

Prop 4 California Climate Bond

Department of Forestry and Fire Protection

Forest Health Program

Grant Guidelines

FY 2025-2026



Concept Proposals Due: 3:00 PM PDT, March 30, 2026

Full Invited Proposals Due: 3:00 PM PDT, June 8, 2026

TABLE OF CONTENTS

FOREST HEALTH PROGRAM OVERVIEW	1
FUNDING AVAILABILITY – FISCAL YEAR 2025/2026	2
PROJECT ELIGIBILITY AND REQUIREMENTS	2
Eligible Activities	2
Ineligible Activities	5
Eligible Organizations.....	5
Climate Benefits	6
Project Scale	7
Funding Limits	7
Project Readiness	7
Equal Opportunity	8
APPLICATION, REVIEW, AND SCORING	9
Application Components and Process Overview.....	9
GENERAL GRANT CONDITIONS AND PROJECT ADMINISTRATION.....	28
Project Performance Period.....	28
Project Reporting	28
Changes to an Approved Project and Amendments.....	30
Project Termination.....	30
Accounting Requirements	31
Loss of Funding	31
Eligible Costs	32

Indirect Rate Determination	38
Ineligible Costs	40
Payment of Grant Funds	41
Advances.....	42
Prevailing Wage Requirements	43
State Conflict of Interest Laws	43
Private Benefit Prohibited	44
State Audit.....	45
 APPENDIX A- EXPLANATION OF TERMS.....	 47
 APPENDIX B- BUDGET DEVELOPMENT GUIDANCE.....	 52
 APPENDIX C- SPATIAL DATA	 63
 APPENDIX D- ENVIRONMENTAL COMPLIANCE.....	 69
 APPENDIX E- SAMPLE INVOICE.....	 76
 APPENDIX F- SAMPLE RESOLUTION	 77
 APPENDIX G- EXAMPLE MONITORING LANDOWNER ACCESS AGREEMENT	 78

FOREST HEALTH PROGRAM OVERVIEW

The Forest Health Program addresses the risk to California's forests from disturbance events including catastrophic wildfires, drought, and pest mortality. These events are the result of climate change, past land management practices, and an increasing number of people living in the wildland and urban interface.

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

- Restore forest health and disaster resilience to California's forests.
- Protect upper watersheds where California's water supply originates.
- Promote long-term storage of carbon in forest trees and soils through reforestation and reduction of forest overcrowding and pests.
- Minimize the loss of forest carbon from severe disturbance events by reducing forest density and lowering and redistributing forest fuel loads.
- Further the goals of the [California Forest Carbon Plan](#), [California's Natural and Working Lands Climate Smart Strategy](#), [California's Wildfire & Forest Resilience Action Plan](#), [California's Strategic Plan for Expanding the Use of Beneficial Fire](#), and [AB 32 Climate Change Scoping Plan](#).

CAL FIRE seeks to significantly increase fuels management, fire reintroduction, and reforestation of forests degraded by overcrowding, drought, pest infestation, and catastrophic fire. All Forest Health projects must demonstrate climate benefits through avoided future wildfire and fossil fuel use and/or through reforestation or increased growth and yield of remaining vegetation, with treatment activities contributing to these outcomes.

FUNDING AVAILABILITY – FISCAL YEAR 2025/2026

Up to \$65 million in Proposition 4 (2024) Wildfire and Forest Resilience funds is available to support landscape-scale Forest Health projects that meet the bond’s goals for restoring forests, reducing wildfire risk, and enhancing watershed and climate resilience. Additional funds are available from the Greenhouse Gas Reduction Fund and will be allocated through a parallel solicitation. Applicants interested in being considered for both funding sources must submit an application for each solicitation.

Grant Type	Funding Available Amount	Grant End Date
Forest Health (Prop 4)	Up to \$65 million	1/31/2031

PROJECT ELIGIBILITY AND REQUIREMENTS

Eligible Activities

Forest Health projects must advance long-term forest and watershed resilience by applying a balanced and integrated suite of treatments across large landscapes. Eligible activities include, but are not limited to, improved forest management, fuels reduction, prescribed fire, cultural fire, prescribed grazing, pest management, reforestation, biomass utilization, forest watershed restoration, upper watershed, riparian, and mountain meadow restoration, and activities that promote long-term carbon storage and sequestration. Projects that strategically integrate multiple activity types and are implemented through experienced, multi-partner collaborations may receive priority consideration

Planning and organizational capacity-building may be included as components of a project, but expenses for such activities may not exceed 10% of the total requested funds. Capacity-building refers to strengthening or improving an organization’s long-term ability to deliver forest health projects and implement forest health work.

All revenues collected as a result of activities funded in whole or in part by the Forest Health Program must be tracked and reinvested into the project to further grant objectives (see “Program Income” in [Appendix A - Explanation of Terms](#)).

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

- **Forest Fuels Reduction** – means activities to treat trees and brush with the goal of reducing fire hazards, improving tree growth, stabilizing carbon in retained trees, and increasing forest resilience. Activities can be manual or mechanical, including prescribed burning, cultural burning, and prescribed grazing, and must be designed to change stand structure to concentrate carbon in widely spaced and larger trees resilient to wildfire, drought, and pest outbreaks, and reduce the likelihood of wildfire transitioning from the forest floor into the forest canopy.

Eligible activities may include manual or mechanical thinning of understory trees and brush to reduce fire hazards, enhance tree vigor, stabilize carbon in retained trees, and increase resilience to wildfire, drought, and pests. Treatments must modify stand structure to concentrate carbon in well-spaced, larger trees and reduce ladder fuels.

Creation, maintenance, or improvement of strategically placed fuel breaks (areas where flammable vegetation is modified to slow fire spread and provide defensible space for protecting structures, natural resources, and firefighting operations) is also eligible. Fuel break treatments should have a primary focus on protecting natural resources.

Right-of-way clearance along fire roads, county roads, or highways to improve safe ingress and egress (including removal of dead or drought- or insect-killed trees) is eligible only when it directly supports other eligible project activities and is not funded as a stand-alone treatment. This work is intended to enhance access rather than stop a fire at the treatment location.

Commercial harvesting is eligible when the primary focus is promoting forest health. Post-wildfire fuels reduction, including removal of dead or dying trees paired with reforestation, is also eligible.

- **Prescribed Fire** – means the planned application and confinement of fire to wild land fuels on lands selected in advance of that application to achieve any of the following objectives: Prevention of high-intensity wild land fires through reduction of the volume and continuity of wild land fuels; Watershed management; Range improvement; Vegetation management; Forest improvement; Wildlife habitat improvement; Air quality maintenance, consistent with Public Resources Code section 4464(e).

Eligible activities should include the reintroduction of fire to fire-adapted ecosystems to reduce fuel loads, create heterogenous vegetation patterns, and enhance ecosystem processes such as water retention and natural pest control. Cultural burning practices are eligible. Prescribed burns may be implemented by public or private burn crews.

- **Pest Management** – means activities that address pest control and related forest health improvement, while reducing pest-related mortality, improving tree growth, stabilizing.

Eligible activities include removal of diseased, infested, or vulnerable trees and reduction of conditions that facilitate pest spread. Treatments should promote stand structures that store more carbon in widely spaced, resilient trees. Commercial harvesting is eligible when it removes dead or declining trees to improve stand health and supports co-benefits such as wildlife habitat and climate adaptation.

- **Reforestation/Restoration** –Reforestation means the planting of trees to establish a diverse, native forest with site-appropriate trees, which will result in stable carbon sequestration and storage, improved watershed and habitat functions, forest resilience, and prevent the conversion of previously forested land to shrub fields that suppress future reforestation. Reforestation includes all activities required to accomplish reforestation, including the preparation of sites for planting and the collection or purchase of cones and seeds.

Eligible activities should establish a diverse, native forest that promotes stable carbon sequestration and storage; improves watershed and habitat functions; enhances forest resilience; prevents the conversion of previously forested lands to shrub fields that inhibit future reforestation; and supports the re-establishment of historic oak woodlands. Species selection must be appropriate for the site and may be used to address climate adaptation. Climate-appropriate seed lots may be identified using the [U.S. Forest Service’s Seedlot Selection Tool](#) as well as the [Climate-Adapted Seed Tool \(CAST\)](#).

Reforestation of recently burned areas—including planning, site preparation, and planting—is eligible. Fire suppression repair costs are not eligible. The program does not fund afforestation (establishing forest on historically non-forested land).

Restoration refers to activities designed to rehabilitate, enhance, or maintain the structure, function, and resilience of ecosystems, including forest and watershed health, upper watersheds, riparian areas, and mountain meadows. Eligible restoration activities aim to improve soil and water function, restore native vegetation and wildlife habitat, re-establish natural hydrologic and fire regimes, and increase ecosystem resilience to wildfire, drought, pests, and climate change. Examples include forest watershed restoration, riparian forest restoration, mountain meadow restoration to enhance hydrology and native plant communities, and integrated projects that combine multiple landscape elements to improve ecological function and resilience, excluding in-stream restoration activities.

- **Biomass Utilization** – means activities that utilize woody biomass for wood products such as post and pole, firewood, dimensional lumber, plywood, or other products that

allow for continued carbon storage; generate energy through combustion or gasification, which displaces carbon-intensive fossil fuel-based energy; or utilize woody biomass to help develop markets for beneficial uses of the material.

Eligible activities focus on using woody biomass to support forest health and climate benefits. Projects may produce wood products that store carbon (e.g., dimensional lumber, post and pole, veneer, cross-laminated timber, or artistic/cultural products), generate renewable energy that displaces fossil-fuel use, or develop and expand markets for beneficial uses of biomass (e.g., mulch, animal bedding, oriented strandboard, pulp, or biochar). Transportation of woody biomass is eligible, but costs must not exceed 10% of the total requested grant funds.

- **Tribal Land Management** – Eligible activities include land stewardship activities carried out by federally recognized Native American tribes, non-federally recognized California Native American tribes, tribal organizations, or cultural fire practitioners to achieve cultural goals or objectives, including for subsistence, ceremonial activities, biodiversity, or other benefits. This includes cultural burning, planting, pruning, harvesting, gathering, and other tending activities. Tribal Land Management treatments are identified by tribal grantees.

Ineligible Activities

The Forest Health Program does **not** fund:

- Business or workforce development
- Research
- Infrastructure construction unrelated to project implementation

Applicants seeking support for these activities are encouraged to consult CAL FIRE's [Wood Products & Bioenergy](#) and [Forest Health Research](#) program webpages for information.

Eligible Organizations

CAL FIRE will enter into grant agreements with local, state, and federal public agencies; Native American tribes; public universities or universities organized as 501(c)(3) non-profits; special districts; and 501(c)(3) non-profit organizations.

Native American tribe applicants are also encouraged to apply for Tribal Wildfire Resilience grants with [CAL FIRE's Tribal Wildfire Resilience program](#).

Limited Waivers of Sovereign Immunity for Native American Tribes

CAL FIRE is accountable for the responsible use of state funds. Federally recognized tribes are sovereign nations with special legal status. In order to provide accountability for this grant funding and to ensure the grant agreements may be enforced in case of default, CAL FIRE may require limited waivers of sovereign immunity when the primary grantee (who signs the grant agreement contract) is a federally recognized tribe. This will be determined on a case-by-case basis and is dependent on the type and scope of the project. If required, the grant agreement will include these important terms and conditions.

CAL FIRE will avoid seeking a limited waiver of sovereign immunity when possible and will strive to notify applicants early in the grant application review process if it is anticipated a limited waiver of sovereign immunity will be necessary. CAL FIRE is committed to working collaboratively with California Native American tribes on tailoring limited waiver of sovereign immunity terms to support tribal priorities while also meeting the state's legal obligations.

CAL FIRE will conduct a risk analysis of all projects that may involve limited waivers of sovereign immunity. In general, CAL FIRE may require limited waivers of sovereign immunity when the grantee is a federally recognized tribe, and the project includes any of the following elements:

- Advance funds
- High-risk implementation projects, which may include fuels reduction, prescribed burning, cultural burning, ceremonial or other use of fire
- Organizations without demonstrated reliability in sound financial management

For questions regarding sovereign immunity, please reach out to program by emailing ForestHealth@fire.ca.gov, who may refer you to discuss specifics with the CAL FIRE Legal office.

Climate Benefits

Projects funded through the Wildfire and Forest Resilience allocation of Proposition 4 must demonstrate whether they will reduce or remove greenhouse gas (GHG) emissions; protect people or nature from climate impacts; be designed to be resilient to climate impacts, and/or support [California's Nature-Based Solutions Climate Targets](#).

Applicants are not required to calculate the GHG benefits of proposed projects; however, they are required to provide sufficient documentation to allow CAL FIRE staff to complete a quantitative estimate of the net GHG benefit of the project in terms of metric tonnes of carbon dioxide equivalent (CO₂e). Calculations will be completed using the most current version of the [Forest Health Quantification Methodology \(QM\) and Calculator Tool](#). GHG benefit per Forest Health Program funds requested will ultimately be recorded as MTCO₂e/\$. Applications that do not include the required documentation may be disqualified.

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

Project Scale

Priority will be given to projects that focus on large, landscape-scale forestlands composed of one or more landowners, which may cover multiple jurisdictions. Large landscapes will usually include watersheds, fireheds, fire management zones/potential operational delineations (PODs), or larger logical management units. Priority will be given to projects that are no less than 800 acres in size; landscape units do not have to be contiguous.

Funding Limits

Priority will be given to projects that request more than \$1 million but less than \$8 million.

Project Readiness

All grant-related activities for eligible projects must be completed no later than January 31, 2031. Applicants are encouraged to complete projects as early as practicable, although this date is recommended as the project end date.

Preference will be given to projects that have documented environmental compliance such as the California Environmental Quality Act (CEQA) or the National Environmental Policy Act (NEPA) documents completed before the project application is submitted (See [Appendix D](#)). Applicants must agree to complete all needed environmental compliance work *within one year of award* and must demonstrate progress toward completing the work *within six months of award*. CAL FIRE will begin to review all awarded projects within 12 months of the grant award and may reallocate awarded funds to a different grantee if

environmental compliance is not complete or reasonable progress has not been demonstrated.

Equal Opportunity

CAL FIRE Forest Health Program is committed to supporting disadvantaged and vulnerable communities. This commitment furthers the mission of CAL FIRE to serve and safeguard the people of California, and in accordance with Proposition 4 (SB 867), where at least 40% of Climate Bond funds made available under this program must support projects that provide “meaningful and direct benefits” to disadvantaged communities, severely disadvantaged communities, or vulnerable populations.

APPLICATION, REVIEW, AND SCORING

Applications for the Forest Health grant program will consist of two stages. Applicants must submit a concept proposal. After a review period, selected applicants will be invited to submit a full proposal, which will be followed by a second review and selection period. A list of all applications will be posted to the [Forest Health Program website](#) at least ten days before final award announcement. Final selections will be announced via email to selected applicants and will be posted to the [Forest Health Program website](#). Please follow the instructions for each step of the process as detailed below.

Application Components and Process Overview

Applications are submitted via CAL FIRE's current online grants management system. Applicants may start by clicking the "Apply" button in the online Forest Health Program Solicitation.

[FY 2025-2026 Forest Health Program Solicitation and Application](#)

There are five general steps to the application process, as outlined here and described in more detail below.

1. eCivis Grants Portal Profile Creation (Applicant)
2. Concept Proposal Submission (Applicant)
 - a. Applicant and project information entry
 - b. Required document uploads
3. Concept Proposal Review, Issuance of Invitations for Full Applications, and Announcement of Invitations (CAL FIRE)
4. Full Proposal Submission (Applicant)
 - a. Applicant and project information entry
 - b. Required document uploads (see below for details)
 - c. Budget
5. Full Proposal Review, Evaluation, and Award (CAL FIRE)

Step 1: eCivis Grants Portal Profile Creation (Applicant)

Applicants will use the Grants Portal platform to submit their applications. Please refer to the [Grants Portal Application Submittal User Guide](#). If you do not currently have an account for CAL FIRE's Grants Portal, the guide will walk the applicant through creating an account and profile, as well as submitting all required information and documents.

