



California Urban and Community Forestry Inflation Reduction Act 2024 Grant Guidelines



Release Date: March 7, 2024

Application Deadline: May 30, 2024



This grant program is authorized by the [California Urban Forestry Act of 1978](#). Funding is provided by the U.S. Department of Agriculture (USDA) Forest Service Urban and Community Forestry (UCF) Program through the Inflation Reduction Act (IRA) and administered through the California Department of Forestry and Fire Protection (CAL FIRE) Urban and Community Forestry Program. The USDA Forest Service UCF Program is a covered program under President Biden's [Justice40 Initiative](#), established through [Executive Order 13985](#).

Grant applications are due by Thursday, May 30, 2024, 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 workshops, 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 dates, times, and locations of these workshops. 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.

Stay Up to Date: CAL FIRE's Urban and Community Forestry Program has an email list-serve 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 join 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 [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, 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.

About This Inflation Reduction Act (IRA) State Funding Opportunity

In 2023, the [U.S. Department of Agriculture \(USDA\) Forest Service Urban and Community Forestry \(UCF\) Program](#) awarded \$1.5 billion to states, projects, and national initiatives that support urban communities in ensuring equitable access to trees and their benefits via the Inflation Reduction Act (IRA) of 2022. The USDA Forest Service Urban and Community Forestry Program is a covered program under President Biden's [Justice40 Initiative](#), established through [Executive Order 13985](#). The Inflation Reduction Act provides up to \$1.5 billion for Urban and Community Forestry investments across the nation that foster:

- 1) Increased and equitable access to urban tree canopy and associated human health, environmental, and economic benefits in disadvantaged communities,
- 2) Broadened community engagement in local urban forest planning, tree planting, and management activities, and
- 3) Improved community and urban forest resilience to climate change, extreme heat, forest pests and diseases, and storm events through best management and maintenance practices.

The USDA Forest Service UCF Program assists State Forestry agencies and partner organizations like CAL FIRE in addressing and applying nature-based solutions to chronic and emergent economic, social, and environmental challenges in communities across the United States by providing direct funding to communities and especially to communities experiencing low urban tree canopy, dead and hazardous tree conditions, extreme heat and severe flooding, and limited awareness of or access to green job workforce to help them:

- Become more resilient to climate change
- Combat extreme heat with the cooling effects of increased urban tree canopy
- Experience improved forest health conditions and safer access to tree benefits
- Attain broadened exposure and access to environmental career pathways.

California received a state allocation of Inflation Reduction Act funds, of which \$30.8 million is available for grant projects working at a community, regional, or statewide scale in this funding opportunity. These grant guidelines include information for the use of state-awarded Inflation Reduction Act funds to support disinvested, disadvantaged, and low-income urban communities in growing equitable access to trees and their benefits.

Please read these guidelines carefully, closely, and in their entirety. Applications must be submitted by **Thursday, May 30, 2024, by 5:00 PM PDT** and be in full compliance with all stated requirements to be considered for funding. This guide is meant to assist eligible entities in applying for and implementing California Inflation Reduction Act grants from the [CAL FIRE Urban & Community Forestry Program](#). CAL FIRE offers various grants with unique requirements to eligible applicants on an annual basis, as funding permits. These grants are designed to support disadvantaged, low-income, and urban communities in implementing projects with environmental, economic, and social benefits. Benefits of the projects must be exclusively provided to disadvantaged or low-income communities.

Urban and community forestry efforts play a significant role in meeting the State's greenhouse gas emission reduction targets, climate resilience goals, and hazard mitigation plans. CAL FIRE encourages resident and community-based participation in the development and implementation of each project, although due to the size and complexity of projects, [eligible applicants](#) are limited to local governments, special districts, schools, childcare facilities, federally-recognized Tribal Nations, tribal-affiliated non-profit organizations, schools, school districts, and non-profit organizations.

CAL FIRE Technical Assistance

Through public webinars and office hours, CAL FIRE Regional Urban Foresters and Partnership and Equity Coordinators are available to provide applicants with technical assistance in the planning of projects. Staff will not provide any guidance that will improve the competitiveness of a project but can assist in answering procedural questions, questions about requirements stated in these guidelines, and urban forestry-specific technical assistance. See [Appendix E](#) for a list of CAL FIRE Regional Urban Foresters and other 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.

Selecting the Right Grant Program

The CAL FIRE Urban & Community Forestry Program works to optimize the benefits of trees and related vegetation through multiple objectives, as specified in the California Urban Forestry Act of 1978 ([Public Resources Code § 4799.06 – 4799.12.1](#)). The California Natural Resources Agency (CNRA) has a different [Urban Greening Grant Program](#) that may also be of interest to applicants. Urban Greening Grant Program projects result in the conversion of an existing built environment into green space that uses natural and green infrastructure approaches to create sustainable and vibrant communities. While there is some overlap between the two grant programs, most projects will better fit into one or the other program. If you are unsure of which program is a better fit for your project, please ask CAL FIRE staff ([Appendix E](#)) and/or staff from the CNRA for assistance in deciding which program best fits your project and community. The [California Grants Portal](#) is also available as a public tool to find all grants offered on a competitive or first-come basis by various California state agencies.

GENERAL PROJECT REQUIREMENTS

Through this Inflation Reduction Act grant solicitation, CAL FIRE and the USDA Forest Service are competitively awarding \$30.8 million for urban and community forestry initiatives in disadvantaged and low-income urban communities through six [Grant Types](#), each of which have specific requirements for eligibility and reporting.

Federal Requirements and Compliance

Guidance for federal awards is published in the [Code of Federal Regulations](#) (CFR). Grant funds awarded to state, local, and tribal governments and non-profit organizations are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards contained in [2 CFR 200](#) and [2 CFR 400](#). Grantees are responsible for the consistent application of federal regulations to the grant funds and ensuring any contractors, sub-award grantees, and consultants comply with federal regulations.

Complying With Civil Rights Requirements: In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating based on race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Federal Funding Accountability and Transparency Act: If selected for an award, recipients of CAL FIRE Urban and Community Forestry IRA funds must comply with the Federal Funding Accountability and Transparency Act of 2006 (FFATA) [as amended in 2008](#). This includes disclosing the names and total compensation of the five most highly compensated officers of the entity if:

- 1) The entity in the preceding fiscal year received 80 percent or more of its annual gross revenues in federal awards; and
- 2) \$25,000,000 or more in annual revenues from federal awards; and
- 3) The public does not have access to information about the compensation of the senior executives through periodic reports filed under section 13(a) and 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986.

Project Timeline

- Applications Due: **May 30, 2024, 5:00 PM PDT**
- All project work fully completed by: **March 31, 2028**
- Final project invoice and progress report submitted by: **April 30, 2028**

General Project Requirements

Requirements may vary by [Grant Type](#), and all applicants must determine their eligibility prior to beginning the application process. Detailed eligibility information is available in these guidelines. General project requirements that apply to all applications across Grant Types include:

- **SAM.gov Registration:** All applicants must have an active registration on [SAM.gov](#) upon award and grant agreement execution, and applicants must maintain active registration throughout the life of the award. Registering on SAM.gov is required in order to receive funds from the federal government. Get free help at [SAM.gov](#) in the “Help” section and at the [Federal Service Desk \(FSD\)](#)

where you will find SAM.gov user guides, quick start guides, helpful hints, videos, and frequently asked questions.

- **Note:** *Both SAM.gov registration and some of the required application forms need approval from entities with a predetermined meeting schedule and agenda (e.g., city council approval). We strongly encourage applicants start these processes early to avoid disqualification or project delays upon grant award.*
- The project area must be in an urban area or immediately adjacent to an urban area. For the purposes of these guidelines, “urban areas” and “urban clusters” are defined by the U.S. Department of Commerce as areas with a population of 2,500 or more persons, as stated in the [California Urban Forestry Act](#).
- All projects shall be designed to further the goals of the [California Urban Forestry Act](#), [California Urban Forest Advisory Committee CAL FIRE Urban & Community Forestry Program Strategic Plan \(2019-2024\)](#), and [CAL FIRE's Fire and Resource Assessment Program \(FRAP\)](#)
- Projects must conform to laws and authorities in the [Cooperative Forestry Assistance Act \(Section 9. \[16 U.S.C. 2105\] Urban and Community Forestry Assistance](#).
- Costs must conform to [2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#). Costs or expenditures must also conform to USDA Forest Service and CAL FIRE program requirements, be made in compliance with federal and state laws and regulations as applicable, be necessary and reasonable for proper and efficient performance and administration of the project and be determined in accordance with generally accepted accounting principles.
- Projects must have multiple co-benefits, including but not limited to, economic, environmental, and social benefits, provided directly within a disadvantaged or low-income community, and such benefits must be optimized.
 - Benefits can include reduced greenhouse gas (GHG) emissions, mitigation of extreme heat, enhanced learning environments on school campuses, increased water supply, increased tree stock supply, increased nursery capacity, clean air and water, reduced energy use, flood and stormwater management, recreation, urban revitalization, improved public health, job creation, local capacity building, and/or career pathway development. Projects may provide a combination of these benefits, co-benefits not mentioned, or even benefits that are not yet clearly defined.
- Projects that will reduce greenhouse gas (GHG) emissions 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](#).
- 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.
- 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 and funding.
- Projects must include a justification for the grant amount requested in the application. If applicable, the methodology must include the cost of the grant minus any income from products or other revenues received from grant implementation.
- Projects selected for funding shall report to CAL FIRE at least every three months (quarterly) on project status and impacts according to the agency’s reporting requirements, stated in [Appendix D](#).

- Projects must show that they have authentically engaged the local community to develop the project.
- 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.

General Ineligible Activities

The following list of ineligible activities apply to all [Grant Types](#) and applications:

- Activities designed to supplant rather than supplement existing local agency activities, including 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
- Tree mitigation activities required by government agencies due to development or other reasons, including but not limited to municipal tree replacements or repayments into a tree fund
- Research, as defined in [2CFR 422.1](#)
 - **Note:** *Technical transfer, education, and outreach activities associated with applied research can be included in an application.*
- Construction and capital improvements
 - Examples of construction include but are not limited to facilities, infrastructure, roads, new buildings, culverts, and boardwalks.
- Land acquisition, including conservation easement and fee simple projects
- Cost-share, reimbursement, and other types of payment provided directly to private landowners
 - **Note:** *Urban and Community Forestry funding still may be used to perform work on private lands; for example, an eligible entity could pay for trees to be planted on private lands with documented permission of the landowner.*
- Small business start-up funding

General Ineligible Costs

The following list of ineligible costs apply to all [Grant Types](#) and applications:

- Land acquisition
- Equipment
 - Equipment is defined as an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.
 - Purchasing a vehicle is not an eligible activity with these funds.
 - **Note:** *Equipment rental should be considered as an alternative.*
- Decorative tree grates and decorative tree guards or other purely aesthetic items.
- 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
 - **Note:** *any request for 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.
- Trees that will be less than 25 feet in height, with equal crown width, at maturity. This includes trees of a “multi-trunk, “dwarf”, or “shrub variety” and trees not conforming to CAL FIRE’s

guidelines in [Appendix F](#).

- Palm trees
- Invasive or likely invasive tree and other plant species.
- Food (unless as part of approved per diem travel expenses), refreshments, gifts, donations, and other items not directly related/required to implement the project.
- Promotional materials (i.e. t-shirts, paraphernalia) or other supplies unnecessary for carrying out the operations of the project aside from education and outreach.
- Any costs unrelated to the purpose/goal of the associated grant type.
- Any cost that will supplant a local budget line item.
- Any tree inventories that are not assessing (or working towards assessing) the entire urban forest resource within the jurisdiction.
- Playground structures for schoolyard greening projects
- Tree removal, though the following exceptions may apply:
 - Funding for removal and replacement of dead, hazardous, or diseased trees in urban areas 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 Regional Urban Forester. Location data (GPS coordinates), species, the reason for removal, and pictures prior to removal must be shared with CAL FIRE during the approval process.
 - 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.

Cost Share and Match Requirements

“Cost share” and “match” mean the portion of project costs not paid by the granting agency. Cost share and match requirements for this grant solicitation are waived for all applicants and awards to remove barriers for priority populations in accessing grant funds. All projects must deliver 100% of the program benefits to disadvantaged or low-income communities, and all work must be tracked at the level that designates disadvantaged or low-income communities.

Indirect Costs

Direct costs are costs that can be identified specifically with a particular award, project, program, service, or other organizational activity or that can be directly assigned to such an activity relatively easily with a high degree of accuracy. Typically, direct costs include, but are not limited to, compensation of employees who work directly on the award to include salaries, wages, and fringe benefits, contractual costs, travel that is necessary for the project, and supplies used solely for the project.

Indirect costs (also known as “facilities and administrative costs”) are costs incurred for common or joint objectives that cannot be identified specifically with a particular project, program, or organizational activity. Below are typical indirect costs for specific types of organizations. The salaries of administrative and clerical staff should normally be treated as indirect costs. Direct charging of these costs may be appropriate where all the following conditions are met:

- Administrative or clerical services are integral to the project or activity

- Individuals involved can be specifically identified with the project or activity
- Such costs are explicitly included in the budget or have the prior approval of the awarding agency
- The costs are not also recovered as indirect costs.

