

**Department of Forestry and Fire Protection**

**Wood Products and Bioenergy**

**Business and Workforce Development Grant**  
**Guidelines**

**FY 2021-2022**



Last Updated January 3, 2022

## TABLE OF CONTENTS

<b><i>CAL FIRE WOOD PRODUCTS AND BIOENERGY</i></b> .....	<b>1</b>
<b><i>ELIGIBLE ACTIVITIES</i></b> .....	<b>1</b>
<b><i>FUNDING AVAILABILITY, HOLD BACK, and PARTNERING ORGANIZATIONS – FISCAL YEARS 2020/2021 and 2021/2022</i></b> .....	<b>2</b>
<b><i>PROJECT ELIGIBILITY</i></b> .....	<b>3</b>
Eligible Applicants.....	3
Funding Limits .....	5
Project Readiness.....	5
Solicitation Timeline .....	5
Calendar .....	6
Equal Opportunity .....	6
<b><i>APPLICATION SCORING</i></b> .....	<b>6</b>
Grant Selection Criteria – Business Development.....	6
Grant Selection Criteria – Workforce Development.....	10
<b><i>APPLICATION PROCESS</i></b> .....	<b>12</b>
Application Review and Awards .....	14
<b><i>GENERAL GRANT CONDITIONS AND PROJECT ADMINISTRATION</i></b> .....	<b>15</b>
Project Performance Period .....	15
Project Reporting.....	15
Changes to an Approved Project.....	16
Project Amendments and Termination .....	17
Accounting Requirements .....	17
Loss of Funding .....	17
Eligible Costs.....	19
Ineligible Costs.....	23

Payment of Grant Funds.....	23
Prevailing Wage Requirements.....	24
State Audit .....	24
<b><i>APPENDIX A – Explanation of Terms .....</i></b>	<b><i>1</i></b>
<b><i>APPENDIX B –Work Plan, Environmental Compliance Worksheets.....</i></b>	<b><i>3</i></b>
Worksheet #2: Environmental Worksheet .....	4
<b><i>APPENDIX C – Environmental Compliance.....</i></b>	<b><i>1</i></b>
NEPA Compliance .....	1
California Environmental Quality Act (CEQA) .....	1
CEQA Compliance .....	2
<b><i>APPENDIX D – Sample Resolution .....</i></b>	<b><i>1</i></b>

## **CAL FIRE WOOD PRODUCTS AND BIOENERGY**

The Wood Products and Bioenergy Team (Wood Products) is part of CAL FIRE's Climate and Energy Program. Wood Products awards funding for business and workforce development projects that support healthy resilient forests and the people and ecosystems that depend on them. Wood Products has four primary areas of responsibility, including existing and emerging technologies:

1. Facilities development, including solid wood and biomass processing and manufacturing, and tree nurseries
2. Bioenergy, including forest bio-material power generation and biofuels for domestic use and export
3. Forest-related workforce development at all levels including in-woods, transportation and manufacturing
4. Research and development that is ancillary to forest-related business and workforce development.

CAL FIRE Wood Products supports the creation of a robust and diversified wood products industry to facilitate the economic and sustainable management of California's forests. Grant projects shall reduce GHG emissions, strengthen the economy, and improve public health. Grants will create financial incentives for industries to invest in clean technologies, develop innovative ways to process wood products, and support the growth of a strong forest sector workforce.

### **ELIGIBLE ACTIVITIES**

Two project types are eligible for grant funding: business development and workforce development. Research and development proposals for both business and workforce development will also be considered. Projects may include planning, organizational and business capacity-building, and workforce and infrastructure development as components of proposed projects.

Following are examples of activities eligible for funding through Wood Products:

- a. Manufacturing solid wood products from forest materials, such as post and poles, dimensional lumber, plywood, or other products that allow for continued carbon storage.
- b. Develop and increase capacity at tree nurseries, with grantees committing to producing native, seed-zone-specific seedlings for private and public forestland owners for the purpose of reforestation of native trees.
- c. Develop and expand businesses and workforce in logging, fuels treatments, right-of-way clearing, forestry, and other forest industry support services.

