



Aliso Canyon Green Schoolyards 2025 – 2026 Grant Guidelines

California Department of Forestry and Fire Protection (CAL FIRE)
Urban and Community Forestry Program



Application Opens: April 1, 2026

Application Deadline: May 29, 2026



This grant program is authorized by the [California Urban Forestry Act of 1978](#). Funding for this solicitation was made available through [AB 157](#) and the Aliso Canyon Recovery Fund, to improve school environments of in-need educational facilities in neighborhoods affected by the Aliso Canyon gas leak. A total of \$13.5 million is available to support public TK-12 school campuses exclusively within the neighborhoods of *Porter Ranch, Granada Hills, Northridge, Chatsworth, North Hills, Canoga Park, Reseda, Winnetka, West Hills, Van Nuys, and Lake Balboa*. These guidelines may be modified if any additional conditions or criteria are required of CAL FIRE. Important due dates for this grant cycle are posted and may be updated periodically via [CAL FIRE's Urban and Community Forestry Grants Website](#).

Online application portal opens Wednesday, April 1, 2026

Grant applications are due by Friday, May 29, 2026, by 5:00 PM PDT

Submit applications via eCivis Grants Network [here](#)

These guidelines may be modified if any additional conditions or criteria are required of CAL FIRE. Important due dates for this grant cycle are posted and may be updated periodically via [CAL FIRE's Urban and Community Forestry Grants Website](#). Sign up to receive email updates [here](#), and check back regularly for any updates prior to the due dates listed.

Looking for Technical Assistance? CAL FIRE will offer online public webinars, office hours, and ongoing technical assistance to support interested applicants through the grant application and administration processes. Visit [CAL FIRE's Urban and Community Forestry website](#) for more information. You can also contact the CAL FIRE Regional Urban Forester assigned to your community or a CAL FIRE Partnership and Equity Coordinator ([Appendix E](#)) for details. [CAL FIRE's Urban Forestry Hub](#) includes a Resource Library for current and prospective grantees ([Appendix J](#)).

- **March 9, 2026** – Public Informational Webinar, 2:30 pm – 3:30 pm | [Register here](#)
- **March 24, 2026** – Public Informational Webinar 6:00 pm – 7:00 pm | [Register here](#)
- **April 16, 2026 – May 28, 2025** – Office Hours with CAL FIRE staff every Thursday from 10 am – 11 am | [Join here](#)

Stay Up to Date: CAL FIRE's Urban and Community Forestry Program has an email list-serv for interested members of the public and partners to stay up to date on the latest information, including grant notices, deadlines, statewide resources, activities, events, research, workforce development opportunities, and more. Subscribe [here](#) to our mailing list.

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INTRODUCTION

About the CAL FIRE Urban and Community Forestry Program

Urban forests provide greenhouse gas (GHG) reductions while providing increased climate resilience, reducing the impacts of extreme heat, increasing energy conservation, reducing storm-water runoff, extending the life of surface streets, improving local air, soil, and water quality, providing high-quality jobs, and improving public health. The mission of the California Department of Forestry and Fire Protection (CAL FIRE) [Urban & Community Forestry Program](#) is to advance the development of sustainable and accessible urban and community forests in California. CAL FIRE envisions urban and community forests that are healthy, extensive, and well-managed, providing a wide array of optimal benefits to all Californians. Under the authority of the [California Urban Forestry Act of 1978](#), CAL FIRE's Urban & Community Forestry Program is responsible for leading the effort to advance the development of sustainable urban and community forests in California through technical assistance, grant administration, equity and outreach program development and support, and resource and partnership development. This is accomplished through expanding and improving the planting and management of trees and associated vegetation in communities throughout California, with a strong emphasis on disadvantaged and low-income communities. CAL FIRE's Urban & Community Forestry Program directly assists these communities with grants and hands-on scientific and technical assistance to achieve more equity in tree canopy distribution.

Green Schoolyards Grants

These grant guidelines share some general information about CAL FIRE's Urban and Community Forestry Grant Program but are specific to Green Schoolyards projects. For additional information about CAL FIRE's Urban and Community Forestry grants, please visit the [CAL FIRE Urban and Community Forestry Program Grants Page](#). These grant guidelines include information for the use of funds from the State of California General Fund.

Please read these guidelines carefully. Applications submitted must be in full compliance with all stated requirements to be considered for funding.

Funding for this solicitation was made available through [AB 157](#) and the Aliso Canyon Recovery Fund, to improve school environments of in-need educational facilities in neighborhoods affected by the Aliso Canyon gas leak. A total of \$13.5 million is available to support public TK-12 school campuses in the neighborhoods of Porter Ranch, Granada Hills, Northridge, Chatsworth, North Hills, Canoga Park, Reseda, Winnetka, West Hills, Van Nuys, and Lake Balboa. **Only schools in these neighborhoods are eligible for funding.**

Urban and Community Forestry efforts play a significant role in meeting the State's GHG emission reduction targets, climate resilience goals, and goals of climate action plans. CAL FIRE encourages student and resident participation in the development and implementation of each project, although due to the size and complexity of projects, applicants are limited to local government or education agencies, special districts, and nonprofit organizations (See [Eligible Applicants](#)).

CAL FIRE has prepared this guide to assist eligible entities in applying for and implementing Green Schoolyards grants from the [CAL FIRE Urban & Community Forestry Program](#). CAL FIRE offers these grants to eligible applicants as funding permits. The Green Schoolyards grants are designed to assist with implementing multi-benefit projects with a focus on extreme heat, environmental, economic, and social benefits to urban public-school campuses with an emphasis on in-need educational facilities.

It is important to note that applications will be treated in accordance with [Public Records Act](#) requirements and that certain information, subject to those requirements, may be publicly disclosed. Additionally, some project information reported by applicants will be made available on the CAL FIRE and/or other State of California website(s). This information includes, but may not be limited to, the amount of project funding, funding amounts benefiting disadvantaged and low-income communities, maps that show the locations of projects within these communities, and final products produced as a result of grant funds.

Projects claiming to benefit disadvantaged or low-income communities and/or in-need educational facilities must be designed to avoid substantial burdens (e.g., displacement of low-income or disadvantaged community residents and businesses or increased exposure to toxins or other health risks).

CAL FIRE Technical Assistance

CAL FIRE Urban and Community Forestry Program Staff are available to provide applicants with technical assistance in the planning of projects. Staff will not provide any guidance during the grant application period that will improve the competitiveness of a project, but can assist in answering procedural questions, questions about requirements stated in these guidelines, and provide general urban forestry technical assistance. See [Appendix E](#) for a list of CAL FIRE Program Staff, and [sign up](#) for CAL FIRE's Urban and Community Forestry Program newsletters to learn about technical assistance opportunities for this grant opportunity.

GREEN SCHOOLYARDS GRANT SPECIFICS

Purpose

The purpose of this grant type is to create green schoolyards to protect the health, well-being, and educational opportunity of children most vulnerable to increasing temperatures and extreme heat across California. Projects shall be centered around improving the environmental conditions and experiences for school children with the highest levels of co-benefits. Projects will invest in **nature-based climate solutions** that deliver multiple benefits such as helping to alleviate extreme heat, improving the immediate environment for students as well as supporting outdoor learning and environmental literacy, while also reducing GHG emissions, improving functionality of urban forests, arresting the decline of urban forest resources, increasing climate change resilience, improving the quality of the environment in urban areas, and optimizing co-benefits to school children and surrounding urban residents.

Such projects shall include the planting of trees and may include converting pavement to green spaces on school campuses with a focus on child-accessible areas of campus. Projects may also include strategies such as the installment of natural features for learning and recess such as pocket forests, rain gardens, botanical gardens, food producing gardens and landscaping, outdoor classrooms, as well as maintenance of planted vegetation for up to three years after the grant expiration date.

Public access is encouraged after school hours to areas identified by the campus for a specific purpose such as recreation or growing food. A joint-use agreement may enable public access while sharing maintenance responsibility and costs with a responsible government entity. A plan must be in place for the maintenance of the respective area to ensure student safety, including activities such as clean up or inspection after public use and prior to student use. A Memorandum of Understanding (MOU) or other agreement format as approved by CAL FIRE with the responsible entity is required.

Project Criteria

These criteria must be met for a project to be eligible:

Eligibility and Project Scope

- Campuses included in the project must be listed by name in the grant application.
- The amount requested must be between \$150,000 and \$1,500,000 per school site.
- The property does not have to be owned by the school, but an MOU or certified letter from the respective owner is required to ensure long-term use and maintenance of the project as well as access to CAL FIRE for inspections.
- Applicants shall obtain an MOU, resolution, or signed letter from the respective local educational or child services agency supporting the project before being awarded a grant.

Project Planning and Implementation

- Each school campus included in the project will form a group of staff, including the respective school principal, grounds management, and teachers, to lead/guide the implementation of the project, help optimize the benefits to students and staff, and ensure long-term success of the project.
- The project must have a commitment for **active participation** from school staff and the school district and must show that the (school) community where the project will occur was, and/or will continue to be, authentically engaged about the project. CAL FIRE staff shall be invited to project (planning) meetings with school community members, and reports should be submitted as part of progress reporting.
- The school district and campus must have or develop policies, best practices, and staff for tree/landscape maintenance, budget, and goals expressed and adopted in long-term plans.
- Applicants must comply in all respects with all applicable local and county ordinances, and all applicable state and federal laws and regulations, including the California Environmental Quality Act (CEQA).

Design and Technical Specifications

- Projects shall incorporate shade tree plantings and may incorporate the conversion of pavement to green spaces on school campuses with a priority on the child-accessible areas of campus in the campus design.
- Trees must be planted in the ground per industry standards/best management practices with high-quality soil extending at least 36 square feet and at least 3 feet in depth.
 - Soil volume recommendations are:
 - Small-stature species: 100+ ft³ available soil volume
 - Medium-stature species: 500+ ft³ available soil volume
 - Large-stature species: 1,000+ ft³ available soil volume
- All campus designs must be created or approved by a landscape architect or other qualified professional.
- Applicants must show proof of having an International Society of Arboriculture (ISA) certified arborist or other qualified, CAL FIRE-approved, professional on staff or as a contractor/consultant during project design, species selection, and project implementation, including ensuring quality stock is being planted.
- Any private contractors hired to do tree work (planting, pruning, removing, etc.) must have a C-49 Tree and Palm Contractor license from the California Contractors State License Board (CSLB).
- Trees and plant materials selected shall be climate-appropriate and well-suited to the site. One measure of this is that tree and plant species selected are classified as very low, low, or moderate water

use species in the WUCOLS IV or are justified for the planting site(s) selected and as approved by CAL FIRE.

- Awarded projects shall comply with the Model Water Efficient Landscape Ordinance (MWELo) or the local agency landscape water ordinance and shall use drought-tolerant plantings, as appropriate.

Reporting and Maintenance

- The project will report on GHG reductions achieved by the project, following CAL FIRE guidelines.
- Grantees shall maintain and operate the project developed pursuant to the grant long term; evidence of adequate long-term care for the trees and other nature-based solution features must be shown.
- Project deliverables must be publicly available at no cost.
- The project **must report** on surface and air temperature changes, activity/area-use changes by students, changes in physical activity, changes in test scores, and mental health benefits observed, among other components.
- Failure to follow the Standards in [Appendix F](#) will lead CAL FIRE to require replacement of the trees at the grantee's cost or reimbursement to CAL FIRE for the funds used to plant the trees.

Education and Outreach

- Projects shall include an education and outreach component.

Professional Review and Approval

- For projects on State property, an architect or structural engineer must be part of the project design review and must approve site drawings before the application to Division of the State Architect (DSA) is submitted. Conceptual site plans that illustrate or define the proposed improvements and identify existing accessible path of travel elements (as described in CBC 11B202.4) are required. This professional does not have to be identified at the time of Green Schoolyards grant application or project award.

Eligible Practices

- Designing/implementing of Green Schoolyards projects with multiple benefits that give special attention to reducing extreme heat, provision of shade to students during recess and outdoor learning, air quality improvement, storm water management, water quality, or improvement of public health and/or educational outcomes.
- Projects shall include the planting of trees and should include converting pavement to green spaces on school campuses in the child-accessible areas of campus.
- Projects may include strategies such as removal of impervious surfaces, installment of natural features for learning and recess such as pocket forests, Miyawaki forests, rain gardens, botanical gardens, natural playgrounds (approval by CAL FIRE), food producing gardens and landscape, outdoor classrooms as well as maintenance of planted vegetation. Projects shall be focused on improving the environmental conditions and experiences for schoolchildren with highest levels of co-benefits.
- Projects may include staff recruitment and/or training for maintenance, parent/community engagement and partnerships, and improvements to policy, procedures, best practices, plans, monitoring systems, and analysis or adjustments to funding that will achieve long-term goals including expansion of tree canopy cover on campus.

- Education, including curriculum development, to enhance hands-on learning and environmental literacy using the created green spaces are eligible.

Ineligible Practices

The following practices will not be funded by this grant program:

- Planting trees that require excessive maintenance such as: excessive long-term watering, fertilizing, exterminating, or controlling plant pests and diseases to survive.
- Projects that plant trees that will eventually conflict with overhead or underground utilities or ground-located infrastructure.
- Projects that will not result in a net GHG benefit.
- Planting (potentially) invasive species as determined by referencing the [California Invasive Plant Council](#) or similar reference approved by CAL FIRE.
- Projects that use synthetic fertilizer. Organic fertilizers (e.g., compost, manure) may be used.
- Projects that will supplant a locally funded budget item rather than supplement it.
- Projects taking place on public or private property and that do not show concurrence of the controlling governmental jurisdiction or private property owner (the private property owner must agree to the planting before it may occur).
- Property acquisitions.
- Project elements that are purely aesthetic or are otherwise not eligible under the [California Urban Forestry Act](#).
- Planting of trees in containers of any size.
- Artificial turf, reflective paint, or other non-natural activities.
- Any activity that is not directly related to the installation or use of trees or other vegetation or natural areas (garden beds, pollinator gardens, etc.).
- Projects that plan to remove existing trees on campus.
 - Removal of dead, hazardous, or diseased trees that are associated with a natural disaster, extraordinary natural event, or pest and/or disease outbreak. Projects must show that the removed trees were replaced with a tree of similar or improved long-term carbon storage and co-benefits. *These event types will require justification and any tree proposed to be removed must be approved in advance by a CAL FIRE.*
 - Location data (GPS coordinates), species, reason for removal, and pictures prior to removal must be shared with CAL FIRE during the approval process. Projects must show that the removed trees were replaced with a tree of similar or improved long term carbon storage and co-benefits.
- Permanent structures including shade structures and engineered playgrounds.
 - *Natural playgrounds may be eligible with written justification and approval from CAL FIRE.*

Eligible Costs (See [Appendix B](#))

- Grant funds may be used to support project costs including, but not limited to, planning, permitting, environmental assessment (including CEQA), design, pavement removal, soil testing, remediation of hazardous materials from pavement removal, water-efficient irrigation, and project maintenance.
- **Trees, plants, and planting materials (Supplies)**
 - Trees in the 15-gallon container size are eligible. Balled and burlapped and bare-root tree stock

are also eligible if the size and quality are equivalent. Smaller containerized stock, seedlings, and direct seeding may also be considered by CAL FIRE in situations where appropriate. Larger sized trees may be considered by CAL FIRE if adequate justification is provided.