The following are considered indirect costs and should not be included in the budget worksheet as direct costs:

- Information technology services
- Rent
- Utilities and internet service
- Telephone services
- General office supplies
- Insurance
- Maintenance

Indirect costs are calculated as a percentage of the Modified Total Direct Costs (MTDC). The indirect cost rate cannot exceed a de minimis rate of 10% of the MTDC unless the applicant provides proof of an approved federally Negotiated Indirect Cost Rate Agreement (NICRA) with the application. The MTDC includes all direct costs and the first \$25,000 of each sub-award or contract. Applicants that have an approved NICRA must apply the rate consistently with the basis of the approved rate. Applicants must provide a copy of their approved NICRA to be utilized for the duration of the grant award.

Administrative Costs

Administrative costs are the direct costs associated with administering the specific project or activity that are not otherwise considered indirect costs. Administrative costs cannot exceed 20% of the total costs.

These costs include, but are not limited to:

- Direct salary and benefits for administrative or clerical staff employed by the applicant that meet the conditions for direct charging of these costs as outlined under Indirect Costs,
- Service contracts and sub-awards for staff providing administrative support functions for grant project staff and activities (e.g., administration, accounting, and general administrative support to applicant project staff), and
- Office supplies used ONLY for grant project work that would not otherwise be an indirect cost.

GENERAL GUIDELINES

Funding Availability

Funding of projects awarded by the CAL FIRE Urban & Community Forestry Program is subject to funding availability from the USDA Forest Service. Grant agreements for grant awards may not be in place until the 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.

Note: *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

The following applicants can apply for this grant opportunity if project implementation directly serves priority populations within one or more defined disadvantaged and/or low-income community in an urban area consisting of 2,500 people or more:

- Local government entities, including cities, counties, or qualifying districts
- Federally Recognized Tribes, as defined in [25 USC 5304 \(l\)](#), operating within California
- Tribal-affiliated non-profit organizations, as classified under [Section 501c\(3\) of the Internal Revenue Code](#)
- Non-profit organizations, as classified under [Section 501c\(3\) of the Internal Revenue Code](#)
- Schools, school districts, and community college districts

Eligible Lands

Eligible applicants may apply for funding for a project to be conducted on non-Federal lands such as:

- State and local government
- Homeowner associations
- Private lands, and
- Tribal native corporation (includes Trust lands)

Note: *Lands owned or administered by the federal government are not eligible for this funding opportunity except for lands held in trust for Native American Tribes and individuals.*

Priority Populations, Disadvantaged, and Low-Income Communities

Certain populations are especially vulnerable to the impacts of climate change. The CAL FIRE Urban and Community Forestry Program prioritizes and targets investments within urban communities most burdened by environmental, socioeconomic, and health inequities. 100% of the funds awarded through this grant opportunity must be spent on projects providing direct, meaningful, and assured benefits within urban Priority Populations, which include state-designated disadvantaged communities (DAC), low-income communities (LIC), and/or low-income households (LIH). Following the California Global Warming Solutions Act of 2006, [Senate Bill 535](#) (SB 535) and [Assembly Bill 1550](#) (AB 1500) direct the [California Environmental Protection Agency \(CalEPA\)](#) to define, designate, and determine priority funding thresholds within disadvantaged communities. CalEPA provides the following definitions:

- **Disadvantaged communities** are census tracts that are disproportionately affected by multiple types of pollution and areas with vulnerable populations.
- **Low-income communities and low-income households** are census tracts or households that are either at or below 80% of the statewide median income, or at or below the threshold designated as low-income by the California Department of Housing and Community Development's (HCD) [2021 State Income Limits](#).

Using one or more of the following online mapping tools, all applicants must demonstrate, on a census tract basis, that the proposed project will directly benefit and serve Priority Populations, disadvantaged communities, low-income communities, and/or low-income households:

- [California Communities Environmental Health Screening Tool - CalEnviroScreen \(CES\) 4.0](#)
 - CalEnviroScreen is a mapping tool developed by California Office of Environmental Health Hazard Assessment (OEHHA) on behalf of CalEPA that analyzes data on environmental, public health and socioeconomic conditions in California's census tracts to provide a clear

picture of cumulative pollution burdens and vulnerabilities in communities throughout the state.

- [Senate Bill 535 Disadvantaged Communities](#) via the CalEPA
- [California Climate Investments Priority Populations](#) via the California Air Resources Board
 - CARB’s California Climate Investments [Urban Forestry and Urban Greening Benefit Criteria Table](#) provides additional information for determining whether a project benefits a Priority Population.
- [Climate and Economic Justice Screening Tool \(CEJST\)](#) via the White House Council on Environmental Quality

Applicants shall describe how the project meets the above state and/or federal criteria for benefitting a disadvantaged community or low-income community, identify which important community need(s) the project addresses, and describe how the community need(s) addressed were determined. Proof of the project serving a Priority Population will be required at the project application submittal stage, and any application not meeting their status claims will be rejected. Grantees will need to report on how the project benefits address identified community needs, and projects claiming to benefit disadvantaged or low-income communities must be designed to avoid further burdens (e.g., displacement of low-income disadvantaged community residents and businesses or increased exposure to toxins or other health risks).

Job Creation and Workforce Development

Projects that provide job training, workforce development, or direct jobs (see the [Urban Forestry Education and Workforce Development](#) grant type) must report on this specific aspect of the project in grant progress reports (see [Appendix D](#)). The [CARB's criteria table on Jobs Training and Workforce Development](#) will be used to evaluate these projects, and applicants should refer to [CARB's Job Co-Benefit Modeling Tool](#) for more information on reporting requirements.

Greenhouse Gas (GHG) Reduction Methodology

For all projects that include a tree planting or wood products component, and depending on specific [Grant Type](#) requirements, CAL FIRE requires greenhouse gas (GHG) reduction quantification and reporting, which must be calculated using CARB’s most current version of the Quantification Methodology for Urban Forestry projects, available through [CARB'S California Climate Investments Quantification, Benefits, and Reporting Materials](#). 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 CO ₂ e (MT CO ₂ e)
Avoided Emissions	-29,158	MT CO ₂ e
Project Emissions	+1,000	MT CO ₂ e
Net GHG Benefit	-52,247	MT CO ₂ e

Sub-granting

Sub-granting is allowable under this program. Sub-granting must adhere to and be carried out consistent with these grant guidelines, including the process for quantifying the net GHG benefit, and if applicable, criteria for determining benefits to disadvantaged and low-income communities, and reporting requirements. Cost share or match waivers pass through to sub-grantees, as does the 20% administrative budget cap and 10% Indirect Cost Rate cap. CAL FIRE must review criteria for sub-granting before any request for proposals can be offered.

Post-grant Maintenance and Long-Term Care of Trees

Projects are not eligible to receive up to three years of funding for ongoing tree maintenance in the post-performance period. All work must be completed by **March 31, 2028**. Applicants that submit project proposals with tree planting components still must provide a long-term tree care plan.

GENERAL APPLICATION SUBMISSION PROCESS (See [Appendix A](#))

Application Package Submission

All applications will be created, completed, and submitted using the online form through CAL FIRE's eCivis Grants Portal at (https://gn.ecivis.com/GO/gn_redir/T/qb5oi8zj4xe8) by **5:00 PM PDT on Thursday, May 30, 2024**.

The [eCivis Grants Portal Application User Guide](#) provides instructions on completing the application. Each [Grant Type](#) will have a unique application form in the CAL FIRE eCivis Grants Portal. 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 Regional Urban Forester or a Partnership and Equity Coordinator (see [Appendix E for contact information](#)). 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 Thursday, May 30, 2024**, and submissions outside of the Grants Portal will not be accepted.

SAM.gov Registration: All applicants must have an active registration on [SAM.gov](#) upon award and grant agreement execution, and applicants must maintain active registration throughout the life of the award. Registering on SAM.gov is required to receive funds from the federal government. Get free help at [SAM.gov](#) in the "Help" section and at the [Federal Service Desk \(FSD\)](#) where you will find SAM.gov user guides, quick start guides, helpful hints, videos, and frequently asked questions.

Note: *Both SAM.gov registration and some of the required application forms need approval/signature from entities with a predetermined meeting schedule and agenda (e.g., city council approval). We strongly encourage applicants start these processes early to avoid disqualification or project delays upon grant award.*

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. Budget descriptions 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.

Application Package Content

- A) Grant Type Selection
- B) Applicant Information
- C) Organization Information
- D) Authorized Representative / Signatory Information
- E) Business, Finance, or Accounting Representative Information
- F) Project Eligibility
 - a. Organization Type
 - b. Proof of Project Benefits to Priority Populations, Disadvantaged, and Low- Income Communities:
- G) Project Introduction
 - a. Project Title
 - b. Brief Project Description
 - c. Source(s) of Technical Advice
- H) Partner Information
 - a. Signed Letters of Commitment from Partner(s)
- I) Project Information
 - a. Project Background
 - b. Project Goals
 - c. Project Objectives
 - d. Project Scope of Work
 - e. Project Deliverables
 - f. Project Community Engagement, Education, and Outreach Plan
 - g. Project Timeline
 - h. Project Co-Benefits
 - i. Project Location
 - i. Latitude and Longitude
 - ii. List of Project County / Census Tract Numbers
 - j. Project Tree Information
 - i. Long Term Tree Care Plan
 - k. Project Site Photos
- J) Greenhouse Gas (GHG) Methodology
- 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

Calculate Greenhouse Gas Emission Reductions Resulting from the Project

For all applicants with a tree planting or wood product component, and depending on [Grant Type](#) requirements, applications must demonstrate that the project achieves and maintains a net reduction in greenhouse gas (GHG) emissions calculated using [CARB's most current quantification methodology](#) for the grant type.

Complete an Application Budget Worksheet ([Appendix B](#)):

All applicants must fill out a detailed Budget Worksheet within the CAL FIRE eCivis Grants Portal to submit a complete application. 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](#). 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, applicants should consider the following and consult [Appendix B](#) for a more detailed list of eligible expenses, costs, and line items:

- Cost analysis of the proposed project will include all project costs, and applicants must justify project costs. Project cost analysis will be based on costs for similar projects that have been implemented as well as on an assessment of proposed costs by CAL FIRE staff and allowability under the [2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#).
- Where possible, costs should be based on actual quotes, bids, or estimates from suppliers and/or 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 by the grantee or applicant can only be increased at CAL FIRE's discretion depending on funding availability once the application has been submitted. The budget should include appropriate eligible costs as shown in [Appendix B](#).
- Indirect Costs cannot exceed a de minimis rate of 10% of Modified Total Direct Cost (MTDC) unless the applicant provides proof of an approved federally Negotiated Indirect Cost Rate Agreement (NICRA) during submission.
- Direct Administrative Costs should be clearly identified and separated from other direct costs and cannot exceed 20% of the total direct costs.
 - Examples of Direct Administrative Costs include:
 - Direct personnel and fringe, service contracts, and sub-awards for staff providing **administrative support** functions for the project, as opposed to direct project implementation functions. Subawards may include administration, accounting, and general administrative support to urban and community forestry staff.
 - Supplies such as printers and office supplies.
 - **Note:** *These costs should be included in Indirect Costs unless they are ONLY for IRA project activities.*

Complete an Accurate Budget Narrative ([Appendix B](#)):

Applicants are also required to complete the Budget Narrative section on eCivis Grants Portal to explain and justify all requested budget items/costs in the Budget Worksheet. List in detail how the totals on the budget 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 Application Forms and Documentation ([Appendix C](#))

The forms and documents listed in [Appendix C](#) must be submitted with the application and before a grant agreement can be completed. Required forms and relevant templates will be available through the [CAL FIRE Urban and Community Forestry Grant Programs](#) website.

SAM.gov Registration: All applicants must have an active registration on [SAM.gov](#) upon award and grant agreement execution, and applicants must maintain active registration throughout the life of the award. Registering on SAM.gov is required to receive funds from the federal government. Get free help at [SAM.gov](#) in the “Help” section and at the [Federal Service Desk \(FSD\)](#) where you will find SAM.gov user guides, quick start guides, helpful hints, videos, and frequently asked questions.

Note: *Both SAM.gov registration and some of the required application forms need approval from entities with a predetermined meeting schedule and agenda (e.g., city council approval). We strongly encourage applicants start these processes early to avoid disqualification or project delays upon grant award.*

GRANT APPLICATION EVALUATION AND REVIEW PROCESS

Upon receipt of an application, CAL FIRE staff will review it for conformance with the California [Urban Forestry Act](#), and this Procedural Guide. Such review may include an inspection of the project area, if applicable. If the application is found incomplete in a material way or the proposed project or applicant is not eligible for a grant, the applicant will be informed that the application is ineligible and be provided a reason(s) for the determination. 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.

Each application is reviewed and scored independently by numerous individuals, and these individuals may or may not be familiar with your organization, past work, or project area. Details for scoring criteria for each grant type can be found [here](#). To avoid any bias, grant reviewers are instructed that information can be considered for application scoring or prioritization if it is not included in the submitted application or supporting documentation via eCivis.

