



# 2024 California Inflation Reduction Act Grants Webinar

**Part 2: How to Submit an IRA Application via eCivis**

**BRAKE  
TIRE  
REPAIR**

# Housekeeping

- This webinar is being recorded.
- Q&A will be posted online next week
- Please use the Q&A tool to ask questions. Questions will be addressed in writing and/or out loud at the end of the webinar.
- Project specific questions will not be answered. Please reach out to your Regional Urban Forester directly.
- CAL FIRE will not provide guidance that would improve the competitiveness of projects
- Google: **CAL FIRE Urban and Community Forestry** to reach our website, sign up for our newsletter and grant updates, and identify your Regional Urban Forester.





# Today's Webinar Topics

- New resources available on CAL FIRE Website
- Starting your application
  - Creating an eCivis account demo
- Completing application questions
  - What are Goals, Objectives, and Deliverables?
  - Green House Gas (GHG) Calculations
- Completing a Budget Worksheet and Budget Narrative
  - Indirect Costs
  - Administrative vs. Program Costs
  - Budget Categories & Eligible Costs
  - Budget demo in eCivis
- Completing Application Goals in eCivis
- Q&A

# Starting your application

- Review the Grant Guidelines carefully
  - [Urban and Community Forestry Inflation Reduction Act Grant Guidelines](#)
- Choose the grant type that best suits your project goals
- Make sure you are an eligible applicant for the grant type you are applying for
- Go to **eCivis** to start your application
  - [eCivis Portal | Login](#)



A photograph of a residential street. On the left, there is a sidewalk leading to a house with red siding and white shutters. The street is lined with large, leafy green trees. In the distance, more houses and parked cars are visible.

# Navigating eCivis

- **eCivis:** Applicants use the “Portal Login”
  - You will have to login twice
- Create a profile
- Save your application as you go
  - Save anytime with "Save Draft" at the bottom of the page.
  - When you have completed all required items, please click "Mark Complete" button.
- Use outside external scroll down to access budget and goals
- eCivis demo

# Troubleshooting Common Issues

- **Clear Cache and Cookies**
  - While in your browser, press **Ctrl + Shift + Delete**
  - Be sure and close/quit the browser and restart it after clearing the cache and cookies.
  - [How to Clear the Cache and Cookies in Your Web Browser | Information Technology Services \(uiowa.edu\)](#)
- **Avoid second login Portal error issue**
  - Go to Settings
  - Allow all cookies in your browser
  - If using Safari, uncheck "Prevent cross-site tracking"
- **If you hit the back button, it will not save your work.**





# Application terms

- **Objectives vs. Goals**
  - **Goals:** outcomes you expect to achieve
  - **Objectives:** measurable steps needed to achieve goals
- **Deliverables:** Specific and/or measurable accomplishments this project will achieve when completed
- **Scope of Work:** Approach to be used, including who will be involved with specific tasks and justification for why the approach, methods, and implementation are the most effective way to accomplish the objectives.

# Greenhouse Gas Calculations

- 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](#) using iTree Planting
- Required for **Urban Forest Expansion and Improvement** and **Green Schoolyards** grant types, and **any project with a tree planting component**
- For technical assistance, reach out to CARB
  - [ggrfprogram@arb.ca.gov](mailto:ggrfprogram@arb.ca.gov)
- GHG Calculation video tutorial available on CAL FIRE website soon





# Budget Worksheet

- All applicants must submit budget worksheets and budget narratives **directly through the embedded table in eCivis**, not via spreadsheet or attachment
  - Only Green Schoolyard grant type applicants submitting a project proposal for more than one school campus will be prompted to upload an additional spreadsheet that includes individual campus budgets upon application submission
- Applicants are encouraged to consider **inflationary costs** during budget development
- Applicants need to itemize any **Administrative Costs vs. Program Costs**
- Make sure to "Save Draft" as you go. **If you hit the back button, it will not save your work.**



# Indirect Costs

- Open **Budget Settings**
- Choose either NICRA or De Minimis (10%)
  - **De Minimus:** The system will automatically calculate the percentage as 10%
  - **NICRA:** Be sure to include proof of your approved NICRA agreement with your application
- The **Indirect Cost** section of the budget is for CAL FIRE use only.
- Do not add your costs here



**Budget Summary**

\$0.00	Total Direct Costs	\$0.00	Match / Cost Share
\$0.00	Total Indirect Costs	\$0.00	Program Income
\$0.00	Total Amount (Direct + Indirect)		

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**Budget Settings**

Indirect Costs: De Mini  %

Match / Cost Share: Not App  % \$



9. Indirect Cost

	Ext Cost	Direct Cost	Ind Cost	Cost Share
<b>Indirect Cost Totals:</b>	\$0.00	\$0.00	\$0.00	\$0.00

  

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Indirect Cost	Item
To be used by CAL FIRE staff only. Not to exceed 12% of total direct costs.	In each rows Description, enter the unit of measurement and choose from only the following labels: Hours, Days, Each, Report, Contract, Miles, Daily, Acres	0.00	\$0.00	\$0.00	\$0.00		<input type="checkbox"/>	Direct

[Add Row](#)

# What are Administrative Costs?

- Administrative Costs will need to be entered as a separate, identifiable line items in your budget
- In most cases, all or most Administrative Costs will be covered under Indirect Costs.
- Administrative Costs must meet guidelines provided by CAL FIRE and be justified in the Budget Narrative
- Cannot exceed 20% of the **total direct costs**
- May include:
  - Staff salaries, wages and benefits for grant staff working **solely on administrative activities for this specific project**
  - Service contracts and sub-awards for administrative support **solely for this specific project**
  - Project specific supplies used **solely for grant admin for this specific project (invoicing, paying bills, etc.)**
    - Printers, computers, tablets, and office supplies.