- Other larger container sizes may be considered by CAL FIRE in situations where appropriate.
 - Focus should be on shade trees. The largest stature species suitable for a site should be chosen.
 - Fruit trees and other smaller trees in various sizes are eligible with justification. Justification should be based on co-benefits. Such co-benefits may include foci such as hands-on learning opportunities related to food production as part of a school garden or other designated learning space.
 - Site appropriate plants in sizes justified for the project.
 - Planting materials may include: Stakes, ties, and root collar protectors proportional to number of trees being planted; grow tubes for small container, seedling and direct seeding; wood chip surface mulch, soil amendments in areas of hard clay soil or sandy soil; soil where needed to complete backfill; watering tools, cost effective water-efficient irrigation system supplies; and hand tools.
 - Replacement trees: A sub-line item for replacement trees may be budgeted for but may only be used with prior CAL FIRE Regional Urban Forester approval. Such approval will be contingent on the reason the replacement is needed. Any funds left in this line item near the end of the grant may be used to plant additional trees (exceeding the scope of work). Trees required to be replaced due to grantee or subcontractor negligence will not be paid for with grant funds.
 - Post-grant maintenance of project trees (see [Post-Grant Maintenance](#)).
- ***Hardscape and other construction (likely under Contractual, Equipment, or Supplies)***
 - Removal of pavement/asphalt
 - Construction of hardscape, fencing, sitting areas, temporary shade structures etc. that supports outdoor learning spaces if those structures are directly related to or required for the creation or improvement of natural spaces for student learning, exploration, or respite.
 - ***Temporary shade structures:***
 - Temporary shade structures (~5 years) may be used to provide shade while trees grow. The goal is for trees to eventually provide long-term shade.
 - Shade structures should be removed once trees provide sufficient shade.
 - Structures must not require a concrete foundation or permanent affixation.
 - Shade structures must not interfere with tree growth or maintenance.
 - Accessibility improvements required per California Building Code (CBC), see [Appendix H](#), may be included up to a maximum of 20% of the budget per school campus if projects are on state property and fall under review of the Division of the State Architect. Activities must be relevant to the creation or improvement of natural spaces for student learning, exploration, or respite. Costs in excess of 20% must be funded from other funding sources.
- ***Labor directly related to the project***
 - Includes young tree establishment costs such as: structural pruning, stake adjustment and removal, and water-wise irrigation. May also include staff hiring or training.
- ***Contracts or services for inventory, monitoring, or planning***
 - Costs for collection of current tree inventory data, monitoring/work order databases, or

development of plans, procedures, best practices, or standards.

- Contractual services must be procured per state and federal laws, including a competitive bidding process once a grant application has been awarded and the executed grant agreement created. Documentation of procurement process must be retained.
- Contracts are written documents that include the grant applicant and their contractor's entities' names, dates, specifics on services provided and costs associated with those services, service periods, and signatures of both parties.

- **Administrative costs**

- Administrative costs directly related to the implementation of the project are eligible but must be justified.
- Costs of tracking and reporting GHG reductions for the supplied criteria are eligible.

- **Indirect costs:**

- A maximum not to exceed 12% of total direct cost. Indirect costs include items such as payroll administration, human resources, computer support, minor equipment, financing, and office support that are not directly related to the implementation of the project to be funded.

- **Education and signage (may not exceed 20% of costs):**

- Purchase, development and distribution of education materials and curricula, or events may be funded pending relevance to the scope of the proposed project. A maximum not to exceed 20% of grant request.
- Funding source and program sign construction and materials.
- For sign requirement details, please see the "[Project Signage and Recognition](#)" section. CAL FIRE staff will approve signage plans on a case-by-case basis, and signage cannot exceed 5% of total project costs.

- **Concrete removal and other special concerns:**

- In projects where impervious surfaces are being converted to green spaces or expansions of existing planting sites, the costs for removal of asphalt, concrete paving, and/or other hardscape is eligible. If hardscape cuts are to be made, they must create at least 36 square feet of open space for a single tree planting. Larger is preferred.
- Soils testing to determine the needs for the site are eligible.
- Remediation of hazardous materials exposed during pavement removal are eligible.
- Water-efficient irrigation supplies, or system components are eligible.
- Other costs of construction are eligible with justification.

Ineligible Costs

The following costs are ineligible:

- Decorative tree grates and decorative tree guards or other purely aesthetic items.
- Tree removal (though this could be used to meet matching requirements with CAL FIRE approval). Any proposed tree removal, regardless of funding source, within the project footprint may not occur without express permission from the CAL FIRE forester or grant administrator. Any proposed tree removal must be included in the site plans even if it is not funded through the CAL FIRE grant. Funding

for removal and replacement of trees in urban areas that are associated with a natural disaster, extraordinary natural event, or pest and/or disease outbreak may be eligible. These event types will require justification, and any tree proposed to be removed must be approved in advance by a CAL FIRE Regional Urban Forester. Location data (GPS coordinates), species, reason for removal, and picture prior to removal must be shared with CAL FIRE during the approval process. Projects must show that the removed trees were replaced with a tree of similar or improved long term carbon storage and co-benefits.

- Inefficient irrigation valves, pumps, sprinkler control timers, or overly costly and elaborate irrigation systems, or irrigation systems that are unable to be proved as effective long-term.
- Root barriers. (Any use of root barriers as part of a project must be approved by a CAL FIRE Regional Urban Forester).
- Trees that rely upon excessive amounts of water to survive.
- Trees that, in CAL FIRE's assessment, are inappropriate for the chosen site or require excessive maintenance.
- Trees of a stock size other than 15-gallon without prior approval provided by CAL FIRE based on provided justification.
- Tree species that will be less than 25 feet tall at maturity, with a crown width less than 25 feet that do not provide a co-benefit related to food access, hands-on learning, or environmental literacy in a designated learning space.
- Palms are not eligible.
- Invasive or likely invasive species on the [California Invasive Plant Council Lists](#) are not eligible.
- Paint
- Exercise Equipment
- Maintenance equipment (e.g. lawn mowers, leaf blowers, weed whackers, etc.)
- Food (unless as part of approved per diem travel expenses), refreshments, etc.
- Promotional materials (e.g., t-shirts, paraphernalia) or other supplies unnecessary for carrying out the operations of the project aside from education and outreach.
- Costs that are not directly associated with the project
- Costs that have been incurred before or after the project performance period
- The cost of preparing the grant application
- Gifts or gift cards

GENERAL GUIDELINES

Funding of the projects awarded by the CAL FIRE Urban & Community Forestry Program is subject to availability and approval of the Budget Act each fiscal year (July 1-June 30). Grant agreements may not be in place until the spring or early summer following the application deadline, so please plan project timelines accordingly. If selected, the project applicant shall comply with all applicable federal, state, and local laws, rules, regulations, and ordinances in carrying out the grant project.

If the project is selected for funding and the project applicant fails to perform in accordance with the provisions of the enacted agreement, CAL FIRE retains the right, at its sole discretion, to interrupt or suspend the work for which the monies are supplied or to terminate the agreement entirely.

Eligible Applicants

Eligible applicants include cities, counties, qualifying districts, or nonprofit organizations qualified under

Section 501(c)(3) of the Internal Revenue Code. Districts include, but are not limited to, school or park districts. Up to \$13.5 million will be available for Green Schoolyards projects benefitting public TK-12 schools in the neighborhoods shown in the map below.

Important Note: Applicants shall obtain a memorandum of understanding (MOU), resolution, or certified letter from the respective local educational or child services agency supporting the project before being awarded a grant.

The map below shows possible eligible applicants for CAL FIRE’s Urban and Community Forestry Program’s 2025 – 2026 Aliso Canyon Green Schoolyards Grant Solicitation. To be eligible for this grant, a project must be located at a TK-12 public school within neighborhoods identified in this map. In addition, our review will consider [CalEnviroScreen 4.0](#), [Green Schoolyard America’s Tree Equity](#) tool to highlight tree cover, and [Ed Data’s Unduplicated pupil count percentage to communicate the need of the school and the populations the schools serves](#). Please include a description of the need (campus and students) in your application.

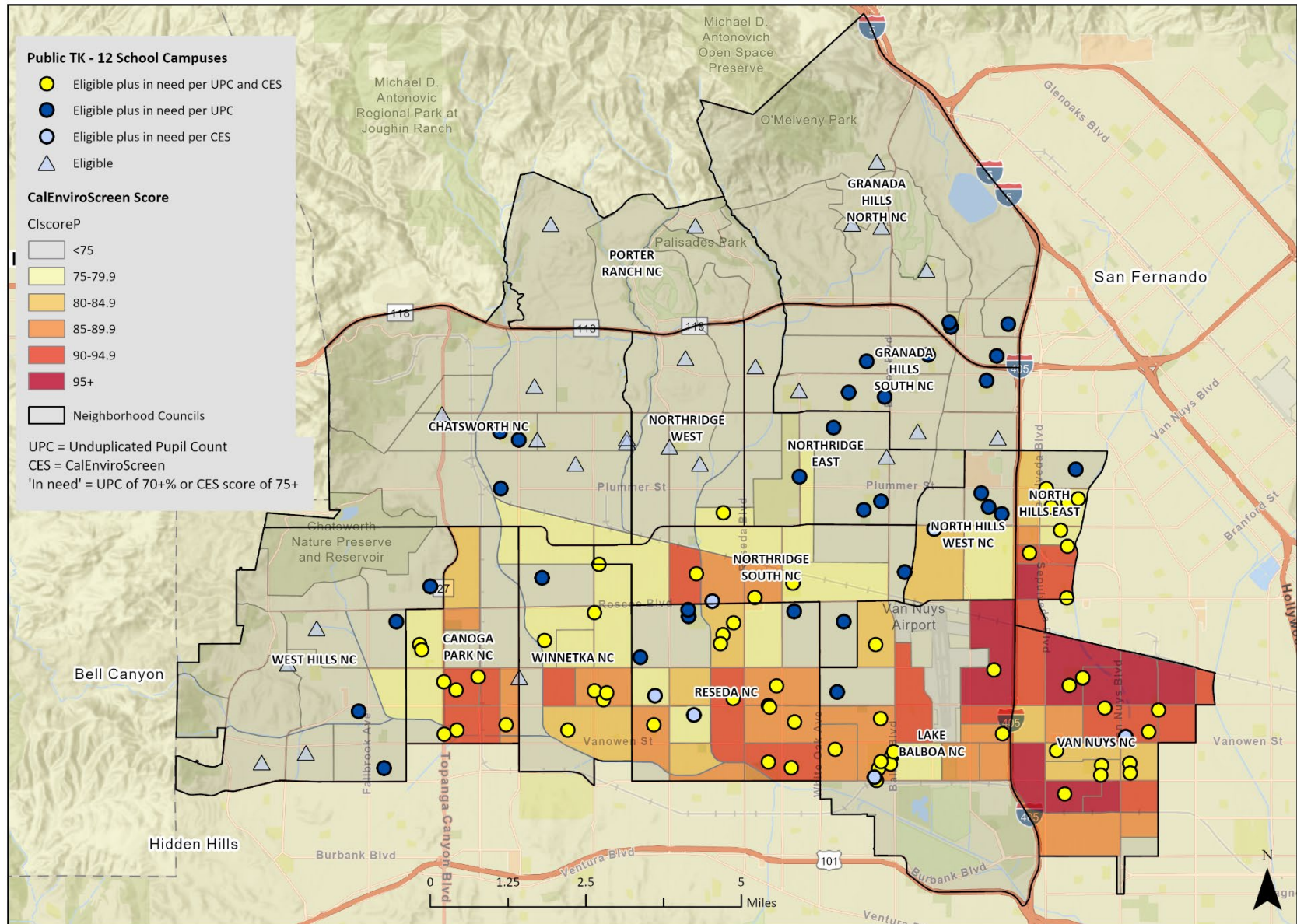
The following layers were clipped to share information about the schools in the eligible neighborhoods:

Aliso Canyon Neighborhood Councils: Official Certified Neighborhood Council boundaries in the City of Los Angeles created and maintained by the Bureau of Engineering GIS Mapping Division via the [LA City GeoHub](#).

1. **Neighborhood Councils:** Official Certified Neighborhood Council boundaries in the City of Los Angeles created and maintained by the Bureau of Engineering / GIS Mapping Division. Obtained from the [LA City GeoHub](#).
2. **Public TK - 12 Schools:** Public TK – 12 school campus locations and associated information within eligible Neighborhood Councils was derived from [CALPADS Unduplicated Pupil Count \(UPC\) for Academic Year 2024 – 2025](#) and merged with school contact information from the [California School Directory](#) via the CA Dept of Education. Percent Unduplicated School Count was derived by dividing Unduplicated Free Reduced Meal Program Eligible Count by Total Enrollment for Academic Year 2024 – 2025.
 - **Eligible plus in need per UPC and CES** indicates public TK-12 schools that have both an Unduplicated Pupil Count of 70% or above and a CalEnviroScreen Percentile of 75 or above.
 - **Eligible plus in need per UPC** indicates public TK-12 schools that have an Unduplicated Pupil Count of 70% or above.
 - **Eligible plus in need per CES** indicates public TK-12 schools that are located in a census tract with a CalEnviroScreen percentile of 75 or above.
 - **Eligible** indicates the school is eligible but does not meet the in need definitions stated above.
3. **CalEnviroScreen (CIscoreP):** The Office of Environmental Health Hazard Assessment (OEHHA), on behalf of the California Environmental Protection Agency (CalEPA), announces the availability of the Communities Environmental Health Screening Tool, CalEnviroScreen Version 4.0. CalEnviroScreen is a screening methodology that can be used to help identify California communities that are disproportionately burdened by multiple sources of pollution. The CalEnviroScreen 4.0 report and supporting documents are available [here](#). Review the [CalEnviroScreen 4.0 report](#) for guidance on CalEnviroScreen use.



Aliso Canyon Green Schoolyards Grant Solicitation Eligibility Map, 2026



View the Aliso Canyon Eligibility Interactive Map [here](#). For questions concerning grant eligibility for the 2025 – 2026 Aliso Canyon Green Schoolyards Grant Solicitation, or if you believe any information in this map is inaccurate, contact urban.forestry@fire.ca.gov.