Each application is reviewed by CAL FIRE staff to ensure it is in conformance with the California [Urban Forestry Act](#), the corresponding grant type, and requirements of the funding source according to these guidelines and the [2 CFR 200](#). If the application is found incomplete in a material way or the proposed project is not eligible for a grant, CAL FIRE applicant will inform the applicant. Only when an application is complete, and the project is deemed eligible for a grant will CAL FIRE staff file the application. 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 strives to provide an objective and un-biased grant review process. To that end, each application is reviewed and scored by each member of the review team. If any individual reviewer has a potential for bias with an applicant, they will be recused from that review. Each reviewer reads and scores the applications based on specific criteria in these grant guidelines and the [California Urban Forestry Act](#). All reviewers use the same scoring form and conduct their review independently of other reviewers. Proposals are not discussed amongst grant reviewers until after scores are submitted by all reviewers. As an additional bias avoidance measure, the high and low scores for each application are dropped, and the remaining scores are averaged to achieve the overall score for the application. 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 completed grant agreement. **All grant projects will remain active until January 31, 2028. 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 Forester will be assigned to each awarded project to provide overall support the project to ensure project success. CAL FIRE Urban Foresters 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. The grantee will lead or at minimum be copied on all project-related email communication. Grantees can contract components of the project out to support the project (see Contractor below).

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 requested 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 complete various components of the project, including financial reporting/invoicing, GHG calculations, acquisition of supplies, organization of events, curriculum development, data management. etc.

Communication

Reporting documents will be available, and updated, on the CAL FIRE Urban and Community Forestry 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, 2025, Progress Report: 8GG12345_prg rpt_063025

Budget or scope request (<10%) 1: 8GG12345_mod 1_063025

Budget or scope request (>10%) 1: 8GG12345_amend 1_063025

MDCA data: 8GG12345_MDCA_063025

GHG Summary Sheet: 8GG12345_GHG_063025

CAL FIRE Urban Forestry Billing and Reporting Template: 8GG12345_Tracking_063025

Grant Agreement Amendments and Modifications

All amendments or modifications must be requested in advance and receive written approval from CAL FIRE. 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 via official letter, on organizational letterhead, to the appropriate CAL FIRE Grant Manager or Regional Urban Forester 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 (modifications) can typically be approved by the Grant Manager or Regional Urban Forester. More significant changes may require a grant agreement amendment. Grant agreement amendments may be allowed, at the sole discretion of CAL FIRE, for changes to the scope of work or the project budget. Any primary budget line-item increase or decrease by 10% or more of that line item during the grant period will require a grant amendment. The total amount awarded to the grantee can never be increased during the grant period for any reason without explicit approval from CAL FIRE, nor can the project end date be extended without CAL FIRE approval.

Remember, the amount awarded will not be higher than the amount in the grant application. All correspondence, including email, relating to grant projects must have the grant agreement number featured prominently, and be dated.

Project Signage and Recognition for Implementation Projects

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, including CAL FIRE and the USDA Forest Service. 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 and the USDA Forest Service, 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 must meet these funding source logo and usage guidelines. The sign must contain the CAL FIRE logo, the USDA Forest Service logo, and any funding source logo along with at least the following text in a prominent way:

Funding for this Project was provided by the USDA Forest Service Urban and Community Forest Program via the Inflation Reduction Act, as 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.

Project Invoicing and Progress Reporting ([Appendix D](#))

Grantees shall report and invoice on all projects quarterly (every three months or 90 days) unless notified otherwise by CAL FIRE staff, or unless the Grantee obtains prior approval for monthly or bi-monthly invoicing. The reporting dates shall be for the periods ending March 31, June 30, September 30, and December 31, and reports are due 14 days thereafter. If a grantee chooses to invoice CAL FIRE more often, a

project report must be included with each billing package. Invoices shall not be submitted more frequently than monthly, and progress report periods shall not overlap.

Reporting shall follow the format provided by CAL FIRE in [Appendix D](#) and include project description, project location, funds allocated, activities 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).

Project Inspections and Review

The Regional Urban Forester and/or Partnership and Equity Coordinator ([Appendix E](#)) assigned to a grant project will determine when inspections are necessary for the project. This will vary by grant type, the scope of work, and the timeline of the project to be carried out. 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.

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.

No-Cost Time Extensions

There will be no extensions unless the expenditure period for the grant program is extended via a state budget process involving the USDA Forest Service. If extensions do become available, awardees will need written approval from CAL FIRE for no-cost time extensions. Extensions are not typical and should not be expected or planned for during application development.

Payment of Grant Funds

Note: All final invoices must be submitted to CAL FIRE no later than April 30, 2028.

- Generally, payments will be made by CAL FIRE to the Grantee on a reimbursement basis, with advance payment authorized on a case-by-case basis at the sole discretion of CAL FIRE staff.
- 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 31, 2028**) will be reimbursable.
- Grantees are encouraged to have adequate cash flow to begin the project, but this is not required.

- Requests for [Advance Payments](#) require CAL FIRE approval of an Advance Payment Expenditure Plan and Advance Payment Request Accountability Report. The approval of advance payments is at the discretion of CAL FIRE.
- When progress payments are desired, each invoice must be accompanied by supporting documents and a [progress report](#)
- Grantees shall submit invoices to the CAL FIRE Urban & Community Forestry Program no more frequently than monthly.
- 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 (template provided by CAL FIRE), vendor receipts, purchase receipts, and other back-up documentation of expenses. In addition, the Billing and Reporting template (in MS Excel) must be updated and submitted for project tracking.
- A progress report or final report shall accompany all payment requests. 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 or [Appendix G](#) for more information.
- CAL FIRE will reimburse the Grantee for all eligible costs under the terms of the agreement.

Advance Payments

Advance payments may be considered for grantees in cases of clear need and solely at CAL FIRE's discretion. Advance payments may not exceed 5% or up to \$50,000 of the total project budget and grant funds awarded, and they must be fully utilized within a 90 period unless additional time is approved by CAL FIRE.

Upon notification of a grant award, grantees must submit an Advance Payment Expenditure Plan, which must be reviewed and approved by CAL FIRE. This process may take up to 45 days. Each request for advance payment must be submitted using the Advance Payment Request and Accountability Report for CAL FIRE review and approval, accompanied by an invoice demonstrating the approximate budget breakdown and how the grantee will spend funds received through the advance payment. Both the Advance Payment Request and Accountability Report and Advance Request Invoice must be signed by the authorized project representative listed on the grant agreement. CAL FIRE will provide grantees with the required Advance Payment Request and Accountability Report and Advance Payment Expenditure Plan templates (in MS Word and MS Excel).

A Grantee should allow 45 days after an undisputed billing package is received for the arrival of a reimbursement check. Incomplete billing packages will be returned, or additional information will be requested and will delay processing. CAL FIRE does not consider a billing package complete until all final documentation that is needed to process the billing is received. 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 assured 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 within the grant period.

- Grantee fails to submit all documentation within the time periods specified in the Grant Agreement.
- Grantee fails to submit evidence of California Environmental Quality Act (CEQA) compliance 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 and Federal Audits

At any time during or upon completion of the project, the State or Federal Government may audit the project records. State, local, and tribal governments, non-profit organizations, and institutions of higher education that expend more than \$750,000 annually in federal awards must comply with the single audit requirements contained in 2 CFR 200 Subpart F and are required to submit a copy of the single audit report to CAL FIRE. A CAL FIRE project is considered complete upon receipt of final grant payment from the State and a final inspection report by CAL FIRE staff that has no required actions specified. The purpose of the audit is to verify that project expenditures were properly documented, and the scope of work completed. For an audit that will be conducted upon completion of the project, the audit would be requested by the State after the final payment request has been received and all project transactions have been completed.

If a project is selected for audit, the grantee will be contacted at least 30 days in advance. The audit should include all books, papers, accounts, documents, or other records of the Grantee, as they relate to the project for which State funds were granted. Projects may be subject to an audit for up to three years after the grant performance period ends. To expedite the audit, the grantee shall have the project records, including the source documents, and canceled warrants readily available. The Grantee shall also provide an employee having knowledge of the project and the accounting procedure or system to assist the State auditor. The Grantee shall provide a copy of any document, paper, record, or the like as requested by the State auditor.

All project records must be retained by the Grantee for a period of not less than one year after the State audit or after the final disposition of any disputed audit findings. Grantees are required to keep source documents for all expenditures related to each grant for at least three (3) years following project completion and one year following an audit unless the Grantee has a policy requiring a longer retention period. Record retention and accessibility is governed by [2 CFR 200.334](#) and [2 CFR 200.337](#).

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 the 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 Proposals 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 Proposal 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 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.

GRANT TYPES

Table 1: Grant project types offered with descriptions for the 2024 Inflation Reduction Act California Grant Solicitation.

Grant Type	Description	Grant Amount
<u>Urban Forest Expansion and Improvement</u>	Urban tree planting, maintenance, and associated vegetation to provide multiple benefits, tree and plant establishment care, and planting site preparation. In addition to tree planting, a project may also involve urban tree site improvements to create larger, more functional planting sites for trees, and associated vegetation, such as bio-swales and improvement of small, vacant parcels for purposes consistent with the California Urban Forestry Act.	\$150,000 - \$1,500,000
<u>Urban Forest Management Activities</u>	For local governments (cities, counties, districts). Improving long-term management of urban forests to improve urban forest performance over time. Projects may involve the establishment or updating of a jurisdiction-wide tree inventory, urban forest mapping and analysis, and/or long-term management plan. UFMP projects must include policy integration and ordinance development. An early action tree planting component is recommended.	\$150,000 - \$1,500,000
<u>Urban Forestry Education and Workforce Development</u>	Creation, development, and implementation of projects to educate, train, and employ individuals with the purpose of preparing them for careers in urban forestry or a closely related discipline. Develop paid on-the-job training opportunities, including pre-apprenticeships, to expand workforce development pathways for green careers in urban and community forestry. There should be a strong emphasis on educating, training, or employing individuals from disadvantaged communities and/or unemployed individuals. Preference will be given to projects that place program participants in jobs. This can include the development and expansion of new or emerging tree nurseries seeking to grow locally sourced, climate-ready, culturally significant, native, and/or endemic tree species according to best management practices and industry standards, based on identified regional needs.	\$150,000 - \$1,500,000
<u>Urban Forestry Regional or Statewide Impact</u>	Improvement, expansion, and coordination of urban forestry programs throughout a large geographic area or statewide. An established organization will serve as a convener to complementary initiatives, a sponsor for local champions, an incubator to assist small or new organizations or groups, and a champion for engaging underserved areas and populations. Organizations must employ multiple strategies and corresponding actions.	\$150,000- \$3,000,000

Grant Type	Description	Grant Amount
Urban Forest Equity Capacity Building	To provide hyper-local needed technical expertise, assistance, grant writing capacity and/or grant reporting support to eligible entities with project needs in disadvantaged and low-income urban communities that may not have that capacity in-house. Entities can apply to this grant category to support one or more external or partnering entities in securing project implementation funds from CAL FIRE, reporting on grant activities, and/or providing the arboriculture and urban and community forestry expertise needed to implement projects in disadvantaged and low-income communities.	\$150,000 - \$1,500,000
Green Schoolyards	Designed to assist with planning and/or implementing multi-benefit projects with a focus on tree planting, extreme heat, environmental, economic, and social benefits to urban public-school campuses and eligible childcare facilities within disadvantaged and low-income communities.	\$150,000 - \$1,500,000

Notes:

- Indirect Costs cannot exceed a de minimis rate of 10% of Modified Total Direct Cost (MTDC) unless the applicant provides proof of an approved federally Negotiated Indirect Cost Rate Agreement (NICRA) during submission.
- Total Direct Administrative Costs cannot exceed 20% of total direct costs and must be clearly defined in the project budget submitted with the application.

Urban Forest Expansion and Improvement

Eligible Applicants

Eligible applicants include California cities, counties, qualifying districts, Federally Recognized Tribal Nations, Tribal affiliated nonprofits, and/or nonprofit organizations qualified under Section 501(c)(3) of the Internal Revenue Code. Districts include, but are not limited to, school, park, recreation, water, and local taxing districts.

Purpose

The purpose of this grant type is to provide funding for projects that will plant trees and vegetation to reduce greenhouse gas (GHG) emissions and improve the functionality of urban forests, arrest the decline of urban forest resources, address climate resilience, reduce urban heat, improve the quality of the environment in urban areas, and optimize co-benefits to urban residents. These projects should focus on urban areas lacking in green space and must meet one or more identified community needs using vegetation. Trees and other funded vegetation must be maintained alive for the duration of their expected life span. Such projects may include planting on private property, parks, and public right-of-way. Projects with higher levels of co-benefits will be preferred. Projects focusing on establishing a long-term tree nursery to increase the availability of seedlings for urban forestry plantings may be eligible; special consideration should be given to climate-ready tree species.

Sub-granting is allowable under this program. Sub-granting must adhere to and be carried out consistent with these grant guidelines, and subgrantees must meet all the state and federal requirements listed in these guidelines. Sub-granting activities must also meet the requirements of the [California Air Resources Board \(ARB\) Funding Guidelines](#) including the process for quantifying the net GHG benefit, criteria for determining benefits to disadvantaged communities, and reporting requirements. CAL FIRE must review criteria for sub-granting before it may occur.