Applicants can save partially complete applications and return to them at a later time, if desired.

Note: It is recommended that applicants clear their browser cache prior to starting the concept proposal application. For more troubleshooting FAQ's please reference the [Applicant Troubleshooting Guide](#).

Step 2: Concept Proposal Submission (Applicant)

The following information will be required during the Concept Proposal submission process:

Applicants begin by submitting a concept proposal on the form provided by CAL FIRE, which will provide a high-level description of the proposed project, anticipated outcomes, benefits, and organizational readiness. Concept proposals are evaluated for eligibility, feasibility, strategic fit, and compatibility with the Forest Health program's goals. Only the most competitive proposals will advance to the next stage.

Concept proposals should contain the following information:

Applicant Information and Eligibility

Applicants shall provide the following:

- Name of the applicant organization.
- Preferred email address, mailing address, or other preferred contact information.
- A statement confirming the applicant's eligibility.

Project Summary

Applicants shall provide a concise summary of the proposed project that includes:

- Project title.
- Project type.
- Project location, including county, watershed, and general project area.
- Identification of land ownership involved (e.g., public, private, tribal, federal).
- Brief description of the project purpose and demonstrated need.
- Explanation of the project's eligibility.

Project Activities and Methods

Applicants shall describe, at a high level, the activities and methods that will be used to implement the project, including:

- Primary treatment objectives (e.g., fuel reduction, prescribed fire, reforestation, pest management, biomass utilization, tribal land management).

- High-level description of proposed treatments or methodologies (e.g., mechanical thinning, broadcast burning, tree planting).
- Treatment types and estimated acreages, where applicable.

Expected Benefits to Forest Health, Climate, and Communities

Applicants shall describe the anticipated outcomes and benefits of the proposed project, including:

- How the project will improve forest health and ecosystem resilience, including wildfire risk reduction, enhancement of native species, watershed protection, or post-fire recovery.
- Anticipated climate benefits, such as increased carbon storage, reduced wildfire-related emissions, or avoided greenhouse gas emissions.
- Whether the project is anticipated to serve or provide meaningful and direct benefits to a Vulnerable Population, a Disadvantaged Community, or a Severely Disadvantaged Community, with a brief explanation.
- Any additional environmental, social, or community co-benefits expected to result from the project.

Project Readiness and Duration

Applicants shall provide information demonstrating the project's readiness and anticipated duration, including:

- Status of environmental compliance (CEQA/NEPA), if applicable.
- Status of landowner agreements or permissions (secured or in progress).
- Expected project duration and a high-level timeline of major milestones.
- Identification of any major constraints or risks that may affect project implementation.

Project Team and Partnerships

Applicants shall briefly describe the team responsible for implementing the project, including:

- Description of the lead organization and its role.
- Identification of key partners or contractors, if known.
- Summary of organizational capacity or experience with forest health projects or grant administration.

Preliminary Budget Overview and Funding Request

Applicants shall provide a high-level overview of project costs and funding sources, including:

- Total amount of funding requested
- ted through this grant.

- Broad cost categories (e.g., planning, implementation, staffing, equipment, permitting).
- Indication of whether the project includes matching funds. If yes, identify the funding source(s) and estimated amount.
- Acknowledgement that a detailed line-item budget will be required if the applicant is invited to submit a full application.

Concept proposals must be submitted using CAL FIRE's current online grants management system by the deadline of **3 p.m. PST on March 30, 2026**.

A list of all Concept Proposals received will be posted on the Forest Health grants webpage within two weeks of concept proposal submission deadline.

Step 3: Concept Proposal Review and Selection (CAL FIRE)

Concept Proposal Review

Eligible concept proposals will be reviewed and scored by CAL FIRE staff and a CNRA inter-agency review panel based on the Forest Health Concept Proposal Scoring Criteria, for a total possible score of 100 points.

- *Project Description, Activities, and Expected Benefits (40 points)*

To score highly in this section, the concept proposal should clearly explain what the project will accomplish, where it will occur, and why it is needed, while demonstrating that the proposed methodology is effective and aligned with Climate Bond objectives.

Strong proposals include:

- A concise project summary that identifies the project area, land ownership, and primary objectives.
- A clear description of planned treatments, activities, methodologies, and estimated acreage or treatment areas.
- A clear explanation of why the project is needed, including existing conditions, risks, or challenges the project is intended to address.
- Expected benefits to forest health and ecosystem resilience, such as wildfire risk reduction, enhancement of native species, watershed protection, or post-fire recovery.
- Anticipated climate benefits, such as increased carbon sequestration, reduced greenhouse gas emissions, or avoided emissions from wildfire.
- Identification of any additional environmental, ecological, or social co-benefits resulting from the proposed approach.

- Organizational Capacity, Partnerships, and Project Readiness (30 points)

High-scoring concept proposals demonstrate that the applicant and partners have the experience, capacity, and preparedness to successfully implement the project upon receipt of funding.

Strong proposals include:

- A description of the lead organization's relevant experience and capacity, and the roles of any partners, collaborators, or contractors.
- Evidence that the project is feasible and appropriately coordinated, including existing or planned partnerships.
- Status of landowner agreements, permissions, or access needed to implement the project.
- Status of environmental compliance (CEQA/NEPA), including whether compliance is complete, underway, or planned.
- Identification of potential risks or constraints and proposed strategies to address them.
- A high-level timeline showing major milestones and the ability to initiate work promptly if funded.

- Strategic Alignment and Program Fit (20 points)

Strong concept proposals clearly demonstrate alignment with Forest Health Program priorities and broader state climate objectives, while providing meaningful and direct benefits to priority populations, as applicable.

High-scoring proposals include:

- Explanation of how the project contributes to forest resilience, ecosystem health, and climate mitigation at a landscape or regional scale.
- Description of how the project complements or advances regional, tribal, conservation, or other state and federal initiatives.
- Clear identification of any Vulnerable Population, Disadvantaged Community, or Severely Disadvantaged Community served by the project, as applicable.
- Description of how project benefits are direct, tangible, and meaningful to those communities (e.g., reduced wildfire risk, improved safety, environmental improvements, or community resilience outcomes).
- Justification for why public funding is appropriate and why the project represents a strategic public investment.

- *Preliminary Budget and Cost-Effectiveness (10 points)*

To score well in this section, proposals must demonstrate that estimated costs are reasonable, proportional to the project scope, and that the applicant has considered leveraging other resources where feasible.

Strong proposals include:

- A high-level summary of anticipated project costs by major category (e.g., planning, implementation, staffing, equipment, permitting).
- Evidence that the proposed budget is realistic and aligned with the scale, complexity, and methodology of the project.
- Identification of leveraged funding, in-kind contributions, or partner resources, if applicable.
- Demonstration that the project is cost-effective and likely to achieve meaningful outcomes relative to the requested funding.

Program Review

Applicants who submit the most competitive concept proposals will be invited to submit a full application.

Selection

Applicants will be notified by email if they have or have not been invited to submit a full application prior to the application window opening on April 27, 2026. Upon receipt of the invitation, applicants can begin the full application process by logging into their current CAL FIRE online grant management system account and selecting the relevant application.

Step 4: Full Proposal Submission (Applicant)

Applicants invited to submit a full proposal will use the current CAL FIRE online grants management system to submit their applications. Please use the same account and login info used to submit your concept proposals. Refer to the [Grants Portal Application Submittal User Guide](#) for more details.

Note: It is recommended that applicants clear their browser cache prior to starting the full proposal. For more troubleshooting FAQ's please reference the [Applicant Troubleshooting Guide](#).

Applicants whose concept proposals are selected will be invited to submit a full application. In accordance with regulation, invited applicants shall submit a full application and proposal that includes, at a minimum, detailed project information such as a project description and funding request; a narrative summarizing the applicant's goals, proposed approach, and rationale; a scope of work, methods, anticipated

outcomes and deliverables; community engagement and benefit considerations; project timeline; budget and funding sources; project team qualifications; applicable permit and compliance requirements; and supporting materials as required. Full applications will be evaluated using the Full Application Evaluation Scoring Criteria described in Step 5.

Below is a list of files that must be uploaded as part of your full application, along with links to templates as applicable. Please refer to the full application for required file formats and size limitations for each file type.

- [Payee Data Record \(Std. 204\)](#) *A W-9 may be substituted for tribal and governmental agencies*
- Governing Resolution (May be required for non-profits and Local Agencies – see [Appendix F](#) for sample resolution)
- Articles of Incorporation (Required for Non-Profits)
- UC/CSU Model Agreement Template (Required for UC/CSU and associated auxiliary entities)
- Project Background
- Scope of Work
- Project Map
- Forest Health Project Workbook
- Spatial Data Shapefiles
- Project Budget Narrative
- Greenhouse Gas (GHG) Intake Form
- Project Partner Letters of Commitment
- Letters of Support
- Statement of Qualifications (SOQ)
- Environmental Compliance Summary
- Existing Environmental Compliance Documents
- Justification and supporting documentation for indirect rates exceeding 12%

All required materials must be submitted through CAL FIRE's current online grant management system. Hard copies or electronic copies submitted through an alternate method will not be accepted.

Submit the Full Application ONLY AFTER the Budget sections are complete

Full applications to the Forest Health Program must be submitted by the deadline of **3 p.m. PDT on June 8, 2026.**

Step 5: Full Proposal Review, Selection, and Award (CAL FIRE)

Eligibility Review

CAL FIRE may consider an application inadequate and, therefore, disqualified from the selection process for the following reasons:

- not being an eligible applicant
- not having an eligible project
- not complying with the requirements in Step 4: Full Proposal Submission.

Full Proposal Evaluation

Eligible applications will be reviewed and scored by CAL FIRE staff and a California Natural Resources Agency (CNRA) inter-agency review panel based on the Forest Health Full Proposal Scoring Criteria, for a total possible score of 100 points.

As a program funded by Prop 4 – the California Climate Bond, CAL FIRE will strive to award at least 40% of the funding it received from Proposition 4 to projects that provide meaningful benefits to vulnerable populations or disadvantaged communities.

Scoring Criteria

Project Background– 5 points

The Project Background section must demonstrate why the project is needed, why it is appropriate for the Forest Health Program, and how it was developed. Strong proposals include:

- **Statement of Need:** Clearly describe the specific needs of the project area and explain how the proposed project will address them, including connections to forest health, wildfire risk reduction, climate resilience, and community benefits.
- **Regional History and Conditions:** Provide relevant historical context and environmental conditions, including past wildfires or management practices that have shaped current forest conditions. For projects incorporating traditional, cultural, or local knowledge, describe how treatment activities were selected and why they are appropriate.
- **Project Treatment Development:** Explain how site history, ecological conditions, and management goals inform the proposed treatments. Describe the use of local, scientific, or cultural knowledge in planning, and reference any studies, surveys, or inventory records used to develop treatment prescriptions for biodiversity, forest health, pest management, or fire resilience.

Formatting: Must be a 1-page MS Word or PDF document, single-spaced, Arial 11-point or larger.

Treatment Plan and Scope of Work – 15 points

This section must provide a clear and complete description of what will be done, where, and how:

- **Treatment Plan:** Complete the Treatment Tracking & Work Plan sheets in the FY 25-26 Forest Health Project Workbook. Provide details on treatment areas, ownership, jurisdiction, objectives, treatment types, acres, vegetation types, and budget allocations. Geospatial data, as outlined in [Appendix C](#), must match the Treatment Tracking sheet. If the project continues or expands a current CAL FIRE project, show how existing activities transition into proposed activities. Please refer to the Treatment Tracking and Work plan sheet for additional instructions.
- **Scope of Work:** Describe all deliverables and phases of work. Include the exact size, location, and prescription for each treatment or activity. Show how each deliverable contributes to the overall project objectives and how milestones will be achieved.

Formatting: The Scope of Work must be in an MS Word or PDF document limited to 1 page, single spaced, using 11-point or greater, Arial font.

- **Project Map:** Include a single map showing all treatment areas with labels for Treatment Component Numbers (TCNs) and symbology for treatment types. The map must match the information in the Project Workbook. Minimize additional maps unless necessary.

Readiness and Legal Requirements – 10 points

“Readiness” is the ability to implement the project and the capability to begin ground disturbing activities on the project within 12 months of the grant award. A Registered Professional Forester or NASP-Certified Silviculturist must oversee vegetation treatments and removal pursuant to Public Resources Code section 750 *et seq* (Professional Foresters Law).

Grantees must comply with all applicable environmental laws and regulations when implementing projects funded by this grant, including but not limited to the California Environmental Quality Act (CEQA), (California Public Resources Code § 21000 *et seq.*) or the National Environmental Policy Act (NEPA), 42 USC §4321 *et seq.* Applicants must complete the “Environmental Compliance” worksheet.

All environmental permitting must be completed within *one year* of the grant agreement being fully executed (See [Appendix D](#)). Preference will be given to projects that are ready to implement, with all required documents and legal requirements such as CEQA, NEPA, landowner access agreements, permits, ancillary contracts, and agreements in place. If CEQA compliance is not complete at the time of application submittal, the CEQA lead agency must be identified in the application and the applicant must include a Letter of Commitment from that lead agency to complete all necessary CEQA documentation within one year of the grant agreement being fully executed.

Priority will be given to applicants who consult with Climate & Energy environmental compliance staff before submitting a *full* proposal application (no consultation for *concept* proposals). An applicant that is not a public agency per Public Resources Code § 21063 must be prepared to discuss whether: (1) a CEQA lead agency per Public Resources Code § 21067 has been identified; (2) the applicant requests CAL FIRE to act as the CEQA lead agency; or (3) the applicant expects the project to be exempt from CEQA and requests CAL FIRE to prepare and file the CEQA Notice of Exemption.

All consultations must, at a minimum, identify the CEQA lead agency, and provide the proposed project description, proposed environmental compliance document(s), budget, and schedule. If the applicant requests CAL FIRE to serve as CEQA lead agency, consultations must also include review of CAL FIRE and grantee contractor performance expectations, which include, but are not limited to:

- a. contractor has the necessary experience required to complete the CEQA analysis within one year of grant execution;
- b. contractor is familiar with CAL FIRE's procedures & templates;
- c. contractor will fully address CAL FIRE edits and comments, as CEQA lead agency, during environmental compliance and CEQA document review in a timely manner to allow for finalization and approval of CEQA document to be on schedule; and
- d. grantee will ensure that the environmental compliance document is in Final Draft format utilizing CAL FIRE's procedures and most current templates and will submit the environmental compliance document for CAL FIRE review and approval. As CEQA lead agency, CAL FIRE requires at a **minimum 90 days** to review and approve non-exempt CEQA projects. *As part of the consultation process, CAL FIRE environmental compliance staff can provide guidance and help ensure the consultant will be able to meet CAL FIRE's expectations and complete the necessary analysis, but it is*

ultimately up to the grantee to meet CAL FIRE's grant requirements, which includes CEQA compliance within one year of the execution of the grant agreement and prior to commencing any on-the-ground work.

Applicants intending to rely on Forest Practice documents for CEQA compliance must also discuss the applicability of the Forest Practice Act and Rules to their project (including the conducting of timber operations on timberland, pursuant to PRC §§ 4526 and 4527, respectively).

Applicants are encouraged to consult with Climate & Energy environmental compliance staff before submitting a full proposal, as priority will be given to those that do. To begin environmental compliance consultation, email the Climate & Energy environmental compliance staff as early as possible in the solicitation period at cegrants.ceqa@fire.ca.gov.