- d. Use forest biomass to generate energy through combustion, gasification or other energy producing technologies, which displaces carbon-intensive fossil fuel-based energy.
- e. Marketing or utilization of forest products for beneficial uses. Beneficial uses include, but are not limited to, firewood, dimensional lumber, animal bedding, biochar, artistic and cultural products, cross-laminated timber, mulch, oriented strand board, pulp, post, shredding, and veneer products.
- f. Research and development activities that support workforce development and wood products infrastructure development in California. *Research and Development projects will be evaluated in the context of the eligibility criteria for the project type (business or workforce development or workforce development) to which the R&D project is related.* Examples of potential topics include:
  - 1) Feasibility analyses
  - 2) Permitting
  - 3) Feedstock supply studies
  - 4) Engineering
  - 5) Technology development
  - 6) Market analyses
  - 7) Design and development of new wood products
  - 8) Research of new applications for existing wood products
  - 9) Testing for regulatory compliance/conformance
  - 10) Product modification to increase yield
  - 11) Improvement of manufacturing or production technologies, processes, techniques, or procedures to increase yield, reduce waste and byproducts, or improve safety
  - 12) Design and development of scaled-up manufacturing processes
  - 13) Automated processes or robotics to increase production efficiency
  - 14) Software development or information technology initiatives related to wood product or process improvements
  - 15) Forest and wood products sub-sector needs analyses, coursework design, partnership development, professional recruitment, and student recruitment.

## **FUNDING AVAILABILITY, HOLD BACK, and PARTNERING ORGANIZATIONS – FISCAL YEARS 2020/2021 and 2021/2022**

Up to \$24 million will be awarded to Wood Products projects that fit the eligibility criteria and score competitively against the selection criteria. Additional funding up to \$4 million is available from the Wildfire Resilience Program for tree nursery operations. Funding expiration dates will vary based on fiscal year and fund source. Wood Products may hold back a portion of the total funding allocation to be distributed throughout the fiscal year. The holdback will act as a governor to prevent a large

proportion of the funds being spent in one area while ensuring funding is available for incoming projects throughout the fiscal year.

CAL FIRE will work closely with the Governor's Office of Business and Economic Development (GO-Biz) where applicable. GO-Biz offers several programs to promote new business development in California including access to incentives, permitting assistance, and potential financing through the California Infrastructure and Economic Development Bank (iBank). Specific to the forest sector, iBank's Climate Catalyst Fund will focus on infrastructure that advances forest biomass management and utilization in California. Presently under development, the Climate Catalyst Fund is intended to be a general-purpose financing vehicle dedicated to furthering California's climate goals, including the implementation of low carbon technologies such as mass timber, advanced bioenergy, and related projects. More information regarding the Climate Catalyst Fund can be found here: <https://ibank.ca.gov/climate-financing/climate-catalyst-program/>

## **PROJECT ELIGIBILITY**

All applications will be screened for eligibility. Applications must be complete and submitted by an eligible applicant. Applications that do not meet these criteria will not be scored against the selection criteria and will not be eligible for award.

### **Eligible Applicants**

#### **Business Development**

Business development proposals submitted by an organization whose operations have the potential to support forest restoration and/or wood products infrastructure in California will be considered. Research and Development ancillary to the business development topics identified below will also be considered. Eligible business development project applicants include, but are not limited to, the following:

- a) Academic institutions
- b) Local agencies, including counties, cities, and special districts
- c) State agencies
- d) Federal agencies
- e) Native American tribes
- f) Non-profit 501(c)(3) organizations
- g) Private entities including businesses, foundations or others not listed above

Furthermore, business development project applicants should be involved in at least one of the following business endeavors:

- a) Primary wood processing for wholesale and retail markets
- b) Tree nursery capacity/facilities improvement
  - i. Seedlings must be made available for private landowners
- c) Chip processing
- d) Logging, forestry, or other forest-industry support services
  - i. Includes:
    - 1. Wood utilization and/or marketing
    - 2. Secondary wood processing that creates demand pull for California primary wood processing
    - 3. Fuels treatments, commercial logging, forested right-of-way clearing
- e) Does not include:
  - 1. Urban forestry
  - 2. Arborist/tree trimming
- f) Bioenergy facility development or enhancement (e.g. fuels, gasification, pyrolysis, thermal, power, and/or advanced energy production) that uses forest biomass as feedstock
- g) Forest biomass feedstock sorting and/or aggregation from various sources