Project Eligibility

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

- The project will report on [GHG reductions achieved by the project following CAL FIRE guidelines](#). Grant requests must be for the creation, development, and implementation of projects that improve, expand, and maintain healthy urban forests.
- All projects must have, improve, or develop policies, goals, best practices, standards, strategies, partnerships, staffing, operational structure and culture, training, and budgets/funding to optimize long-term success. Document how the activities proposed will lead to trees that attain full stature at maturity, live to potential lifespan, and provide optimal ecosystem benefits.
- All projects must comply with or develop local goals to achieve no net loss or an increase in urban tree canopy cover from a specific dated baseline to an established target. Document how the activities proposed will increase tree canopy cover in the project's geographic area and address local challenges to long-term maintenance.
- The amount requested must be between \$150,000 and \$1,500,000.
- The project must have a commitment for active participation from one or more of the following: residents, local business, local nonprofit group, or local government.
- The project must show that the community where the project will occur was, and will continue to be, authentically engaged about the project.

- The applicant 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).
- Projects shall include an education, outreach, and/or community engagement component.
- Evidence of adequate long-term care for the trees must also be shown.
- For tree planting on private property, the applicant will need to provide written documentation indicating:
 1. Landowner permission
 2. Assurance of proper planting and care
 3. Release of liability for the state and federal government
- Any tree planting within the project shall adhere to [Appendix F](#) at a minimum. Failure to follow the Standards in Appendix F will lead CAL FIRE to require the replacement of the trees at the grantee's cost or reimburse CAL FIRE the funds used to plant the trees.
- Planting sites must be 30 square feet in area at minimum, and no less than three feet in width on any side. Larger is preferred.
- Trees and plant materials selected are 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.

Eligible Practices

- Designing and implementing urban forest planting projects with multiple benefits that give special attention to GHG reduction, increased tree canopy cover, energy conservation, air quality improvement, storm water management, water quality, or improvement of public health outcomes.
- The establishment of groves of trees or pocket forests is eligible. The Miyawaki establishment method (see [Appendix H - Explanation of Terms](#)) may be considered for appropriate sites.
- Innovative urban forest site improvement to create larger, more functional planting sites for trees and associated vegetation such as bio-swales, urban forestry education centers, edible landscaping, and/or community gardens and orchards.
- Funding for removal and replacement of dead, hazardous, or diseased trees in urban areas 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 Regional Urban Forester. Location data (GPS coordinates), species, the reason for removal, and pictures prior to removal must be shared with CAL FIRE during the approval process.
- Urban and community forestry job creation and job training.
- Climate change adaptation strategies that result in a net GHG benefit. See [CA Natural Resources Agency's Building Climate Resilience Report](#) for relevant examples.
- If your project advances urban forestry efforts or the management of urban natural resources and reduces GHG emissions, it may be eligible. Ask your CAL FIRE Regional Urban Forester for assistance in determining eligibility if you are in doubt.

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 Greenhouse Gas benefit.
- Planting invasive species as determined by referencing the [California Invasive Plant Council](#) or similar reference approved by CAL FIRE.
- Projects that use synthetic fertilizer or synthetic turf. Organic fertilizers (e.g., compost, manure) may be used.
- 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, and documentation must be provided to CAL FIRE).
- Engineered multi-disciplinary infrastructure solutions (e.g. stormwater capture facilities, green alleys, etc.), even if there is a tree or vegetation component. These types of projects are a better fit for the [Urban Greening Grant Program](#) administered by the California Natural Resources Agency.

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

Examples of eligible costs for this Grant Type include but are not limited to:

- Trees, plants, and planting 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. Fruit trees in various sizes are eligible with justification. Other larger tree sizes may be considered on a case-by-case basis, but the widespread use of 24" box and larger trees is not likely to be considered. Refer to [Appendix F](#) for additional information.
 - Site-appropriate plants in sizes justified for the project.
 - Planting supplies may include: stakes, ties, and root collar protectors proportional to the 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; and hand tools.
 - Cost-effective, water-efficient irrigation system supplies. Includes new irrigation or retrofits to existing irrigation.
 - Replacement trees: A subline 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.
- Labor directly related to the project, including young tree planting and establishment costs, structural pruning, stake adjustment and removal, and water-wise irrigation.
- Costs of tracking and reporting GHG reductions for the supplied criteria are eligible.
- Purchase, development, and distribution of education materials or supplies for events are eligible with shown relevance to the scope of the proposed project.
- Project signage (for Project signage requirement details, please see the [Project Signage and Recognition](#) section). CAL FIRE staff will approve signage plans on a case-by-case basis.

- In projects where the planting of trees involves the establishment of new, permanent tree planting sites or expansion of existing vacant sites, the costs for removal of asphalt, concrete paving, and/or other hardscape are eligible.
 - If hardscape cuts are to be made, they must be 30 square feet in area at minimum, and no less than 3 feet in width on any side. Larger is preferred.
 - For existing sites, expansion of planting sites is an allowable cost and is encouraged. Site improvements may include soil cells or structural soil.
- Soils testing to determine the needs of the site are eligible.
- Water-efficient irrigation supplies or system components are eligible.

Ineligible Costs

See General Ineligible Costs section of these grant guidelines.

Project Scoring (100 points possible)

Priority Population, Disadvantaged Community, Low-Income Community, or Low-income Household:

- The project meets state and/or Federal criteria providing a benefit to a priority population, disadvantaged community, low-income community, or low-income household.
- The degree to which the project creates jobs or job training opportunities for residents of a Priority Population, Disadvantaged, or Low-Income Community or Low-income Household or the degree to which the project will consider contractors that are based within the disadvantaged or low-income communities being served.
- The degree to which the community has been engaged with the project in authentic ways, and/or will be involved in project planning and implementation.

Greenhouse Gas Benefits:

- The degree to which the project GHG benefit, calculated in accordance with the CARB's most current quantification methodology, is high in relation to the budget requested.
- The reasonableness of the assumptions made by the project proponent in quantifying the GHG benefits of the project.
- The degree to which the project utilizes the largest canopied tree possible for the selected planting sites and shows a preference for existing planting sites or the creation of planting sites that can support large-canopied trees.

Co-Benefits:

- The co-benefits of the project are high in relation to the requested budget.
- The degree to which the project uses trees to reduce consumption of finite energy resources, capture storm water, improve air quality, and/or reduce urban heat island effects.
- The degree to which the project involves community residents in planting and/or maintenance of trees and fosters tree stewardship.
- The degree to which the project will contribute to improved public health in some fashion.
- The extent to which the project helps the State meet its climate change adaptation strategies. See [CA Natural Resources Agency's Building Climate Resilience Report](#).

Best Management Practices:

- The degree to which the tree species selection is diverse and site appropriate.
- The degree to which the project provides urban forest resources to areas where such resources are absent or replenish such resources where they are badly depleted.
- The degree to which the quantity and methods of establishing follow-up care practices will lead to the long-term success of the project.
- The extent to which the project will use locally sourced or recycled water in project design.

Project Quality:

- The degree to which the project meets a clearly defined community need and addresses historical disinvestment.
- The degree to which the project has effective partnerships.
- The degree to which the project is planned and organized based on a community-driven process.
- The degree to which the project will have an education and outreach component that develops public awareness of the need for expanding and managing urban forest resources.

Urban Forest Management Activities

Eligible Applicants

Eligible applicants include cities, counties, qualifying districts, and federally recognized Tribal Nations. Districts include, but are not limited to, school, park, recreation, water, and local taxing districts. Non-profit organizations are not eligible for this grant type but may be partners in such projects.

Purpose

The purpose of this grant type is to fund the development and implementation of urban forest management activities carried out by a local government jurisdiction to optimize the multiple benefits of its urban forest. Such activities will be comprehensive, long term, include the entire jurisdiction, take an ecosystem management approach, and may include an inventory, analysis, training, and/or educational component. A tree planting component is recommended during the grant performance period, but it is not required. Any management plan funded by this grant type must include the setting of a tree canopy cover goal for the jurisdiction. No other practices may be funded by this grant program.

Project Eligibility

These criteria must be met for a project to be eligible (also see [Urban Forest Management Plan Best Practices section in Appendix G](#)):

- Grant requests must be for performing or updating a tree inventory, establishing a new urban forest management plan, or updating an existing management plan, establishing or updating an urban forestry-related policy or ordinance, or performing mapping and analysis to inform the other activities preceding.
- The amount requested must be between \$150,000 and \$1,500,000.
- Applicants must show proof of an existing urban forest/tree protection system (city ordinance, general plan element, etc.), or must create one during the grant performance period.
- Applicants must show proof of having an existing urban forester, arborist, or other qualified position responsible for urban forest resources or have such a professional retained under contract.
- All projects must have, improve, or develop policies, goals, best practices, standards, strategies, partnerships, staffing, operational structure and culture, training, and budgets/funding to optimize long-term success. Document how the activities proposed will lead to trees that attain full stature at maturity, live to potential lifespan, and provide optimal ecosystem benefits.
- All projects must comply with or develop local goals to achieve no net loss or an increase in urban tree canopy cover from a specific dated baseline to an established target. Document how the activities proposed will increase tree canopy cover in the project's geographic area and address local challenges to long-term maintenance.
- An urban forest inventory of the entire resource encompassed must be completed before developing a management plan, though both may be completed during the grant performance period. Tree inventory data collected must follow the criteria outlined in [Appendix G](#).
- A funded urban forest management plan must be a long-term (40-50 years), comprehensive document, not solely a maintenance plan.
- There shall be a provision for periodic review of any funded urban forest management plan.
- Applicants must demonstrate how they will implement and utilize the inventory, mapping, and/or analysis.

- Applicants must agree to officially adopt the urban forest management plan as a guiding policy document in an ordinance, a general plan element or another binding, enforceable way as approved by CAL FIRE staff.
- The project must show that the community where the project will occur was, and will continue to be, authentically engaged about the project.
- Projects shall include an education and outreach component.
- Applicants must provide an electronic and printed copy of all grant products and final deliverables (ex: plans, maps, etc.) to the CAL FIRE Urban & Community Forestry Program after the grant in a format specified by CAL FIRE.
- Evidence of long-term care for the trees must be shown.
- Trees and plant materials selected are 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.
- Tree planting within the project shall adhere to [Appendix F](#) at a minimum. Failure to follow the Standards in Appendix F will lead CAL FIRE to require replacement of the trees at the grantee's cost, or recover any costs reimbursed for planting of the trees.

Eligible Practices

Only those practices mentioned in the Purpose section above are eligible for funding under this grant type. These include:

- Tree inventories
- Urban forest management plans
- Other policies, plans, or ordinances that are urban forestry related
- Tree planting and associated activities
- Community engagement, education, and outreach activities
- Mapping and analysis to inform the other mentioned activities

Ineligible Practices

No practices other than those described above may be funded by this grant program without prior written approval by CAL FIRE. The following practices will not be funded by this grant program:

- Management activities that will not lead to improved long-term urban forest management.
- For any proposed tree planting component of the project, any practice not allowed by the [Urban Forest Expansion and Improvement](#) grant type.
- Projects that produce policies, ordinances, or plans that are not integrated/aligned with other relevant policies of the jurisdiction.

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

Other than the necessary costs for the mandatory tree planting component, only costs associated with urban forest inventories, mapping, analysis, and development of urban forest management plans may be reimbursed. The tree planting component costs must comply with the eligible costs of the [Urban Forest Expansion and Improvement](#) grant category above.

Ineligible Costs

See General Ineligible Costs section of these grant guidelines. The following costs are also ineligible:

- Any costs unrelated to the management activities identified in the application.

- Any tree inventories that are not assessing (or working towards assessing) the entire urban forest resource within a jurisdiction, including the inventory of trees on public lands where, in CAL FIRE's opinion, maintenance has been or will be deferred, or where evidence of improper maintenance is observed by CAL FIRE.

Note: *It is expected that inventories are maintained locally, so collecting updated information on existing inventory points is not eligible except in the case of an unexpected natural event or pest/disease outbreak.*

Note: *There is a CAL FIRE-sponsored urban forest management plan development tool available. Please see [Urban Forest Management Plan Toolkit](#). The tool can help structure a plan and provide numerous resources to those developing such plans. Additional tools are listed in [Appendix I](#).*

Project Scoring (100 points possible)

Priority Population, Disadvantaged Community, Low-Income Community, or Low-income Household:

- The project meets [state and/or Federal criteria](#) providing a benefit to a priority population, disadvantaged community, low-income community, or low-income household.
- The degree to which the project creates jobs or job training opportunities for residents of a Priority Population, Disadvantaged, or Low-Income Community or Low-income Household or the degree to which the project will consider contractors that are based within the disadvantaged or low-income communities being served.
- The degree to which the community has been engaged with the project in authentic ways, and/or will be involved in project planning and implementation.

Project Benefits:

- The co-benefits of the project are high in relation to the requested budget.
- The degree of GHG reduction that will occur. Preference is given to GHG reductions that can be quantified using CARB criteria for Urban Forestry projects.
- The degree to which the project uses trees to reduce consumption of finite energy resources, capture storm water, improve air quality, and/or reduce urban heat island effects.
- The degree to which the project involves community residents in the planning process and/or planting and maintenance of trees (stewardship).
- The degree to which the project will contribute to improved public health in some fashion.
- The extent to which the project helps the State meet its climate change adaptation strategies. See [CA Natural Resources Agency's Building Climate Resilience Report](#).