Environmental Compliance Summary

The application's Environmental Compliance Summary must address the following:

- Describe any existing or needed permits and/or regulatory approvals needed to meet environmental compliance in order to complete the project.
- Ensure the Environmental Compliance worksheet in the Forest Health Project Workbook corroborates that narrative.
- If CEQA compliance is not complete at the time of application submittal, the CEQA lead agency must be identified. If not a public agency, the applicant must either 1) include a signed Letter of Commitment from the public agency who will assume the responsibility to complete all necessary CEQA documentation within one year of award, or 2) document consultation with Climate & Energy environmental compliance staff indicating that CAL FIRE will serve as the CEQA lead agency.

In addition, applicants are required to include all approved environmental compliance documents (along with any applicable supporting documentation, such as species scoping and agency correspondence), if any, in their application.

Formatting: The Environmental Compliance summary must be in an MS Word or PDF document limited to 1 page, single spaced, using 11-point or greater, Arial font.

Long-Term Forest Management Goals & Project Maintenance – 5 points

Proposals must demonstrate a commitment to sustainable, landscape-scale forest health:

- Use a mix of management actions consistent with industry standards and scientific best practices.
- Include measures to protect soil, water, fish, wildlife, and native plants.
- Provide a long-term maintenance plan identifying responsible parties, funding, and partner assistance.

CAL FIRE will give funding priority to landowners with a management plan or demonstrated interest in developing or maintaining a resilient forest of diverse age, size, and species class within the boundaries of the project.

Budget – 10 points

The budget must clearly show that costs are reasonable, aligned with the project scope, and support successful completion of deliverables. The full proposal budget includes three components: a budget sheet, a budget narrative, and an optional budget justification (examples are provided in [Appendix B](#)):

- Priority will be given to applicants that request between \$1 million and \$8 million in grant funds.
- Include all relevant expenses, including, but not limited to: staff, contracts, environmental compliance permitting, reporting, supplies, equipment, and GIS support.
- Identify any anticipated revenue (program income) and explain how it will be reinvested into the project.
- Ensure consistency across the budget sheet, budget narrative, and optional budget justification.
- Matching funds are not required but may improve competitiveness.

Applicants must ensure that proposed costs align with the [eligible costs table](#) and that the total requested amount matches across the full proposal application form and the application budget sheet.

The budget sheet, completed in the eCivis Portal Budget section, should be thorough and clearly show where grant funds are allocated by category. The budget narrative,

must use a bullet-point format to list each budget line item and provide additional detail on how funds will be used. Applicants may also submit an optional budget justification, offering further explanation of how specific budget items support project deliverables.

Formatting: Budget narrative must use a bullet-point format and be submitted as a Word or PDF document; optional budget justification may also be included.

Climate Benefits – 10 points

Proposals must clearly describe anticipated climate benefits and include consistent documentation:

- Include a completed GHG intake form (FRM QM Online Submission Form) that aligns with the Treatment Tracking worksheet and geospatial data.
- Describe additional climate resilience and adaptation benefits.

While applicants are not required to calculate the GHG benefits of proposed projects, the application must include a completed GHG intake form that CAL FIRE Forest Health staff will use to make a quantitative estimate of the net GHG benefit of the project in terms of metric tons of carbon dioxide equivalent (CO₂e). Applications that do not include the required documentation may be disqualified. The Treatment Tracking worksheet should also match the information provided in the GHG intake form where TCN numbers and specifics of each treatment should be further expressed in the GHG intake form. In the case of significant, unexplained discrepancies between information provided in the GHG intake form and elsewhere in the application submittals, the Climate Benefit score may be decreased. (E.g., if the acreages in the Project Workbook or shapefiles contradict those in the GHG intake form in a manner not explained by the differences in the forms, the score may be based on the smallest acreages in the application.)

Forest Health staff will perform a thorough assessment of project activities as related to past calculations of those activities on similar lands.

Applicants should also clearly describe in their proposal whether and how projected climate adaptation and resilience benefits will be achieved.

Preference will be given to projects estimated to deliver substantial climate benefits (e.g., significant GHG reductions or large-scale climate adaptation/resilience benefits, consistent with past performance of similar project activities on comparable lands.

Jobs – 5 points

Up to 5 points may be awarded to applications that utilize California Conservation Corps, [certified community conservation corps](#), or tribal corps (Corps).

Per PRC § 90150: To the extent feasible, a project whose application includes the use of services of the California Conservation Corps or certified community conservation corps, as defined in Section 14507.5, shall be given preference for receipt of a grant under this division.

Please use the Corps consultation process to request their services as described here: [Corps Consultation Process](#).

Consultations must take place prior to application submission. A letter from the Corps must be submitted with the Full Proposal application for consideration of additional points.

Disadvantaged Communities and Vulnerable Populations Benefit – 10 points

To be considered for points in this section, applicants must demonstrate that their project provides meaningful and direct benefits to disadvantaged communities (DACs), severely disadvantaged communities (SDACs), or vulnerable populations. Priority will be given to applicants that demonstrate advancing funding to Vulnerable Populations, Disadvantaged Communities, or Severely Disadvantaged Communities, and advancement of Environmental Justice principles.

Applicants must clearly describe:

1. The benefits the project will provide.
2. The communities or populations that will benefit.
3. How benefits are meaningful and direct to the identified communities or populations.
4. How any potential harms will be avoided or mitigated.

Definitions and Tools:

Disadvantaged Community (DAC): means a community with a median household income of less than 80 percent of the area average or less than 80 percent of statewide median household income consistent with Public Resources Code section 90100. [Disadvantaged Communities Mapping Tool](#)

Severely Disadvantaged Community (SDAC): means a community with a median household income of less than 60 percent of the area average or less than 60 percent of statewide median household income consistent with Public Resources Code section 90100. [Disadvantaged Communities Mapping Tool](#)

Vulnerable Population: means a subgroup of a population within a region or community that faces a disproportionately heightened risk or increased sensitivity to impacts of climate change and that lacks adequate resources to cope with, adapt to, or recover from such impacts consistent with Public Resources Code section 90100.

Multiple tools are available to understand climate vulnerability in California, including:

- [Defining Vulnerable Communities in the Context of Climate Adaptation](#)
- [Vulnerable Communities Platform](#)
- [Climate Change & Health Vulnerability Indicators for California](#)
- [California Wildfire Smoke and Air Pollution Health Burden Mapping Dashboard](#)
- [Fire Hazard Severity Zones \(FHSZ\) Maps](#)
- [Native American Contact List](#)

Scoring Considerations:

- Clarity and specificity – Are benefits and populations clearly described and justified?
- Meaningful and direct benefits – Will the project deliver tangible, substantial benefits that would not occur without the project?
- Alignment with community needs – Are benefits designed to address expressed needs of DACs, SDACs, or vulnerable populations?
- Avoidance of harm – Are potential negative impacts minimized or mitigated?

Regional Priority Alignment – 5 points

Many collaborative forest restoration groups have come together to prioritize projects and strategies in the region that achieve landscape-level wildfire resilience and improvements to forest health. Collaborative groups typically include all landownership partners across their region, including but not limited to, state, federal, and local governments as well as water agencies, resource conservation districts, fire safe councils, and other nonprofits.

CAL FIRE will give funding priority to projects that are part of a coordinated, large landscape or regional plan or strategy including [Regional Forest and Fire Capacity \(RFFC\)](#) regional priority plans, [USFS Collaborative Forest Landscape Restoration](#) projects, and other collaborative efforts.

Projects must show alignment with coordinated regional strategies for wildfire resilience and forest health:

- Describe how the project supports regional priorities.
- Include a letter from the relevant collaborative group confirming regional significance.

Local Fire Plan & Other State Plan Compatibility – 5 points

Demonstrate that the project aligns with:

- [2018 Strategic Fire Plan for California, local CAL FIRE Unit fire plans and Community Wildfire Protection Plans.](#)
- State and federal climate, forest, and conservation initiatives, including the California's Wildfire and Forest Resilience Action Plan, Safeguarding California Plan, Natural and Working Lands Climate Smart Strategy, California Climate Adaptation Strategy, California Wildlife Action Plan, California Water Action Plan, Habitat Conservation Plans, Natural Community Conservation Plans, or federal forest/land management plans.

Collaboration, Community Engagement and Local Support – 10 points

Strong proposals demonstrate meaningful collaboration with local and regional partners to ensure coordinated, efficient, and broadly supported project implementation. Collaboration should leverage resources, expertise, and capacities across partners to achieve outcomes that exceed what any single organization could accomplish independently. Effective collaboration may include shared planning and decision-making, coordinated regional strategies, formal or informal governance

structures, and established processes that support ongoing partnership and communication.

Applicants must include letters of commitment from all project partners. Partners include participating landowners, organizations contributing match funding, and entities directly involved in project planning or implementation. All participating landowners will be required to complete the Forest Health Monitoring Landowner Access Agreement after award and prior to signing grant agreement to facilitate possible pre- and post-project monitoring conducted by CAL FIRE. Contractors or other entities that receive payments from the grant are not considered project partners. Applicants may also include letters of support from community members, local organizations, and state or federal representatives.

Projects should reflect a strong understanding of local and regional resources, needs, vulnerabilities, and priorities, and clearly show how collaboration and engagement are responsive to those conditions. Applicants are encouraged to brief their local CAL FIRE Unit about the proposed project; however, letters of support from CAL FIRE must not be included, as they may constitute a conflict of interest.

Formatting Requirement:

All letters of commitment and letters of support should be addressed to CAL FIRE's Forest Health Program and uploaded directly into the Full Proposal application. Do not email or mail letters separately.

Match funding is not a requirement of applying for a Forest Health grant. However, match funding illustrates that a project has support from other entities and may help make a proposed project more competitive. Please enter any match funding for the proposed project in the application budget as well as the application questions pertaining to match funding.

Grantee's Administrative Capacity and Past Forest Management History – 10 points

Proposals must demonstrate that the applicant team has the administrative, technical, and operational capacity to successfully manage and deliver a large, multi-partner forest health project. High-scoring proposals clearly show that the applicant has experience administering sizable grants; coordinating with multiple partners; and completing complex land management or forest health projects at a landscape scale. Greater consideration is given to organizations with a proven record of successfully delivering projects similar in scope and complexity to those proposed in the application.

Applicants must provide a Statement of Qualifications (SOQ) describing the experience, expertise, and roles of key staff and partners. The use of technical assistance or inclusion of budget items that support administrative or reporting requirements will not count against the applicant; rather, these demonstrate appropriate planning and capacity building.

If the applicant is a current or past CAL FIRE Forest Health grantee—or has served as a major contributing partner on such a grant—they must be up to date on all required grant reporting and show substantial progress toward completing activities and meeting objectives under their existing award. Applicants with an active Forest Health grant must also include information on the performance and status of that grant.

Program Review

Final awards will be determined based on the project scores, amount of available funding, number of applicants, amount of funding requested by applicants, program need, and relative fit of the awarded projects to each other, both geographically and with respect to the proposed activities, and with Forest Health Program goals.

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

Award Notification

Final selections for the 2025-2026 fiscal year funds are expected to be announced by the end of the calendar year (2026).

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

A list of successful applications will be posted to CAL FIRE's [Forest Health Grants webpage](#) the same day the award notification emails are distributed. Applications will be treated in accordance with the Public Records Act requirements, and certain information, subject to those requirements, may be publicly disclosed. Additionally, information provided in the application may be used in public reporting, such as to Prop 4 CA Climate Bond requirements.

Grant recipients must enter into a grant agreement with CAL FIRE. An example of terms and conditions for a CAL FIRE grant can be found on the [CAL FIRE Grants webpage](#) under the Resources for Applicants and Grantees. Project applicants are encouraged to review the example terms and conditions prior to submitting a grant application to ensure they understand and are able to meet the legal requirements that grantees are subject to.

Applicants who are not selected for an award may request an application debrief with Forest Health Program staff. Application debrief meetings will only be available during the four-month period following the public announcement of awards. To schedule a debrief meeting, please email Forest.Health@fire.ca.gov.

GENERAL GRANT CONDITIONS AND PROJECT ADMINISTRATION

Project Performance Period

- The Project Performance Period is from the time the Grant Agreement is fully signed by CAL FIRE, to the Agreement Termination Date. Only eligible costs incurred during the Project Performance Period will be paid by the State.
- CAL FIRE will execute all Grant Agreements as soon as feasible and no later than one year after the announcement of awards.
- **Project work funded with a FY 2025-2026 Forest Health grant award must be completed no later than January 31, 2031.**
- Final invoices for all grant-related work must be submitted to CAL FIRE no later than 30 days after the Agreement Termination Date.

Project Reporting

Progress Reports. Using CAL FIRE's current grants management system, grantees are required to report on progress toward completion of the Scope of Work included in the Grant Agreement every calendar quarter using the Forest Health Progress Report template. Reports are due on the last business day of the month following the end of each quarter (Due at the end of April, July, October, and January).

Report contents are determined by CAL FIRE and are consistent with the required project-type-specific reporting requirements in Prop 4 CA Climate Bond Reporting Guidelines. Information to be submitted includes, but is not limited to:

- Project accomplishments
- Challenges and obstacles
- State dollars allocated and matching funds contributed
- Acres of land treated, treatment activities completed, actual costs of treatments, and GIS shapefiles that map those treatments (see "Spatial Data" below)
- Number of trees and acres planted
- Bone dry tons of biomass delivered to a renewable energy facility, tons of biomass delivered to a sawmill, and renewable energy produced
- Before and after photographs

Spatial Data. Grantees are required to provide project information to CAL FIRE for entry into CalMAPPER, CAL FIRE’s geospatial database that facilitates mapping and monitoring of Forest Health and other CAL FIRE vegetation treatment projects. Information from grantees will include grantee contact information, project costs, and geospatial data of the project boundary, treatments, and activities (using GIS Software), according to CAL FIRE specifications and deadlines. CalMAPPER information from grantees will be required at specific times throughout the Project Performance Period of the grant, including at initial grant award, at invoice and/or progress report submissions, and at the project closeout.

Grantees should expect to produce updated geospatial data with every invoice and/or progress report. It is highly recommended that applicants properly budget to procure a GIS specialist to provide required geospatial data throughout the life of the grant. Some reported project information will be made publicly available on the CA Climate Bond website, CAL FIRE website, and provided from CalMAPPER to CNRA and Wildfire and Forest Resilience Task Force for inclusion in the [Interagency Treatment Dashboard](#).

Final Report. All grantees are required to submit a final project report to CAL FIRE with the final invoice. The final report must include, but is not limited to, a final summary of all metrics reported in prior periodic progress reports, final project shapefiles, as well as a narrative summary of project outcomes and photographic documentation of project activities and outcomes.

Pre- and Post-Project Monitoring. For a selected subset of funded projects, CAL FIRE will be required to report project impacts and conditions. A CAL FIRE crew will collect monitoring data on these projects before implementation, immediately after implementation, and at five and 10 years after implementation. If selected for monitoring, grantees are expected to communicate with CAL FIRE monitoring personnel to arrange access to the project area for sampling before and after treatment. Monitoring data collected by CAL FIRE will be stored in an open-access public database. This includes plot locations, landowner type (state, federal, private, private industrial), and ecological data as outlined in the landowner access agreement. All projects selected for award will be required to submit Forest Health Monitoring Landowner Access Agreements for all landowners participating in the project prior to grant agreement execution (See [Appendix G](#) for an example agreement).

Note: Applicants may budget grant funding for meeting reporting requirements that apply as part of fulfilling the terms and conditions of the grant. CAL FIRE encourages applicants

to consider their needs for reporting and to prepare the proposed project budget accordingly.

Project reports will be treated in accordance with the Public Records Act requirements, and certain information, subject to those requirements, may be publicly disclosed.

Changes to an Approved Project and Amendments

A grantee wishing to change the scope of work, budget, project performance period, or other elements of an executed grant agreement must submit the proposed change to CAL FIRE for review and approval. CAL FIRE will determine if an amendment request will be processed as an informal or formal amendment.

