, ST ZIP Code		DATE: Month DD, YYYY INVOICE #: 1		
Grant Number: XGXXXXXX Grant Period: MM/DD/YYYY to MM/DD/YYYY Project Name:				
Invoice Period: MM/DD/YYYY to MM/DD/YYYY Payment Type: <input type="checkbox"/> Advance Request <input type="checkbox"/> Interim Payment <input type="checkbox"/> Final Payment				
BUDGET ITEM	BUDGETED AMOUNT	CURRENT COST	EXPENDED TO DATE	MATCH TO DATE
Salaries and Wages	-	-	-	-
Employee Benefits	-	-	-	-
Contractual	-	-	-	-
Travel	-	-	-	-
Supplies	-	-	-	-
Equipment	-	-	-	-
Other	-	-	-	-
Indirect Cost (Exclude Equipment) 10%	-	-	-	-
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Less Outstanding Advance</b>		<b>\$ -</b>		
<b>Less Program Income</b>		<b>\$ -</b>		
<b>CURRENT DUE</b>		<b>\$ -</b>		

Check all those that apply: Direct questions to: Name

Supporting documentation attached (required for Interim & Final Payment) XXX-XXX-XXXX Ext. XXXX

Project Progress Report (Interim) or Project Completion Report (Final) Email address

**CERTIFICATION:** I certify that I have the full authority to execute this payment request on behalf of the Grantee. I declare under penalty of perjury, under the laws of the State of California, that this request and accompanying documents for the above referenced grant is true and correct to the best of my knowledge, and represents actual allowable disbursements made for the work performed in accordance with the conditions of the grant.

Signature of Authorized Official	Date	Printed Name	Title
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CAL FIRE USE ONLY				
Payment approval signature (Unit/Field Staff)	Title	Date		
Payment approval signature (Program Manager)	Title	Date		
Payment approval signature (Grants Management Unit)	Title	Date		
CAL FIRE Coding:	PO ID	Ref	ENY	Program
			20	
	Account	Alt Account	Rep Struc	Svc Loc
	5340	5340	3540	
	Fund	Project ID		Activity ID