Best Management Practices:

- The degree to which the tree species selection is diverse and site appropriate.
- The degree to which the project will commit the jurisdiction to a systematic strategy for improved long-term management of its entire urban forest resource.
- The degree to which the product produced will be compatible and/or integrated with the jurisdiction's other policies, ordinances, and management tools.
- The effectiveness of how the plan will be implemented and periodically reviewed.
- The plan is referred to in a climate action plan, sustainability plan, or other relevant planning document.

Project Quality:

- The degree to which the project has effective partnerships.
- The degree to which the project is planned and organized based on a community-driven process.
- The degree to which the project will have an education and outreach component that develops public awareness of the need for expanding and managing urban forest resources.

Urban Forestry Education and Workforce Development

Eligible Applicants

Eligible applicants include California cities, counties, qualifying districts, Federally Recognized Tribal Nations, Tribal affiliated nonprofits, and/or nonprofit organizations qualified under Section 501(c)(3) of the Internal Revenue Code. Districts include, but are not limited to, school, park, recreation, water, and local taxing districts.

Purpose

The purpose of this grant type is to fund the development and implementation of programs to educate, train, and/or employ the next generation of urban foresters. Projects must provide knowledge, skills, abilities and/or pathways to certifications to assist people in making a career in urban forestry or a related discipline. Projects should provide clear goals and objectives and state how the project will meet an identified community need for urban forestry workforce development. Projects should teach industry best management practices that include, but are not limited to, American National Standards Institute (ANSI) standards relating to urban forestry practice and safety, International Society of Arboriculture (ISA) best management practices, and principles of urban forestry as taught at Society of American Foresters (SAF) accredited community colleges and universities. Additionally, projects are highly encouraged to integrate social emotional learning skills and competencies (i.e. emotional management, teamwork, problem-solving, etc.) into projects and/or workforce development curriculum that teaches both professional skills (i.e. communication, punctuality, analyzing decision-making, reliability, etc.) and occupational industry skills (i.e. tree planting, nursery management, tree pruning and maintenance, etc.). There should be a clear emphasis on serving residents of disadvantaged communities, low-income communities, and/or unemployed individuals, thus funding for program participants is specifically allowed as a cost. A tree planting and maintenance component of the project is recommended, but not required. This can include the long-term development or expansion of new or emerging tree nurseries seeking to grow locally sourced, climate-ready, culturally significant, native, and/or endemic tree species according to best management practices and industry standards, based on identified regional needs. There should be a strong plan in place for planting trees in disadvantaged communities once they meet quality standards. This grant type can also support urban wood utilization workforce development.

Preference will be given to projects that develop paid, on-the-job training opportunities, including pre-apprenticeships, and projects that consider job placement for participants from disadvantaged communities, expanding workforce development pathways for green careers in urban and community forestry.

Project Eligibility

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

- Grant requests must be for the creation, development, and implementation of projects to help people develop the necessary knowledge/skills/abilities to enter a career in urban forestry or a closely related discipline.
- The amount requested must be between \$150,000 and \$1,500,000.
- Project is in an “urban area” or “urban cluster” containing 2,500 or more persons, as defined by the U.S. Department of Commerce and stated in the [California Urban Forestry Act](#).
- The applicant must comply in all respects with applicable local and county ordinances, and applicable state and federal laws and regulations, including the California Environmental Quality Act (CEQA).

- Any trees and plant materials selected are climate appropriate, drought-tolerant, and well-suited to the site.
- Any tree planting within the project shall adhere to [Appendix F](#) at a minimum and must be reflected in the budget provided with the application. Amendments to the number of trees planted as stipulated in the budget and grant agreement will require CAL FIRE approval. Failure to follow the Standards in Appendix F will lead CAL FIRE to require the replacement of the trees at the grantee's cost.
- Evidence of long-term care for the trees must be shown.
- Project deliverables must be publicly available at no cost.

Ineligible Practices

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

- No practices other than those described above may be funded by this grant program without prior written approval by CAL FIRE.
- Projects that will not have any impact beyond the grant period.
- For any tree planting that is part of the project, any practice not allowed by the [Urban Forest Expansion and Improvement](#) grant type.

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

Other than the necessary costs for any tree planting component, only costs associated with urban forest education and workforce development programming may be funded. Any tree planting costs must comply with the eligible costs of the [Urban Forest Expansion and Improvement](#) grant type above.

Ineligible Costs

See General Ineligible Costs section of these grant guidelines. The following costs are also ineligible:

- Any costs unrelated to the urban forest education and workforce development project identified in the application.
- For any tree planting component of the project, any cost not allowed by the [Urban Forest Expansion and Improvement](#) grant type.

Project Scoring (100 points possible)

Priority Population, Disadvantaged Community, Low-Income Community, or Low-income Household:

- The project meets [state and/or Federal criteria](#) providing a benefit to a priority population, disadvantaged community, low-income community, or low-income household.
- The degree to which the project creates jobs or job training opportunities for residents of a Priority Population, Disadvantaged, or Low-Income Community or Low-income Household or the degree to which the project will consider contractors that are based within the disadvantaged or low-income communities being served.
- The degree to which the community has been engaged with the project in authentic ways, and/or will be involved in project planning and implementation.

Project Co-Benefits:

- The co-benefits of the project are high in relation to the requested budget.
- The extent to which the project helps the State meet its climate change adaptation strategies. See [CA Natural Resources Agency's Building Climate Resilience Report](#).

Curriculum or Practical Application:

- The degree to which the project will teach industry knowledge of best management practices, skills, and/or abilities to prepare people for a career in urban forestry or a closely related field.
- The degree to which the project has a quality plan to assist enrolled individuals in achieving careers in urban forestry or a closely related field.
- The degree to which the project will be effective in preparing people for careers in urban forestry or a closely related field, including professional, social, emotional, and occupation skills.

Project Quality:

- The degree to which the project has effective partnerships.
- The degree to which the project is replicable.
- The degree to which the program will continue to operate after the grant period.

Urban Forestry Regional or Statewide Impact

Eligible Applicants

Eligible applicants include California cities, counties, qualifying districts, Federally Recognized Tribal Nations, Tribal affiliated nonprofits, and/or nonprofit organizations qualified under Section 501(c)(3) of the Internal Revenue Code. Districts include, but are not limited to, school, park, recreation, water, and local taxing districts.

Purpose

The purpose of this grant type is to fund the improvement, expansion, and coordination of urban forestry programs throughout a large geographic area or at a statewide level. An established organization will serve as a convener to complementary initiatives, and/or a champion for engaging underserved areas and populations. Organizations must employ multiple strategies and corresponding actions.

Project Eligibility

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

- Grant requests must provide services, actions, and deliverables to a geographic area of two counties or larger or serve a population of 2 million or more. Preference will be given to serving greater numbers of people and underserved populations.
- Project activities must include components of more than one Grant Type as described within Urban Forest Expansion and Improvement, Urban Forest Management Activities, Urban Forestry Education and Workforce Development, and Urban Forest Capacity Building. Furthermore, activities should relate to achieving goals as a convener of complementary initiatives, a sponsor for local champions, an incubator to assist small or new organizations, groups, or grassroots efforts, and a champion for engaging underserved areas and populations. Activities may be customized to unique needs but should be part of a cohesive strategy for the service area. For example, training and tree planting activities may be provided to one group while another is provided with assistance with inventory, standards, or best practices.
- Sub-grants are allowed, and a cost-share or match waiver should be passed on to sub-grant recipients as well.
- The amount requested must be between \$150,000 - \$3,000,000
- Project is in an “urban area” or “urban cluster” containing 2,500 or more persons, as defined by the U.S. Department of Commerce and stated in the [California Urban Forestry Act](#).
- The applicant must comply in all respects with applicable local and county ordinances, and applicable state and federal laws and regulations, including the CEQA.
- Any trees and plant materials selected are climate appropriate, drought-tolerant, and well-suited to the site.
- Any tree planting within the project shall adhere to [Appendix F](#) at a minimum. Failure to follow the Standards in Appendix F will lead CAL FIRE to require the replacement of the trees at the grantee’s cost.
- Evidence of long-term care for the trees must be shown.
- Project deliverables must be publicly available at no cost.

Ineligible Practices

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

- No practices other than those described above may be funded by this grant program without prior written approval by CAL FIRE.
- Projects that will not have any impact beyond the grant period.
- For any tree planting that is part of the project, any practice not allowed by the [Urban Forest Expansion and Improvement](#) grant type.

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

- Eligible and ineligible costs as outlined in the grant types including [Urban Forest Expansion and Improvement](#), [Urban Forest Management Activities](#), and [Urban Forestry Education and Workforce Development](#).

Ineligible Costs

See General [Ineligible Costs](#) section of these grant guidelines.

Project Scoring (100 points possible)

Priority Population, Disadvantaged Community, Low-Income Community, or Low-income Household:

- The project meets [state and/or Federal criteria](#) providing a benefit to a priority population, disadvantaged community, low-income community, or low-income household.
- The degree to which the project creates jobs or job training opportunities for residents of a Priority Population, Disadvantaged, or Low-Income Community or Low-income Household or the degree to which the project will consider contractors that are based within the disadvantaged or low-income communities being served.
- The degree to which the project will serve and train unemployed individuals in beginning a career or advancing a career in urban forestry or a closely related field.

Project Co-Benefits:

- The co-benefits of the project are high in relation to the requested budget.
- The extent to which the project helps the State meet its climate change adaptation strategies. See [CA Natural Resources Agency's Building Climate Resilience Report](#).

Canopy Cover:

- The degree to which the project establishes (or improves) and progresses towards regional urban tree canopy cover goals and establishes policies and programs for continuation after the term of the grant.
- The degree to which the project builds local capacity and authority, supported by strong unified networks and partnerships.
- The degree to which the project will have a lasting impact on the large geographic area in a meaningful way.
- The degree to which the project will complement USDA Forest Service direct Inflation Reduction Act Urban and Community Forestry awards or serve constituents that were not awarded.

Project Quality:

- The degree to which the project has effective partnerships.
- The degree to which the project is replicable or scalable.
- The degree to which the program will continue to operate after the grant period.

Urban Forest Equity Capacity Building

Eligible Applicants

Eligible applicants include California cities, counties, qualifying districts, Federally Recognized Tribal Nations, Tribal affiliated nonprofits, and/or nonprofit organizations qualified under Section 501(c)(3) of the Internal Revenue Code. Districts include, but are not limited to, school, park, recreation, water, and local taxing districts.

Purpose

The purpose of this grant type is to provide technical expertise, assistance, grant writing capacity and/or grant reporting support to eligible entities with project needs in disadvantaged and/or low-income urban communities that may not have that capacity in-house. Established entities can apply to this grant type to serve as a supporter for local champions, a mentor or incubator to assist small, emerging, or new organizations or community-based groups, or to support one or more external or partner entities in securing project implementation funds, reporting on grant activities and/or providing arboriculture or urban and community forestry expertise needed to implement place-based projects in disadvantaged communities. Sub-awards can support smaller, community-based organizations in local projects defined under the Urban Forest Expansion and Improvement, Urban Forest Workforce Development, and Green Schoolyards Grant Type.

Projects must reach beyond urban forestry groups and support new, emerging, and/or non-traditional groups, partners, sectors, and audiences to maximize benefit. Projects may include, but are not limited to, education and outreach campaigns, tree planting activities, and community-based stewardship of trees. Successful projects will have effective and diverse partnerships to deliver impact. Applicants must provide a plan to create an efficient progress, financial tracking, and accomplishment reporting system for any subawards, and 80% of funds must support subgrantee needs. Applicants must manage the subgrant intake processes, conduct evaluations, project risk through ongoing monitoring, project tracking and reporting for communities.

Project Eligibility

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

- Projects that directly support community-based organizations with a clear and identified need for increased urban and community forestry capacity, grant reporting, grant writing, and/or technical assistance.
- Projects should be place-based and specifically designed and customized to meet specified community needs.
- Projects that support the creation, development, and implementation of education and outreach campaigns, programs, training programs, and/or projects that engage communities in urban forestry as it intersects with other issues and sectors.
- Projects must encourage the growth, maintenance, and/or protection of urban forests by demonstrating the benefits urban trees provide to a community's resilience, identity, well-being, and/or public health.
- Projects must promote an understanding of urban and community forestry and the goals of the [Urban Forestry Act](#).
- Lead applicants will need to secure written CAL FIRE approval before sub-granting.
- Projects shall address local environmental and climate justice priorities and be inclusive in messaging.

- The amount requested must be between \$150,000 and \$1,500,000.
- The applicant must comply in all respects with applicable local and county ordinances, and applicable state and federal laws and regulations.
- Any project deliverables must be publicly available at no cost.

Ineligible Practices

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

- No practices other than those described above may be funded by this grant program without prior written approval by CAL FIRE.
- Projects that will not have any impact beyond the grant period.

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

- Grant funds may be used to support project costs including, but not limited to, training, accounting, reporting, grant writing, project planning, education and outreach.
- Purchase, development, and distribution of educational materials
- Planning and implementation of educational events
- Funding of educational signs, development, and materials.
- Total Direct Administrative Costs cannot exceed 20% of the total budget.

Ineligible Costs

See General Ineligible Costs section of these grant guidelines. The following costs are also ineligible:

- Any costs not allowed under the Urban Forest Expansion and Improvement, and Urban Forest Workforce Development, and Green Schoolyards Grant Types.