## **Workforce Development**

Applicants seeking to increase California's workforce capacity in the fields of logging, fuels treatment, forest sector transportation, forest sector manufacturing, or other forest sector support services are eligible to apply for workforce development funding. Research and Development ancillary the workforce development topics discussed above will also be considered. Eligible workforce development project applicants include, but are not limited to, the following:

- a) Academic institutions
- b) Local agencies, including counties, cities, and special districts
- c) State agencies
- d) Federal agencies
- e) Native American tribes
- f) Non-profit 501(c)(3) organizations
- g) Private entities including businesses, foundations or others not listed above

## Funding Limits

Table 1 shows anticipated award size constraints including match requirements for the grants Wood Products will be supporting. Match can include in-kind, non-cash contributions of value provided by personnel, goods, and services.

Table 1. Funding limits and match requirements

<b>Grant Type</b>	<b>Minimum Award Request</b>	<b>Maximum Award Request</b>	<b>Grant Match Requirement (Grant: Match)</b>
Business Development	\$10,000	\$500,000	1:1
	\$500,000	\$2,000,000	1:2
Workforce Development	\$10,000	\$500,000	No match requirement
	\$500,000	\$5,000,000	9:1
Research and Development	\$10,000	\$500,000	No match requirement
Tree Nurseries	50,000	\$1,000,000	No match requirement

## Project Readiness

Eligible projects must complete grant-related activities no later than March 31, 2026. However, due to the varying funding expiration dates of funding offered in this grant solicitation, CAL FIRE may require an earlier project completion date of March 31, 2025, when awarding projects. CAL FIRE may also choose to fund portions of projects based on funding availability. Where applicable, preference may be given to projects according to operational readiness.

## Solicitation Timeline

CAL FIRE Wood Products intends to accept applications for Business and Workforce Development projects on a continuous basis as dictated by funding availability. Project proposals will be formally reviewed on a quarterly basis with awards being issued respectively.



## Calendar

Table 2. Grant schedule by Fiscal Year Quarter

Proposals Submitted by	Reviewing Quarter	Grant Award Notifications
June 30	Q1 (Jul - Sep)	September 30
September 30	Q2 (Oct - Dec)	December 31
December 31	Q3 (Jan - Mar)	March 31
March 31	Q4 (Apr - Jun)	June 30

Applications will be reviewed and awarded quarterly (e.g. Applicants that apply by June 30 will be notified on or before September 30). CAL FIRE reserves the right to award grants sooner than indicated in table 2.

## Equal Opportunity

CAL FIRE is committed to supporting disadvantaged and marginalized communities. This commitment furthers the mission of CAL FIRE to serve and safeguard the people of California. Applicants are invited to describe how implementation of grant funds may elevate historically marginalized populations.

## APPLICATION SCORING

Applicants are required to submit a complete project application including a detailed scope of work, project workplan and timeline, detailed budget and budget justification, project maps, and additional supporting documents as listed in the Project Application Package described below.

Upon submission, applications will be reviewed to determine if the project meets eligibility requirements. Eligible projects will be scored against selection criteria to determine how well the project fits the purpose and objectives of Wood Products using the following Grant Selection Criteria.

### Grant Selection Criteria – Business Development

Grant applications will be scored as to how well the project fits the purpose and objectives of Wood Products, using the following criteria:

#### 1. Project Background (10 Points)

- a) Includes a detailed discussion on how the business proposal is consistent with [California's Wildfire and Forest Resilience Action Plan](#)
- b) Includes description of how the project will improve forest health and reduce GHG emissions

## **2. Business Plan (20 Points)**

- a) A well-developed business plan with financial analysis is required
  - i. The plan shall be provided as an attachment and shall include at least the following:
    - 1. Assumptions
      - a. Operational efficiency
      - b. Price of product
      - c. Costs of inputs (labor, raw material, equipment, rent or mortgage)
      - d. Inflation and discount rates
    - 2. Market analysis
    - 3. Feedstock agreements
    - 4. Offtake agreements
- b) Interested parties that do not have an established business plan may apply for funding to have one developed. The resulting business plan could then be the basis of a future Wood Products business development grant application.