General Project Requirements

- All projects must meet the [eligibility criteria](#) listed in these guidelines and all projects must occur within specified neighborhood boundaries (See also [Appendix L](#)).
 - *Please note: Applications that serve multiple campuses and prioritize short term shade using techniques that are consistent with these grant guidelines will receive scoring preference.*
- All projects shall reduce greenhouse gas (GHG) emissions and must report those GHG reductions using the most up-to-date version of the California Air Resources Board (CARB) [Quantification Methodology for the Urban and Community Forestry Program](#). GHG calculations do not need to be included in the application.
- All projects shall be designed to further the goals of the [California Urban Forestry Act of 1978](#).
- All projects must comply with, or develop, local goals to achieve no net loss of urban tree canopy and/or an increase in urban tree canopy cover from a specific-dated baseline to an established target.
- All projects must optimize the likelihood of long-term success by actions such as improving or developing policies, goals, best practices, standards, strategies, partnerships, staffing, operational structure and culture, training, and/or budgets/funding.
- All grants must include a justification for the grant amount requested (“Budget Justification”). If applicable, the methodology must include the cost of the grant minus any income from products or other revenues received from the grant implementation.
- Projects selected for funding shall report to CAL FIRE at least quarterly on project status and benefits consistent with the reporting requirements. These reporting requirements are captured in [Appendix D](#).
- Grantees shall invoice at least quarterly, but no more frequently than monthly, whenever expenses charged to the grant occur. Progress reports are to be submitted with each invoice.
- Projects must show how they will authentically engage the local/school community to develop the project.
- Projects must have multiple benefits (including but not limited to economic, environmental, health, and social) to school staff, students, and the community. Such benefits must be optimized.
- All projects must produce a finished and usable product, report, and/or action and share it with CAL FIRE. All products funded by CAL FIRE are considered public.
- Grants cannot finance any undertaking or complete any practice designed to supplant rather than supplement existing local agency activities. Such ineligible practices shall consist of any request that CAL FIRE furnish grants to take the place of a regular or ongoing fiscal commitment to a program or project by a local government.
- Any practices that are required as mitigation of any kind may not be financed by this grant program.
- Projects must follow industry standards and best management practices. Documents include, but not limited to, the latest versions of ANSI A300 standard Part 1 - Pruning, Part 2 – Soil Management, Part 3 – Supplemental Support Systems, Part 5 – Tree, Shrub, and other Woody Plant Maintenance, Part 6 –

Planting and Transplanting, Part 7 – Integrated Vegetation Management, Part 8 – Root Management as well as their respective companion publications such as “Tree Planting” and “Managing Trees During Construction”.

- CAL FIRE Green Schoolyards Grant Program requires projects to comply with accessibility standards under the California Building Code (CBC) and the Americans with Disabilities Act (ADA), including improvements to paths of travel and key facilities. Applicants must consider the full project cost, including accessibility upgrades, and submit a conceptual site plan showing existing, accessible features.
- Projects must comply with water efficiency regulations. DSA review may be required for certain structural changes.

Sub-Granting

Sub-granting is allowable under this program. Sub-granting must adhere to and be carried out in accordance with these grant guidelines including the process for quantifying the net GHG benefit, criteria for determining benefits to in-need educational facilities and reporting requirements. CAL FIRE must review criteria for sub-granting before any request for proposals can be offered.

Cost Share (Matching)

All grant types require a cost share (matching) rate of 75/25. The proportion of the project’s cost funded by CAL FIRE Urban & Community Forestry shall not be greater than 75%. Matching requirements (25%) for State funds may be met with in-kind activities or materials related to the project, as well as with any State funding source related to the project that is not the same as the State source of funding awarded by CAL FIRE. For example:

- Total Project = \$1,000,000.00
- CAL FIRE Request = \$750,000.00
- Minimum match required = \$250,000.00

Disadvantaged/Low-Income Community and In-Need Educational Facilities Cost Share: Projects that meet the criteria for being in or benefiting a disadvantaged community/low-income community/in-need educational facility will be eligible to have their cost share requirement reduced or completely waived by CAL FIRE. This request must be made during the application process by checking the appropriate box on the form and providing the rationale within the narrative.

Important Note: Cost share expenses must be reported to CAL FIRE on each invoice received. Back-up documentation for cost share must be kept by the grantee and must meet the same rigor as expenses claimed for reimbursement but need not be turned into CAL FIRE. See [Appendix C](#) for additional information on documentation.

Greenhouse Gas Reduction Methodology

All projects must quantify those reductions using CARB’s most current version of the Quantification Methodology for Urban Forestry projects that will be posted at [ARB'S CCI Quantification, Benefits, and Reporting Materials](#). GHG calculations are not required as part of the application but are required as part of

the project reporting.

When reporting, the projected carbon storage must be reported separately from the avoided emissions. In addition, any emissions associated with the project must be reported. A net GHG benefit must result when taking these three reported numbers into account.

Example: John F. Kennedy Park

Carbon Stored	-24,089	metric tons CO2e (MT CO2e)
Avoided Emissions	-29,158	MT CO2e
Project Emissions	+1,000	MT CO2e
Net GHG Benefit	-52,247	MT CO2e

Post-Grant Maintenance and Long-Term Care for Trees

Projects that are determined by CAL FIRE Urban and Community Forestry Staff to successfully meet the criteria for benefiting a disadvantaged community (including in-need educational facilities) are eligible to receive up to three years of funding for ongoing tree care and maintenance in the post-performance period. A maintenance policy and plan must be in place and be submitted for CAL FIRE review as part of a final report on the project and include evidence of adequate long-term care for all project trees. The plan must be approved by CAL FIRE prior to being eligible for this enhanced maintenance funding. Funds for this component can only be invoiced with the final invoice and are contingent on all other project deliverables having been successfully completed. **Evidence of adequate long-term care for all project trees must be shown in the grant application regardless of whether post-grant maintenance funding is requested.**

***Important Note:** Grantees will be responsible for replacing any trees that die during the 3-year post-maintenance period as part of their commitment to the plan. Post-grant maintenance is an eligible project expense. The project budget will not be increased once you have submitted the application and therefore post-grant maintenance must be budgeted for in the application.*

Equipment Disposition Plan

For grants that fund acquisition of equipment, wholly or in part by grant funds, the grantee must submit a record of physical inventory upon acquisition, project completion, and every two years thereafter. Reporting shall be completed until notified in writing by the Urban and Community Forestry Program that additional reporting is no longer required. Please refer to the Equipment Disposition Plan.

PROJECT TIMELINE

- Grant Applications Due: **May 29, 2026, at 5:00 PM PDT**
- All Project Work Completed: **February 27, 2030**
- Final Invoice and Progress Reports Due: **March 27, 2030**

GRANT APPLICATION PROCESS

Application Submission Package

All applications will be created, completed, and submitted using the online form through CAL FIRE's eCivis Grants Portal at ([eCivis - Grants Network](#)) by **5:00 PM PDT on Friday, May 29, 2026**.

The [eCivis Grants Portal Application User Guide](#) provides instructions on completing the application. Please see [Appendix K](#) for application package requirements as well. Applicants are encouraged to start their application as soon as possible to avoid any technical difficulties. In the case of technical difficulties or an inability to utilize the online format, please contact your CAL FIRE Program Staff (see [Appendix E](#)). Failure to fully complete and submit the application following the prescribed guidelines and funding limits will lead to disqualification. Late submissions, or applications submitted via eCivis after **5:00 PM PDT on Friday, May 29, 2026**, and submissions outside of the Grants Portal will not be accepted.

Applications must include an adequate description of the project with clearly defined goals and objectives, how each objective and associated tasks will be addressed, and the expected results (deliverables). Budget justification must be sufficiently detailed regarding the overall work proposed and include costs of *each* proposed task for CAL FIRE to write a grant agreement with measurable and quantifiable objectives and perform a cost analysis of proposed work during the proposal evaluation process.

Before applying, we suggest contacting the respective school district(s) for site drawings that may include site improvements related to path of travel. The drawings will give information on the most recent site improvements that were approved by the Division of the State Architect (DSA) and will inform the grant application as well as any future DSA pre-application meeting. Applications are required to include a **conceptual site plan** that illustrates or defines the proposed campus improvements and identifies existing accessible path of travel elements as described in California Building Code (CBC) 11B-202.4, namely accessibility of a primary entrance, toilet, and drinking fountains (See [Appendix H](#)). It is not required to hold a DSA pre-application meeting prior to submitting the grant application. However, the DSA pre-application meeting and approval by DSA of the site designs must occur before any implementation of the design occurs.

Complete an Application Budget Worksheet

All applicants must fill out a detailed Budget Worksheet within the CAL FIRE eCivis Grants Portal to submit a complete application. **Any application missing a Budget Worksheet within eCivis will be rejected.** It is recommended that applicants consider using the downloadable Project Application Budget Template during project design in preparation for filling out the Budget Worksheet embedded in [eCivis Grants Portal](#). This MS Excel template can be downloaded directly from both the [CAL FIRE Urban and Community Program website](#) and will adequately prepare applicants for the project application process, as well as managing project costs and budget modifications during the grant period if awarded.

The final application budget must be submitted using the Budget Worksheet form directly embedded within the eCivis Grants Portal ([Budget Guidance](#)). **MS Excel attachments of the Project Application Budget Template will not be accepted in lieu of a completed Budget Worksheet form directly in eCivis.** While completing the Budget Worksheet, consult [Appendix B](#) for a more detailed list of eligible expenses, costs, and line items.

Where possible, costs should be based on actual quotes, bids, or estimates from suppliers and/or potential subcontractors. When preparing the budget, while CAL FIRE realizes that budgets included in the application are estimated costs, it is important to keep in mind any increases due to inflation, labor costs, import taxes, or any other costs that may be unanticipated. **The total grant award amount requested cannot increase once the application has been submitted.** The budget should include appropriate eligible costs as shown in [Appendix B](#).

Complete an Accurate Budget Narrative

Applicants are required to complete the Budget Narrative section on eCivis Grants Portal to explain and justify *all* requested budget items/costs in the Budget Worksheet. **Any application missing a budget narrative within eCivis will be rejected.** List in detail how the totals for each budget line item were determined and demonstrate a clear connection between costs and the proposed project activities and deliverables. Make sure all budget items from the Budget Worksheet are described in the Budget Narrative. The Budget Narrative should mirror the Budget Worksheet and include:

- Justification and more detailed descriptions of expenses/purchases, their use/application/need
- Tasks/responsibilities of each staff member and contractor charged to the grant
- Activities to be completed for each line item
- Quotes/estimates included costs are based on
- A brief description of the plan for post-grant maintenance funding, if applicable.

Required Supporting Materials

The forms and supporting materials listed in the [Appendix C](#) must be submitted via eCivis before a grant agreement can be completed. Failure to submit all forms shall result in funds not being awarded before a grant agreement can be completed.

Important Note: *Some of the forms require approval from entities with a predetermined meeting schedule and agenda, it is strongly recommended to be proactive to avoid delaying the project in case the application is successful.*

Limitations to Green Schoolyards Project Goals Due to School or District Policies

If schools/districts are not able to complete certain required or desired activities because of existing district or school policies/rules/regulations, that information must be shared in the application to help explain the

project limitations and documentation of the corresponding school or district policy must be provided with the application.

GRANT APPLICATION EVALUATION AND REVIEW PROCESS

Each application is reviewed by CAL FIRE staff to ensure it is in conformance with the California [Urban Forestry Act](#) and these grant guidelines. Such review may include an inspection of the project area, if applicable. Only when an application is complete and the project is deemed eligible for a grant, will CAL FIRE Staff file the application for consideration in the scoring process.

If the application is found incomplete in a material way or the proposed project or applicant is not eligible for a grant, CAL FIRE will inform the applicant and provide a reason(s) for the determination. The following will result in the disqualification of a project proposal:

1. Incomplete applications, including omission of required information and documentation in a submitted application via the eCivis Grants Portal
2. Project descriptions that do not include the project location, identify who will be conducting the work, state when the work will be done, and list the expected deliverables
3. Proposals that include activities outside of the grant duration, except for planned post-grant maintenance

CAL FIRE staff and external experts are part of the review panel; it is ensured that no conflict of interest exists. Proposals are not discussed amongst grant reviewers until after scores are submitted by all reviewers. As an additional bias avoidance measure, the highest and lowest scores for each application are dropped, and the remaining scores are averaged to achieve the overall score for the application. Applications that serve multiple campuses and prioritize short term shade using techniques that are consistent with these grant guidelines will receive scoring preference. The highest-scoring applications will be offered grant awards, based on how much funding is available.

Applicant Award Notification

Following application submission and acceptance, applicants will be notified of the final grant selections as soon as the State's fiscal circumstances allow and authority to award funds is given to CAL FIRE. Quality applications that are not able to be funded may be held by CAL FIRE in case additional funding is made available.

Prior to offering an award, CAL FIRE may request changes to the application including methodology, scope of work, deliverables, tree species and numbers, and/or budget worksheet and narrative if it improves the quality and feasibility of the project. Applicants retain the right to decline the proposed changes and the grant award. CAL FIRE will post a public summary of all applications selected for award on the program's website after funding decisions have been made.

Request for Record Review

Within ten business days of the receipt of notice that the application has been denied, the applicant may request that the Director of CAL FIRE or designee personally reconsider the decision of rejection. The request shall identify the applicant and the proposed project and shall briefly state the applicant's reasons for requesting reconsideration. The Director shall consider the application and all correspondence from interested parties in reviewing the decision.

Final Decision by the Director of CAL FIRE

If the Director finds that the decision to reject the application conforms to these guidelines and the Urban Forestry Act, the Director shall uphold the decision. If the Director finds that the decision to reject the application does not conform to these guidelines or the Act, the Director may approve the application.

GRANT ADMINISTRATION

The grant period begins on the last date of signature after CAL FIRE and the grantee have both signed the grant agreement. **All grant projects will remain active until February 27, 2030.** The Grantee can exercise an earlier closing period if necessary. CAL FIRE will notify grantees when work may begin.

CAL FIRE will review and approve invoices for payment, maintain the grant agreement documentation, and monitor the agreement to ensure compliance with all provisions. To have sufficient time to process final payments and to close out the Grant Agreement, the grantee must submit all deliverables and payment requests within 30 calendar days after the project performance period has expired. Invoices received after this date cannot be guaranteed payment. The CAL FIRE Urban & Community Forestry Program Staff will arrange for periodic and final project inspections of the project and authorize payments. CAL FIRE and the State of California may perform periodic audits and/or an audit of the completed project during the three- year audit period.

Roles and Responsibilities

CAL FIRE: A CAL FIRE Urban and Community Forestry Program Staff will be assigned to each awarded project as the grant administrators to provide overall support of the project to ensure project success. CAL FIRE UCF Staff will ensure project reporting and invoicing procedures are met, and support grantees in ensuring project scope and deliverables are completed as described in the grant agreement and/or any CAL FIRE-approved modifications and amendments.

Grantee: Grantees are responsible to manage the project, make project plans and decisions, and oversee all components and actions of the project to ensure that scope of work and deliverables are completed as described in the grant agreement or CAL FIRE - approved modifications and amendments. Grantees are the project manager and lead contact for the grant, from the concept proposal state to the completion of the project and involved in the project every step of the way. Grantees can contract components of the project out to support the project (see Contractor below).

Grantees need to ensure all federal and state laws for procurement of contractual services have been followed. This usually includes a bidding process or justification for sole-source contracts. Contracts have to be in place before any contractual costs can be charged to the grant. Contracts must be in writing and include, at minimum, the grantee's and contractor's names and contact information, dates of services, dated signatures, description of the services provided, and costs for the services provided.

Note: Grantees should consult their financial advisor regarding any questions and in preparation for potential auditing.

Partner: Partners can be a commercial, nonprofit, or government entity that provides expertise for any component of the project scope and/or deliverables. Partnering organizations do not get compensated for every contribution to the project; partners contribute a significant investment, directly or in-kind, to ensure project success. A partner shall not manage the project or have authority to approve or deny project-related decisions. Letters of Commitment are required from project partners in the grant application.

Contractor: A contractor shall not manage the project, or select or modify the scope of work, or have authority to approve or deny project-related decisions. Contractors are responsible for completing the work they have been authorized to conduct per the grant agreement. Contractors can submit various components of the project, including financial reporting/invoicing, GHG calculations, acquisition of supplies, organization of events, curriculum development, data management. etc. Please note that contractors CANNOT sign invoices/amendments- these must be signed by the grantee.