Examples of amendment requests that may require a formal amendment, requiring full execution by the signatories of an agreement, include:

- Change in the project end date (as allowed by legislation or liquidation deadline for the funding source)
- Changes to the budget that are equal to or greater than 10% of the total award amount.
- Change in the Scope of Work including change to the physical project location or treatment areas, change in treatment objective or treatment activity, and addition or subtraction of treatment acres.

Any change must be consistent with the statutes, regulations, and guidance governing the program. Requested budget changes may not increase the amount of funds awarded by CAL FIRE, unless such changes are initiated by CAL FIRE. Any amendment requests to extend the project timeline, where permissible, must be submitted to CAL FIRE sixty (60) days before the agreement termination date using CAL FIRE's current grant management system. CAL FIRE reserves the right to waive the sixty (60) days in extenuating circumstances.

CAL FIRE reserves the right to reject proposed changes to an approved project or budget.

Project Termination

Before work on the project begins, a Grant Agreement may be terminated by CAL FIRE or the grantee upon 30 days advanced written notice to the other party. After work begins on the Project, termination may occur: (1) if CAL FIRE and the grantee mutually agree to terminate the agreement; (2) if the State determines Grantee has made a material

misrepresentation, violated this Agreement, failed to fulfill its obligations under this Agreement, or otherwise determines there is cause to do so; or (3) if the State gives 30-days written notice of termination to Grantee.

Further details on this process will be provided in the Grant Agreement.

Accounting Requirements

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

Loss of Funding

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

1. Grantee fails to obtain an executed Grant Agreement within one year from award announcement.
2. Grantee has not satisfied all legal requirements (e.g., CEQA, NEPA, ancillary contracts, agreements, MOUs, etc.) necessary to initiate ground disturbing project work within one year of grant agreement execution.
3. Grantee begins ground-disturbing grant funded work prior to grant program written approval on meeting environmental compliance.
4. Grantee fails to use all of the grant funds.
5. Grantee withdraws from the grant program.
6. Grantee fails to complete the funded project described in the Grant Agreement Scope of Work.
7. Grantee fails to submit all documentation within the time periods specified in the Grant Agreement.

8. Grantee changes the Project Scope of Work or project implementation without CAL FIRE's prior written approval.
9. Grantee changes the Project Scope of Work in a way that is inconsistent with the overall program goals or eligible activities.
10. Grantee or CAL FIRE terminates the Agreement.
11. Grantee engages in any activity that results in significant change to the expected GHG impacts of the project without CAL FIRE's prior written approval.
12. Grantee does not reinvest program income into the project.
13. Grantee does not submit or is repeatedly tardy in submitting, required project reporting.

Eligible Costs

Project costs must be consistent with the approved Project Application and incurred during the Project Performance Period as specified in the Grant Agreement. Costs associated with meeting grant reporting requirements, managing spatial data, and complying with the California Environmental Quality Act or National Environmental Policy Act may be eligible costs.

Budget Item	Eligible Cost	Required Documentation
Salaries and Wages	<p>Salaries and wages of employees employed by the grantee who are DIRECTLY engaged in the execution of the grant project. Limited to actual time spent on the grant project. 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. Examples of expenditures include time related to site visits and project monitoring, and completion of reporting related to the grant project. Staff time related to accounting, business services, etc. are allowed only if those functions are not included in the grantee's overhead cost. Overtime for employees being paid out of Salaries & Wages, must be pre-approved by CAL FIRE in writing for each event that overtime will occur.</p>	<p>A payroll summary of all employees' time spent on the project must be provided with invoices requesting salary/wage reimbursement. Payroll documentation should show a nexus between time worked on the project and wages paid to the employee after the fact. Timesheets or similar documentation detailing days and hours worked on the project must be maintained and retained by the grantee for audit purposes but should not be submitted to CAL FIRE unless otherwise instructed. Any leave charged to the grant must reflect the calculation of time spent on the grant compared to overall time worked. A statement certifying that leave charged to the grant is in proportion to employee's time spent must be included as part of the supporting documentation. All salary and wages charged to the grant must tie back to the grantee's accounting records.</p>

Budget Item	Eligible Cost	Required Documentation
Benefits	Employer contribution share of fringe benefits associated with employees (paid from salaries and wages Budget Item) who are directly engaged in the execution of the grant project. This will include Social Security, Medicare, Health Insurance, Pension Plan costs, payroll taxes, etc. as applicable for the specific employee.	Same documentation as Salaries and Wages. Payroll documentation showing wages and hours paid to the employee and associated fringe benefits. Backup documentation to be retained by grantee for audit records.
Contractual	Direct consultant and contractual services necessary to achieve the objectives of the grant. Examples of contractual costs will be RPF supervision/certification, professional/consultant services (the costs of consultant services necessary for project planning and implementation), fire prevention contractor, etc. Procurement of contractual services should be documented to ensure selection on a competitive basis and documentation of price analysis.	Invoices from Consultant/Contractor identifying expenditure, services performed, and period of services. When reporting acres, contractor invoices must identify when and where the acres were treated. Documents related to consultant/contractor selection analysis must be kept by the grantee and made available for audit purposes, upon request.
Supplies	Supplies that are used in the direct support of the project are allowable. Supplies exceeding \$10,000 per unit cost shall be documented to ensure procurement of supplies on a competitive basis and documentation of price analysis. Supply costs are only applicable to supplies purchased directly by the grantee. Supplies purchased by contractors must be charged to the "Contractual" category.	Receipts identifying items purchased, cost and date of purchase. Documentation related to cost analysis of procurement of supplies exceeding \$10,000 must be kept by the grantee and made available for audit purposes, upon request.

Budget Item	Eligible Cost	Required Documentation
Travel	<p>Travel costs associated with travel to and from project sites, meetings, etc. directly related to the grant project and must be considered reasonable and necessary for the completion of the project. Reimbursement rates shall comply with U.S. General Services Administration guidelines, and per diem shall not exceed the California standard per diem rate established by the U.S. General Services Administration. However, this requirement does not apply to University of California or California State University entities, which must provide their applicable travel policy prior to invoicing. Mileage rates shall not exceed the rates allowable by IRS. Travel costs are applicable only to the grantee and their employees. Contractors' travel costs must be billed to the "Contractual" category.</p>	<p>Receipts identifying travel cost (i.e. lodging, rental cars). Mileage must be documented by either employee travel claims that are signed by the employee or vehicle mileage logs for vehicles owned by the grantee. Per Diem must be documented by employee travel claims. Documentation must be kept by the grantee and made available for audit purposes, upon request.</p>

Budget Item	Eligible Cost	Required Documentation
Equipment	<p>Equipment is an item exceeding \$10,000 or more per unit cost and has a tangible useful life of more than one year. Cost to lease equipment to use in the grant project may be charged to the grant. A cost-benefit analysis to justify the cost of purchasing equipment versus leasing must be provided. Procurement of equipment must be done on a competitive basis and include documentation of price analysis. No more than \$400,000 in total may be spent on equipment purchases. Grantee must include in the application package the proposed use and maintenance plans for equipment after the Project Performance Period of the grant. Disposition of equipment beyond the project performance period is subject to CAL FIRE approval. If grantee fails to complete grant or dissolves during grant, equipment shall be returned to CAL FIRE. Equipment shall not be used as collateral or other means.</p>	<p>Cost of equipment purchased shall be substantiated by purchase receipt and a bid quote worksheet at the time of invoicing. All other documentation related to price analysis of procurement of equipment must be kept by the grantee and made available for audit purposes, upon request. Disposition of the equipment must be submitted and approved by CAL FIRE.</p>

Budget Item	Eligible Cost	Required Documentation
Other	<p>Other costs that do not fit in any of the above categories. Cost must be directly related to the grant project. Use of equipment owned by the grantee may be charged to the grant at a rate set by the California Department of Transportation (Caltrans) “Labor Surcharge and Equipment Rental Rate” guide. If the Caltrans guide does not address rates for a particular piece of equipment, grantee must obtain CAL FIRE approval prior to using such equipment. Costs (such as rent, utilities, phones, general office supplies, etc.) that must be apportioned to the grant are considered indirect cost unless written justification is submitted and approved by CAL FIRE.</p>	<p>Invoices or receipts identifying the item and cost charged to the grant. Cost of leased equipment charged to the grant must be substantiated with receipts identifying equipment leased, dates equipment 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. Documentation must be kept by the grantee and made available for audit purposes, upon request.</p>

Budget Item	Eligible Cost	Required Documentation
Indirect Costs	Indirect Costs are costs associated with doing business that are of a general nature and are incurred to benefit two or more functions within the grantee organization. These costs are not usually identified specifically within the grant agreement, project, or activity, but are necessary for the general operation of the organization. Examples include salaries and benefits of employees not directly assigned to a project; functions such as personnel, accounting, budgeting, audits, business services, information technology, janitorial, and salaries of supervisors and managers; and rent, utilities, supplies, etc. Functions included as direct versus indirect costs must be applied consistently for all activities within the grantee organization, regardless of fund source.	Applied on a percentage (%) basis on direct costs <u>except for equipment</u> . Documentation related to the determination of the grantee's indirect cost rate must be retained by the grantee, and made available upon request, for audit purposes.

Indirect Rate Determination

With the passage of the 2024 Climate Bond, CAL FIRE now allows three options for indirect cost rates within a grant: the federal de minimus rate (15%), a federally negotiated Indirect Cost Rate Agreement (NICRA), or another rate proposed by the grantee in their grant application. The 2024 Climate Bond included a fourth option of a rate approved by another state agency, but for the purposes of review and approval, CAL FIRE is considering it the same as another rate proposed by the grantee in their grant application.

Types of Costs

Projects typically have three types of costs: direct, capital, and indirect. Direct costs include all costs clearly and directly tied to a project including staff time working on the project, travel costs for work on the project, and direct materials such as supplies (items under \$10,000) and equipment (purchased or rented) needed for the project. Capital costs include all costs required to acquire, restore/enhance, or maintain property including land, buildings, and other infrastructure. Capital costs also include purchased equipment that

costs more than \$10,000. Indirect costs are expenses that are not directly linked to a specific project such as rent, internet fees, insurance, utilities, office supplies and equipment, and administrative salaries. A subcontractor is defined as an organization that is hired by the grantee to perform specific, limited tasks for payment, like providing services or materials. A subawardee (also called a subrecipient or subgrant) is when another organization or entity is collaborating on a project's programmatic goals and where CAL FIRE funds are passed through CAL FIRE's grantee to that other organization – the subawardee. Also, if CAL FIRE provides a block grant to an organization, then the recipients of the subgrants from the block grant are considered subawardees of CAL FIRE's grant.

How to Calculate Indirect Costs

Indirect cost rates are determined by an organization based on their own calculations using an accounting methodology of their choice following generally accepted accounting principles. There are many methodologies for calculating an organization's indirect cost rate and CAL FIRE cannot direct or guide grantees as to which methodology to use. Some example methods for calculation include Fixed Cost Classification, Proportionate Allocation, and Activity-Based Cost Allocation.

The indirect cost rate is expressed as a percentage. Once the percentage rate is determined, each invoice will include indirect costs calculated by multiplying the indirect cost rate by the organization's Cost Base costs for that period. Indirect costs cannot be applied to capital costs or direct costs not included in the organization's Cost Base.

Federal de minimis indirect cost rate – up to 15%

- This is a fixed 15% rate currently used by federally-funded grants that can be applied to all charges excluding equipment.
- The de minimis rate does not require documentation and can be applied to all costs excluding equipment.
- The de minimis rate does not require the grantee to provide documentation to justify its use and may be used indefinitely.
- In case of an audit, the grantee should still be able to justify to the state that their indirect costs are equal to or greater than the amount charged using the de minimis rate.

Federal Negotiated Indirect Cost Rate Agreement (NICRA)

- If you have a NICRA approved by the federal government, provide the approval letter as a part of your application to CAL FIRE.

- NICRAs are usually effective for a 2-4 year period but should be in current standing. Grantees should use their most recently approved current NICRA rate.
- NICRAs establish the Cost Base, rate, and applicable period for calculating indirect costs.

A rate proposed by the grantee in the application

- Grantees are allowed to use the indirect cost rates calculated by their organization's accounting department following a standard and consistent method for calculation, e.g. Fixed Cost Classification, Proportionate Allocation, or Activity-Based Cost Allocation.
- Grantees are required to maintain all documentation to justify the indirect cost rate calculation to state auditors is real and incurred costs.
- Grantees are required to submit a memo to CAL FIRE Project Manager outlining the standard method used for indirect cost rate calculation and a description of what is included in the Cost Base.
- CAL FIRE cannot officially approve indirect cost rates, but will determine if grantee has submitted all required documentation and appropriate methodology.

Appropriate calculation of a Grantee's IDC is subject to review by the State Auditor, and Grantee may be required to partially repay indirect costs if the indirect cost rate cannot be justified to the Auditor's satisfaction.

CAL FIRE does not allow contractors to add "markup" fees to subcontractor costs or purchases. Any costs associated with managing subcontractors or making purchases should be billed as staff time or included in the indirect costs.

Ineligible Costs

The following are ineligible for reimbursement under the grant:

1. Costs incurred before or after the Project Performance Period, including but not limited to costs to prepare the project application associated with this solicitation.
2. Overtime for employees being paid out of Salaries & Wages, unless pre-approved by CAL FIRE in writing. Otherwise, all hours will be reimbursed at the straight time rate.

3. Projects or activities utilizing CAL FIRE staff without corresponding reimbursements or requests seeking funding for services already provided by CAL FIRE.
4. Late fees, penalties, and bank fees.
5. Any activity that would lead to the project not achieving a GHG reduction.
6. Any practice or activity that, in CAL FIRE's judgment, is not a best management practice or that is, or could be, harmful to the forested landscape.
7. Any indirect costs based on percentage of equipment costs (see above).
8. Costs incurred on ground-disturbing activities without environmental compliance approval from Climate & Energy staff.

Payment of Grant Funds

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

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

CAL FIRE may conduct a site inspection to verify that work invoiced has been satisfactorily completed. The invoice will then be forwarded to Sacramento Headquarters for review and subsequent approval of payment. **Expect payment to be issued 45 calendar days from the time an undisputed invoice is received.** If an invoice is incomplete or non-reimbursable, it will be returned to the grantee.

Advances

Advance payments may be considered in accordance with California Public Resources Code § 90130. Advance payments are solely at CAL FIRE's discretion.

An [Advance Payment Request Form](#) must be submitted identifying how funds may be used over a six-month period. No single advance payment shall exceed 25% of the total grant award. An [advance accountability report form](#) must be submitted to CAL FIRE no later than every four months after receiving the advance payment until the funds have been fully utilized. Advance payments should be fully utilized within a six-month period unless additional time is approved by CAL FIRE. Any Advance Payment, or portion thereof, that is not spent within the later of six months, or the spending timeline approved by the State, must be returned to the State and will be returned to the grant balance. No additional advance payments may be requested until acceptable documentation is received by CAL FIRE that the previous advance payment has been fully exhausted on eligible expenses.

Advance payments must be deposited into a federally insured, interest-bearing account that provides the ability to track interest earned and withdrawals. Any interest earned on advance payment funds must be accounted for as Program Income and used toward offsetting the project cost or returned to the STATE.

Calculating Interest on Advance Payments

Interest on Advance Payments must be reported on invoices as Program Income no less frequently than quarterly, unless otherwise waived by CAL FIRE. Documentation to be provided with the invoice should include a copy of the statement showing the grantee's name, initial deposit of the advance payment funds into the account and the interest rate earned for each statement period associated with the invoice period reported until the advance payment funds have been fully liquidated. It is advised that the account number and other sensitive information be redacted from the bank statement.

Separate Account for Advance Payments: Advance payment funds deposited in a separate interest-bearing account that is not comingled with any other funds should provide a copy of the statement showing the interest earned for each statement period. The amount reflected as interest earned on each statement should tie to the Program Income reported on the invoice, unless there is additional program income earned.