## **3. Budget (15 Points)**

- a) Costs are reasonable in proportion to the proposed deliverables and scope of work.
- b) The budget specifies the number of employees and contractors funded under the grant and the cost basis for each.
- c) The budget identifies if project income will be reinvested.
- d) Budget worksheet clearly depicts how grant funds will be spent.
  - i. Please see budget guidance information in the Eligible Costs section of this document regarding Indirect Costs for Business Development projects.

## **4. Applicant Qualifications (10 Points)**

- a) Key persons
- b) Experience related to role, business or operations proposed
- c) Commitments of time and resources
- d) Applicant and Project Partner resumes included in the application packet

## 5. Matching Finances (10 Points)

- a) Project has secured matching funds that meet or exceed the minimums in Table 1
  - i. Funding that has been committed, but not yet secured, may be considered on a case-by-case basis
- b) Cash and in-kind contributions being used as match must be made during the grant period
- c) Provide documentation of all investment sources. Letters of Participation should be included in application materials

## 6. Restoration Impact (15 Points)

- a) Annual acres of forest treatment supported by the project when operational should be estimated along with the following additional information:
  - i. Annual forest derived feedstock consumption
    - 1. Facility's preferred forest-origin feedstock type - (e.g. chips, roundwood, residuals)
      - a) Preference may be given to facilities that will use generally under-utilized feedstock (e.g. small diameter logs, shrubs, slash).
    - 2. Forecasted impact may be considered for planning projects.
- b) For nursery facilities only, state the annual production of seedlings anticipated.
  - i. Preference will be given to projects that produce large numbers of seedlings that are made available to private landowners.
  - ii. The scope of work or business plan shall state expected minimum seedling production.
  - iii. Grantees will be expected to commit to producing seedlings in the grant funded nursery spaces.
- c) Carbon benefit description (narrative).
- d) Includes priority landscapes ([Link to Viewer](#))
  - i. Proposals that will potentially impact priority landscapes may receive greater consideration.

## **7. Project Readiness (10 Points)**

- a) Provide a detailed chronology of milestones that have been accomplished and will be required to reach operability.
- b) Project demonstrates community support
  - i. Letters of support shall be included with the application submission
  - ii. Letters of Participation shall be included from entities or individuals that are directly participating in the project financially or in supporting roles
- c) Technology/Engineering Guarantees
  - i. Proposals that include guaranteed performance or performance warranties for technology or engineering results may receive greater consideration.
- d) Permitting status will be considered as part of project readiness.
  - i. Permitting costs are an eligible expense.
- e) Technology Readiness Level (TRL) or other measure of reliability / commercial readiness
  - i. Standard methods of evaluating TRL will be utilized where applicable.

## **8. Job Creation (10 Points)**

- a) Provide jobs information.
  - i. Full-time equivalent employees by classification
  - ii. Wage ranges and average wages for each classification

## **Grant Selection Criteria – Workforce Development**

All forest-related workforce development proposals, including wood utilization and manufacturing, will be considered. Grant applications will be scored as to how well the project fits the purpose and objectives of Wood Products, using the following criteria:

### **1. Scope of Work (25 points)**

- a) Detailed description of the training/education provided
  - i. Include how the training or training program fits within relevant existing certificate or other programs
  - ii. Include a list of relevant certifications that may be awarded and standardized courses that may be completed.
  - iii. List any accreditation to be pursued.
  - iv. Include name of entity certifying designation (NWCG, NIFC, etc).
- b) Detailed description of how the project has the potential to positively impact the pace and scale of forest management in California.
- c) Detailed description of how the training project is consistent with the needs outlined in [California's Wildfire and Forest Resilience Action Plan](#) & other plans
- d) Post-training job placement goals, commitments, and plans
- e) Project viability beyond the timeframe of CAL FIRE grant funding

### **2. Budget (20 Points)**

- a) Efficiency of dollars spent per worker trained
- b) Budget worksheet clearly depicts how grant funds will be spent
- c) Greater consideration may be given to proposals with match funding, including in-kind contributions

### **3. Disadvantaged/Low Income Community Benefit (10 Points)**

- a) How does the project support disadvantaged/low income communities?

### **4. Collaboration, Community Engagement and Local Support (10 Points)**

- a) Demonstrates collaboration with multiple stakeholders
- b) Provides letters of support.
  - i. Preferred from potential employers

### **5. Administrative Capacity (10 Points)**

- a) Applicants should provide proof of capacity to administer project.
  - i. Greater consideration will be given to organizations with the ability to administratively manage complex projects with a proven record of success.