Project Scoring (100 points possible)

Priority Population, Disadvantaged Community, Low-Income Community, or Low-income Household:

- The project meets [state and/or Federal criteria](#) providing a benefit to a priority population, disadvantaged community, low-income community, or low-income household.
- The degree to which the project creates jobs or job training opportunities for residents of a Priority Population, Disadvantaged, or Low-Income Community or Low-income Household or the degree to which the project will consider contractors that are based within the disadvantaged or low-income communities being served.
- The degree to which the project will serve and train unemployed individuals in beginning a career or advancing a career in urban forestry or a closely related field.

Increased Capacity Building:

- The degree to which the project addresses a specific and identified community need.
- The degree to which the project supports subgrantees, new and emerging place-based leaders or groups, and offers technical assistance, urban and community forestry training, professional services, or support services.
- The degree to which project partners will share industry knowledge of best management practices, skills, and/or project planning protocols to foster stewardship of urban and community forests.
- The degree to which the project promotes an understanding of urban and community forestry or related disciplines in line with the goals of the Urban Forestry Act.
- The degree to which the project focuses on local urban environmental and climate justice priorities.

- The extent to which the project helps the State meet its climate change adaptation strategies. See: [CA Natural Resources Agency's Building Climate Resilience Report.](#)

Project Quality:

- The degree to which the project includes effective and diverse partnerships, including those with new and emerging leaders, non-traditional community groups, or initiatives.
- The degree to which the project accounts for monitoring and evaluation, project tracking, and impact reporting of community projects and subgrants.
- The degree to which the project states clear goals and deliverables.
- The extent to which training, education, and outreach are inclusive and resonate with place-based cultural and sociodemographic groups and geographical areas.

Green Schoolyards

Eligible Applicants

Eligible applicants include California cities, counties, qualifying districts, including but not limited to school, park, recreation, water, and local taxing districts, Federally Recognized Tribal Nations, Tribal affiliated nonprofit organizations qualified under Section 501(c)(3) of the Internal Revenue Code, non-profit childcare facilities receiving government funding, and/or nonprofit organizations qualified under Section 501(c)(3) of the Internal Revenue Code.

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 and all projects and project activities shall be connected to tree cover and nature-based activities. 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, food forests and landscaping in support of outdoor classrooms, as well as maintenance of planted vegetation and trees for the duration of their expected life span. 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 or other agreement format as approved by CAL FIRE with the responsible entity is required.

Additional Requirements

- 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.
 - **Note:** *This professional does not have to be identified at the time of Green Schoolyards grant application or project award.*
- Applicants shall obtain a memorandum of understanding (MOU), resolution, or signed letter from the respective local educational or child services agency supporting the project before being awarded a grant.
- For non-profit childcare facilities applicants, proof of active childcare license is required upon application submission.
- For Green Schoolyard applicants who do not own their property outright, CAL FIRE also requires:
 - A signed copy of Property Lease Agreement

- A signed Memorandum of Understanding (MOU) with the property owner ensuring long-term commitment to the project

Project Eligibility

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

- For projects occurring in childcare facilities, the facility **must be licensed and in operation** at the time the application is submitted.
- 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 will report on GHG reductions achieved by the project, following CAL FIRE guidelines. Grant requests must include the creation, development, and implementation of projects that improve, expand, and maintain healthy urban trees on California school campuses.
- 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.
- Campuses included in the project must be listed by name in the grant application.
- 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.
- The applicant 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).
- Projects shall include an education and outreach component.
- 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.
- Tree planting within the project shall adhere to [Appendix F](#) at a minimum. Failure to follow the Standards in [Appendix F](#) will lead CAL FIRE to require replacement of the trees at the grantee's cost or reimburse CAL FIRE the funds used to plant the trees.
- 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 contractor / consultant during project design, species selection, and project implementation including ensuring quality stock is being planted.
- 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](#) or the local agency landscape water ordinance and shall use drought-tolerant plantings, as appropriate.
- The property does not have to be owned by the school and/or childcare facility, however, 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.
- The amount requested must be between \$150,000 and \$1,500,000.
- Project deliverables must be publicly available at no cost.

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 greenhouse gas (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 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.
- Artificial turf, reflective paint, or other non-natural activities only with justification and after all other options have been exhausted.
- Any activities not connected to tree cover and nature-based activities.
- Planting of trees in containers of any size.

Eligible Costs (also see [Appendix B](#))

- Grant funds may be used to support project costs including, but not limited to, planning, permitting (including CEQA), environmental assessment, design, pavement removal, soil testing, remediation of hazardous materials from pavement removal, water-efficient irrigation, and project maintenance.
- Trees, plants, and planting materials
 - 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. Fruit trees in various sizes are eligible with justification. Other larger tree sizes may be considered on a case-by-case basis, but the widespread use of 24" box and larger trees is not likely to be considered. Refer to [Appendix F](#) for additional information.
 - Site-appropriate plants in sizes justified for the project.
 - Planting materials may include stakes, ties, and root collar protectors proportional to the 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; and hand tools.
- Cost-effective, water-efficient irrigation system supplies. Includes new irrigation or retrofits to existing irrigation.
- Replacement trees. A subline 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.
- Labor directly related to the project, including young tree establishment, structural pruning, stake adjustment and removal, and water-wise irrigation, nature-based curriculum development, staff training, landscape design consultants, etc.
- Costs of tracking and reporting GHG reductions for the supplied criteria are eligible.
- Purchase, development, and distribution of education materials and supplies directly related to the scope of the proposed project.
- Funding educational signage 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).
- In projects where the planting of trees involves the establishment of new, permanent tree planting sites or expansion of existing vacant sites, the costs for removal of asphalt, concrete paving, and/or other hardscape are eligible.
 - If hardscape cuts are to be made, they must be 30 square feet in area at minimum, and no less than 3 feet in width on any side. Larger is preferred. For existing sites, expansion of planting sites is an allowable cost and is encouraged.
- Site improvements may include soil cells or structural soil.
- Soils testing to determine the needs of the site are eligible.
- Water-efficient irrigation supplies or system components are eligible.
- Travel that is necessary and reasonable related to achieve project objectives

Ineligible Costs

See General Ineligible Costs section of these grant guidelines.

Project Scoring (100 points possible)

In-need educational facilities:

- The project meets [state and/or Federal criteria](#) providing a benefit to a priority population, disadvantaged community, low-income community, or low-income household.
- Degree to which students will be involved with the project.
- Degree to which school staff will be involved with the project.
- Degree to which students will benefit from the project.
- The degree to which the school community has been/will be engaged about the project in authentic ways, and/or will be involved in project implementation.

Co-Benefits:

- The co-benefits of the project are high in relation to the requested budget.
- The degree to which the project uses trees to reduce consumption of finite energy resources,

capture storm water, improve air quality, and/or reduce urban heat island effects.

- The degree to which the project involves students and/or the school community in planting and/or maintenance of trees (stewardship).
- The degree to which the project will contribute to improved student experience, health, and learning.
- The extent to which the project helps the State meet its climate change adaptation strategies. See [CA Natural Resources Agency's Building Climate Resilience Report](#).

Best Management Practices:

- The degree to which the tree species selection is diverse and site appropriate.
- The degree to which the project provides urban forest resources to areas where such resources are absent or replenishes such resources where they are badly depleted.
- The degree to which the quantity and methods of establishment follow-up care practices will lead to long term success of the project.
- The extent to which the project will use locally sourced or recycled water in project design.

Project Quality:

- The degree to which the project has effective partnerships.
- The degree to which the project is planned and organized based on a (school) community driven process.
- The degree to which policies, plans, procedures, staffing, and budgets support long-term success.
- The degree to which the project will have an education and outreach component that develops public awareness of the need for expanding and managing urban forest resources.
- The extent to which messages are inclusive and resonate with various cultural and sociodemographic groups and geographical areas of the state or region.

APPENDIX A – Application Submission

Applicants must have an active eCivis Grants Portal profile and complete the online electronic application package via:

https://gn.ecivis.com/GO/gn_redir/T/qb5oi8zj4xe8

Grant Application Dates:

- **Applications Due:** Thursday, May 30, 2024, by 5:00 PM PDT
- **Grant Review Period:** June 2024
- **Awards Announced:** June – July 2024

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.
- Applicants must answer all required questions which are identified with asterisks (*). Other questions are either optional or may not apply to all grant types.
- Applicants must make sure they fill out all relevant sections for the grant type they are applying for. If applicants do not, their application will not be scored.

APPENDIX B – Eligible Costs, Budget Worksheet, and Budget Narrative

CAL FIRE strongly recommends the following as you prepare project costs for the Budget Worksheet:

- A. **Applicants must indicate which line items in each budget category are Administrative Costs.**
- B. **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.
 - 1) Amounts must be estimated using broadly accepted cost estimating methodologies, specified in the budget documentation of the Federal award, and accepted by the Federal awarding agency, per Code or Federal Regulations [200.433](#).
 - 2) In order for actual costs incurred to be allowable, they must comply with the cost principles and other requirements (see also [200.300](#) and [200.403](#)); be necessary and reasonable for proper and efficient accomplishment of project or program objectives, and be verifiable from the non-Federal entity's records.
- C. **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:
 - 1) **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](#).
 - 2) **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](#).

Budget Categories, Eligible Costs, and Required Documentation

Project costs must be consistent with the proposed scope of work and incurred during the grant performance period, as specified in the grant agreement. Use the table below as a reference while constructing a budget for the application. All project costs must be expended in accordance with [2 CFR 200 Subpart E Cost Principles](#).

Budget Category	Eligible Costs	Required Documentation
Salaries and Wages	Salaries and wages of employees <i>employed only by the grantee (not Contractors or partners)</i> who are <i>directly</i> engaged in the implementation of the grant project, limited to actual time spent on the grant project. Examples of allowable expenditures include time related to site visits, scope of work activities, project monitoring, and completion of financial or project reporting related to the grant project, etc. Staff time related to accounting and business services is allowable only if	A payroll summary of all employees' time spent on the project must be provided. 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 kept for audit purposes (they need not be sent to CAL FIRE with invoices unless otherwise instructed by CAL FIRE). All salary and wages charged to the grant must tie

	those functions are not included in the grantee's Indirect Cost.	back to the grantee's accounting records.
Benefits	Employer contribution share of fringe benefits associated with employees <i>employed only by the grantee (not Contractors or partners)</i> who are directly engaged in the execution of the grant project and listed under Salaries and Wages category in the budget worksheet. Benefits may include Social Security, Medicare, Health Insurance, Pension Plan costs, etc. as applicable for the specific employee. Leave benefits (i.e. sick leave, vacation, etc.) that are consistent with the grantee's leave benefit policy may be charged to the grant in proportion to the percentage of time worked on the grant within the pay period.	Same documentation as Salaries and Wages. Payroll summary documentation showing wages and hours paid to the employee and associated fringe benefits. Any leave charged to the grant must reflect the calculation of time spent on the grant compared to the overall time worked. A statement certifying that leave charged to the grant is in proportion to the employee's time spent must be included as part of the supporting documentation. Back-up documentation is to be kept by the grantee for audit records.
Contractual	<p>Contractual costs include direct consultant and contractual services that are necessary and reasonable for project implementation and hired by the grantee to achieve the objectives of the project. This includes all costs incurred by any entity that is not the grantee directly, i.e. by Contractors. This budget category can include supplies, salaries, and all other expenses incurred by contractors hired by the grantee.</p> <p>Examples of contractual costs can include, but are not limited to:</p> <ul style="list-style-type: none"> • Arborists, landscape architects, urban forest management plan consultants, or other qualified professionals • GHG verification contractor, accountant, or bookkeeper • Nature-based education curriculum development <p>Procurement of contractual services should be documented to ensure selection on a competitive basis and documentation of cost analysis. Grantees</p>	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.