Communication

Reporting documents will be available, and updated, on the [CAL FIRE Urban and Community Forestry grants website](#). All electronic communication with CAL FIRE regarding grants should contain the Grant ID number in the subject line. Any files shared with CAL FIRE including invoicing, progress reports, data, and modification requests shall follow the naming convention below (“8GG12345” is to be replaced by the unique Grant ID stated in the grant agreement and issued to the applicant’s project, if successfully awarded):

Invoice 2: 8GG12345_inv2

June 30, 2026, Progress Report: 8GG12345_prg rpt_063026

Budget or scope modification request (<10%) 1: 8GG12345_mod 1_063026

Budget or scope amendment request (>10%) 1: 8GG12345_amend 1_063026

MDCA Data: 8GG12345_MDCA_063026

GHG Summary Sheet: 8GG12345_GHG_063026

CAL FIRE Urban Forestry Billing and Reporting Template: 8GG12345_Tracking_063026

Grant Agreement Amendments

All formal amendments and informal amendments must be requested in advance and receive written approval from CAL FIRE before the requested changes can be implemented. A grantee wishing to change the scope of work including species list, number of trees planted or maintained, planting locations, partnerships, or budget allocations for line items of an approved project shall submit the proposed change on official letter, via eCivis, to the appropriate CAL FIRE Grant administrator in advance for approval. The letter should reference the grant number assigned to the grant, explain in detail the change being requested, the need for the change, and include the revised budget or other necessary attachments, if applicable. Changes to deliverables are discouraged. Minor changes (informal amendments) can typically be approved by the Grant Manager or UCF Staff Member. More significant changes may require a formal amendment; please note that a new grant agreement will not be fully executed for 2-3 weeks after the amendment request has been approved and the requested changes will not be in effect until then. Formal amendments may be allowed, at the sole discretion of CAL FIRE, for changes to the scope of work or the project budget. Formal amendments must be requested in advance and will be considered in the event of circumstances beyond the control of the GRANTEE, but no less than 60 days from the Agreement expiration date. The STATE may waive the minimum timeframe for amendments at their discretion. Approval of amendment is at the STATE’s discretion.

Important Note: *The total amount awarded to the grantee cannot be increased.*

Project Signage and Recognition

All grant projects shall have one or both of the following, where applicable:

- 1) At least one project sign, preferably more, at highly visible project locations, where applicable. All signage shall refer to the funding source that is funding the grant and shall include the names and/or logos of all the project cooperating entities. Alternative signage may be approved by CAL FIRE prior to posting.
- 2) Recognition of the funding source and the names and/or logos of all project cooperating entities, including CAL FIRE in all publications, websites, electronic media, products paid for by the grant, etc.

Signage must be on site for at least three years after a project is complete (where applicable). **Signage designs must be approved by CAL FIRE staff prior to purchase or use** to ensure the sign meets these funding source logo and usage guidelines. The sign must contain the CAL FIRE logo and any funding source logo along with at least the following text in a prominent way:

“Funding for this Green Schoolyards Project was provided by the Governor and Legislature with funding from the Aliso Canyon Recovery Fund and administered by the California Department of Forestry and Fire Protection (CAL FIRE) Urban and Community Forestry Program.”

Signage wording can be shortened to accommodate limited space so long as the main points are addressed. Signage is not to exceed 5% of project budget.

Pre and Post Project Reporting

Reporting shall follow the format provided by CAL FIRE in [Appendix D](#) and include project description, project location, funds allocated, activities and deliverables completed, number of trees planted, vegetation planted and location, maintenance activities conducted, net GHG benefit, co-benefits achieved, challenges and solutions, and benefits to disadvantaged or low-income communities.

Reports must always include the Benefits Calculator Tool (“[GHG calculator](#)”) spreadsheet in Excel format whenever trees are planted. The Minimum Data Collection Attributes (MDCA) Excel form must also be completed and submitted whenever trees are planted (see [Appendix G](#)) unless CAL FIRE directs to submit tree planting data using a new system. Grantees that claim to provide a benefit to a disadvantaged community will need to report on how the project benefits have addressed the identified community need. These records must be retained for at least three years after the completion of the project. All projects will be required to track the above metrics until project closeout (i.e., when tree/vegetation planting is complete, or green infrastructure construction is complete).

Important Note: *Before projects can be implemented, grantees will be asked to collect and provide surface temperature readings (See [Appendix D](#)).*

Quarterly reporting

Grantees shall report and invoice on all projects quarterly unless notified otherwise by CAL FIRE staff. The reporting dates shall be for the periods ending March 31, June 30, September 30, December 31 and reports are due 14 days thereafter. If a grantee chooses to invoice CAL FIRE more often, a progress report must be included with each billing package. Invoices shall not be submitted more frequently than monthly. Progress report periods shall not overlap, but financial periods may overlap in reporting. Reporting shall follow the format provided by CAL FIRE. Information to be submitted includes project description, project location, funds allocated, matched

funds, activities completed, number of trees planted, vegetation planted and location, maintenance activities conducted, net GHG benefit, and co-benefits achieved, job or job training information, challenges and solutions, and benefits to disadvantaged communities.

Job Creation and Workforce Development

All projects must report the number of jobs funded using grant funds in the grant progress report form (for content, see [Appendix E](#)) as part of the quarterly reporting. CAL FIRE will use CARB guidance on jobs criteria at CARB's Criteria Table for Jobs. Refer to the [California Air Resources Board Job Co-benefit Modeling Tool](#) for jobs reporting.

Annual and post-grant reporting

To assess the long-term climate, social, and health impacts of the Green Schoolyards Projects, grantees will be required to submit additional reporting. This includes annual reports and site photos, both during the project and throughout the post-grant maintenance period. Templates and procedures for this reporting will be provided by CAL FIRE.

Grantees are also encouraged to include tools in their budgets, subject to approval by CAL FIRE, to assist with data collection and evaluation such as infrared thermometers. The reporting should focus on key components such as surface and air temperature changes, shifts in student activity and area usage, physical activity increases among students and staff, improvements in test scores, and observed mental health benefits for students and staff. Temperature changes should be reported in quantitative terms, while other benefits may be described qualitatively, supported by observational evidence. The narrative should also highlight how these green schoolyards are transforming students socially, emotionally, and physically, fostering a more vibrant and healthy school environment.

Project Inspections and Review

The UCF Program staff member assigned to a grant project will determine when inspections are necessary for the project. At a minimum, inspections will occur once per fiscal year (July 1 - June 30) during the project. Planted trees will continue to be inspected annually for up to three years after the grant performance period ends. **Additionally, a site inspection must occur before campus designs are completed by your assigned UCF Program grant administrator.**

Projects that will be developing any media or educational materials (print, digital, video, or audio), Urban Forest Management Plans (UFMPs), tree inventories, or other products must allow such materials to be reviewed by CAL FIRE prior to finalization. Copies of such materials must be furnished to CAL FIRE prior to the project conclusion. Allow 30 - 60 days for review of such materials. Copies of such materials must be furnished to CAL FIRE prior to project conclusion. Inspection results will be made available to grantees and follow-up inspections will be conducted if necessary.

Time Extensions

There will be no extensions unless the expenditure period for the grant program is extended via a state budget process involving the Legislature and the Governor. Extensions should not be counted on.

Payment of Grant Funds

- Payments will be made by CAL FIRE to the Grantee on a reimbursement basis.
- Interest on loans, late fees, or other financial penalties incurred by the grantee will not be eligible for reimbursement.

- No work prior to or after the grant period (from the date the grant agreement is fully signed by both parties until March 30, 2030) will be reimbursable.
- Grantees should have adequate cash flow to begin the project.
- When progress payments are desired, each invoice must be accompanied by supporting documents and a progress report (in two separate files).
- Grantees may submit invoices to the CAL FIRE Urban & Community Forestry Program no more frequently than monthly and at least quarterly.
- CAL FIRE will reimburse all eligible expenses within 45 calendar days upon receipt of an undisputed invoice.
- Reimbursement may require a site inspection prior to payment processing. The need for an inspection is at the discretion of CAL FIRE.
- Each invoice packet must include supporting documents for all project charges which may include payroll summary documentation, vendor receipts, purchase receipts, and other back-up documentation of expenses.
- A progress report or final report shall accompany all requests for payment. If trees were planted in the billing period, the MDCA table (in MS Excel) and GHG Summary table must also be submitted. Please see the "[Communication](#)" section for more information.
- CAL FIRE will reimburse the Grantee for all eligible costs under the terms of the agreement.

Advance Payments

Failure to adhere to these timeframes may result in CAL FIRE denying future advance requests.

A request for an advance payment must be submitted through an invoice with the advance request form/advance accountability form via eCivis. Advance payments may be considered for non-profit organizations, local agencies, resource conservation districts, in-need educational facilities and special districts. Advance payments are solely at the discretion of CAL FIRE and eligibility may be subject to change. An advance payment request form must be submitted identifying how funds may be used over a six-month period. Advance payments must be deposited into a federally insured interest-bearing account that provides the ability to track interest earned and withdrawals. Any interest earned on advance payment funds must be accounted for and used to offset the project cost or returned to the STATE according to subdivision (d) of Section 11019.1 of the Government Code.

Advance payment requests shall not exceed 25% of the total grant awards and must be fully utilized within the six-month period unless additional time has been requested and is approved by CAL FIRE. Additional advances may not be requested until acceptable documentation is received that the previous advance has been fully liquidated on eligible expenses. In addition, an accountability report must be submitted to CAL FIRE every four months upon receipt of funds until these funds have been fully liquidated. CAL FIRE processes for approving and managing grant advances are subject to change. **A final invoice must be received by CAL FIRE no later than 30 calendar days after the grant period expires.**

Loss of Funding

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

- Grantee fails to provide direct, meaningful, and assure benefits to a disadvantaged community or low-income community per criteria in CARB Funding Guidelines when such status is claimed.
- Grantee withdraws from the grant program.
- Grantee fails to complete the funded project scope of work.
- Grantee fails to submit all the documentation within the time periods specified in the Grant agreement.

- Grantee fails to work with CAL FIRE to meet California Environmental Quality Act (CEQA) requirements within one year of the execution of the grant agreement.
- Grantee changes the project scope or budget without concurrence of the State.
- GHG reductions fail to be achieved by the project when such reductions are claimed.
- Grantee exercises poor communication or responsiveness, jeopardizing CAL FIRE's assurance that project objectives are being met or that CAL FIRE direction is being followed.
- Grantee fails to comply with the terms of the grant agreement unless such failure was due to no fault of the grantee. Such a determination will be made solely by CAL FIRE.

State Audit

The State may audit the project records at any time over the Project Performance Period and up to three years following Project completion. 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 and consistent with the project scope of work.

If your project is selected for audit, you will be contacted at least 30 days in advance to the audit commencing. In an effort to expedite the audit, the grantee shall have the project records, including the source documents, cancelled checks and written policies and procedures readily available. 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.

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.

Repayment of Grant Funds

The state may terminate the grant for any reason at any time if there are allegations supported by reasonable evidence that the grantee has violated any local, state, or federal law, policy, or terms of this grant agreement which affects performance of this or any other grant agreement or contract with the State. If a grant is terminated, the grantee may be required to repay funds fully or partially to the State. A grantee whose grant is terminated may be ineligible to apply for future grants. A grantee subject to repay funds may cause delay or denial of invoices on other grants they have with the State.

Accounting Requirements

The Grantee shall maintain an accounting system that follows generally accepted accounting principles. The accounting system must accurately reflect fiscal transactions with the necessary controls and safeguards. This system shall provide an audit trail, including original source documents such as receipts, progress payments, invoices, mileage records, timecards, etc. The system shall also provide accounting data so the total cost of each individual project can be readily determined. These records shall be retained for a period of not less than three years after the end of the grant performance period. **To avoid audit exceptions, keep accurate records.**

Conflicts of Interest

All applicants and individuals who participate in the review of submitted project applications are subject to state and federal conflict of interest laws. Any individual who has participated in planning or setting priorities for a specific solicitation over and above the public comment process or who will participate in any part of the grant development and negotiation process on behalf of the public is ineligible to receive funds or personally benefit from funds through that solicitation. Failure to comply with conflict-of-interest laws, including business and financial disclosure provisions, will result in the project application being rejected and any subsequent grant agreement being declared void. Other legal actions may also be taken. Applicable statutes include, but are not limited to, California Government Code section 1090 and Public Contract Code sections 10365.5, 10410, and 10411.

Grantee must establish conflict of interest policies and procedures and maintain adequate controls to ensure that the grantee or anyone acting on behalf of the grantee does not have any conflicting personal and/or financial interest associated with activities funded by the grant project. CAL FIRE may request additional documentation during the performance of the grant, including during the review of financial and/or progress reporting, or during a State Audit to verify that a conflict of interest does not exist.

Prevailing Wage Requirements

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

APPENDIX A: Application Submission

Application will be available online once it has been released to the public and can be accessed through [eCivis Grants Network](#).

Important Considerations:

- The application should be submitted by the individual that will be actively managing or have an administrative role associated with the grant project should the project be selected for funding.
- Refer to the [eCivis Grants Portal Application Submittal User Guide](#) for instructions on how to access and navigate the Grants Portal in order to submit your application(s).
- Applicants must answer all required questions which are identified with asterisks (*).
- Other questions are either optional or may not apply.
- Site photos that adequately show the current state of the school site/project area are required as part of the application. A minimum of 5 photos, each with narrative text describing the image.
- Aerial images that represent current conditions for each school campus are required.
- Applicants must make sure they fill out all relevant sections related to their grant project. If applicants do not, their application will not be scored.

APPENDIX B: Eligible Costs and Sample Budget Worksheet

Important Recommendations

- A. Applicants are encouraged to consider inflationary costs during budget development. Examples of this can include known or projected salary or benefit cost increases for employees, cost of delivery of tree stock increasing, costs of permits increasing, etc. Keep in mind that the overall cost of your project cannot increase during the grant, subject to CAL FIRE discretion.
 - a. Applicants should keep in mind that contingency costs are not an eligible line item.
- B. Applicants are encouraged to implement two internal practices to greatly simplify project billing and reduce the volume of receipts and backup documentation that will be required for reimbursement:
 - a. Adopt a per diem rate for any travel costs. The most effective way to do this is by adopting the [Federal General Services Administration Per Diem Rate via Per Diem Rates | GSA](#).
 - b. Adopt the IRS mileage rate for vehicle travel and simply record miles travelled in each vehicle used to support the project. Mileage rates charged in grant budget shall not exceed the rates allowable by IRS via [Standard Mileage Rates](#).