## **6. Readiness (10 Points)**

- a) Project proponents have history of successful and timely project execution.
- b) No further funds for planning or permitting are needed.
- c) Proponents will implement upon grant award and within their proposed schedule.
- d) Letters of Participation from project partners are included.

## **7. Job Creation (15 Points)**

- a) Application includes narrative describing need for training in job market.
- b) Provides estimate of average wages.
- c) Shows geographic demand.
- d) Explains long-term demand.

## APPLICATION PROCESS

*Applications will be accepted on a continuous basis. These processes are applicable to both business and workforce development proposals unless otherwise specified.*

Applicants to Wood Products grants must submit an application using the Grants Portal ([Link to solicitation](#)) and complete the application including uploading all required documentation using the Grants Portal. Guidance for setting up a new Grants Portal account can be found on the [CAL FIRE Grants webpage](#). No hard copy or emailed applications will be accepted.

The information required in the application form will differ depending on the type of project and consists of several sections:

- 1) Applicant Profile
- 2) General Project Information
- 3) Applicant Information
- 4) Detailed Budget
- 5) Specific Project Information According to Project Type.
  - a. Business Development Project Information to include:
    - i. Project Type
    - ii. Organization Type
    - iii. Business Operations Information
      - a) Planned and Current Status
      - b) Timeline
    - iv. Forest-origin feedstock Information
      - a) Planned and Current Status
        1. Quantity and Type
          - i. Generation
          - ii. Consumption
  - b. Workforce Development Project Information to Include:
    - i. Project Type
    - ii. Organization Type
    - iii. Number of workers to be trained
      - a) During and after project implementation period
    - iv. Project Operations Information

- a) Planned and Current Status
- b) Timeline

An asterisk (\*) in the application form indicates a required response. Prior to submission, ensure all required (\*) fields are filled with data in the appropriate format. The following documents will need to be uploaded as part of the application into the applicable fields indicated on the application:

A. Resume/CV

- The resume/CV of the primary contact person for the project is required. Project partner resume/CV will be required if applicants choose to include project partner information. MS Word or PDF format.

B. Scope of Work –

- Business Development – See Grant Selection Criteria for required elements in a Scope of Work for applications. MS Word or PDF document limited to 5 pages using 11-point or greater, Arial font.
- Workforce Development – See Grant Selection Criteria for required elements in a Scope of Work for applications. MS Word or PDF document limited to 5 pages using 11-point or greater, Arial font.

C. Statement of Qualifications –

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

D. Wood Products Project Workbook (Work Plan and Environmental Compliance Worksheets) – Provided and submitted via Grants Portal.

E. Signed Letters of Participation, including feedstock agreements, from primary project partners. Letters should be addressed to: Tim Robards, Staff Chief, Climate & Energy, California Department of Forestry and Fire Protection. Submit as a single PDF file or as a .ZIP file with multiple letters.

F. Signed letters of Support from individuals and entities other than primary project partners. This includes letters of support from communities and other groups, if applicable.



- G. Business Development Grants Only - Business Plan with the components outlined in Business Development Grant Selection Criteria.
- H. [Environmental Documents](#): NEPA/CEQA documents (should be uploaded as .pdf or .zip) – See Appendix C.

In addition, the following Organization Documents (if applicable to your entity type) will need to be uploaded into the system:

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

## **Application Review and Awards**

A list of applications received will be posted on the Wood Products grants [webpage](#) at least 10 business days prior to award.

CAL FIRE will review completed applications that meet the Project Eligibility Criteria. CAL FIRE Unit and Region staff will be asked to provide feedback on projects within their respecting geographies. Eligible applications will be scored by CAL FIRE staff and an inter-agency panel against the Grant Selection Criteria. Final awards will be determined based on project scores, project need, and relative fit of the awarded projects to each other both geographically and with respect to proposed activities.

CAL FIRE reserves the right to fund projects in total or in part, whichever best serves the objectives of Wood Products. Project applicants that are selected to receive partial

funding will be provided additional information on their revised funding amount, project performance period, and any other changes to their application as needed.