Co-mingled Advance Payments: Advance payment funds that are co-mingled with other funds shall include a copy of the statement for each statement period associated with the advance payment funds. The calculation for the invoice period must be included and the

total interest should tie to the Program Income reported on the invoice, unless there is additional program income earned. The interest earned can be calculated as:

Formula:

Remaining advance payment funds x interest rate % = Annual Interest.

Annual Interest/365 days = Daily Rate.

Daily Rate x number of days = Interest/Program Income

Use of an alternative calculation method based on the grantee's accounting process may be accepted at CAL FIRE's discretion.

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.

Please Note: Beginning July 1, 2026, certain fuel reduction work, including but not limited to residential chipping, rural road fuel brakes, and fire breaks funded by the State is subject to prevailing wage, record keeping, and registration requirements. (California Public Resources Code section 80200 et seq.).

State Conflict of Interest Laws

All applicants, individuals who participate in the review of submitted Project Proposals, and grantees are subject to state and federal conflict-of-interest laws. Applicable statutes include, but are not limited to, California Government Code section 1090 and Public Contract Code sections 10365.5, 10410, and 10411. These statutes include, but are not limited to, prohibitions on the following conduct:

- i. Current State Officers or Employees: No State officer or employee shall engage in any employment, activity, or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any State agency, unless the employment, activity, or enterprise is required as a condition of regular State employment. No State officer or employee shall contract on his or her own behalf as an independent contractor with any State agency to provide goods or services.

- ii. **Former State Officers or Employees:** For the two-year period from the date he or she left State employment, no former State officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements, or any part of the decision-making process relevant to the contract while employed in any capacity by any State agency. For the twelve-month period from the date he or she left State employment, no former State officer or employee may enter into a contract with any State agency if he or she was employed by that State agency in a policy-making position in the same general subject area as the proposed contract within the twelve-month period prior to his or her leaving State service.

Any individual who has participated in planning or setting priorities for a specific grant 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 State 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 or any grant agreement made in violation of the conflict-of-interest laws being declared void. Other legal actions may also be taken. If an applicant has any questions about compliance with conflicts of interest laws, the applicant should consult the California Fair Political Practices Commission or a qualified attorney.

Private Benefit Prohibited

Grantee will not be reimbursed for any costs that exceed the fair market value of an “arm’s length” transaction for goods or services rendered in furtherance of the grant project.

An “arm’s length” transaction exists where the parties have an adverse (or opposing) interest. For example, a seller wants to sell his goods at the highest possible price, while a buyer wants to buy at the lowest possible price. These are adverse interests. In negotiating with a person, an adverse interest is assumed if that person is otherwise unrelated to you in the sense of not being in a position to exercise substantial influence over you or your affairs. If the person is in a position to exercise substantial influence over your affairs, then an arm’s length standard requires additional precautions to eliminate the effect of the relationship. Using a conflict-of-interest policy, information about comparable transactions between unrelated parties, and reliable methods for evaluating the transaction, are examples of precautions that would help make the negotiation process equivalent to one between unrelated persons.

Fair market value is the price at which goods, services, or property would change hands between a willing buyer and a willing seller, neither being under any compulsion to buy, sell, or transfer the goods, services, or property, and both having reasonable knowledge of relevant facts.

Grant recipients must avoid or scrutinize transactions that exhibit signs of actual or possible conflicts-of-interests, and should avoid even the appearance of conflicts. The appearance of a conflict of interest occurs when a person in a position of authority over an organization, such as a director, officer, or manager, may benefit personally from a decision he or she could make. Conflict-of-interest red flags may also include organizations that engage in transactions that are less than “arm’s length” indicating there may be a bargain or gift element, such as transactions with friends and relatives, or receiving gifts from contractors. In addition, transactions with organizations that have several employees or Board members who are personally or professionally related should be highly scrutinized.

CAL FIRE may require grantee to 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 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 review of financial or progress reporting, or during State Audit to verify that a conflict of interest does not exist.

State Audit

Projects may be subject to an audit at any time during the Project Performance Period and for three years following Project completion. The purpose of the audit is to verify that project expenditures were properly documented. Typically, an audit is requested by the State after the final payment request has been received and all project transactions have been completed.

If your project is selected for audit, 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.

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

Grantees must keep source documents for all expenditures related to each grant for at least three years following Project completion, or one year following completion of an audit, whichever occurs later, unless the grantee has a longer retention policy.

Appendix A- Explanation of Terms

TERM	EXPLANATION
Advance Payment	Funds provided by the State to a grantee prior to the incurrence of eligible project costs, in lieu of reimbursement, and at the sole discretion of CAL FIRE. Advance Payments are limited to 25% of the total grant award, must be used for eligible expenses within an approved timeframe, and are subject to reporting, accountability, interest, and return requirements.
Advance Request	A written request submitted by the grantee, using the required Advance Payment Request Form, seeking approval to receive an Advance Payment and identifying the planned use of funds over a specified period. Approval is at the sole discretion of CAL FIRE.
Agreement	A legally binding agreement between the State and another entity.
Application	The form identified by CAL FIRE as the document to be submitted by a potential grantee who seeks grant funding through this program, and supporting attachments, required by the enabling legislation or program, or both.
Authorized Representative	The designated person or position identified by the Grantee as the agent to sign all required grant documents including, but not limited to, grant agreements, application forms, and payment requests.
Biomass Utilization	Activities that: 1) utilize woody biomass for wood products such as post and pole, firewood, dimensional lumber, engineered wood products, or other products that allow for continued carbon storage; 2) generate molecules or energy through combustion or gasification, which displaces carbon-intensive fossil fuel-based energy; 3) utilize woody biomass to help develop markets for beneficial uses of the material; or 4) utilize woody biomass for beneficial uses on the landscape.
CEQA	The California Environmental Quality Act is a law establishing policies and procedures requiring agencies to identify, disclose to decision makers and the public, and attempt to lessen significant impacts to environmental resources that may occur as a result of a proposed project.

Contractor	An entity contracting with the grantee for services and generally receives a Form 1099 for tax purposes.
Cultural Burning	The intentional application of fire to land by a California native American tribe, a tribal organization, or a cultural fire practitioner to achieve cultural goals or objectives, including for sustenance, ceremonial activities, biodiversity, or other benefits consistent with Public Resources Code section 4002.4.
Department	The California Department of Forestry and Fire Protection consistent with Public Resources Code section 4003.
Director	The Director of Forestry and Fire Protection consistent with Public Resources Code 4004.
Environmental Justice	The fair treatment of people of all races, cultures, income, and national origin with respect to the development, adoption, implementation, and enforcement of environmental laws, regulations, and policies consistent with Public Resources Code section 72000.
Employee	Individuals employed directly by the grantee and generally receives a W-2 for tax purposes.
Forest land	Land that can support 10-percent native tree cover of any species, including hardwoods, under natural conditions, and that allows for management of one or more forest resources, including timber, aesthetics, fish and wildlife, biodiversity, water quality, recreation, and other public benefits consistent with Public Resources Code section 12220(g).
Forest fuels reduction	Activities to treat trees and brush with the goal of reducing fire hazards, improving tree growth, stabilizing carbon in retained trees, and increasing forest resilience. Forest fuels reduction activities can be manual or mechanical, including prescribed burning, cultural burning, and prescribed grazing, and must be designed to change stand structure to: (1) concentrate carbon storage in widely spaced and larger trees that are more resilient to wildfire, drought, and pest outbreaks; and (2) reduce the likelihood of wildfire transitioning from the forest floor into the forest canopy.
Formal Amendment	A formal modification or a material change that must be accomplished by a written amendment fully executed by the signatories of the grant agreement, typically involving a change to the Project Performance Period, budget, or scope of work.

Grant	An award of funds made by the Department, in the form advance payment or reimbursement to the Grantee for actual expenditures incurred in performing an eligible project.
Grant Agreement	An arrangement between the State and grantee specifying the payment of funds by the State for the performance of specific objectives by the grantee within a specific project performance period by the grantee.
Grantee	An applicant that has a Grant Agreement.
Indirect Costs	Expenses of doing business that are of a general nature and are incurred to benefit at least two or more functions within an organization. These costs are not usually identified specifically with a grant, grant agreement, project or activity, but are necessary for the general operation of the organization. Indirect costs include salaries and benefits of employees not directly assigned to a project, which provide functions such as personnel, business, information technology or janitorial services, and salaries of supervisors and managers. Indirect costs may only be applied as a % of direct costs, except equipment, within the agreement.
Informal Amendment	An approved modification that reallocates funds within or between budget line items or categories, not to exceed 10% of the total award amount; adjusts deliverable due dates; or makes minor changes to the scope of work. It does not require a formal amendment to the grant agreement but does require written approval by CAL FIRE.
Joint Powers Authority	Any entity formed pursuant to Chapter 5 (commencing with Section 6500) of Division 7 of Title 1 of the Government Code, if at least one of the parties to the joint powers agreement qualifies as an eligible applicant consistent with section 1002.
Net GHG Benefit	The sum of the GHG emission reductions and sequestration less any GHG emissions resulting from project implementation.
Nonprofit Organization	Any nonprofit corporation qualified to do business in California and qualified under Section 501(c)(3) of the Internal Revenue Code consistent with Public Resources Code section 90100.
Payee Data Record (Std. 204)	A form required to establish a supplier number to encumber funds and subsequent payment.
Pest Management	Activities that address pest control and related forest health improvement, while reducing pest-related mortality, improving tree growth, stabilizing.

Prescribed Burning	The planned application and confinement of fire to wild land fuels on lands selected in advance of that application to achieve any of the following objectives: (1) Prevention of high-intensity wild land fires through reduction of the volume and continuity of wild land fuels; (2) Watershed management; (3) Range improvement; (4) Vegetation management; (5) Forest improvement; (6) Wildlife habitat improvement; (7) Air quality maintenance, consistent with Public Resources Code section 4464(e).
Prescribed Grazing	The lawful application of grazing by a specific kind of livestock at a determined season, duration, and intensity to accomplish defined vegetation or conservation goals, including reducing the risk of wildfire by reducing fuel loads, controlling undesirable or invasive plants, and promoting biodiversity and habitat for special status species. Prescribed grazing may involve any or multiple kinds of livestock consistent with Public Resources Code section 4004.5.
Program Income	Income that is generated directly by Grantee's performance of the Project, including any interest earned on Advance Payments.
Project	The activity, activities, or work to be accomplished utilizing grant and matching funds (if applicable).
Project Performance Period	The Project Performance Period is from the time the Grant Agreement is fully signed to the Agreement termination date. Only eligible costs incurred during the Project Performance Period will be paid by the State.
Project Scope of Work	The detailed description of the proposed tasks, as described in enabling legislation and detailed in the grant agreement.
Project Budget Detail	The proposed detailed budget plan identifying costs to be funded by the grant, matching funds, and projected program income broken down by budget category.
Reforestation	The planting of trees to establish a diverse, native forest with site-appropriate trees, which will result in stable carbon sequestration and storage, improved watershed and habitat functions, forest resilience, and prevent the conversion of previously forested land to shrub fields that suppress future reforestation. Reforestation includes all activities required to accomplish reforestation, including the preparation of sites for planting and the collection or purchase of cones and seeds.

Resolution	A signed resolution by the grantee's governing body, which identifies individual(s) authorized to act on behalf of the grantee's governing body for the grant project.
Severely Disadvantaged Community	A community with a median household income of less than 60 percent of the area average or less than 60 percent of statewide median household income consistent with Public Resources Code section 90100.
Tribe	A federally recognized Native American tribe or a non-federally recognized Native American tribe listed on the California Tribal Consultation List maintained by the Native American Heritage Commission consistent with Public Resources Code section 90100.
Vulnerable Population	a subgroup of a population within a region or community that faces a disproportionately heightened risk or increased sensitivity to impacts of climate change and that lacks adequate resources to cope with, adapt to, or recover from such impacts consistent with Public Resources Code section 90100.

Appendix B- Budget Development Guidance

NOTE: This section is intended to be guidance only and the recommendations provided do not guarantee the elimination of additional informal/formal amendments, audit findings, invoice kickbacks, or invoice denials by CAL FIRE.

This appendix is intended to be used as a practical reference when developing or revising a project budget and should be reviewed in conjunction with the application and grant agreement requirements. It provides general guidance and best practices to assist applicants in developing a clear, accurate, and approvable project budget. This appendix includes example budget documents, along with best practices and considerations for each budget category to support consistent budgeting and reimbursement.

Once a grant has been awarded, grantees are eligible for reimbursement of costs that are included in the approved budget sheet and budget narrative. Eligible costs that are not reflected in the approved budget may be added through the amendment process.

Grantees are encouraged to contact their assigned Forest Health Forester early to discuss anticipated budget changes and, if appropriate, submit a budget amendment for approval prior to incurring related expenses.

Please remember the follow:

- all costs must be expressly included within the scope of the project budget detail or project narrative,
- costs must be correctly categorized in the project budget detail,
- the rate in the project budget detail will be the maximum allowable rate, and
- costs must be for actual expenses incurred.

Budget Documents

- **Budget Sheet**

The budget worksheet in CAL FIRE's grants management software that lists costs by budget category.

- **Budget Narrative**

A supplemental document that explains and elaborates on budget line items to clearly define how costs will be invoiced including maximum rates.

- **Budget Justification**

A supplemental document that provides additional detail and justification to explain why those costs are necessary to achieve project outcomes.

The budget sheet and budget narrative must be consistent and should be reviewed together when determining cost eligibility. A budget narrative should be laid out in bullet form in the same order as the budget sheet. A budget justification should be provided during the application phase or when submitting an amendment that adds a new cost.

Recommended Strategies by Budget Category

Salaries & Wages

Reimbursement for salaries and wages will only be issued for positions explicitly listed in the approved budget sheet and/or budget narrative.

Payroll documentation must demonstrate a clear nexus between time worked on the Forest Health project and wages paid. Supporting documentation must reflect the same employee title, role, or classification as listed in the approved budget and/or narrative.

All Salaries & Wages line items should reflect an approved rate. Reimbursement will not be issued for rates that exceed those approved. If an employee receives a pay increase or has a change in title, role, or classification, grantees are encouraged to submit a budget amendment as soon as feasible, ideally once the change is anticipated, so that costs associated with the updated rate or position can be invoiced without delay.

On the **budget sheet**, include a single line item for Salaries & Wages rather than listing each individual position separately. Because staffing changes are common over the life of a Forest Health project, applicants are encouraged to list all position classifications in the **budget narrative** that may reasonably perform project-related work. This approach provides flexibility if staffing plans shift due to hiring delays, turnover, or changing workload needs. Each listed position should include a maximum rate, and applicants should account for any anticipated annual raises or cost-of-living adjustments (COLA) over the course of the grant. The **budget justification** should provide additional detail and explanation for the positions listed. Applicants are encouraged to highlight key positions that will play a central role in the project, as well as describe how other positions will contribute to project deliverables.

Benefits

Benefits will only be reimbursed for positions that are explicitly listed in the approved budget sheet and/or budget narrative. Supporting documentation must align with the employee's approved title, role, or classification.

Benefit costs should reflect the organization's standard benefit structure and be consistent with the associated salary positions.

Contractual

Any work that will not be performed directly by the grantee and will instead be completed by a third party must be budgeted under the Contractual category.

Purchases or rentals that are billed directly to the grantee must be budgeted in their appropriate categories (e.g., Supplies, Other) and may not be reimbursed under Contractual. Conversely, any purchases, rentals, travel, or supplies secured by a contractor must be included within that contractor's contractual cost and not billed separately by the grantee.

However, if the project includes reforestation and seed or seedlings will be purchased, this costs should be listed under the Contractual category, with the following language in the budget narrative: *"Purchasing of seed/seedlings from a company or contractor will be made by the grantee or contractor."* This language allows invoices for seed/seedling purchases to originate from either the grantee or a contractor and remain eligible for reimbursement under the Contractual category.