Eligible Costs and Documentation Requirements

Project costs must be consistent with the approved project proposal and incurred during the performance period as specified in the grant agreement. Project elements that do not produce a direct GHG benefit (e.g., education, research, planning, etc.) must be linked with on the ground activities that do, or they will not be eligible expenses. The following table can be used as a reference while constructing an application budget:

Budget Item	Eligible Cost	Required Documentation
Salaries and Wages	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 would be time related to site visits, 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. Cost of employee leave (vacation, sick) is eligible only if the employee is working 100% on the grant. Lump sum payment of accrued leave balance is only eligible for reimbursement if the employee was hired for the sole purpose of working on the grant. Volunteer rates for matching funds purposes can be found at: Independent Sector's Value of Volunteer Time	A payroll summary of all employees' time spent on the project must be provided with invoices requesting salary/wage reimbursement. Payroll documentation should show a nexus between time worked on the project and wages paid to the employee after the fact. Timesheets or similar documentation detailing days and hours worked on the project must be maintained and retained by the grantee for audit purposes but should not be submitted to CAL FIRE unless otherwise instructed. Any leave charged to the grant must reflect the calculation of time spent on the grant compared to overall time worked. A statement certifying that leave charged to the grant is in proportion to employee's time spent must be

		included as part of the supporting documentation. All salary and wages charged to the grant must correspond with the grantee's accounting records.
Benefits	Employer contribution share of fringe benefits associated with employees (paid from Salaries and Wages budget item) who are directly engaged in the execution of the grant project. This will include Social Security, Medicare, Health Insurance, Pension Plan costs, etc. as applicable for the specific employee. Sick/Vacation/Holiday leave is only allowed for full time employees that are exclusively paid by the grant.	Same documentation as Salaries and Wages. Payroll documentation showing wages and hours paid to the employee and associated fringe benefits. Back-up documentation is to be kept by the grantee for audit records.
Contractual	Direct consultant and contractual services necessary to achieve the objectives of the grant. Examples of contractual costs will be Arborist or other qualified professional supervision/certification, GHG verification contractor, accountant or bookkeeper, etc. Procurement of contractual services should be documented to ensure selection on a competitive basis and documentation of cost 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.
Travel	Travel cost associated with travel to and from project sites, meetings, etc. directly related to the grant project and must be considered reasonable and necessary for the completion of the project. Reimbursement rates shall be consistent with the grantee's written travel policy. Absent a written policy, per diem shall not exceed the California Standard Per Diem Rate allowable by the U.S. General Services Administration (GSA Per Diem Rates Look-Up). Mileage rates shall not exceed the rates allowable by IRS (Standard Mileage Rates).	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.
Supplies¹	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 cost 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.

<p>Equipment²</p>	<p>Equipment consists of items exceeding \$5,000 or more per unit cost and a tangible useful life of more than one year. The purchase of vehicles is not allowed as an equipment cost. However, the cost to lease vehicles and/or equipment for use during the grant period may be charged to the grant but listed under the “Other” budget category. Usage of equipment owned by the grantee may be charged to the grant at a rate set by the California Department of Transportation "Labor Surcharge and Equipment Rental Rate" guide (Construction). Purchase of equipment using grant funds is allowable only with prior approval by CAL FIRE. A cost-benefit analysis to justify the cost of purchasing equipment versus leasing must be provided. Procurement of equipment must be done on a competitive basis and include documentation of price analysis. Note: <i>The grantee must include proposed use and maintenance plans for the equipment after the project performance period in the project application. Disposition of the equipment beyond the project performance period is subject to CAL FIRE approval.</i> Equipment shall be warrantied and maintained according to the manufacturer’s specifications during the grant period. Warranty and maintenance costs are eligible expenses. Down payments may be eligible with prior program approval only when these are required for equipment construction and purchase.</p>	<p>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 in accordance with the Equipment and Infrastructure Disposition Plan.</p>
<p>Other</p>	<p>Other costs that do not fit in any of the above categories. Cost must be directly related to the grant project. Use of equipment owned by the grantee may be charged to the grant at a rate set by the California Department of Transportation (Caltrans) "Labor Surcharge and Equipment Rental Rate" guide. Rates assessed on equipment not addressed in the Caltrans guide must obtain CAL FIRE approval prior to equipment use. Costs (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.</p>	<p>Invoices or receipts identifying the item and cost charged to the grant. Cost of leased equipment charged to the grant must be substantiated with receipts identifying equipment leased, dates equipment leased, lease rate, and total cost. Usage of grantee equipment must be substantiated with an equipment usage log, equipment used, and rate.</p>

Indirect Costs	<p>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 of indirect costs 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), 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. Indirect costs are capped at 12% of CAL FIRE share of the budget.</p>	<p>Applied on a percentage (%) basis on direct costs except for equipment. Documentation related to the determination of the grantee's indirect cost rate must be retained by the grantee for audit purposes.</p>
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¹ **For grantees that grow their own tree stock:** it is not appropriate to charge retail rates for trees grown specifically for the project. Wholesale costs may be applied. Charges for growing materials, labor, etc. may all be part of those wholesale costs.

² **For equipment:** any equipment purchased by a grant should be equipment that is solely used for eligible grant activities. Equipment, like vehicles are more general in nature and may not be purchased with grant funds. Vehicles can, however, be leased with grant funds and charged against the grant at a rate that is commensurate with the percentage of time the leased vehicle is used for the purposes of the grant project. Likewise, pre-existing vehicles can be charged against the grant project, preferably with the IRS mileage rate as linked above in the table.

Important Note: *Food is not an eligible expense other than food related to per diem travel costs as described in the chart above. Contingency is not an eligible expense.*

Application Budget: It is recommended that applicants consider the Application Sample Budget on the [CAL FIRE Urban and Community Forestry Grants Program](#) website as well as the [eCivis Grants Portal Application Submittal User Guide](#) when preparing an application budget. This will adequately prepare applicants for the application process, and for managing project costs if awarded a grant. It will also be useful when proposing any modifications or amendments during the grant project period. It will be provided to project applicants as an MS Excel file.

The budget should include the following budget categories as they apply to the proposed project, with additional line items within each category:

1. Salaries & Wages
2. Employee Benefits
3. Contractual

4. Travel & Per Diem
5. Supplies
6. Equipment
7. Indirect Cost (Not to exceed 12% of total direct costs excluding equipment cost)

Sample Budget Worksheet



Green Schoolyards Grant Application Budget Template

Department:
Project:

Report Date:
Requested By:

Budget Items

Category	Title	Description	Units	Unit Cost	Extended Cost	Direct Cost	Indirect Cost	GL Account	Cost Share
Salaries & Wages									
	Project Lead	Hours	1000	\$30.00	\$30,000.00	\$30,000.00	\$0.00		\$0.00
	Environmental Education Coordinator	Hours	1000	\$20.00	\$20,000.00	\$20,000.00	\$0.00		\$0.00
	Accountant	Hours	1000	\$18.00	\$18,000.00	\$12,600.00	\$0.00		\$5,400.00
Salaries & Wages Total			3000	\$68.00	\$68,000.00	\$62,600.00	\$0.00		\$5,400.00
Employee Benefits									
	Project Lead	Hours	500	\$10.16	\$5,080.00	\$5,080.00	\$0.00		\$0.00
	Environmental Education Coordinator	Hours	1000	\$6.31	\$6,310.00	\$6,310.00	\$0.00		\$0.00
	Accountant	Hours	1000	\$5.82	\$5,820.00	\$4,074.00	\$0.00		\$1,746.00
Employee Benefits Total			2500	\$22.29	\$17,210.00	\$15,464.00	\$0.00		\$1,746.00
Contractual									
	CEQA Compliance	Per Site	5	\$2,000.00	\$10,000.00	\$10,000.00	\$0.00		\$0.00
	Certified Arborist	Contract	1	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00		\$0.00
	Architect (DSA Fees, Design, ect.)	Contract	1	\$90,000.00	\$210,000.00	\$90,000.00	\$0.00		\$120,000.00
	Nature Based Solutions Curriculum Development	Contract	1	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00		\$0.00
	Construction and Construction Management	Contract	1	\$120,000.00	\$120,000.00	\$120,000.00	\$0.00		\$0.00
Contractual Total			9	\$222,000.00	\$360,000.00	\$230,000.00	\$0.00		\$120,000.00
Travel & Per Diem									
	Mileage	Miles	2000	\$0.56	\$1,120.00	\$1,120.00	\$0.00		\$0.00
Travel & Per Diem Total			2000	\$0.56	\$1,120.00	\$1,120.00	\$0.00		\$0.00
Supplies									
	Trees	Per Tree	2000	\$60.00	\$120,000.00	\$0.00	\$0.00		\$0.00
	Replacement Trees	Per Tree	150	\$60.00	\$9,000.00	\$9,000.00	\$0.00		\$3,000.00
	Tree Stakes	Per Stake	4000	\$4.00	\$16,000.00	\$16,000.00	\$0.00		\$0.00
	Tree Ties	Per Tie	4000	\$0.67	\$2,680.00	\$2,680.00	\$0.00		\$0.00
	Infrared Thermometer	Per One	5	\$20.00	\$100.00	\$100.00	\$0.00		\$0.00
	Native Plants (butterfly garden)	Per One	150	\$20.00	\$1,200.00	\$1,200.00	\$0.00		\$0.00
	Tree Logs	Per Log	100	\$50.00	\$5,000.00	\$5,000.00	\$0.00		\$0.00
Supplies Total			10495	\$664.67	\$163,980.00	\$30,980.00	\$0.00		\$3,000.00
Equipment									
	In each row, list the equipment that is purchased by the grantee directly for this project. Equipment consists of items exceeding \$5000 and with a tangible useful lifespan of more than one year. Each line item needs to be explained in the budget narrative. NOTE: Indirect cost rates do not apply to Equipment. Use Titles to briefly describe each item. Cost Share from the grantee and from a partner can be tracked on separate lines.		0	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Equipment Total			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Other Costs									
	Volunteers	Hours	3220	\$33.56	\$111,791.38	\$111,791.38	\$0.00		\$0.00
Other Costs Total			3220	\$33.56	\$111,791.38	\$111,791.38	\$0.00		\$0.00
Indirect Cost									
	To be used by CAL FIRE staff only. Not to exceed 12% of total direct costs	To be used by CAL FIRE staff only	0	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Indirect Cost Total			0	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Grant Total			21134	\$222,789.08	\$695,801.38	\$702,101.38	\$0.00		\$130,146.00
Indirect Cost (12%)					\$83,496.17				

APPENDIX C: Required Documents

The following forms and documentation must be submitted before a grant agreement can be completed. As some of these may require approval from authorizing entities (ex: DSA Pre-application meeting, agenda, and approval process), it is strongly recommended applicants be proactive to ensure all required forms are complete and included in the application submission on CAL FIRE's eCivis Grants Portal. Required forms and documentation templates will be available through the [CAL FIRE Urban and Community Forestry Grant Programs website](#).

STANDARD FORMS

Required Standard Forms

1. Payee Data Record form (STD. 204)
 - a. The STD. 204 form indicates that local government entities do not need to fill it out. CAL FIRE utilizes this form internally for all grantees, so it is required that all applicants fill it out.
2. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion, Lower Tier Covered Transactions (AD-1048)
3. CAL FIRE Environmental Checklist
4. Urban Forestry Grants Resolution

Required Documentation

1. Letters of Commitment from Project Partner(s)
 - a. Applicants that include contributing partners must clearly describe the relationship with each partner(s) and submit a signed letter of commitment from each contributing partner with the application package that clearly describes their role in the project.
2. Proof of project benefits directly serving Priority Population(s)
 - a. Upload a screenshot showing that the project area, population, or community served through this project is identified as a disadvantaged and/or low- income and in-need educational facility per one of the tools listed above.

OTHER FORMS

1. For Green Schoolyard projects on State property, conceptual site plans that illustrates or defines the proposed improvements and identifies existing accessible path of travel elements as described in CBC 11B202.4. See [Appendix H](#) for more guidance.
2. A signed Memorandum of Understanding (MOU) from the school
3. For Green Schoolyard applicants who do not own their property outright, CAL FIRE also requires:
 - a. A signed copy of Property Lease Agreement
 - b. A signed Memorandum of Understanding (MOU) with the property owner ensuring long term commitment to the project
4. For equipment purchase, complete the Equipment Disposition Plan

APPENDIX D: Grantee Reporting

The required invoice, reporting forms, and spreadsheets will be distributed to the grantee once a grant agreement has been finalized. Invoicing may occur as frequently as monthly. Progress reporting will occur on a quarterly basis every three months (March 31st, June 30th, September 30th, and December 31st) unless the assigned CAL FIRE Regional Urban Forester/Environmental Scientist approves a request or requires a different reporting standard.

Progress Reporting

For each report, the grantee will be required to report on the following:

Campus Deliverables

- Objective is to report on the advancement of each deliverable set forth in your grant agreement
- For each deliverable, describe what has been accomplished during the reporting period and include details such as completed phases, ongoing tasks, or any deviations from the plan.

Tree and Plant Planting and Maintenance Activities

- See MDCA document

Campus Partnerships

- A description of the contributions of your project partners and highlight successes achieved through their involvement
- Include meetings and events hosted during the reporting period
- Provide numerical data or specific examples to highlight the impact of each partner's contributions (volunteer hours, number of participants in events, resources provided)

Campus Co-Benefits

- Report on additional benefits the project has brought to the campus beyond the primary objectives.
- Describe any secondary benefits achieved through the project, such as enhanced learning experiences, community engagement, etc.
- Where possible, provide quantitative data to illustrate these co-benefits and provide examples that demonstrate these co-benefits.

Stakeholder and Student Engagement

- Detail the methods and activities used to involve both stakeholders and students in your project during the reporting period
- Provide who the stakeholders are and what their role is
- Describe the nature of the engagement, types of activities or events, and any significant outcomes or feedback from these interactions

Upcoming Events/Milestones

- Outline future events related to the project, including planned activities, meetings, and training sessions
- Provide specific details such as dates, locations, and who will be attending (this can include scheduled workshops, stakeholder meetings, or training sessions for students and staff)

Jobs Reporting

- Use [Job Benefit Modeling](#) tool with the User Guide and Job Co-Benefit Assessment Methodology to report on jobs as required

Additional Information

- Highlight any other noteworthy aspects of the project that do not fit into the previous categories
- This may include unexpected successes, problems encountered and how they were addressed, or any special recognition or achievements related to the project

Temperature Reporting

Temperature recording and monitoring for Green Schoolyards projects is important in displaying the powerful impact trees have on our school campuses. Surface temperatures will be recorded to measure the changes in current conditions on campus as well as the changes the Green Schoolyards project creates. Temperature readings shall be recorded on each campus before implementation begins. It is important to capture places where asphalt will be removed, impervious surfaces are being turned into permeable ones, and places where canopy coverage is going to be increased. Temperature readings shall be recorded:

1. Before construction begins
2. At the end of the grant period and submitted with the final reporting package
3. Every three years thereafter

These readings are mainly used to show the development and impact these greening projects are having. These can be taken using a handheld infrared thermometer. If you would like to purchase a tool for your school, please include these in your budget. Please contact your CAL FIRE Urban and Community Forestry Staff for further information.