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

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

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

### **Project Performance Period**

- The Project Performance Period is from the time the Grant Agreement is signed by the CAL FIRE Deputy Director or designee to the Agreement termination date. Only eligible costs incurred during the Project Performance Period will be paid by the State.
- CAL FIRE will execute all Grant Agreements as soon as feasible and no later than 6 months from approval notification for Business Development and Workforce Development projects. CAL FIRE may require agreements to be executed sooner based on funding availability.
- **Project work related to Business Development and Workforce Development must be completed no later than March 31, 2026.** CAL FIRE has the discretion to specify an earlier project completion date at the time of award based on the funds associated with the grant award. CAL FIRE will work with the awardees to ensure projects will still be achievable within the earlier timeframe.
- Final invoices for all grant-related work must be submitted to CAL FIRE no later than 30 days after the Project Performance Period.

### **Project Reporting**

Grantees are required to report on progress toward completion of the Scope of Work included in the Grant Agreement with every invoice, or the 15<sup>th</sup> of the month following the end of the calendar quarter, whichever is more frequent, using the Business Development or Workforce Development Report template.

Report contents are determined by CAL FIRE and are consistent with the required project type-specific reporting requirements in other CAL FIRE grant programs. Information to be submitted includes, but is not limited to:

- Project accomplishments
- Challenges and obstacles
- Bone dry tons of biomass by species and source (landowner type) delivered to/received by a renewable energy facility, volume/weight of biomass by species and source delivered to/received by a wood processing facility, units of renewable energy produced, and days of production
- Before and after photographs
- Number and type of jobs created and supported (both by grantee and contractors) and job training provided (this will be required to be in June and December)
- Benefits to disadvantaged and/or low-income communities, and other co-benefits.

Where applicable, grantees may be required to provide project information to CAL FIRE for entry into CalMAPPER, CAL FIRE's geospatial database that facilitates mapping and monitoring of CAL FIRE projects. Information from grantees will include spatial data (project lat/long), project type, grantee contact information, project activities, activity costs, and other information. CAL MAPPER information from grantees will be required at specific times throughout the effective period of the grant, including at initial grant award and at periodic invoice billing submissions. Some reported project information will be publicly available on the CAL FIRE website.

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

## **Changes to an Approved Project**

A grantee wishing to change the scope of work, budget, or project performance period of an approved project must submit the proposed change in writing to CAL FIRE for review and approval. Any change must be consistent with the statutes, regulations, and guidance governing the program. Requested budget changes may not increase the amount of funds awarded by CAL FIRE, unless such changes are initiated by CAL FIRE. The following scope of work revisions may require the project Grant Agreement to be amended: change in project end date (extensions allowed by legislation only); modifications in any budget categories by more than 10%; change in physical project location; any changes to project area or major tasks. CAL FIRE reserves the right to reject proposed changes to an approved project and/or budget. Specific amendment guidance is provided on the Wood Products Grantee Resources [webpage](#).

## **Project Amendments and Termination**

Once signed, a Grant Agreement may only be amended with advanced written consent of CAL FIRE and the grantee. A Grant Agreement may only be terminated by CAL FIRE or the grantee upon 30 days advanced written notice to the other party. Further details on this process will be provided in the Grant Agreement.

## **Accounting Requirements**

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

## **Loss of Funding**

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

1. Grantee fails to obtain an executed Grant Agreement within 6 months of grant award.
2. Grantee has not satisfied all legal requirements (e.g., CEQA, NEPA, ancillary contracts, agreements, MOUs, etc.) necessary to initiate project work within 1 year of grant agreement execution.
3. Grantee fails to use all the grant funds.
4. Grantee withdraws from the grant program.
5. Grantee fails to complete the funded project described in the Grant Agreement Scope of Work.
6. Grantee fails to submit all documentation within the time periods specified in the Grant Agreement.
7. Grantee changes the Project Scope of Work or project implementation without CAL FIRE's prior written approval.
8. Grantee or CAL FIRE terminates the Agreement.