Please consider stating the service the contractor will provide and to not include the contractor's name in case a different contractor is awarded after the project start, or if there is a change in subcontractor. This may alleviate the need to amend your award due to new subcontractor information.

Supplies

Supply costs are only applicable to supplies purchased directly by the grantee. Supplies purchased by contractors must be charged to the "Contractual" category. All supplies for which reimbursement is sought must be explicitly listed in the approved budget sheet and/or budget narrative. Any single supply item with a unit cost greater than \$10,000 must be listed separately in the narrative and shall be documented to ensure procurement of supplies on a competitive basis and documentation of price analysis.

If possible, group supplies as a single line item or by type in the **budget sheet**. In the **budget narrative**, list all anticipated supply types. For example: “forestry supplies which may include but are not limited to the following: shovels, axes, flagging, paint, etc.”

Please be sure to list any IT equipment costs, including but not limited to computers, tablets, cell phones, and GPS units, individually. As a general rule, if an item “plugs in”, it is likely considered IT equipment.

Other common supply costs include fuel costs and tree seedlings. Common examples of fuel costs include drip torch fuel mix or propane used for prescribed fire activities and fuel for generators.

Travel

Travel reimbursements shall not exceed the [California Standard Per Diem Rates as published by the U.S. General Services Administration \(GSA\)](#).

Equipment

Equipment budgeted under the Equipment category must be purchased directly by the grantee. Reimbursement will not be provided for equipment purchased by or on behalf of a contractor.

Equipment must meet CAL FIRE’s definition (generally a unit cost of \$10,000 or more with a useful life greater than one year) and is subject to equipment reporting and disposition requirements.

Other

This category is for any other costs paid directly by the grantee that does not fit into any of the other categories. Examples include costs associated with rentals billed directly to the grantee such as vehicle rentals, trailer rentals, refrigeration truck rentals, and water tank rentals. Other costs to consider include computer- or web-based subscriptions such as GIS software, mapping or navigation applications, and grants management systems.

Indirect Costs

Grantees are strongly encouraged to categorize overhead or administrative costs that are shared across multiple projects and not used exclusively for the Forest Health grant under Indirect Costs. This improves clarity and reduces the risk of misclassifying shared expenses as direct costs.

Example Budget Sheet

Budget Report

Passthrough Agency: California Department of Forestry and Fire Protection (CAL FIRE)
 Program: Forest Health Program FY 2025-2026
 Project Name/Title: CDF - Forest Health Project
 Org Name: CAL FIRE Forest Health
 Award/Contract Number: 8XX25000
 Stage: Budget Example

Report Date: 01/29/2026
 Requested By: Forest Health
ForestHealth@fire.ca.gov

Budget Items

Category	Title	Description	Units	Unit Cost	Extended Cost	Direct Cost	Indirect Cost	GL Account	Cost Share
Salaries & Wages									
	Staff	Total	1	\$154,500.00	\$154,500.00	\$154,500.00	\$18,540.00		\$0.00
Salaries & Wages Total					\$154,500.00	\$154,500.00	\$18,540.00		\$0.00
Employee Benefits									
	Staff Benefits	Total	1	\$49,671.00	\$49,671.00	\$49,671.00	\$5,960.52		\$0.00
Employee Benefits Total					\$49,671.00	\$49,671.00	\$5,960.52		\$0.00
Contractual									
	Fuels Reduction Project	Contract	1	\$2,500,000.00	\$2,500,000.00	\$2,500,000.00	\$300,000.00		\$500,000.00
	Reforestation Services	Contract	1	\$1,500,000.00	\$1,500,000.00	\$1,500,000.00	\$180,000.00		\$0.00
	Biomass Utilization	Contract	1	\$750,000.00	\$750,000.00	\$750,000.00	\$90,000.00		\$0.00
	GIS Consulting Services	Contract	1	\$325,000.00	\$325,000.00	\$325,000.00	\$39,000.00		\$0.00
	Seedling Purchase	Contract	1	\$125,000.00	\$125,000.00	\$125,000.00	\$15,000.00		\$0.00
Contractual Total					\$5,200,000.00	\$5,200,000.00	\$624,000.00		\$500,000.00
Travel & Per Diem									
	Pick-Up Vehicle Mileage	Miles	5000	\$0.725	\$3,625.00	\$3,625.00	\$435.00		\$0.00
	Lodging + Meals + Incidentals	Days	15	\$200.00	\$3,000.00	\$3,000.00	\$360.00		\$0.00
Travel & Per Diem Total					\$5,109.00	\$5,109.00	\$795.00		\$0.00
Supplies									
New Subcategory									
	Forestry Supplies	Each	1	\$2,800.00	\$2,800.00	\$2,800.00	\$336.00		\$0.00
	Office Supplies	Each	1	\$1,500.00	\$1,500.00	\$1,500.00	\$180.00		\$0.00
	IT Equipment - Laptops	Each	3	\$800.00	\$2,400.00	\$2,400.00	\$288.00		\$0.00
	Fuel - TerraTorch	Gallons	500	\$5.00	\$2,500.00	\$2,500.00	\$300.00		\$0.00
Supplies Total					\$9,200.00	\$9,200.00	\$1,104.00		\$0.00
Equipment									
	TerraTorch	Each	1	\$32,000.00	\$32,000.00	\$32,000.00	\$0.00		\$0.00
Equipment Total					\$32,000.00	\$32,000.00	\$0.00		\$0.00
Other Costs									
	Herbicide Storage	Daily	400	\$10.00	\$4,000.00	\$4,000.00	\$480.00		\$0.00
	Tree Cooler rental	Daily	300	\$225.00	\$67,500.00	\$67,500.00	\$8,100.00		\$0.00
	Subscriptions	Each	1	\$1,500.00	\$1,500.00	\$1,500.00	\$180.00		\$0.00
	Permits	Each	1	\$3,000.00	\$3,000.00	\$3,000.00	\$360.00		\$0.00
Other Costs Total					\$76,000.00	\$76,000.00	\$9,120.00		\$0.00
Indirect Cost									
	Indirect	IDC - 12%							
Indirect Cost Total									
Other									
Category	Title	Description	Units	Unit Cost	Extended Cost	Direct Cost	Indirect Cost	GL Account	Cost Share
Other									
Other Total					\$5,526,480.00	\$5,526,480.00	\$659,519.52		\$500,000.00
Grant Total					\$6,685,999.52	\$5,526,480.00	\$659,519.52		\$500,000.00

Program Income

Category	Title	Description	Income	Cost Share
Program Income				
Biomass Utilization				
	Biomass Utilization - Chip Revenue	Contract	\$500,000.00	
Program Income Total			\$500,000.00	

Example Budget Narrative

Salaries & Wages

Grant funds will support 5 employee positions responsible for overall project implementation, coordination with partners, contractor oversight, reporting, and compliance with CAL FIRE requirements.

- Staff costs budget at \$154,500.00

Position	Max Rate/Hour
Project Manager	\$60.00
Forestry Technician	\$40.00
Registered Professional Forester	\$95.00
Administrative Analyst	\$38.00
Field Coordinator	\$50.00

Employee Benefits

- Employee benefits are calculated at maximum of 32.15% of eligible salaries and are applied consistently across all staff classifications in accordance with the organization's established policies.

Contractual

Contractual costs support implementation of on-the-ground forest health activities and required project services as outlined in the project Scope of Work:

- Fuels Reduction Project: may include the following activities: thinning, mastication, piling, and pile burning. Activities shall not exceed \$3,002/acre.
- Reforestation Services: may include services for site preparation, planting, herbicide, and related reforestation activities and shall not exceed \$800/acre.
- Biomass Utilization: may include services to process and utilize woody biomass such as collection, loading, and transportation. Biomass utilization costs shall not exceed \$750,000.
- GIS Consulting Services will not exceed \$110/hr.
- Seeding Purchases: Purchasing of seedlings from a company or contractor will be made by the grantee or contractor and shall not to exceed \$0.56/seedling.

Travel & Per Diem

Travel costs are limited to project-related activities and may not exceed current GSA per diem rates

- Personal Vehicle Mileage: calculated using the current IRS per-mile rate of \$0.725/mile. Mileage rates shall not exceed the rates allowed by the IRS.
- Lodging: Overnight lodging, per diem, and incidentals for staff. Rates shall not exceed current GSA rate and will not exceed \$3,000 in total.

Supplies

- Forestry Supplies: Including, but not limited to diameter tapes, cruiser vests, flagging, paint, shovels, poly sheeting, personal protective gear, and prisms.
- Office Supplies: Including, but not limited to pens/pencils, notebooks, paper, and printer ink.
- IT Equipment – Laptops/Tablets: 3 laptops or tablets at approx. \$800 each.
- Fuel – TerraTorch: Fuel required for equipment. \$2500 /approx 500 gallons

Equipment

- TerraTorch: 1 unit = \$32,000

Other Costs:

- Herbicide Storage: shall not exceed \$10/day
- Tree Cooler Rental: shall not exceed \$225/day
- Subscriptions: Software or service subscriptions including, but not limited to: Avenza, GIS software, AirTable subscription. Up to \$1500 total.
- Permits: Required permits including but not limited to burn permits and timber harvest permits. Up to \$3,000 total.

Indirect Costs

Indirect costs are calculated using an IDC rate of 12% across all budget line items, excluding the equipment budget category.

Cost Share

This project includes a voluntary cost share contribution of \$500,000 to support mastication activities.

Program Income

The project anticipates program income from biomass utilization (chip revenue) at \$500,000.

Example Budget Justification (optional)

This budget reflects the reasonable and necessary costs required to successfully implement the proposed Forest Health project in accordance with CAL FIRE Forest Health Program requirements. Costs are based on current market rates, historical expenditures from similar projects, and anticipated project needs over the grant term. All costs are directly attributable to project activities and are consistent with the approved scope of work.

Salaries & Wages

Grant funds will support 5 employee positions responsible for overall project implementation, coordination with partners, contractor oversight, reporting, and compliance with CAL FIRE requirements. Salary costs charged to the grant reflect only the time spent on eligible project activities. Only the actual rate paid to the employee will be charged to the grant at any given time. Maximum rates are intended to allow for flexibility and reduce amendments.

Project Manager – Oversees all aspects of the Forest Health project, including schedule, budget, contractors, compliance, and reporting to ensure objectives are met (estimated 500 hrs @ \$60/hr = \$30,000).

Forestry Technician – Performs field work supporting fuels reduction, reforestation, data collection, and site inspections under technical guidance (estimated 750 hrs @ \$40/hr = \$30,000).

Registered Professional Forester (RPF) – Provides technical oversight, develops treatment prescriptions, ensures regulatory compliance, and supports contractor quality control (estimated 400 hrs @ \$95/hr = \$38,000).

Administrative Analyst – Manages grant administration, including invoices, expenditures, records, contracts, and reporting (estimated 500 hrs @ \$38/hr = \$19,000).

Field Coordinator – Coordinates field crews, logistics, work tracking, documentation, and safety/environmental compliance (estimated 750 hrs @ \$50/hr = \$37,500).

Employee Benefits

Employee benefits are calculated for the General Employee position and include standard benefits such as payroll taxes, retirement contributions, workers' compensation, and health-related benefits. Benefit costs are proportional to the salary charged to the grant and are consistent with the organization's established benefit structure.

Employee benefits are calculated as a percentage of eligible salaries and are applied consistently across all staff classifications in accordance with the organization's established policies.

Benefit Type	Percentage of Salary	Description
Payroll Taxes (FICA/Medicare)	7.65%	Employer-paid statutory payroll taxes
Retirement Contributions	8.00%	Employer retirement or pension contribution
Health, Dental & Vision	12.00%	Medical and ancillary insurance benefits
Workers' Compensation	3.00%	Insurance coverage for work-related injuries
Unemployment Insurance	1.50%	State and federal unemployment insurance
Total Estimated Benefits Rate	32.15%	Applied to salary costs charged to the grant

Contractual

Contractual costs support implementation of on-the-ground forest health activities and required project services as outlined in the project Scope of Work:

- **Fuels Reduction Project:** Contracted services to complete fuels reduction treatments consistent with project scope of work/deliverable and CAL FIRE Forest Health priorities.
 - Thinning – estimated at \$1,200,000 (750 acres), ~\$1,600/acre
 - Mastication - \$800,000 + \$500,000 *[match]* = estimated at \$1,300,000 (433 acres), ~\$3,002/acre
 - Piling – estimated at \$350,000 (583 acres), ~\$600/acre
 - Pile burning – estimated at \$150,000 (583 acres), ~\$257/acre
- **Reforestation Services:** Contracted services for site preparation, planting, and related reforestation activities.
 - Site Preparation – estimated at \$400,000 (500 acres), ~\$800/acre
 - Planting – estimated at \$500,000 (1000 acres), ~\$500/acre
 - Herbicide – estimated at \$600,000 (1000 acres x 2 applications), ~\$300/acre
- **Biomass Utilization:** Contracted services to process and utilize woody biomass generated through project activities, supporting both forest health

and utilization goals. \$750,000 includes collection/transport and contractor overhead costs.

- GIS Consulting Services: Providing mapping and data analysis services. Estimated at \$90,000 (818 hrs x ~\$110/hr)
- Seeding Purchases: Purchasing of seedlings from a company or contractor will be made by the grantee or contractor. Estimated at \$125,000 (approx. 225,000 seedlings at ~\$0.56/ea)

Contract costs are based on recent bid pricing, vendor quotes, or comparable project experience and reflect anticipated quantities and scope. A portion of contractual costs is identified as cost share, representing non-CAL FIRE funding contributing to project implementation.

Travel & Per Diem

Travel costs are necessary for project implementation, monitoring, and oversight:

- Personal Vehicle Mileage: Mileage reimbursement for staff travel to and between project sites, meetings, and inspections, calculated using an established IRS per-mile rate of \$0.725/mile. Mileage rates shall not exceed the rates allowed by the IRS
- Lodging: Overnight lodging required for staff working at remote project locations for multiple consecutive days.

Travel costs are limited to project-related activities and may not exceed current GSA per diem rates.

Supplies

Supplies include consumable materials necessary to complete project activities:

- Forestry Supplies: Including, but not limited to: diameter tapes, cruiser vests, flagging, paint, shovels, poly sheeting, personal protective gear, and prisms. These supplies are necessary for project development, layout, and implementation.
- Office Supplies: Including, but not limited to: pens/pencils, notebooks, paper. These supplies are necessary for project management and required project reporting.
- IT Equipment – Laptops/Tablets: 3 laptops or tablet at ~\$800 each. IT equipment is necessary to produce project mapping and reporting requirements.
- Fuel – TerraTorch: Fuel required for equipment usage.

All supply costs are based on anticipated usage and current pricing and are directly tied to project work.

Equipment

- TerraTorch: Specialized equipment required to support burning operations and fuels treatment activities. 1 unit = \$32,000. There were no TerraTorches available for renting or leasing and we received two different quotes for procurement. The lowest quote came in at \$32,000.

Other Costs

Other direct costs necessary for project implementation include:

- Herbicide Storage: Daily storage costs for herbicides used in vegetation management activities. More cost effective to buy all herbicide at once and store, than to purchase only when immediately being applied.
- Tree Cooler Rental: Rental of coolers to properly store seedlings prior to planting, ensuring viability and project success.
- Subscriptions: Software or service subscriptions required for project management, data tracking, or reporting including, but not limited to: Avenza, GIS software, AirTable subscription.
- Permits: Required permits to comply with regulatory requirements associated with project activities, including, but not limited to: burn permits and timber harvest permits.

Indirect Costs

Indirect costs are calculated using an IDC rate of 12% and we will not be asking for an exception for a higher rate. Indirect costs represent allowable administrative and overhead expenses that support project implementation but cannot be directly assigned to a single activity.

Cost Share

Although cost share is not required under the Forest Health Program, this project includes a voluntary cost share contribution of \$500,000 to support mastication activities. Cost share amounts are documented in the budget and represent non-CAL FIRE funds that directly support eligible project work.

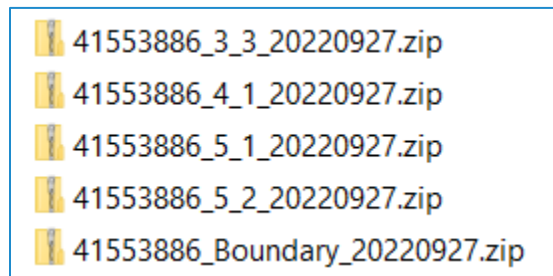
Program Income

The project anticipates program income from biomass utilization (chip revenue) generated through contracted biomass activities at \$500,000. Program income will be used in accordance with CAL FIRE grant requirements and applied to eligible project costs as reflected in the budget.

Appendix C- Spatial Data

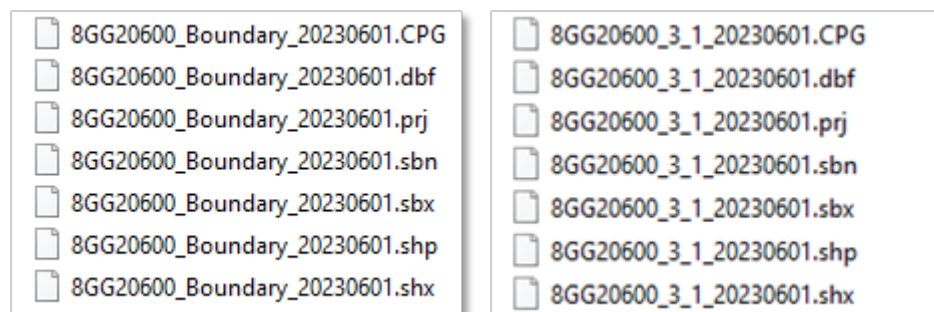
General Requirements for All Spatial Data Submittals

1. Format: Shapefile (KMZ or GDB will not be accepted.)
2. Coordinate reference system: NAD_1983_California_Teale_albers (EPSG: 3310)
3. Note file: Include source information, methodology, and other relevant details, if any, in a note file and place it in a zipped folder with the shapefile.
4. Separate zipped folders for each shapefile: One for the project boundary and one for each treatment activity boundary, as shown below.



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

5. Within each zipped shapefile folder, please provide all associated file extensions as shown below. It is OK if there are extra files such as .shp.xml.



Types of Shapefiles

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

Project Boundary Shapefile

1. The project boundary shapefile must have only **one feature**. If the project boundary is dispersed, it must be merged into a SINGLE multipart feature.
2. The shapefile must as closely as possible, define the footprint, or total unique acres, on which ground-disturbing activity will take place (in a shapefile showing planned work) or has taken place (in a shapefile representing completed work), within the project scope. It is important to exclude any “dead” or “skip-over” or areas to give an accurate map of where ground-disturbing work occurs. Please be sure to exclude any “impact areas” where benefits are expected to result, but ground-disturbing work is not directly implemented. There should be no overlapping areas, and the project boundary acreage should not exceed the cumulative treatment activity polygons acres. In summary, the project boundary shapefile will be one feature that covers all and only the areas on which the grant project conducts ground-disturbing work.
3. Please submit your project boundary shapefile with the following naming convention.

eCivisApplicationNumber_Boundary_Date.zip (**Date format: YYYYMMDD**)
Example: 41553886_Boundary_20231109.zip

4. The attribute table for the project boundary shapefile must include these fields: eCivis Application Number, Project Name, Grantee, [Calculated] Acres (see example below).

	FID	Shape	AppNumber	Proj_Name	Grantee	Acres
1	0	Polygon ZM	41553886	Sierra Nevada Adaptive Management Experiment	Board of Regents, Uni...	1676.787447
Click to add new row.						

Treatment Activity Shapefiles

Each project will have multiple treatment components or activity shapefiles.

Each row in the table must have exactly one ownership type and one responsibility area ("jurisdiction"). If one activity will take place in an area that spans multiple ownership types, then it will be necessary to break the area into smaller parts so that each part has only one ownership type; then each smaller area will be entered in its own row. The same is true of responsibility areas (FRA, SRA, and LRA designations).

2. The number of treatment activity shapefiles must match the number of treatment components (rows) listed in the Treatment Tracking sheet of the progress report. For example, if the Treatment Tracking sheet lists 15 different treatment activities (one activity per row, across a total of 15 rows), there must be 15 treatment activity shapefiles.
3. Each treatment activity boundary must only have **one feature**; If a treatment area is dispersed, it must be merged into a SINGLE multipart feature.
4. All treatment activities must fall within the project boundary footprint.
5. Each treatment activity shapefile must include the associated treatment component number (TCN) as listed on the Treatment Tracking worksheet in the project workbook.
6. Each treatment activity shapefile must have one and only one responsibility area ("jurisdiction"). Please see the "Determining Jurisdiction" section below for requirements and guidance.
7. Please submit your treatment activity boundary shapefiles with the following naming convention.

eCivisApplicationNumber_TreatmentNumber_Date.zip (**Date format: YYYYMMDD**)

Example: 41553886_1_1_20231109.zip

8. The attribute table for the treatment activity boundary shapefiles must include these fields: TN (treatment number), eCivis Application Number, Treatment Name, Ownership Type, Jurisdiction, Treatment Objective, Treatment Activity, Vegetation Type, [Calculated] Acres (see example below).

	Treatment Number	eCivis Application Nu...	Treatment Name	Ownership Type	Jurisdiction	Treatment Objective	Vegetation Type	Acres	Activity
1	1.1	41553886	North Complex SPI	Private (industrial forest)	SRA	Reforestation	Timber	2.9	Tree Planting

Blank Shapefile Templates

Please [click here](#) to download an empty shapefile .zip file to use for submitting the project boundary shapefile.

Please [click here](#) to download an empty shapefile .zip file for submitting the treatment activity shapefiles.

Blank Shapefile templates for the project boundary and treatment component number shapefiles can also be found in the Spatial Data- Shapefiles section of the [Forest Health Grantee Resources](#) webpage.

Applicants are encouraged to utilize the [Forest Health Spatial Data Validation](#) Tool before submitting shapefiles.

Determining TCN (Treatment Component Number)

The Treatment Tracking sheet in the Forest Health Project workbook assigns Treatment Component Numbers (TCN) to each treatment area. TCN naming convention is set up as digits before and after a decimal point (ex. “2.3”). The digits before the decimal are determined by the areas which have the same Ownership Type, Jurisdiction, and Treatment Objective (see below).

Treatment Component Number	Treatment Area Name	Ownership Type	Jurisdiction	Treatment Objective
1	Rx Fire Example	Private (non-industrial)	SRA	Prescribed_Fire
1	Rx Fire Example	Private (non-industrial)	SRA	Prescribed_Fire
2	Reforestation Example	National Park	FRA	Reforestation
2	Reforestation Example	National Park	FRA	Reforestation
2	Reforestation Example	National Park	FRA	Reforestation
3	Different Ownership Ex.	Private (non-industrial)	FRA	Reforestation

The digit after the decimal is added by the different Activity Objectives for each number assigned above (see below).

Treatment Component Number	Treatment Area Name	Ownership Type	Jurisdiction	Treatment Objective	Treatment Activity
1.1	Rx Fire Example	Private (non-industrial)	SRA	Prescribed Fire	Broadcast Burning
1.2	Rx Fire Example	Private (non-industrial)	SRA	Prescribed Fire	Pile Burning
2.1	Reforestation Example	National Park	FRA	Reforestation	Invasive Plant Removal
2.2	Reforestation Example	National Park	FRA	Reforestation	Tree Planting (Manual)
2.3	Reforestation Example	National Park	FRA	Reforestation	Site Preparation
3.1	Different Ownership Ex.	Private (non-industrial)	FRA	Reforestation	Tree Planting (Manual)

Determining Jurisdiction

When providing shapefiles of treatment activities, each treatment activity polygon must fall entirely within one responsibility area (“jurisdiction”): Federal Responsibility Area (FRA), State Responsibility Area (SRA), or Local Responsibility (LRA). CAL FIRE’s Fire and Resource Assessment Program (FRAP) maintains a GIS responsibility area layer publicly available online. Using this layer is necessary to ensure polygons do not span multiple responsibility areas.

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

1. Download the *California State Responsibility Area 2025* geodatabase under the Land Ownership and Administration section from [FRAP GIS Mapping and Data Analytics](#).
2. Load the geodatabase into a survey application (e.g., Avenza, Collector, or Survey123) to use it offline while in the field.
3. Apply spatial join (one-to-many) or overlay (intersection) tools by using the responsibility area and the activity shapefile in GIS software (e.g., ArcMap).
4. The resultant dataset will produce a new shapefile that has a combination of activity attributes with responsibility area attributes.
5. If an activity shape falls into multiple responsibility areas, then there will be multiple rows, each with a different responsibility area, for the one activity. Then:
 - a. Correct any drawing errors found that could eliminate inaccurate overlapping by the polygon of more than one responsibility area.

- b. If the correctly drawn activity polygon still covers more than one responsibility area, the polygon will need to be broken into multiple polygons so that each polygon falls into only one responsibility area. In this case, add a row in the Treatment Tracking sheet (in the progress report form) for each new activity polygon.

At the end, there should be a one-to-one relationship: one activity, one row in the Treatment Tracking sheet, one activity polygon

Applicants are strongly advised to ensure that estimates of the total number of acres where project activities will occur match across the application (e.g., shapefiles do not contradict the "Treatment Tracking" worksheet). For example, the Activity Acres to be Treated (column G) on the Treatment Tracking sheet in the Forest Health Project Workbook and the calculated geometry acres within each shapefile should be the same.

CAL FIRE's Forest Health Program recognizes that the geospatial data requirements in the application and possible subsequent reporting on awarded grants are at a high standard. The Forest Health program strongly encourages applicants to include a GIS specialist in the development of the project and to include professional GIS support as a line item in the budget for ongoing reporting needs, if awarded.

Please note: CAL FIRE enters all Forest Health grant geospatial data into its CalMAPPER geospatial database. CalMAPPER is currently being updated and a new version will be implemented by 2027. Awarded applicants may be asked to provide geospatial data in an updated format, thus it is strongly recommended that applicants increase their budget for GIS support throughout the project.

Appendix D- Environmental Compliance

NOTE: CAL FIRE must ensure compliance with the California Environmental Quality Act (CEQA) when it funds a grant project. To this end, each grantee must submit proof of environmental compliance within one year of the execution of the grant agreement unless an alternative timeframe is approved in writing by CAL FIRE. No grant funds, including those provided via advance payment from CAL FIRE, shall be spent on any project activity that could affect the environment, including any ground-disturbing activity, until the Grantee receives written environmental compliance approval from CAL FIRE Climate and Energy environmental compliance staff.

CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)

CEQA requires public agencies, including CAL FIRE, to evaluate and disclose potential environmental consequences of their discretionary actions, including their award of grant funding. Because CAL FIRE grants often fund projects that may directly or indirectly affect natural and cultural resources, CEQA review ensures that these impacts are identified, mitigated where feasible, and disclosed to the public. CAL FIRE's environmental compliance approval process ensures its actions are environmentally responsible and legally sound, supports the agency's mission to reduce wildfire risk, protects natural resources, and safeguards public health and safety.

Pathways to Environmental Compliance

Within one (1) year of the execution of the grant agreement and prior to commencing any grant-funded project activity that could affect the environment, including any ground-disturbing activity, the Grantee must provide CAL FIRE with proof of adequate compliance with all environmental laws and regulations. Depending on the scope and nature of the project, this may be accomplished by one or more of the following:

1. CEQA notice of exemption ("NOE") filed with the State Clearinghouse and, if required, the county clerk. Note that California Public Resources Code ("PRC") § 21159.27 prohibits a project from being divided into smaller projects to qualify for one or more exemptions.
2. CEQA negative declaration or mitigated negative declaration ("ND/MND") and notice of determination filed with the State Clearinghouse.
3. CEQA final environmental impact report ("EIR") and notice of determination filed with the State Clearinghouse.
4. Board of Forestry timber harvesting permit or notice in compliance with the California Forest Practice Act and Rules for projects that undertake timber

operations as defined in PRC § 4527. Note that use of timber harvest documents for environmental compliance in the absence of timber operations is not appropriate, as the Forest Practice Act and Rules do not apply in these circumstances.

5. For projects on Federal land that have been reviewed under the National Environmental Policy Act (“NEPA”) and are exempt from CEQA pursuant to PRC § 4799.05(d)(1), a finding of no significant impact (“FONSI”) decision notice, categorical exclusion (“CX”) decision memo, or environmental impact statement (“EIS”) record of decision prepared in compliance with NEPA. For further information, see “National Environmental Policy Act” below.
6. Projects covered under a Program EIR (CEQA Guidelines §15168), like the California Vegetation Treatment Program EIR (CalVTP). For activities proposed under a certified Program EIR, one of the following must be provided:
 - a. A checklist or similar evaluation tool (like a PSA for the CALVTP) demonstrating that site-specific impacts were considered and that applicable mitigation measures from the Program EIR are incorporated; or
 - b. An Initial Study leading to a Negative Declaration, Mitigated Negative Declaration, or subsequent EIR if new effects not addressed in the Program EIR would occur; or
 - c. Documentation that the activity is within the scope of the Program EIR, supported by substantial evidence in the record; or
 - d. Other documentation showing compliance with CEQA Guidelines §15162–15164 regarding subsequent, supplemental, or addendum analysis.

Obtaining Written Environmental Compliance Approval

Priority will be given to applicants that consult with Climate & Energy environmental compliance staff before submitting a full proposal application.

During the environmental consultation review process between CAL FIRE and the Grantee, or after the execution of a grant agreement, CAL FIRE may request changes be made to the project and/or environmental documents.

After receiving an executed grant agreement and prior to commencing any grant-funded project activity that could affect the environment, including any ground-disturbing activity, the grantee must contact Climate & Energy environmental compliance staff as soon as possible to obtain environmental compliance approval. In some cases, environmental compliance documents may have been prepared before the grantee applied for CAL FIRE funding. In these cases, Climate & Energy environmental compliance staff will review the

existing documentation to ensure that the environmental impacts of its funding decision are adequately addressed.

To obtain written environmental compliance approval, email all environmental compliance documents for review, including your grant agreement number in the subject line, to Climate & Energy environmental compliance staff at cegrants.ceqa@fire.ca.gov.

Following the Environmental Compliance Review Instructions under the Environmental Compliance section on the [Forest Health Grantee Resources webpage](#), the grantee must provide the following information in their request for environmental compliance review:

1. *Project Summary* – A brief description of the project area and treatment activities, including total acreage, acreage by treatment component number (TCN) and treatment activity, and unit names.
2. *Maps* – A map or maps showing the grant project boundary overlaid with the CEQA project boundary and identifying all TCNs. Maps must contain a legend defining all components, a datum point, a north arrow, and a bar scale.
3. *CEQA Documentation* – All relevant, complete, approved, and filed CEQA, CEQA-equivalent, and/or NEPA documents, including supporting documentation. Key sections relevant to the grant project should be highlighted or clearly identified (see below under CEQA).

Climate & Energy environmental compliance staff will review the project with all associated environmental compliance documentation (i.e., CEQA, NEPA, Forest Practice, etc.) and supporting materials to ensure that potential significant environmental impacts of all grant-funded activities, including by type and location, have been adequately analyzed and, if required, mitigated in accordance with environmental laws and regulations. Compliance staff may request additional information, as needed, to determine that environmental compliance has been met. The grantee must plan accordingly and, considering the level of complexity and CAL FIRE's CEQA role, allow sufficient time for CAL FIRE to complete their review. Any grant-funded project activity that could affect the environment, including any ground-disturbing activity, cannot commence without written environmental compliance approval from Climate and Energy environmental compliance staff to the grantee.