APPENDIX E: CAL FIRE Urban and Community Program Staff

Regional Urban Foresters

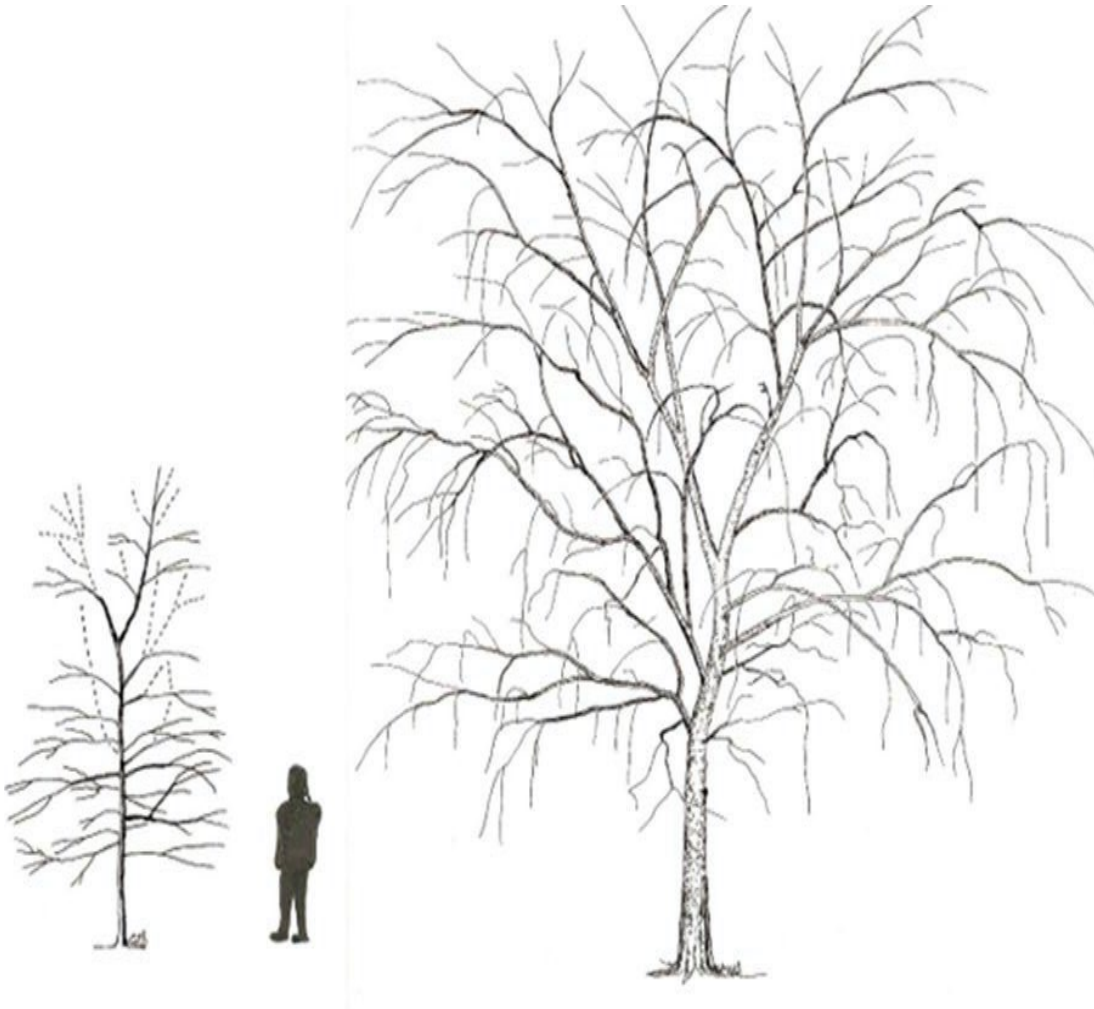
Name	Counties Served	Phone	Email
Evan Jones	Alpine, Amador, Butte, Colusa, El Dorado, Glenn, Lake, Lassen, Modoc, Napa, Placer, Plumas, Sacramento, San Joaquin, Shasta, Sierra, Siskiyou, Solano, Sutter, Tehama, Trinity, Yolo, Yuba	(916) 217-3623	Evan.Jones@fire.ca.gov
Tanner Mar	Alameda, Contra Costa, Del Norte, Humboldt, Marin, Mendocino, San Francisco, San Mateo, Santa Clara, Santa Cruz, Sonoma	(415) 265-9059	Tanner.Mar@fire.ca.gov
Jessica Casas	Calaveras, Fresno, Kern, Kings, Madera, Mariposa, Merced, Monterey, San Benito, San Luis Obispo, Santa Barbara, Stanislaus, Tulare, Tuolumne	(559) 753-3661	Jessica.Casas@fire.ca.gov
Greg Dion	Inyo, Mono, Riverside, San Bernardino	(909) 553-8057	Greg.Dion@fire.ca.gov
Jason Ciabatti	Los Angeles, Ventura	N/A	Jason.Ciabatti@fire.ca.gov
Marco DeAnda	Imperial, Orange, San Diego	(619) 937-1410	Marco.DeAnda@fire.ca.gov

Additional Program Staff

Name	Title	Phone	Email
Walter Passmore	State Urban Forester	(916) 214-5420	Walter.Passmore@fire.ca.gov
Julia Gowin	Urban Forestry Supervisor, Northern CA	(916) 201-8942	Julia.Gowin@fire.ca.gov
Henry Herrera	Urban Forestry Supervisor, Southern CA	(213) 200-7115	Henry.Herrera@fire.ca.gov
Marcos Barba	Southern Region Forestry Technician	N/A	Marcos.Barba@fire.ca.gov
Jordan Archie	Northern Region Forestry Technician	N/A	Jordan.Archie@fire.ca.gov
Eileen Stonum	Senior Education and Outreach Coordinator	(916) 584-5167	Eileen.Stonum@fire.ca.gov
Rachel O'Leary	Partnership and Equity Supervisor	(916) 838-0225	Rachel.OLeary@fire.ca.gov
Francesca Rohr	GIS Specialist	(916) 926-2822	Francesca.Rohr@fire.ca.gov
Jazmyn Winczner	Green Schoolyards Specialist	(916) 963-0218	Jazmyn.Winczner@fire.ca.gov
Ann Marks	Lead Urban Forestry Analyst	(916) 212-5977	Ann.Marks@fire.ca.gov
Jennifer Becker	Urban Forestry Analyst	(916) 709-3065	Jennifer.Becker@fire.ca.gov

Gina Ranieri	Urban Forestry Analyst	(916) 336-8609	Gina.Ranieri@fire.ca.gov
Connie Casto	Urban Forestry Analyst	(916) 809-7466	Connie.Cast@fire.ca.gov

APPENDIX F: CAL FIRE Standards and Specifications for Purchasing, Planting, and Maintaining Trees



This Appendix is a compilation of the *Guideline Specification for Nursery Tree Quality: Strategies for Growing a High- Quality Root System, Trunk, and Crown in a Container Nursery, and the Tree Care Cue Cards*. It has been prepared to instruct grantees on how to select, plant, and care for young trees.

Illustrations by Edward F. Gilman, Professor, Environmental Horticulture Department, IFAS, University of Florida; adaptations from *Arboriculture: Integrated Management of Landscape Trees, Shrubs and Vines*, 4th ed., by R. W. Harris, J. R. Clark, and N. P. Matheny (Prentice Hall, 2003).



Developed as a project of CAL FIRE, Western Chapter of International Society of Arboriculture, California ReLeaf, and the Urban Tree Foundation. *Copyright © 2011 Brian Kempf and Ed Gilman*

Nursery Tree Quality

GENERAL SPECIFICATIONS

Proper Identification: All trees shall be true to name as ordered or shown on planting plans and shall be labeled individually or in groups by species and cultivar (as appropriate).

Compliance: All trees shall comply with federal and state laws and regulations requiring inspection for plant disease, pests, and weeds. Inspection certificates required by law shall accompany each shipment of plants. Clearance from the local county agricultural commissioner, if required, shall be obtained before planting trees originating outside the county in which they are to be planted. Even though trees may conform to county, state, and federal laws, the buyer may impose additional requirements.

Inspection: The buyer reserves the right to reject trees that do not meet specifications as set forth in these guidelines or as adopted by the buyer. If a defect or substandard element can be corrected easily, appropriate remedies shall be applied. If destructive inspection of a root ball is to be done, the buyer and seller shall have a prior agreement as to the time and place of inspection, number of trees to be inspected, and financial responsibility for the inspected trees.

Delivery: The buyer shall stipulate how many days prior to delivery that delivery notification is needed. Buyer shall stipulate any special considerations to the nursery prior to shipment.

HEALTH AND STRUCTURE SPECIFICATIONS

These specifications apply to deciduous, broadleaf evergreen, and coniferous species. They do not apply to palms. Note that leaf characteristics will not be evident on deciduous trees during the dormant season.

Crown: The form and density of the crown shall be typical for a young specimen of the species or cultivar. The leader shall be intact to the very top of the tree.

Leaves: The size, color, and appearance of leaves shall be typical for the time of year and stage of growth of the species or cultivar. Trees shall not show signs of moisture stress as indicated by wilted, shriveled, or dead leaves.

Branches: Shoot growth (length and diameter) throughout the crown shall be appropriate for the age and size of the species or cultivar. Trees shall not have dead, diseased, broken, distorted, or otherwise injured branches.

Trunk: The tree trunk shall be relatively straight, vertical, and free of wounds (except properly made pruning cuts), sunburned areas, conks (fungal fruiting bodies), wood cracks, bleeding areas, signs of boring insects, cankers, girdling ties, or lesions (mechanical injury). The terminal bud on the leader shall be intact to the very top of the tree, and it shall be the highest point on the tree. A 15-gallon tree has a minimum caliper of 0.75 inches.

Roots: The root system shall be substantially free of injury from biotic (e.g., insects and pathogens) and abiotic (e.g., herbicide toxicity and salt injury) agents. Root distribution shall be uniform throughout the container substrate and shall be appropriate for the species or cultivar. At time of inspection and delivery, the root ball shall be moist throughout. Roots shall not show signs of excess soil moisture conditions as indicated by stunted, discolored, distorted, or dead roots.

Shade trees that grow to be large shall have one relatively straight central leader (Figure 1). Heading the tree is acceptable provided the central leader is reestablished in the nursery.

Main branches (Figure 2) shall be well distributed along the central leader, not clustered together. They shall form a balanced crown appropriate for the cultivar or species.

The diameter of branches (Figure 3) that grow from the central leader, or trunk, shall be no larger than two-thirds (one-half is preferred) the diameter of the trunk measured just above the branch. The largest branches shall be free of bark inclusions that extend into the branch union (Figure 4).

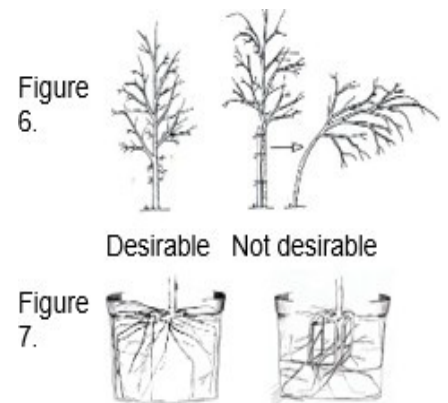
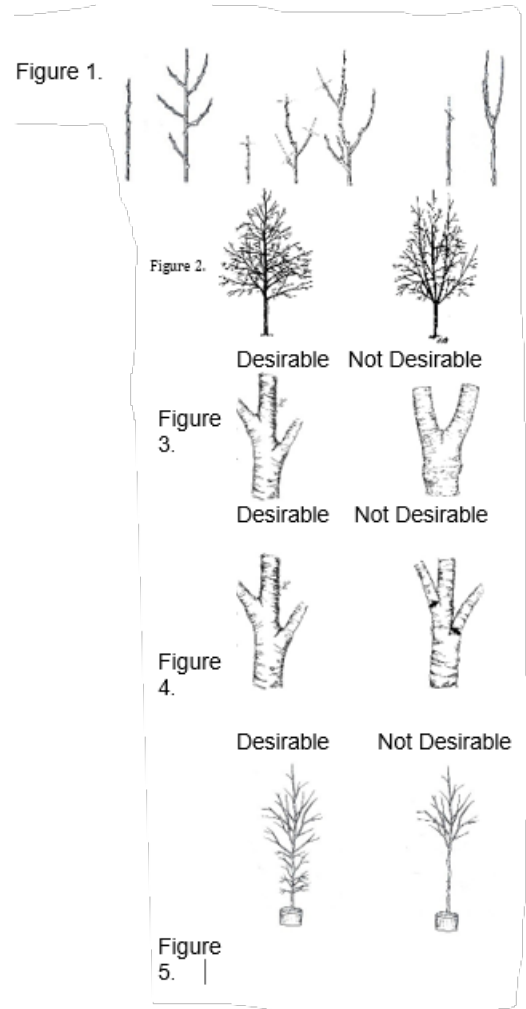
Small-diameter branches (Figure 5), particularly on trees less than 1-inch caliper. Should be present along the lowest main branch. These branches shall be no larger than 3/8 inch in diameter. The trunk shall be free of wounds, sunburned areas, conks (fungal fruiting bodies), wood cracks, bleeding areas, signs of boring insects, cankers, or lesions.

Properly made recent or closed pruning cuts are acceptable. The trunk caliper (diameter) and taper (Figure 6) shall be sufficient so that the tree remains vertical without a stake.

The root collar (the uppermost roots) (Figure 7) shall be within the upper 2 inches of the soil media (substrate). The root collar and the inside portion of the root ball shall be free of defects, including circling, kinked, and stem-girdling roots. Roots at the surface should grow mostly straight to the side of the container. You may need to remove soil near the root collar to inspect for root defects.

The tree shall be well rooted in the soil media. Roots shall be uniformly distributed throughout the container, meaning that roots should not be concentrated at the bottom of the root ball. Some roots should contact the container wall in the top half of the root ball (Figure 7).

When the container is removed, the root ball shall remain intact. When the trunk is lifted, both the trunk and root show no signs of excess soil moisture as indicated by poor root growth, root discoloration, distortion, death, or foul odor. The crown shall show no signs of moisture stress as indicated by wilted, shriveled, or dead leaves or branch dieback.



Tree Planting

Selecting Quality Trees: Planting quality trees begins by selecting the right tree for the right location and choosing vigorous, structurally sound trees from the nursery.

Digging the hole: A firm, flat-bottomed hole will prevent trees from sinking. Dig the hole only deep enough to position the root collar even with the landscape soil surface (Figure 8). Use a rototiller or shovel to loosen soil in an area three times the size of the root ball. This loose soil promotes rapid root growth and quick establishment.

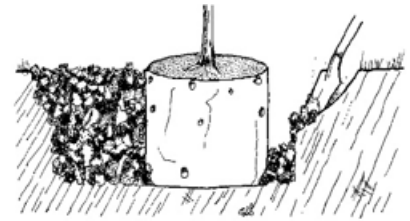


Figure 8. Loosening soil in a large area around the root ball allows for rapid root growth and quick establishment.

Installing the Tree: Remove soil and roots from the top of the root ball to expose the root collar; cut away any roots that grow over the collar (Figure 9). Cut any roots that circle or mat along the sides and bottom of the root ball (Figure 10). The root collar shall be even with the landscape soil after planting (see Figure 9). Backfill with soil removed from the hole. Minimize air pockets by packing gently and applying water. Build a berm 4 inches tall around the root ball to help force water through the root ball. Enlarge the berm as the tree establishes.

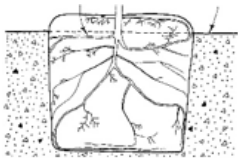


Figure 9. Remove soil and roots growing over the root collar (A) and place collar level with soil surface (B).



Figure 10. Cut roots at (A) to form new roots that grow away from the thinner layer on top of the root-ball. Do not cut roots at (B), since the root defects will regrow.

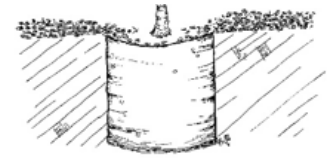


Figure 11. Mulch shall taper to a slightly thinner layer on top of the root-ball.

Mulching: A layer of organic mulch, such as leaf litter, shredded bark, or wood chips, helps protect tree roots from temperature extremes and conserves soil moisture. Mulch also helps prevent grass from competing with the tree for water and nutrients. The mulched area makes it easier to operate mowers and weed eaters without hitting the trunk and compacting soil. Apply mulch to a depth of 3 to 4 inches (slightly thinner on top of the root ball) (Figure 11).