# What are Program Costs?

- Costs associated with managing an urban and community forestry program and project implementation
- Personnel and fringe, service contracts, and sub-grants for urban forest management activities
- Supplies
  - Such as trees, shovels, and pruning tools that help an organization carry out tree planting and related activities.
  - Such as field tablets that help an organization with community engagement, training, and urban forest assessment associated with the proposed program of work/project.
- Travel & Per diem
- Other





# Budget Categories

- **Salaries and Wages:**

- Employees employed only by the grantee (not Contractors or partners) who are directly engaged in the implementation of the grant project.
- A payroll summary of all employees' time spent on the project must be provided.

- **Benefits:**

- Associated with employees employed only by the grantee (not Contractors or partners) who are directly engaged in the execution of the grant project and listed under Salaries and Wages category in the budget worksheet.
- May include Social Security, Medicare, Health Insurance, Pension Plan costs, etc.
- Same documentation as Salaries and Wages

- **Contractual:**

- Includes direct consultant and contractual services that are necessary and reasonable for project implementation.
- Hired by the grantee
- May include supplies, salaries, Arborists, landscape architects, urban forest management plan consultants, GHG verification contractor, accountant, or bookkeeper, or nature-based education curriculum development.
- Required documentation: Invoices from Consultant/Contractor identifying expenditure, services performed and period of services.



# Budget Categories

- **Travel and Per Diem**

- Only for costs incurred by the grantee
- Only for travel directly related to the project
- Reimbursement rates must be consistent with grantee's written travel policy
- Per diem rates not to exceed Federal GSA rates
- Mileage rates not to exceed IRS Standard Mileage Rates
- Required documentation: Receipts for lodging, rental cars, etc
- Mileage must be documented in travel logs
- Per diem must be documented in travel claims

- **Supplies**

- Items with acquisition cost less than \$5,000 per unit
- Must be purchased directly by grantee and used exclusively for the project
- Supplies exceeding \$500 per unit cost must be documented



# Budget Categories

- **Other**

- Anything that doesn't fit into the above categories
- May include vehicle and equipment lease, subawards, use of equipment owned by grantee, or participation support costs
- Required documentation includes invoices and receipts identifying items and costs
- Food is not an eligible expense except for Per Diem costs
- For grantees growing tree stock, retail rates for trees may not be charged. Wholesale costs may be charged, including growing materials, labor, etc. Documentation is required.

- **Indirect Costs**

- Indirect Costs are not to exceed 10%, unless the applicant provides proof of an approved federally Negotiated Indirect Cost Rate Agreement (NICRA) to CAL FIRE upon application submission.
- Indirect Costs may differ from Administrative Costs.
- General costs associated with doing business that are incurred to benefit two or more functions within the grantee organization.
- May include salaries and benefits of employees not directly assigned to a project, personnel, accounting, budgeting, audits, business services, information technology, janitorial, and salaries of supervisors and managers, rent, utilities, supplies, etc
- **Note:** You will need to place a check mark in the Indirect box for each budget category.

# Budget Narrative

- Explain and justify all budget items/costs in the Budget Worksheet
- Make a clear connection between costs and the proposed activities and deliverables
- Make sure all budget items in the worksheet are discussed in the narrative
- Narrative should include:
  - Justification and detailed descriptions of expenses/purchases and their use/application/need
  - Tasks/roles/responsibilities of each staff member and contractor
  - Activities to be completed for each item
  - Explanation and justification of any **administrative costs**





# Disqualification of Project Proposals

- Incomplete applications, including required documentation
- Project descriptions that do not include project location, staff conducting the work, project completion date, and list of expected deliverables
- Proposals that include activities outside of the grant duration



# Technical Assistance

## Webinars

- April 4<sup>th</sup>: 9-10am and 6-7pm
- Webinar recording and participant Q&A available: [Urban and Community Forestry Grants | CAL FIRE](#)
- April 18<sup>th</sup>: 9 - 10am and 6 - 7pm

## Office Hours

- Every Wednesday, 2:00 - 3:00pm
- April 10<sup>th</sup> – May 8<sup>th</sup>
- Join [here](#)  
Meeting ID: 287 425 873 623  
Passcode: fBnBCq





# Key Dates

Grant Guidelines Released:

**March 7, 2024**

Application Portal Opened:

**April 5, 2024**

Applications Due:

**May 30, 2024 5:00 pm PDT**

Grant awards and project work expected to begin **Summer – Fall 2024**

All project work fully completed by:

**March 31, 2028**

Final project reports due by:

**April 30, 2028**



# Questions?

## Thank you!

CAL FIRE Urban and  
Community Forestry  
Program