NOTE: Failure to obtain environmental compliance approval within one year of the execution of the grant agreement may result in loss of funding.

BUDGETING FOR ENVIRONMENTAL COMPLIANCE

This grant solicitation allows environmental compliance costs to be charged to the grant, and grantees should ensure they request sufficient funds to cover all necessary environmental compliance work when applying for their grant. When preparing a budget, a grantee should consider the need to contract with qualified resource professionals to conduct the necessary environmental assessments and prepare required documentation. This may include, but is not limited to, biologists, professional archaeologists, air quality specialists, registered professional foresters, and environmental planners.

Absent special circumstances approved in writing by CAL FIRE, the grantee should not charge the grant for duplicative environmental compliance work for the same project covering the same scope of work. For example, if a grantee charges the grant for the preparation of a MND for their grant project and then later determines the project can proceed under a NOE before filing the notice of determination for the MND, CAL FIRE will not reimburse the grantee for preparation of both the MND and the NOE without prior written approval from CAL FIRE. All grantees are strongly encouraged to consult early and often with Climate and Energy environmental compliance staff regarding the appropriate environmental compliance pathway for their project. If environmental conditions necessitate potential change(s) to the established environmental compliance pathway, these changes must be communicated and agreed to by the environmental compliance staff prior to reimbursement of environmental compliance costs.

CEQA AGENCY ROLES

Lead Agency

If the grantee or another project partner with discretionary approval over the project is a public agency they will assume the role of lead agency. The lead agency is responsible for: (a) performing the necessary environmental effects analysis; (b) preparing environmental documents; and (c) filing associated notices with the State Clearinghouse and, when needed, the county clerk.

NOTE: Per CAL FIRE's procedures, a CAL FIRE Certified Archaeological Surveyor certificate can only be used when CAL FIRE is the lead agency for CEQA. This means that when a grantee is a public agency or another public agency assumes the role of lead, the grantee CANNOT use a CAL FIRE Certified Archaeological Surveyor certificate to attain records from the California Historical Resources Information System (CHRIS).

If the grantee is not a public agency, and the grantee cannot identify another lead agency, CAL FIRE may be requested to assume the role of lead agency. This request should be coordinated with CAL FIRE Climate and Energy environmental compliance staff during grant solicitation.

For these projects, the grantee must work closely with CAL FIRE and provide the information necessary to ensure compliance with CEQA and other pertinent laws, regulations, and procedures. This includes performing the necessary environmental effects analyses, preparing required environmental documents, complying with any applicable inter-agency collaboration requirements (for example PRC § 4123), and following CAL FIRE's internal processes, including scheduling appropriately for final review and approval of the CEQA document(s). When budgeting for environmental compliance, as provided for above, the grantee should consider all potential costs associated with CEQA compliance.

For all environmental documents where CAL FIRE is the lead agency, except timber harvesting permits or notices, cultural resources must be assessed in compliance with the procedures outlined in [Cultural Resources Review Procedures for CAL FIRE Projects \(2020\)](#). This may require the project proponent to consult with the appropriate CAL FIRE archaeologist to determine if the potential for impacts to cultural resources exist and what, if any, assessment or mitigation work may be necessary. Any and all communication pertaining to analysis of Cultural Resources with CAL FIRE Cultural Resource Specialists must occur through Climate and Energy environmental compliance staff, including general questions, consultation, and document review. Communication and/or consultation regarding Cultural Resources should be done as early in the planning process as possible. As with any other aspect of environmental compliance documentation, the grantee is responsible for maintaining proper records.

For projects that are exempt from CEQA, where CAL FIRE has agreed to serve as the lead agency for purposes of filing an NOE, the grantee must: (a) conduct necessary record checks/surveys, as part of CAL FIRE's due diligence process, and (b) prepare an Environmental Review Report for an Exempt Project in accordance with CAL FIRE's procedures. CAL FIRE will prepare and file the NOE.

Responsible Agency

When CAL FIRE is not the lead agency and an EIR, PEIR checklist (e.g. CalVTP PSA), ND, or MND has been, or will be, prepared, CAL FIRE will assume the responsible agency role and review an approved environmental analysis by the lead agency, make an independent

judgement about the environmental impacts analyzed, and file a notice of determination with the State Clearinghouse.

If a lead agency determines a project is exempt from CEQA and files an NOE, CAL FIRE, as a responsible agency, must ensure that its own discretionary action complies with CEQA. CAL FIRE will review the exemption and supporting materials to confirm that the grant project is within the scope cited in the exemption and, if a categorical exemption is used, that no exceptions apply to the exemption. CAL FIRE may request additional documentation or analysis from the grantee to verify that the grant project qualifies for the exemption. If CAL FIRE's review of the NOE indicates that the cited exemption does not adequately cover all grant project activities, the grantee may need to conduct additional analysis to receive environmental compliance approval.

NOTE: Pursuant to CEQA Guidelines section 15096, the lead agency may be responsible for consulting with CAL FIRE and other responsible agencies before making its determination regarding the project's potential impacts and the level of CEQA review required.

NATIONAL ENVIRONMENTAL POLICY ACT (NEPA)

Project work involving Federal actions, or occurring on federal lands, must comply with NEPA. Even if a project complies with NEPA, the project must still comply with CEQA when using CAL FIRE grant funds. If the requirements of PRC § 4799.05(d)(1) are met, the project may be exempt from CEQA and eligible for a statutory exemption. This means that prescribed fire, reforestation, habitat restoration, thinning, or fuel reduction projects undertaken, in whole or in part, on federal lands to reduce the risk of high-severity wildfire that have been reviewed under NEPA may not need additional CEQA analysis. However, an NOE still must be filed with the State Clearinghouse and with the county clerk in the county in which the project will occur, consistent with PRC § 4799.05(d)(4)(A). The lead agency will also need to post the NOE on its internet website together with a description of where the documents analyzing the environmental impacts of the project under NEPA are available for public review.

ENVIRONMENTAL COMPLIANCE REPORTING

Public Resources Code section 4137 requires CAL FIRE to post certain information about hazardous fuel reduction and vegetation management projects funded or conducted by CAL FIRE on its website. To ensure CAL FIRE can comply with these requirements, all grantees must maintain records and provide the necessary information to CAL FIRE ahead of reporting deadlines. The type of information collected can be viewed on the [CAL FIRE](#)

[Environmental Protection Program webpage](#) under Posting for Public Resource Code – PRC § 4137 (h). These requirements extend to all projects, including those that are exempt from CEQA. Please note that some of these requirements, such as consultation required by PRC § 4123, are completed before project implementation while others, such as mitigation completion, are completed during or after project implementation.

Appendix E- Sample Invoice

All Grantees will be required to submit invoices in a format similar to this sample and upload invoice cover sheet along with supporting documentation via CAL FIRE's current grant management system.

Grantee Name		INVOICE		
Street Address		DATE: Month DD, YYYY		
Street Address2		INVOICE #: 1		
City, ST ZIP Code				
Submit invoice and supporting documentation to: California Department of Forestry & Fire Protection (CAL FIRE)				
Grant Number:	XGXXXXXX	Grant Period:	MM/DD/YYYY to MM/DD/YYYY	
Project Name:				
Invoice Reporting Period:	MM/DD/YYYY	to	MM/DD/YYYY	
Payment Type:	<input type="checkbox"/> Advance Request <input type="checkbox"/> Interim Payment <input type="checkbox"/> Final Payment			
BUDGET ITEM	BUDGETED AMOUNT	CURRENT COST	EXPENDED TO DATE	CURRENT MATCH
Salaries and Wages	-	-	-	-
Employee Benefits	-	-	-	-
Contractual	-	-	-	-
Travel	-	-	-	-
Supplies	-	-	-	-
Equipment	-	-	-	-
Other	-	-	-	-
Indirect Cost (Exclude Equipment) 12%	-	-	-	-
TOTAL	\$ -	\$ -	\$ -	\$ -
Less Outstanding Advance		\$ -		
Less Program Income		\$ -	\$ -	
CURRENT DUE		\$ -		
Check all those that apply: <input type="checkbox"/> Supporting documentation attached (required for Interim & Final Payment) <input type="checkbox"/> Project Progress Report (Interim) or Project Completion Report (Final)				
Please direct questions to: Name at XXX-XXX-XXXX Ext. XXXX				
CERTIFICATION: I certify that I have the full authority to execute this payment request on behalf of the Grantee. I declare under penalty of perjury, under the laws of the State of California, that this request and accompanying documents for the above referenced grant is true and correct to the best of my knowledge, and represents actual allowable disbursements made for the work performed in accordance with the conditions of the grant.				
Signature of Authorized Official		Printed Name	Title	Date
CAL FIRE USE ONLY				
Payment approval signature (Unit/Field Staff)		Title	Date	
Payment approval signature (Program Manager)		Title	Date	
Payment approval signature (Grants Management Unit)		Title	Date	
CAL FIRE Coding:	PO ID	Ref	ENY	Program
			20	
	Account	Alt Account	Rep Struc	Svc Loc
	5340580	5340580000	3540	
	Fund	Project ID	Activity ID	

Appendix F- Sample Resolution

RESOLUTION (non-profit applicants must have resolution signature notarized)

NOTE: DO NOT CHANGE THE FORMAT OR VERBIAGE IN THIS RESOLUTION FORMAT WITHOUT WRITTEN APPROVAL OF CAL FIRE STAFF.

Resolution No.: _____

RESOLUTION OF THE _____ (Title of Governing Body/City Council/ Board of Supervisor/Board of Directors) OF _____ (City/County/District/Not-for-Profit/etc.) FOR FUNDING FROM THE FOREST HEALTH GRANT PROGRAM AS PROVIDED THROUGH THE GREENHOUSE GAS REDUCTION FUND.

WHEREAS, the Governor of the State of California in cooperation with the California State Legislature has enacted State of California Greenhouse Gas Reduction Funding, which provides funds to the State of California and its political subdivisions for forest health programs; and

WHEREAS, the State Department of Forestry and Fire Protection has been delegated the responsibility for the administration of the program within the State, setting up necessary procedures governing application by local agencies, non-profit organizations, and others under the program, and

WHEREAS, said procedures established by the State Department of Forestry and Fire Protection require the applicant to certify by resolution the approval of application before submission of said application to the State; and

WHEREAS, the applicant will enter into an agreement with the State of California to carry out a forest health project;

NOW, THEREFORE, BE IT RESOLVED that the (Title of Governing Body):

1. Approved the filing of an application for "State Greenhouse Gas Reduction Funding" forest health grant program funds; and
2. Certifies that said applicant has or will have sufficient funds to operate and maintain the project; and,
3. Certifies that funds under the jurisdiction of (Governing Body) are available to begin the project.
4. Certifies that said applicant will expend grant funds prior to **March 30, 2022**.
5. Appoints (Position Title), or a designee, as agent of the (Governing Body) to conduct all negotiations, execute and submit all documents including, but not limited to applications, agreements, amendments, payment requests and so on, which may be necessary for the completion of the aforementioned project.

Approved and adopted the _____ day of _____, 20_____. I, the undersigned, hereby certify that the foregoing Resolution, number _____ was duly adopted by the following roll call vote:
(City Council/Board of Supervisor/Board of Directors)

Ayes: _____ Noes: _____ Absent: _____ (Clerk) Notarized Seal:

Appendix G- Example Monitoring Landowner Access Agreement

CAL FIRE	State of California Department of Forestry and Fire Protection Forest Health Program PO Box 944246, Sacramento, CA 94244-2460 ForestHealth@fire.ca.gov	
Landowner	Name: Address: Email: Phone number:	
Land	Address of site: Or parcel number(s): Or coordinates of location: Or Legal description attached as Exhibit "A" Acres:	
Purpose	Facilitate CAL FIRE Forest Health monitoring program.	
Effective Date		
Termination Date		
Signatures	State of California Department of Forestry and Fire Protection By: _____ Name: _____ Title: _____	Landowner By: _____ Name: _____ Title: _____

This Monitoring Agreement (“**Agreement**”) is entered into as of the Effective Date between CAL FIRE and Landowner. CAL FIRE and Landowner may be referred to individually as a “**Party**” or collectively as the “**Parties**”.

1. Term and Termination. The term of this Agreement starts on the Effective Date, or the date the grant agreement is signed, and ends on the Termination Date, or 15 years after the grant agreement is terminated (“**Term**”). This Agreement may be terminated by a Party upon 30 days written notice to the other Party.
2. Use of Contractors. CAL FIRE may contract with professional, privately insured, individuals (“**Contractors**”) to provide CAL FIRE additional resources and experience. These entities may work on the Land as an agent of CAL FIRE and their presence will be communicated to the Landowner ahead of time.
3. Grant of Access. Landowner grants CAL FIRE and its Contractors (collectively “**CAL FIRE Parties**”) permission to access the Land for monitoring as a part of the CAL FIRE Forest Health Monitoring program during the Term. This program is limited to data collection for monitoring, which includes the CAL FIRE Parties accessing pre-defined plot locations in established treated or control areas, monumenting plot center, tagging one or more trees, and collecting data in the plot area. Data collection at plot locations will occur approximately 4-5 times: first near the beginning of the Term before treatments are implemented, second after treatments are implemented, and 3rd-5th at approximately 5, 10, and 15 years after treatments are implemented.
 - 3.1. Monumenting. The center of monitoring plots may be marked or “monumented” with a physical object such as rebar so that it may be located for remeasurement. Monumentation for Forest Health Monitoring plots may occur with capped rebar pounded flush to the soil surface, 8” nails pounded flush to the soil surface, survey magnets buried at ~1 ft below the soil surface, or a small pile of rocks depending on what is feasible at the plot. All monumentation is temporary and will be removed at the end of the Term. Monumentation has been designed such that impact on treatment activities is little to none. If the Landowner is concerned that plot monumentation will impact treatment activities, they are encouraged to reach out to CAL FIRE Parties prior to monitoring to discuss.
 - 3.2. Tagging trees. One to three witness trees may be marked with aluminum nails and tags at the tree base or at a height of 4.5 ft to help distinguish plot center. All trees in plot may be marked with aluminum nails and tags to keep track of tree growth and survival. All tagging is temporary and will be removed at the end of the Term.

- 3.3. Data collection. Within fixed-radius circular plots, CAL FIRE Parties will measure ecological elements including but not limited to tree height and diameter, the bulk density of dead and down woody fuels, litter, and duff, and the height and occurrence of shrubs and tree seedlings.
4. Open access data. Data collected by the Forest Health Monitoring Program will be made accessible to the public. This includes plot locations, landowner type (state, federal, private, private industrial), and ecological data mentioned in 3.3 above.
5. Indemnification. CAL FIRE will defend and indemnify Landowner pursuant to Government Code 14662.5 as follows:
- 5.1 Defense. CAL FIRE will defend Landowner against any claim, demand, government investigation, or legal proceeding made or brought by a third party against Landowner to the extent arising out of or relating to the negligence or willful misconduct of CAL FIRE Parties.
- 5.2 Indemnification. CAL FIRE will indemnify Landowner against all amounts awarded to the third party making a claim, demand, government investigation, or legal proceeding against Landowner, and all penalties, fines, and third-party costs (including legal fees) paid by the Landowner arising out of or relating to any claim, demand, government investigation, or legal proceeding made or brought by a third party described in this section.
6. Change of ownership. If the land changes ownership during the Term, the CAL FIRE Forest Health Program is to be notified via ForestHealth@fire.ca.gov. After a change in ownership, a new Landowner Access Agreement must be signed for monitoring and forest health work to continue.
7. Amendment. No amendment or variation of this Agreement will be valid unless made in writing and signed by the Parties.
8. Severability. If any term of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, then this Agreement, including all of the remaining terms, will remain in full force and effect as if such invalid or unenforceable term had never been included.