	<p>may contract for services that cannot be provided by staff employed by the Grantee. Generally, these services are for a short-term period and provide a specific and identifiable product or service. Grantees are responsible for ensuring their contractors/consultants comply with applicable federal regulations and requirements. Contractors must not affect the Grantee’s overall responsibility for the management of the project, and the Grantee must reserve sufficient rights and controls to enable it to fulfill its responsibilities for the project. Grantees must establish and follow a documented procurement policy which conforms to applicable federal law and reflects applicable state, local and Tribal laws and regulations. Federal regulations require all procurement transactions be conducted in a manner providing full and open competition and consistent with the procurement standards of 2 CFR 200.317 – 200.327.</p>	
<p>Travel & Per Diem</p>	<p>Travel costs include those that are incurred only by the grantee (not Contractors or partners) and associated with travel to and from project sites, meetings, etc. directly related to the grant project and considered reasonable and necessary for the completion of the project. Reimbursement rates shall be consistent with the grantee's written travel policy.</p> <ul style="list-style-type: none"> • Per Diem rates charged in the grant budget shall not exceed the Federal General Services Administration Per Diem Rate via Per Diem Rates GSA. • Mileage rates charged in grant budget shall not exceed the rates allowable by IRS via Standard Mileage Rates. 	<p>Receipts identifying travel costs (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.</p>

Supplies	<p>Supplies that are used in the direct support of the project and <i>purchased directly by the grantee (not a Contractor or Partner)</i>. Supplies exceeding \$500 per unit cost shall be documented to ensure procurement of supplies on a competitive basis and documentation of cost analysis.</p> <p>Supplies are items with an acquisition cost less than \$5,000 per unit that are used exclusively for the objectives of the project.</p> <p>Examples of Supplies include but are not limited to: Project signage, shovels, tree maintenance tools, etc.</p>	<p>Receipts or invoices 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>
Equipment	<p>Equipment consists of items exceeding \$5,000 or more per unit cost having a tangible useful life of more than one year. <i>Equipment purchases are not an allowable expense under this grant.</i> Items less than \$5,000 per unit cost should be included in the “Supplies” budget category. Costs associated with the use or lease of equipment should be included in the “Other” budget category.</p>	<p><i>Equipment purchases are not an allowable expense under this grant.</i></p>
Other	<p>Other costs include those that do not fit in any of the above budget categories. All Other costs must be directly related to the grant project. Examples include:</p> <ul style="list-style-type: none"> • Cost to lease vehicles and/or equipment • Usage of equipment owned by the grantee charged to the grant (at a rate set by the California Department of Transportation (CalTrans) "Labor Surcharge and Equipment Rental Rate Book". Rates assessed on equipment not addressed in the CalTrans guide must obtain CAL FIRE approval prior to equipment use. • Participation Support Costs, such as stipends paid to volunteers (those working on the project who 	<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 was leased, lease rate, and total cost. Usage of grantee equipment must be substantiated with an equipment usage log, equipment used, rate, and total rental cost.</p>

	<p>are not employed by the grantee) are allowable, although grantees are not able to include those estimated wages as matching funds if a stipend is paid. Volunteer rates can be found at: VITA Grant FAQs Category: Matching Funds Internal Revenue Service (irs.gov)</p> <p>Notes:</p> <ul style="list-style-type: none"> • <i>Food is not an eligible expense on CAL FIRE grants unless it is reflected as Per Diem.</i> • <i>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, with documentation provided. Charges for growing materials, labor, etc. may all be part of those wholesale costs.</i> • <i>Costs such as rent, utilities, phones, general office supplies, etc. that must be apportioned to the grant are considered Indirect Costs unless written justification is submitted and approved by CAL FIRE.</i> 	
Indirect Costs	<p>Indirect Costs are not to exceed 10% of the Modified Total Direct Cost (MTDC) unless the applicant provides proof of an approved federally Negotiated Indirect Cost Rate Agreement (NICRA) to CAL FIRE upon application submission.</p> <p>Indirect Costs differ from Administrative Costs. Indirect Costs are those 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</p>	<p>The indirect cost rate is calculated as a percentage of the MTDC. The MTDC includes all direct costs and the first \$25,000 of each sub-award minus any costs in the Equipment budget category. Indirect rates cannot be applied to costs in the Equipment budget category.</p> <p>Applicant that has an approved NICRA must apply the rate consistent with the basis of the approved rate. Applicant must provide a copy of their approved NICRA to be utilized for the duration of the grant award.</p>

	<p>the organization. Examples of Indirect Costs include:</p> <ul style="list-style-type: none"> • 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. <p>Functions included as direct versus Indirect Costs must be applied consistently for all activities within the grantee organization, regardless of fund source. Refer to Code of Federal Regulations 200.413 and 200.414 for more information to determine if costs are considered direct or indirect.</p>	
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Application Budget Worksheet Details

The application Budget Worksheet in the eCivis Grants Portal includes the following defined budget categories, and applicants are responsible for including individual line items within each budget category as needed according to their scope of work, deliverables, and project activities:

1. Salaries & Wages
2. Employee Benefits
3. Contractual
4. Travel & Per Diem
5. Supplies
6. Other
7. Indirect Costs

For each line item in the eCivis Grants Portal Budget Worksheet, the following information is required:

- **Description**
- **Unit:** if more than one, you can enter multiple units
- **Unit Cost:** per unit cost
 - **Note:** if Unit and Unit Cost is used, the Cost field will automatically be populated with the Unit number multiplied by the Unit Cost)
- **Extended Cost:** this is intended to represent the total item cost including requested funds and cost share if applicable, which could differ from the budgeted amount
- **Cost:** total amount budgeted for this item, represents the amount of grant funding requested for this item

- **Indirect Cost:** this field should be calculated as a percentage. You can check or uncheck this field in the eCivis Budget Worksheet to include it in your total indirect costs.

Note: *Indirect costs are not to exceed 10% of the Modified Total Direct Cost (MTDC) unless the applicant provides proof of an approved federally Negotiated Indirect Cost Rate Agreement (NICRA) to CAL FIRE during application submission. Administrative Costs cannot exceed 20% of direct costs.*

APPENDIX C – Required Application Forms & Documentation

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: a city council with a predetermined meeting schedule, 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.

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. Nondiscrimination Compliance Statement form (STD. 19)
3. Drug-Free Workplace Certification form (STD. 21)
4. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion, Lower Tier Covered Transactions (AD-1048)
5. CAL FIRE Environmental Checklist
6. Urban Forestry Grants Resolution

Required Documentation

1. Letters of Commitment from Project Partners(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.
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 per one of the tools listed above.
3. If applicable, proof of active registration via SAM.gov and a Unique Entity Identifier (UEI). Applicants do not need to be registered in SAM.gov at the time of application. Registration on SAM.gov will be required before prior to the execution of a grant agreement if awarded.
4. Proof of federally Negotiated Indirect Cost Rate Agreement (NICRA), if applicable.

Additional required documentation for Green Schoolyard Grant Type applicants:

1. Conceptual site plans that illustrate or define the proposed improvements.
2. 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.
3. A signed Memorandum of Understanding (MOU) from the nonprofit childcare facility or school, if the nonprofit childcare facility or school is not the applicant.
4. For childcare facilities, proof of active childcare license.
5. 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
6. California Air Resources Board Job Co-benefit Modeling Tool
7. CCI Quantification, Benefits, and Reporting Materials Page

SAM.gov Registration: All applicants must have an active registration on [SAM.gov](https://sam.gov) upon award and grant agreement execution, and applicants must maintain active registration throughout the life of the award. Registering on SAM.gov is required to receive funds from the federal government. Get free help at [SAM.gov](https://sam.gov) in the “Help” section and at the [Federal Service Desk \(FSD\)](https://sam.gov) where you will find SAM.gov user guides, quick start guides, helpful hints, videos, and frequently asked questions.

APPENDIX D – Grantee Progress Reporting

The required invoice, reporting forms, and spreadsheets will be distributed to the grantee once a grant agreement has been finalized. Invoicing and 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 approves a request or requires a different reporting standard. For each report, the grantee will be required to report:

Financial

- Grant funds expended for the reporting period and to date for the grant.
- Total funds expended for the reporting period and to date for the grant.

Tree Planting

- The number of trees planted in the reporting period and to date for the grant, and/or any other plants planted in the reporting period and to date for the grant.
- Minimum Data Collection Attributes Spreadsheet (MDCA) will be provided to grantee. MDCA tree data to be reported for each reporting period and the project to date includes:
 - Unique tree number identifier, tree funder, scientific name, street address, other location information, city or urban area, ownership type, latitude, and longitude (x/y coordinates), census tract, priority population (DAC/LIC) status, date planted, tree stock size, and the type of growing space.
- A description of all tree and plant maintenance activity completed during the reporting period.

Project Benefits

- The net GHG benefit (metric tons CO₂e) for the reporting period and the grant to date.
- Quantification (when possible) and description of co-benefits for the reporting period.
 - [Greenhouse Gas Reduction Benefits Calculator](#)
 - [CARB's Job Co-Benefit Modeling Tool](#)

Partnerships

- A description of the role of project partners during the reporting period and any challenges or successes derived from the partnerships.

Priority Populations

- A list of the disadvantaged and/or low-income census tracts worked within during the reporting period (per CARB Guidance).

Scope of Work & Deliverables

- A general description of activities, events, or milestones completed during the reporting period.
- Any planned events or milestones expected for the next reporting period.
- A description of any challenges faced and if the challenges were overcome.
- Planned events and future planned activities or milestones.

Grant Products

- Representative project photos and/or maps.
- Grant products produced (ex: educational materials, event fliers, meeting attendance sheets, reports, etc.)

APPENDIX E – CAL FIRE Urban and Community Forestry Program Staff

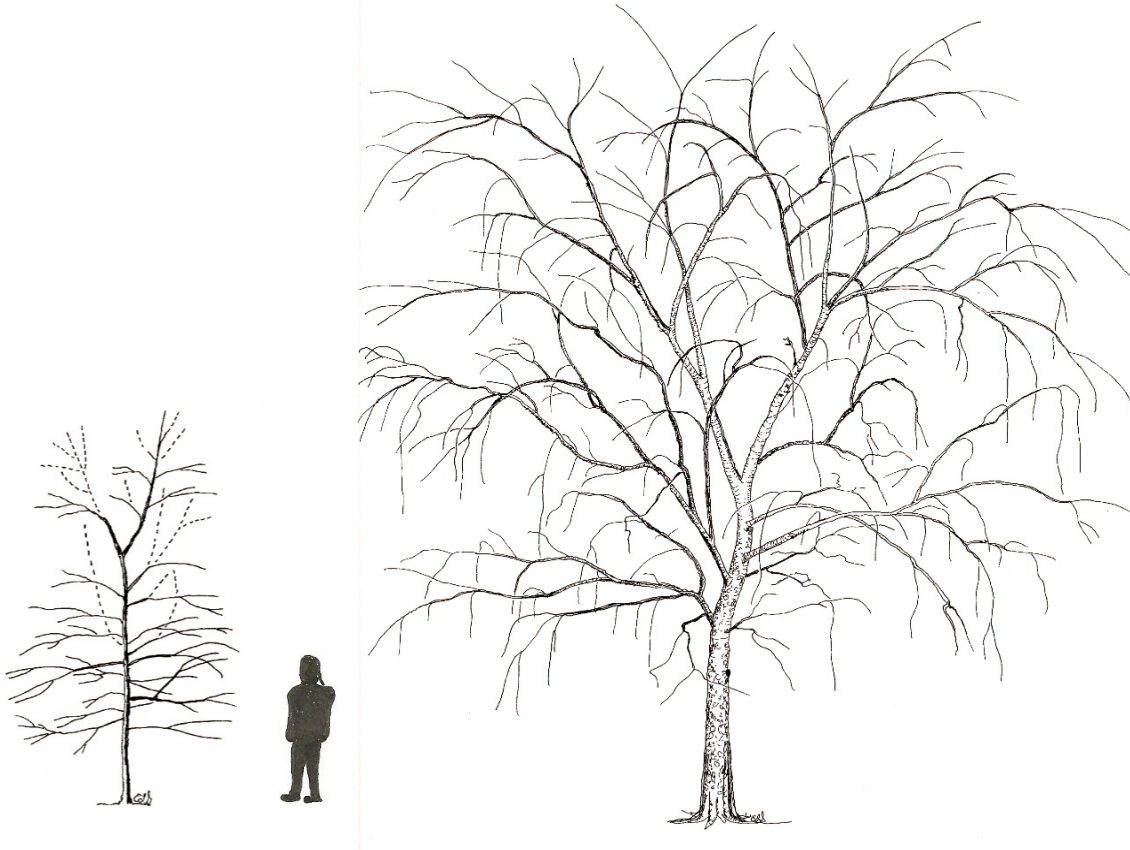
Regional Urban Foresters

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) 201-8942	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
Amanda Ma	Los Angeles	(619) 937-1410	Amanda.ma@fire.ca.gov
Darrik Carlson	Los Angeles, Ventura	(805) 393-3368	Darrik.carlson@fire.ca.gov
Marco DeAnda	Imperial, Orange, San Diego	(619) 937-1410	Marco.DeAnda@fire.ca.gov

Other 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 California	(916) 201-8942	Julia.Gowin@fire.ca.gov
Henry Herrera	Urban Forestry Supervisor, Southern California	(213) 200-7115	Henry.herrera@fire.ca.gov
Eileen Hollett-Stonum	Urban Forestry Education Specialist	(916) 584-5167	Eileen.Hollett@fire.ca.gov
Rachel O’Leary	Partnership & Equity Supervisor	(916) 838-0225	Rachel.oleary@fire.ca.gov
Emily Webb	Senior Partnership & Equity Coordinator	(916)-584-5554	Emily.webb@fire.ca.gov

APPENDIX F – CAL FIRE Standards, Specifications and Recommended Resources 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 International Society of Arboriculture, California ReLeaf, and the Urban Tree Foundation. Copyright © 2011 Brian Kempf and Ed Gilman

Nursery Tree Quality

I. 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.

II. 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 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

Figure 1.



tree is acceptable provided the central leader is re-established 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 lower trunk below the lowest main branch. These branches shall be no larger than 3/8 inch in diameter.