9. Any activity that results in significant change to the expected GHG impacts of the project.

## Eligible Costs

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

Project costs	Eligible Cost	Required Documentation
<b>Supplies</b>	Supplies that are used in the direct support of the project are allowable. Supplies exceeding \$500 per unit cost shall be documented to ensure procurement of supplies on a competitive basis and documentation of price analysis.	Receipts identifying items purchased, cost and date of purchase. Documentation related to cost analysis of procurement of supplies exceeding \$500 shall be kept by the grantee but available for audit purposes.
<b>Travel</b>	Travel cost associated with travel to and from project sites, meetings, etc. directly related to the grant project and must be considered reasonable and necessary for the completion of the project. Reimbursement rates shall be consistent with the grantee's written travel policy. Absent a written policy, per diem shall not exceed the California Standard Per Diem Rate allowable by the <a href="#">U.S. General Services Administration</a> . Mileage rates shall not exceed the <a href="#">rates allowable by IRS</a> .	Receipts identifying travel cost (i.e. lodging, rental cars). Mileage must be documented by either employee travel claims that are signed by the employee or vehicle mileage logs for vehicles owned by the grantee. Per Diem must be documented by employee travel claims. Grantee may be requested to provide a copy of their written travel policy if that is the basis for the reimbursement.

Project costs	Eligible Cost	Required Documentation
<b>Equipment</b>	<p>Equipment is an item exceeding \$5,000 or more per unit cost and has a tangible useful life of more than one year. Cost to lease equipment to use in the grant project may be charged to the grant. Use of equipment owned by the grantee may be charged to the grant at a rate set by the California Department of Transportation <a href="#">"Labor Surcharge and Equipment Rental Rate" guide</a>. A cost-benefit analysis to justify the cost of purchasing equipment versus leasing must be provided. Procurement of equipment must be done on a competitive basis and include documentation of price analysis. Grantee must include in the application package the proposed use and maintenance plans for equipment after the performance period of the grant. Disposition of equipment beyond the project performance period is subject to CAL FIRE approval. Equipment shall be warranted and maintained according to manufacturer's specifications during the course of the grant period. Warranty and maintenance costs are eligible expenses.</p>	<p>Cost of leased equipment charged to the grant must be substantiated with receipts identifying equipment leased, dates equipment was leased, lease rate and total cost. Usage of grantee equipment must be substantiated with an equipment usage log, equipment used, rate and total rental cost. Cost of equipment purchased shall be substantiated by purchase receipt. Documentation related to price analysis of procurement of equipment shall be kept by the grantee but available for audit purposes. Disposition of the equipment must be approved by CAL FIRE in writing at the end of the grant term.</p>
<b>Other</b>	<p>Other costs that do not fit in any of the above categories. Cost must be directly related to the grant project. A cost (such as rent, utilities, phones, general office supplies, etc.) that must be apportioned to the grant is considered indirect cost unless written justification is submitted and approved by CAL FIRE.</p>	<p>Invoices or receipts identifying the item and cost charged to the grant.</p>



Project costs	Eligible Cost	Required Documentation
<b>Indirect Costs</b>	<p>Indirect Costs are costs associated with doing business that is of a general nature and are incurred to benefit two or more functions within the grantee organization. These costs are not usually identified specifically within the grant agreement, project, or activity, but are necessary for the general operation of the organization. Examples include salaries and benefits of employees not directly assigned to a project; functions such as personnel, accounting, budgeting, audits, business services, information technology, janitorial, and salaries of supervisors and managers; and rent, utilities, supplies, etc. Functions included as direct versus indirect costs must be applied consistently for all activities within the grantee organization, regardless of fund source. <b>Workforce development and research and development projects are the only project types eligible for indirect charges. The maximum allowable indirect charge for this grant program is 12% for eligible projects. Indirect charges shall not be applied to equipment purchases or business development projects, including nurseries, except for research &amp; development related to business development. Proposals combining business development with another project type (e.g. workforce development) should break out budgeted costs by project type. When filling out the project budget within Portal, the “Indirect Cost” option should be selected according to the policies described above.</b></p>	<p>Applied on a percentage (%) basis on direct costs <u>except for equipment</u>. Documentation related to the determination of the grantee’s indirect cost rate must be retained by the grantee for audit purposes.</p>

## Ineligible Costs

The following are ineligible for reimbursement under the grant:

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

## Payment of Grant Funds

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

The grantee will submit to CAL FIRE an invoice form consistent with invoice guidance in Appendix E when requesting payment of any type and will include appropriate documentation to support the costs (e.g., paid vendor receipts, payroll documents, other back-up documentation of expenses). Please see Required Documents on the Eligible Cost table for further description on supporting documents. An invoice template is available on the [Wood Products Grantee Resources webpage](#).