Staking: The method of staking is dependent on a tree's ability to stand on its own and the location of the planting site. Staking is used to hold trees erect, allow the root ball to anchor, and protect the trunk from damage by equipment. Stakes should be removed when the tree can stand on its own and the root ball is anchored. Stakes should be positioned away from the tree and secured to the trunk at the point where the tree stands straight. Do not use wire or any strap that will girdle the tree or damage the bark. If a tree cannot stand straight on its own after staking, a splint stake tied directly to the trunk made of bamboo, spring steel, or a fiberglass rod may be used to straighten the upper trunk and/or leader. Avoid using square wood secondary stakes. Acceptable staking examples may be seen below (Figures 12, 13, and 14).



Figure 12. Double

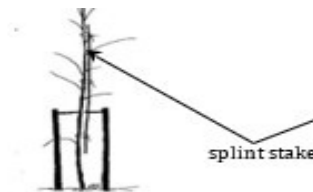


Figure 13. Double staked with splint



Figure 14. Single staked with splint

Tree Training at Planting and in the Early Years

Trees that grow to be large are more structurally sound and cost-effective to maintain when trained with a central dominant leader that extends 30 feet or more into the crown (Figure 15). Vigorous, upright branches and stems that compete with the central leader can become weakly attached (Figure 15).

Trees with branches spaced along the central leader, or trunk (Figure 15) are stronger than trees with branches clustered together (Figure 15). Prune trees at planting to one central leader by removing or shortening (shown) competing stems (Figure 16). All branches and stems shall be considerably shorter than the central leader after pruning is completed (Figure 16). Reduction cuts can be used on trees at planting to subordinate branches that are codominant (Figure 20). Some upright stems and branches can be removed entirely back to the trunk. Heading cuts may have to be used occasionally.

Remove or shorten branches that are larger than half the trunk diameter at planting and every few years thereafter. Shorten them by cutting back to a live lateral branch (Figure 17). This lateral branch shall be pointed away from the trunk and it should not be growing upright. The central leader shall be more visible in the crown center after pruning. Only large-diameter branches need to be pruned because they compete with the leader and could be weakly attached (Figure 17, L). Small branches (Figure 17, S) do not need pruning because they will not compete with the leader.

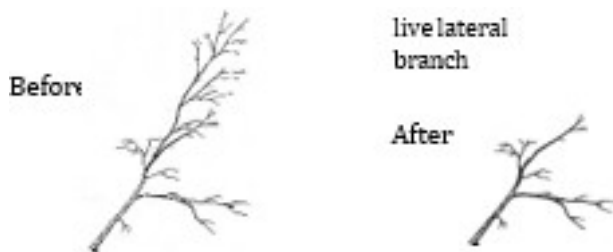


Figure 19. Reduce a stem back to a live lateral branch to slow its growth.

The best way to shorten large or long stems and branches is to cut them back to a live lateral branch (Figure 19). This slows growth on the pruned parts and encourages growth in the dominant leader creating sound structure.

Remove larger branches by making three cuts. This prevents the bark from peeling or splitting off the trunk below the cut. Make the final cut back to the branch collar (enlarged area around the union of the branch where it joins the trunk).

Structural Pruning Checklist

1. Develop and maintain a central leader.
2. Identify the lowest branch in what will become the permanent crown.
3. Prevent branches below the permanent crown from growing larger than half the trunk diameter.
4. Space main branches along the central leader.
5. Reduce vigorous upright stems back to lateral branches or remove them entirely (Figure 20).

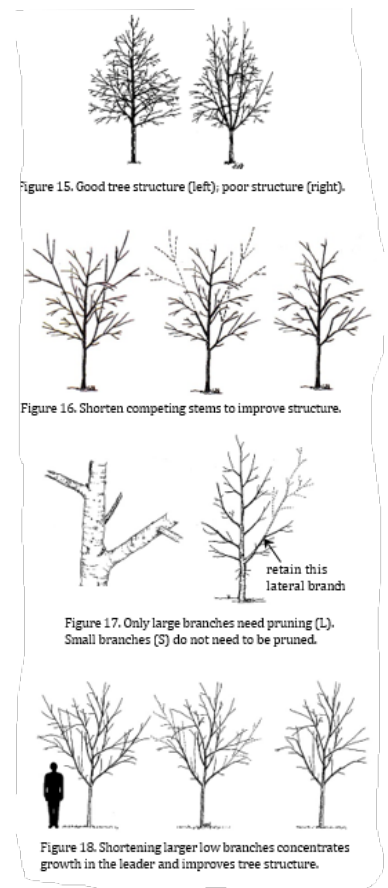


Figure 15. Good tree structure (left); poor structure (right).

Figure 16. Shorten competing stems to improve structure.

Figure 17. Only large branches need pruning (L). Small branches (S) do not need to be pruned.

Figure 18. Shortening larger low branches concentrates growth in the leader and improves tree structure.

Irrigation

Consistent irrigation is critical for tree establishment:

- Apply about 3 gallons of water per inch of trunk diameter to the root ball 2 or 3 times per week for the first growing season.
- Increase volume and decrease frequency as the tree becomes established. Weekly irrigation during the second year and bimonthly irrigation during the third year should be sufficient for establishment.
- Once established, irrigation requirements depend on species, planting site, climate, and soil conditions.
- Irrigation devices should be regularly checked for breaks and leaks.
- Consider use of recycled water when available and where the species will tolerate it and the recycled water quality is adequate.

Note: Tree species selected must be classified as very low, low, or moderate water use species in the WUCOLS IV or must be justified for the planting site(s) selected.

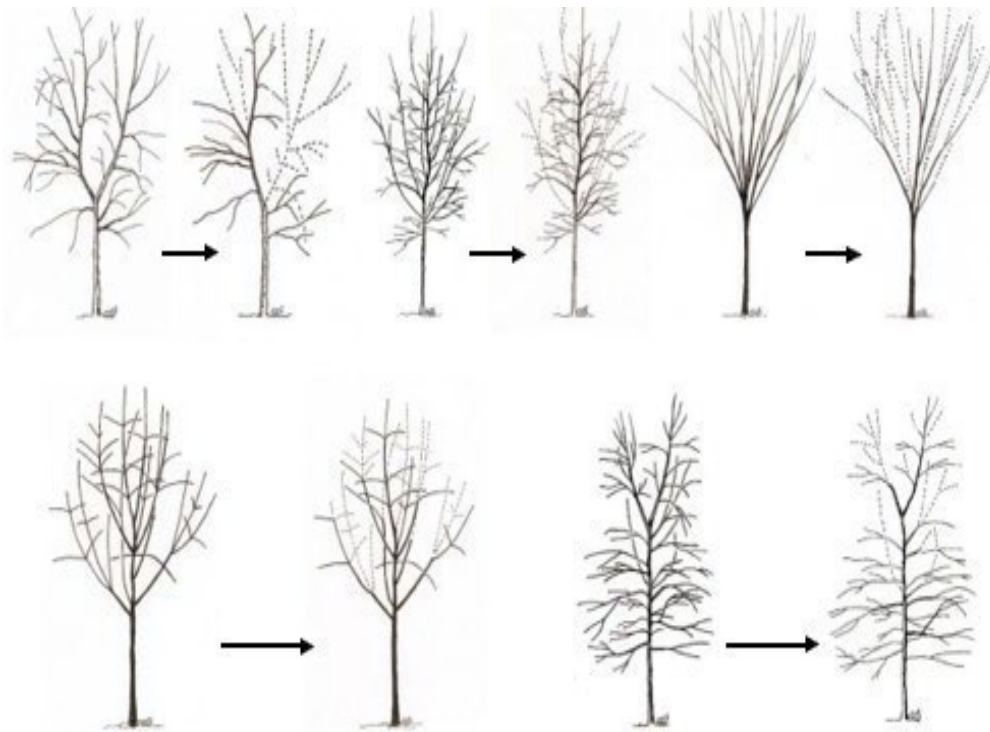


Figure 20. Before and after pruning at planting for

APPENDIX G: Management Activities Practices

Minimum Data Collection Attributes (MDCA) for Urban Tree Inventories

Tree inventory information is recommended to include more information than the MDCA to be submitted for trees planted or removed as part of the CAL FIRE-funded project.

Note: Failure to gather data to the below attributes will result in the denial of reimbursement of grant funds unless specific written authorization to deviate from the attributes has been provided by a CAL FIRE Regional Urban Forester or the Program Manager prior to invoice submittal.

- **Mapping coordinate:** X and Y coordinate locations (latitude and longitude). Each tree and planting site will be located using GIS and/or GPS equipment.
- **Block side:** The location of each street tree and planting site so that they can easily be identified for future work. Street trees and planting sites will be located using a street name, side of lot, tree number, and block side information (on street, from street, and to street).
- **Location:** The tree's physical location in relation to public Right of Way and/or public space will be recorded. *(Optional and recommended: consider collecting distance and azimuth from buildings.)*
- **Species:** Trees will be identified by *genus* and *species*.
- **Diameter:** Tree trunk diameter will be recorded. This should be to the nearest 1-inch.
- **Stems:** The number of stems a tree has will be recorded.
- **Condition:** In general, the condition of each tree will be recorded in one of the following categories adapted from the rating system established by the International Society of Arboriculture:

Excellent	100%
Very Good	90%
Good	80%
Fair	60%
Poor	40%
Critical	20%
Dead	0%

- **Maintenance Need:** The following maintenance categories *(or similar approved by CAL FIRE prior to collection)* will be collected:
 1. **Priority 1 Removal:** Trees designated for removal have defects that cannot be cost-effectively or practically treated. Most of the trees in this category will have a large percentage of dead crown and pose an elevated level of risk for failure. Any hazards that could be potential dangers to persons or property and seen as potential liabilities would be in this category. Large dead and dying trees that are high liability risks are included in this category. These trees are the first ones that should be removed.

2. **Priority 2 Removal:** Trees that should be removed but do not pose a liability as great as the first priority will be identified here. This category would need attention as soon as “Priority One” trees are removed.
 3. **Priority 3 Removal:** Trees that should be removed, but that pose minimal liability to persons or property, will be identified in this category.
 4. **Priority 1 Prune:** Trees that require priority one pruning are recommended for trimming to remove hazardous deadwood, hangers, or broken branches. These trees have broken or hanging limbs, hazardous deadwood, and dead, dying, or diseased limbs or leaders greater than four inches in diameter.
 5. **Priority 2 Prune:** These trees have dead, dying, diseased, or weakened branches between two and four inches in diameter and are potential safety hazards.
 6. **Large Tree Routine Prune:** These trees require routine horticultural pruning to correct structural problems or growth patterns, which would eventually obstruct traffic or interfere with utility wires or buildings. Trees in this category are large enough to require bucket truck access or manual climbing.
 7. **Small Tree Routine Prune:** These trees require routine horticultural pruning to correct structural problems or growth patterns, which would eventually obstruct traffic or interfere with utility wires or buildings. These trees are small growing, mature trees that can be evaluated and pruned from the ground.
 8. **Training Prune:** Young, large-growing trees that are still small must be pruned to correct or eliminate weak, interfering, or objectionable branches to minimize future maintenance requirements. These trees, up to 20 feet in height, can be worked with a pole-pruner by a person standing on the ground.
 9. **Stump Removal:** This category indicates a stump that should be removed.
 10. **Plant Tree:** During the inventory, vacant planting sites will be identified by street and address. The size of the site is designated as small, medium, or large (indicating the ultimate size that the tree will attain), depending on the growing space available and the presence of overhead wires.
- **Clearance Required:** Trees, which are causing or may cause visibility or clearance difficulties for pedestrians or vehicles, will be identified, as well as those trees blocking clear visibility of signs or traffic signals.
 - **Hardscape Damage.** Damage to sidewalks and curbs by tree roots are noted. Notes on potential fixes for the problem are encouraged (redesign options, etc.)
 - **Overhead Utilities:** The inventory indicates whether overhead conductors or other utilities are present at the tree site that could result in conflicts with the tree.
 - **Grow space:** The area within the growing space is categorized as:

T	Tree Lawn
W	Well/Pit
M	Median
P	Raised Planter
O	Open/Unrestricted
I	Island
U	Unmaintained Area

- **Space Size:** The narrowest dimension of the Grow Space, in feet. (I.e., 3'x3' cut-out, 4' parkway strip, open parkland, etc.).
- **Notes:** Additional information regarding disease, insect, mechanical damage, etc. can be included in this field.

Urban Forest Management Plan (UFMP) Best Practices

If a Green Schoolyards grant project includes the development of a management plan, the below should be included:

- Management plans must be informed by the residents of the jurisdiction that have been authentically engaged in the plan's creation.
- Management plans must be developed based on reliable collected data, such as a tree inventory, urban forest mapping and analysis, urban forest economic analysis, etc.
- Management plans must be a long term (40-50 year), comprehensive document, not solely a maintenance plan.
- Management plans must address the entire jurisdiction including private property in some form (regulations, incentives, best practices, etc.).
- There shall be a provision for periodic review of any urban forest management plan.
- A management plan must be referenced in an ordinance, a general plan element, or be officially adopted by the governing body in another binding, enforceable way as approved by CAL FIRE staff.
- Any management plan must set a tree canopy cover goal for the jurisdiction. The goal must, at minimum, maintain the current tree canopy cover level (No Net Loss policy).

Management plans must address the following: tree maintenance (including best management practices), wildfire (if applicable), urban wood utilization, and roles of the jurisdiction's agencies. This may be done by referencing other policy documents.

APPENDIX H: Campus Accessibility Improvements Information Required for Grant Application

A project funded under the CAL FIRE Green Schoolyards Grant Program may be considered an alteration to a public-school campus as defined by the California Building Code (CBC) and may necessitate accessibility improvements. All site improvements funded by this grant are required to be accessible to individuals with disabilities if required by the CBC and the Americans with Disabilities Act (ADA) which includes the area of alteration and *path of travel improvements* to the area of alteration.

Additionally, applicants should identify if the project requires DSA review so that DSA plan approval fees are included in the grant application and budget. Projects consisting only of the planting of trees, shrubs and groundcover and the installation of irrigation, do not necessitate DSA review, nor are they subject to accessibility improvements. Projects involving grading, fill placement, paving, storm drains, or other work not supporting structures nor involving their utilities are subject to accessibility improvements if project costs exceed \$125,113. Applicants are encouraged to review [DSA IR-A22](#) to determine if a project is exempt from DSA review. **When authorizing construction of projects exempt from DSA review, the school district assumes responsibility to assure compliance with all CBC and ADA requirements.**

In addition, all projects that have a landscape component are required to comply with the [Model Water Efficiency Landscape Ordinance \(MWELo\)](#), California Code of Regulations Title 23, Division 2, Chapter 2.7.

The district must endeavor to consider the cost of the entire scope of work, including accessibility improvements, to prevent additional costs after grant approval which may jeopardize grant funding. CAL FIRE may cover the cost of path of travel improvements with grant funding up to 20% of the budget per campus, though the focus of the grant is on greening the campus with trees. Applicants are encouraged to identify alternate funding for needed path of travel or infrastructure improvements so that the focus of the proposal accomplishes the goals of the Green Schoolyards grant. Additional accessibility improvements may be required beyond the portion funded by the grant to meet minimum requirements in the CBC, the cost of which shall be borne by the school district. If the additional costs create unreasonable hardship, an unreasonable hardship request may be filed with the plans submitted to DSA; however, such requests are granted on a case-by-case basis. While not required as part of the grant funding application, consultation with a licensed architect is advised to ensure that an understanding of the CBC requirements which define site-specific accessibility improvements and other regulatory requirements are considered in the application and reflected in the cost estimate. Projects which have been developed without consideration of the accessibility regulations will not be approved.

Amendments to the approved grant are at the sole discretion of CAL FIRE.

The information provided herein includes excerpts of regulatory requirements from the 2022 California Building Code (CBC), Part 2, Title 24, which address CBC Chapter 11B Section 11B-204 *path of travel improvements*. This information is not the entirety of the requirements addressing accessibility, only the requirements that address accessibility improvements outside the area of alteration which must be included in the grant application.

The term ***path of travel*** is defined in CBC Chapter 2:

PATH OF TRAVEL. [DSA-AC] *An identifiable accessible route within an existing site, building or facility by means of which a particular area may be approached, entered and exited, and which connects a*

particular area with an exterior approach (including sidewalks, streets, and parking areas), an entrance to the facility, and other parts of the facility. When alterations, structural repairs or additions are made to existing buildings or facilities, the term “path of travel” also includes the toilet and bathing facilities, telephones, drinking fountains and signs serving the area of work.

Alterations and additions to existing facilities are required to comply with CBC Section 11B-202.4:

11B-202.4 Path of travel requirements in alterations, additions and structural repairs. *When alterations or additions are made to existing buildings or facilities, an accessible path of travel to the specific area of alteration or addition shall be provided. The primary accessible path of travel shall include:*

1. *A primary entrance to the building or facility,*
2. *Toilet and bathing facilities serving the area,*
3. *Drinking fountains serving the area,*
4. *Public telephones serving the area, and*
5. *Signs.*

Grant applications are required to include a conceptual site plan that illustrates or defines the proposed improvements and identifies existing accessible path of travel elements as described in CBC 11B-202.4, items 1-3. Bathing facilities need not be identified unless the area of improvement includes sports activities requiring access to locker room and bathing facilities.

Public telephones and signs need not be included for purposes of this grant application. **For the items identified provide reference photographs that demonstrate existing accessible features. In addition, please indicate on the conceptual site plan buildings or site areas where most recent campus improvements have occurred, and reference DSA Application numbers for these buildings.**

The following information may be useful in identifying and quantifying *path of travel improvements* for your project:

- a) The definition of path of travel requires an accessible route (a route that meets the requirements in the CBC for use by an individual using a wheelchair) that connects the area of alteration to the building where the referenced toilet facilities are located, the school entrance, the public sidewalk, and accessible parking spaces (parking that is reserved and accessible by individuals with disabilities). The conceptual site plan should indicate the accessible route, including photographs that indicate route condition at periodic points on the route to the elements identified.

The path of travel improvements requires an accessible route to the identified elements but does not necessarily require one accessible route to connect all elements. Individual direct accessible routes may meet this requirement for less improvement cost. Applicants should consider the shortest route to the elements identified and the condition for accessibility.

APPENDIX I: Explanation of Terms

TERM	EXPLANATION
Agreement	A legally binding agreement between the state and another entity.
Formal Amendment	A formal amendment or a material change of the grant agreement. Examples can include but are not limited to changes to the grant agreement term, period, or expiration date and budget changes, categories, or line-item shifts that exceed more than 10% of the total project budget.
Application	The term “application” means the individual application form identified as A attachment A and its required supporting attachments for grants pursuant to the enabling legislation and/or program.
Authorized Representative	The designated position identified by the resolution as the agent to sign all required grant documents including, but not limited to, Grant Agreements, Application forms (Attachment A) and payment requests.
CEQA	The California Environmental Quality Act as stated in the Public Resources Code Section 21000 et seq.; Title 14 California Code of Regulations Section 15000 et seq. CEQA is a law establishing policies and procedures that require agencies to identify, disclose to decision makers and the public, and attempt to lessen significant impacts to environmental resources that may result from the agency’s proposed Project.
Co-benefit	Benefit, other than Greenhouse Gas (GHG) emission reductions, that results from Greenhouse Gas Reduction Fund (GGRF) investments. Co-benefits may be environmental, social, or economic.
Community Engagement	Community engagement activities include soliciting and incorporating feedback from individuals impacted by the project.
Consultant Services	Services which provide a recommended course of action or personal expertise, such as accounting, consulting environmental professionals, etc. See also “Contractor.”
Contractor	An entity contracting with the grantee for services and generally receives a Form 1099 for tax purposes.
Cost Share	Cost share, also known as match or matching funds, is the portion of project expenditures not paid for with grant funds. Requirements can vary across the different CAL FIRE grant programs, depending on funding source. Grantees must thoroughly read their award announcement and award notice to understand their grant’s match requirement.
Disadvantaged Community	Areas that are disproportionately affected by multiple types of pollution and areas with vulnerable populations. The Secretary for Environmental Protection at CalEPA is responsible for identifying disadvantaged communities for all California Climate Investments (CCI). For additional information, please refer to: CalEPA's GHG Invest.

Education and Outreach	<p>Education and Outreach activities can include but are not limited to:</p> <ul style="list-style-type: none"> • Activities to inform the public about urban and community forestry programs or best management practices • Public service announcements on urban and community forestry programs or best management practices • Door-to-door education and outreach campaigns to promote urban and community forestry programs or best management practices • Social media and digital outreach • Advertising campaigns on urban and community forestry programs or best management practices • The design, development, and dissemination of necessary educational toolkits, curricula, pamphlets, brochures, flyers, etc. • Community ambassador education activities or train the trainer activities
Employee	Individuals employed directly by the grantee and generally receives a W-2 for tax purposes.
Encumbrance	A commitment of funds guaranteeing a source of payment for a specific agreement.
Execution of an Agreement	The act of signing an agreement which provides a legal basis for required performance by parties to the agreement.
Greenhouse Gas (GHG) reductions or Net GHG benefit	The sum of the GHG emission reductions and sequestration, less any GHG emissions resulting from project implementation. GHG emission reductions and net benefits are determined in accordance with CARB's quantification methodologies.
Grantee	Recipient of CAL FIRE grant funds after application evaluation and scoring, formalized through a grant agreement signed by the organization or agency receiving funds and CAL FIRE.
Immediately adjacent	A community or property with urban characteristics whose boundary is directly touching or bordering a city/town's boundary that has more than 2,500 in population.
Indirect Costs	<p>Indirect costs are those that have been incurred for common or joint purposes, including expenses of doing business that are of a general nature and are incurred to benefit at least two or more functions within an organization. Indirect costs may only be applied as a percentage of direct costs within the agreement, cannot be applied towards equipment costs, and cannot exceed 12% </p> <p>These costs are not usually identified specifically with a grant, Grant Agreement, Project, or activity, but are necessary for the general operation of the organization. Examples of Indirect Costs include salaries and benefits of employees not directly assigned to the project; functions such as personnel, business services, information technology, janitorial, and salaries of supervisors and managers. See also "Administrative Costs."</p>
Low-income Community	Communities that are either at or below 80 percent of the statewide median income or at or below the threshold are designated as low-income by the California Department of Housing and Community Development's (HCD) 2016 State Income Limits. The Secretary for Environmental Protection at CalEPA is responsible for identifying low-income communities for the purpose of CCI investments. For additional information, please refer to: CalEPA's GHG Invest .

Match or Matching Funds	Match or matching funds, also known as Cost Share, is the portion of project expenditures not paid for with grant funds. Most organizations use cash, computer hardware, software, office supplies, salaries, space, and/or volunteer services for matching funds. Organizations must show proof of matching funds with a signed commitment letter. Costs or expenses associated with refund anticipation loans cannot be used as matching funds. Generally state funds cannot be used as a match for another state funded grant from the same funding source. Match requirements can vary across the different CAL FIRE grant programs, depending on funding source. Grantees must thoroughly read their award announcement and award notice to understand their grant’s match requirement.
Miyawaki Method	A method of establishing groves of trees or pocket forests that uses densely planted trees and complementary plants. The method emphasizes native species, soil health, wildlife habitat, carbon sequestration and provision of ecosystem benefits. One important goal is to accelerate the natural succession process to obtain a climax forest.
Informal Amendment	An informal amendment is an informal agreement that moves dollars in the line item and task budgets not to exceed 10% of a primary budget line item, changes deliverable due dates, or makes a minor change in the work in accordance with the intent of the legislation. It does not require a formal amendment of the grant agreement.
Nonprofit Organization	Any California corporation organized under Sections 501(c) (3) of the Federal Internal Revenue Code. A letter of determination certifying nonprofit status will be required prior to project approval.
Operating Expenses (Direct Cost)	Any cost that can be specifically identified as generated by and in accordance with the provisions or activity requirements of the agreement.
Partner	Partners are distinct from contractors, as they make specific and significant contributions to the applicant’s project. Partners can be a commercial, nonprofit, or government entity that provides expertise for any component of the project scope and/or deliverables. Partnering organizations do not get compensated for every contribution to the project; partners contribute a significant investment, (directly or in-kind) to ensure project success. A partner shall not manage the project or have the authority to approve or deny project-related decisions. Applicants must secure and submit to CAL FIRE signed letters of commitment from each listed project partner, outlining that partner’s specific contributions to the project, rather than general letters of support.
Personnel Services	This budgeted amount includes salaries and benefits for wage earning personnel employed only by the grantee to (not a contractor or sub-contractor of the grantee) directly support the project objectives, scope of work, and deliverables.
Pocket Forest	Small groves of trees and associated vegetation covering an area between 4,356 to 43,560 square feet.

Project Performance Period	The time-period, as described in the Project Scope of Work, when costs may be incurred. Only Eligible Costs incurred during the Project Performance Period will be paid by the State.
Project	The term “Project” means the activity or work to be accomplished utilizing grant funds and match (if applicable).
Project Scope of Work	The term “Project Scope of Work” as used herein defines the individual scope of work or activity describing in detail the proposed tasks identified as described in enabling legislation and in the application.
Project Budget Detail	The term “Project Budget Detail” as used herein defines the proposed detailed budget plan identified in Appendix B .
Program Income	Income received by the grantee directly funded by the grant award.
Resolution	The purpose of a resolution by the Grantee’s governing body is to allow the entity to sign agreements and amendments for a specific project, i.e. it allows the designated entity, or grantee, to enter an agreement with the State of California, and it designates someone to sign on behalf of the Grantee’s governing board. A signed resolution must be submitted at the time grant proposals and project applications are submitted. See CAL FIRE's Urban and Community Forestry Grants Website for the Resolution form template.
School	Public TK-12 school.
Sub-granting	Awarding financial assistance under a grant by a grantee to an eligible subgrantee. This involves an organization using funds previously granted to it by another to fund another grant.
Urban area	Communities with 2,500 in population or more as defined by the U.S. Department of Commerce and stated in the California Urban Forestry Act . Related to “Immediately Adjacent” (see above).

APPENDIX J: CAL FIRE Recommended Tools and Resources

CAL FIRE’s Urban and Community Forestry Program recommends the following tools and resources to support applicants in crafting grant applications:

- [CAL FIRE’s Urban Forestry Hub](#)
 - [Green Schoolyards | Urban and Community Forestry](#)
- [Green Schoolyards America – Schoolyard Forest System – Resource Library](#): A free online resource library filled with practical tools to support schools and school districts as they plan, develop, use, and manage schoolyard forest, including resources focused on helping schools and districts make the case for schoolyard forests; design, implement, and maintain them; and take learning outdoors in these spaces.
 - [National Outdoor Learning Library – Make Outdoor Learning Plan A – Green Schoolyards America](#)
- [Arbor Day Foundation's Tree Campus K-12](#)
- [Urban Forest Ecosystems Institute](#): Includes specific tree species information and selection tools like [SelecTree](#) to support proposal development, project species selection, and project implementation.

- [Vibrant Cities Lab](#): USDA Forest Service, American Forests, and the National Association of Regional Councils created Vibrant Cities Lab to help city managers, policymakers and advocates build thriving urban forest programs. This tool includes resource libraries, case studies, guides, and more.
- [Urban Forest Management Plan Toolkit](#): Provides a “how-to” approach to develop an Urban Forest Management Plan (UFMP). The toolkit will lead you through a planning process and provide helpful references and additional tools.
- [The American Public Works Association guide for Urban Forest Management Plans](#)
- [iTree](#): A series of urban forest analysis tools are available for free on the iTree website.
- [Arbor Day Foundation's Tree Campus K-12](#)
- [USDA Forest Service California Urban Tree Canopy Interactive Viewer and GIS Data](#)
- [Ten-Year Urban Forestry Action Plan — for the National Urban and Community Forestry Advisory Council and the Community of Practice: 2016-2026 \(urbanforestplan.org\)](#)
- American Planning Association resources about Urban and Community Forestry via [Search \(planning.org\)](#)
- [Healthy Trees, Healthy Lives](#)
- [Green Schoolyards America – Schoolyard Forest System — Resource Library](#): A free online resource library filled with practical resources to support schools and school districts as they plan, develop, use, and manage schoolyard forests. Includes resources focused on helping schools and districts make the case for schoolyard forests; design, implement, and maintain them; and take learning outdoors in these spaces.
 - [National Outdoor Learning Library — Make Outdoor Learning Plan A — Green Schoolyards America](#)
- [CalEnviroScreen](#)
- [CARB'S California Climate Investments Quantification, Benefits, and Reporting Materials](#)
 - [Greenhouse Gas Reduction Benefits Calculator](#)
 - [CARB's Job Co-Benefit Modeling Tool](#)

APPENDIX K: Application Package Content

- A) Applicant Information
- B) Organization Information
- C) Authorized Representative / Signatory Information
- D) Business, Finance, or Accounting Representative Information
- E) Project Eligibility
 - a. Organization Type
 - b. Proof of Project Benefits to Priority Populations, Disadvantaged, and Low- Income Communities
- F) Project Introduction
 - a. Project Title
 - b. Brief Project Description
 - c. Grant Amount Requested (CAL FIRE Share)
 - d. Total Match Amount
 - e. Match Source and amounts
 - f. Source(s) of Technical Advice
- G) Partner Information
 - a. Signed Letters of Commitment from Partner(s)
- H) Project Information
 - a. Project Background
 - b. Project Goals
 - c. Project Deliverables
 - d. Project Community Engagement, Education, and Outreach Plan
 - e. Project Timeline
 - f. Project Co-Benefits
 - g. Number of Campuses
- I) Campus Information (For each campus)
 - a. Campus Name
 - b. Campus Address
 - c. Requested Grant amount for Campus
 - d. Proof of Priority Population
 - e. List of Project County / Census Tract Numbers
 - f. Latitude and Longitude
 - g. Campus Deliverables
 - h. Campus Scope of Work
 - i. Campus Community Engagement Plan
 - j. Campus Project Timeline
 - k. Campus Tree Information
 - i. Tree Species
 - ii. Total Trees for Campus
 - iii. Long Term Tree Care Plan
 - l. Project Site Photos
- J) Greenhouse Gas (GHG) Calculations
- K) Project Budget Information
 - a. Budget Worksheet

b. Budget Narrative

- L) Certification, Required Forms, and Documentation (See [Appendix C](#) for full list of required application forms and documents)
- M) Attestation
- N) Send email to Jazmyn.Winczner@fire.ca.gov when you have completed and submitted your application.