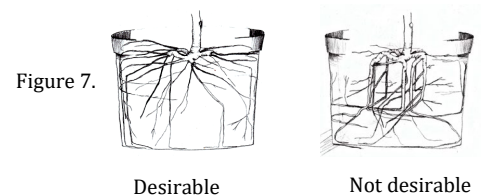
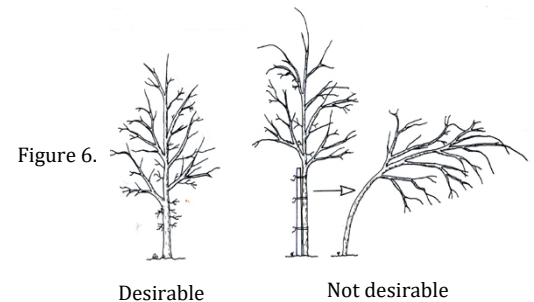
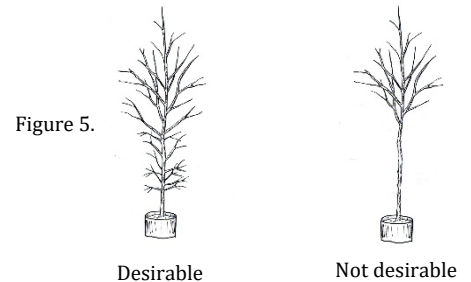
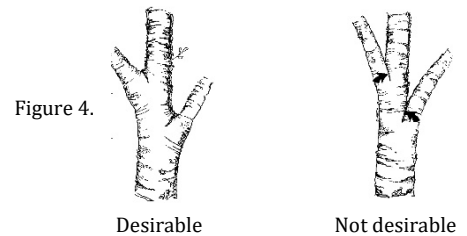
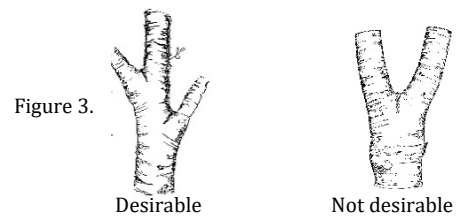
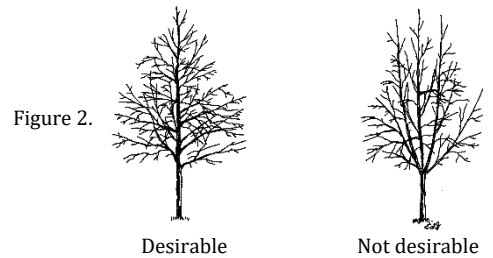
The trunk shall be free of wounds, sunburned areas, conks (fungal fruiting bodies), wood cracks, bleeding areas, signs of boring insects, cankers, or lesions. Properly made recent or closed pruning cuts are acceptable.

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 system shall move as one. The imprint of the liner or smaller container shall not be visible (Figure 7).

The root ball shall be moist throughout at the time of inspection and delivery. The roots shall 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.

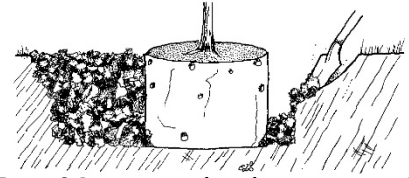


Figure 8. Loosening soil in a large area around the root ball allows for rapid root growth and quick establishment.

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.

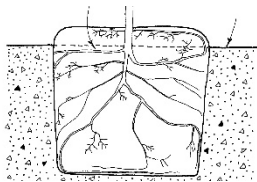


Figure 9. Remove soil and roots growing over the root collar (A) and place collar level with soil surface (B).

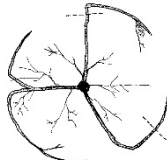


Figure 10. Cut roots at (A) to form new roots that grow away from the trunk. Do not cut roots at (B), since the root defects will regrow.

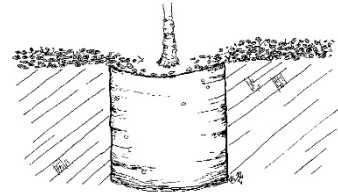


Figure 11. Mulch shall taper to a slightly thinner layer on top of the root-ball.

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. 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 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.

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.

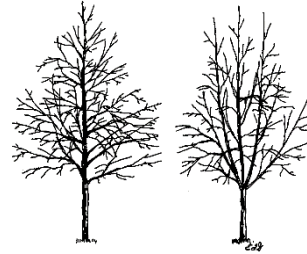


Figure 15. Good tree structure (left); poor structure (right).

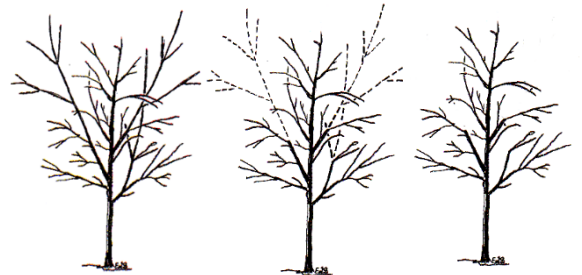


Figure 16. Shorten competing stems to improve structure.

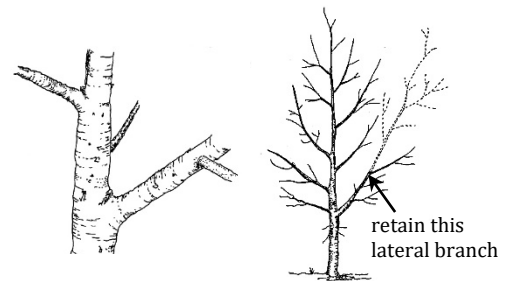


Figure 17. Only large branches need pruning (L). Small branches (S) do not need to be pruned.

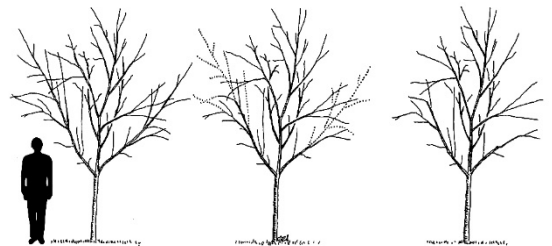


Figure 18. Shortening larger low branches concentrates growth in the leader and improves tree structure.

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 union of branch where it joins the trunk).

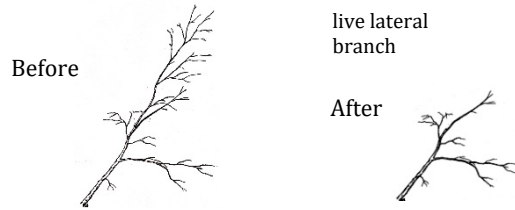


Figure 19. Reduce a stem back to a live lateral branch to slow its growth.

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 entirely (Figure 20).

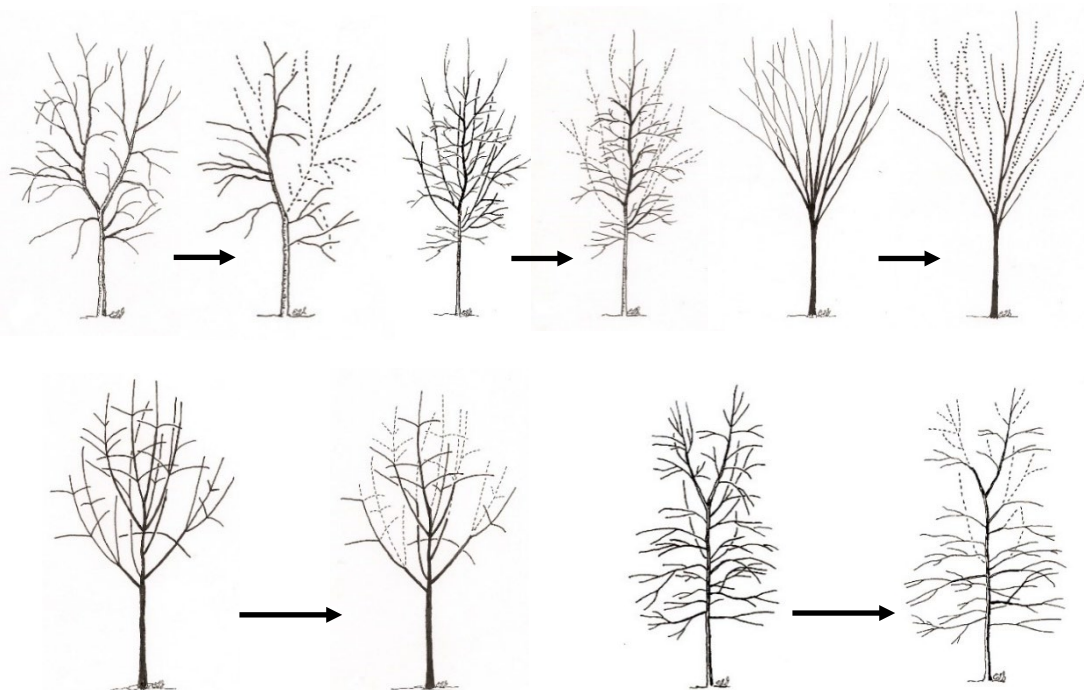


Figure 20. Before and after pruning at planting for

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.*

APPENDIX G – Required 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

Failure to meet the below requirements will result in the denial of reimbursement of grant funds unless specific written authorization to deviate from them has been provided by CAL FIRE.

- 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 – Explanation of Terms

TERM	EXPLANATION
Administrative Costs	<p>Administrative Costs directly related to the implementation of the project are eligible with justification and may not exceed 20% of total project costs.</p> <p>Examples of Administrative Costs include but are not limited to:</p> <ul style="list-style-type: none"> • Direct personnel and fringe, service contracts, and sub-awards for staff providing administrative support functions for the project. Subawards may include administration, accounting, and general administrative support to urban and community forestry staff. • Supplies such as printers and office supplies. <ul style="list-style-type: none"> ○ Note: these costs should be included in Indirect Costs unless they are ONLY for the IRA project activities. <p>Examples of Non-Administrative Costs include but are not limited to:</p> <ul style="list-style-type: none"> • Personnel and fringe, service contracts, and sub-grants associated with an urban forestry professional or community engagement specialist providing community outreach/engagement, technical assistance, or training to communities and local organizations for the purposes of the proposed program of work/project. • Personnel and fringe, service contracts, and sub-grants associated with managing an urban and community forestry program such as developing a risk management program, inventorying and writing management plans, and developing a tree ordinance. • Personnel and fringe, service contracts, and sub-grants for urban forest management activities such as assessing tree health and/or risk and pruning, planting, and removing trees. • Supplies (as defined in 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) such as trees, shovels, and pruning tools that help an organization carry out tree planting and related activities. • Supplies such as field tablets that help an organization with community engagement, training, and urban forest assessment associated with the proposed program of work/project. <ul style="list-style-type: none"> ○ Fleet or equipment rental critical to implementing the proposed program of work/project. ○ Travel costs associated with carrying out the proposed program of work/project. ○ Professional development/training for staff carrying out the proposed program of work/project.
Agreement	A legally binding agreement between the State and another entity.
Amendment	A formal modification 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 Attachment A and its required supporting attachments for grants pursuant to the enabling legislation and/or program.
Appropriation	A Legislative budget authorization from a specific fund to a specific agency or program to make expenditures or incur obligations for a specific purpose and period.
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. For the CAL FIRE Urban and Community Forestry IRA grant opportunity, match or cost share requirements are waived.
De Minimis Rate	Per 2 CFR 200.414 , if the applicant or grantee does not have a Negotiated Indirect Cost Rate (except for local governments and Tribal Nations claiming central service costs under 2 CFR § 200, Appendix VII D.1.b), applicants may choose to use a “de minimis” rate of 10% of modified total direct costs (MTDC) in project budgets and proposals which, if chosen, must be applied consistently.
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 10% without proof of grantee's federally Negotiated Indirect Cost Rate Agreement (NICRA).</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</p>

	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.”
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 federal funds cannot be used as a match for another federally-funded grant, including state grants through a federal 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. For this CAL FIRE Urban and Community Forestry IRA grant opportunity, match or cost share requirements are waived.
Minor Equipment	Equipment costing less than \$5,000 per unit and typically having a lifespan longer than the term of the grant. This equipment includes such items as digital cameras used to document project pre- and post-conditions, global positioning systems (GPS), etc. This type of equipment would be considered a supply and be budgeted in the Supplies budget category. Only equipment that qualifies as a supply will be applicable towards Indirect Costs calculations.
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.
Modified Total Direct Cost (MTDC)	Modified Total Direct Cost (MTDC) means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, 04.12.2023 11 tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward more than \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of Indirect Costs, and with the approval of the cognizant agency for indirect costs.

Modification	An agreement modification 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.
Negotiated Indirect Cost Rate Agreement (NICRA)	A NICRA is a formal written agreement between applicant or grantee and a federal agency describing how the organization will calculate indirect costs if they exceed the 10% requirement for this grant opportunity. The rate(s) established in a NICRA are typically effective for a two- to four-year period. If the applicant or grantee has a NICRA and submits a budget that includes Indirect Costs exceeding 10% of Modified Total Direct Cost (MTDC), proof must be submitted to CAL FIRE upon application submission.
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 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) and 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 .
Resolution	The purpose of a resolution by a Grantee’s governing body is to allow the entity to sign agreements and amendments for a specific project, i.e. it allows the designated entity, 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 or childcare facility for children ages 0-5. Must be licensed, registered nonprofit, receiving government funding to support the students served, and in operation at the time of application submission.
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 I – 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:

- [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 City USA](#): All cities engaging in Management Activities Grants should consider applying for Tree City USA status. It is a free municipal recognition program that has been in existence since 1976. A CAL FIRE Regional Urban Forester can assist you with this.
- [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](#)