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

## **Prevailing Wage Requirements**

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

## **State Audit**

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

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

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

All project records must be retained by the grantee for a period of not less than one year after the State audit or after final disposition of any disputed audit findings. Grantees are required to keep source documents for all expenditures related to each grant for at least three years following Project completion and one year following an audit unless the grantee has a longer retention policy.

## APPENDIX A – EXPLANATION OF TERMS

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

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



## Worksheet #2: Environmental Worksheet

5	<u>Environmental Documents and Permits Completed and Filed: Use this form for grant funded activities covered by environmental documents and other permits that have been completed and filed.</u>										
6											
7	Name	Type	Month, Year work will be completed	Lead Agency (federal)	Federal Env'tl. Compliance Doc.	Lead Agency (state)	State Env'tl. Compliance Doc.	Doc #	Date filed	Comment period ends	Other Permit/Doc.
8	E.g., "Mega Mass Timber"	E.g., Mass timber layup and production				E.g., Shasta County	E.g., EIR				
9											
10											
11											
12											
13											
14											
15											
16	Notes:										
17											
18											

## APPENDIX C – ENVIRONMENTAL COMPLIANCE

**NOTE:** Grantee should submit proof of California Environmental Quality Act and/or National Environmental Policy Act compliance for applicable grant funded activities.

### NEPA Compliance

Project work involving Federal actions must comply with NEPA.

### California Environmental Quality Act (CEQA)

CAL FIRE requires proof of adequate compliance with CEQA where applicable. This may be accomplished by one or more of the following methods:

1. Notice of exemption filed with the State Clearinghouse or the county clerk and completion of the CAL FIRE's Environmental Review Report for an Exempt Project for categorically exempt projects.
2. Initial study and negative declaration or mitigated negative declaration and all associated noticing documents filed with the State Clearinghouse or the county clerk.
3. Draft and final environmental impact report and all associated noticing documents filed with the State Clearinghouse or the county clerk.
4. Timber harvesting permit or notice in compliance with the California Forest Practice Act and Rules for projects that undertake timber operations per Public Resources Code § 4527.
5. Finding of no significant impact-decision notice, categorical exclusion- decision memo or environmental impact statement-record of decision prepared in compliance with the National Environmental Policy Act for projects that are exempt from CEQA pursuant to Public Resources Code § 4799.05(b).
6. Certification that the project qualifies for the limited suspension of requirements of CEQA pursuant to the Governor's October 30, 2015, *Proclamation of a State of Emergency*.
7. Completed and accepted Project-Specific Analysis (PSA) under the [California Vegetation Treatment Program](#) (CalVTP).

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



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

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

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

For all environmental documents where CAL FIRE is the lead agency, except timber harvesting permits or notices, cultural resources must be assessed per the procedures outlined in *Cultural Resources Review Procedures for CAL FIRE Projects*. This may require the project proponent to consult with the appropriate CAL FIRE archaeologist to determine if impacts to cultural resources are possible and what, if any, assessment work will have to be done. This consultation should be done as early in the planning process as possible.

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

## **CEQA Compliance**

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

---

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

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

includes performing the necessary environmental effects analysis and preparation of environmental documents for projects and following CAL FIRE processes. Grantee will be responsible for the costs of the analyses and document preparation.

## APPENDIX D – SAMPLE RESOLUTION

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

### RESOLUTION

**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/non profit) FOR FUNDING FROM WOOD PRODUCTS GRANTS..

WHEREAS, the Governor of the State of California in cooperation with the California State Legislature has enacted State of California General Funding which provides funds to the State of California and its political subdivisions for Wood Products Grants; and

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

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

WHEREAS, the applicant will enter into an agreement with the State of California to carry out a Wood Products grant project;

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

1. Approved the filing of an application for Wood Products grant 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, 2026**.
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:

**RESOLUTION**

**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/non profit) FOR FUNDING FROM WOOD PRODUCTS GRANTS..

WHEREAS, the Governor of the State of California in cooperation with the California State Legislature has enacted State of California General Funding which provides funds to the State of California and its political subdivisions for Wood Products Grants; and

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

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

WHEREAS, the applicant will enter into an agreement with the State of California to carry out a Wood Products grant project;

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

1. Approved the filing of an application for Wood Products grant 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, 2026**.
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: