

Proposition 68 Wildfire Resilience and Forestry Assistance Grant Guidelines



CAL FIRE will offer workshops on the entire grant application and administration process for all prospective applicants. Please visit the link below for dates, times, and locations of these workshops or contact your Regional Forestry Assistance Specialist (Appendix G) for details.

CAL FIRE has recently created a list-serve portal for interested members of the public to receive grant program updates. Use the link provided below and look for the following “green” logo box to subscribe.



Important due dates for this grant cycle are posted to the CAL FIRE Forest Stewardship website.

Grant programs authorized by:

PROP – 68 [Grant Program](#)

NOTE: These guidelines may be modified if any additional conditions or criteria are required by the administering agency. Check back regularly for any updates prior to the due dates.

Contents

| | |
|----------------------------------------------------------------------------------------------|----|
| Proposition 68 Wildfire Resilience and Forestry Assistance Grant Guidelines | 1 |
| Introduction: CAL FIRE Proposition 68 Forestry Assistance Grant Guidelines | 3 |
| General Guidelines | 4 |
| Cost Share Requirement | 4 |
| Timing and Availability of Funds | 4 |
| Grant Suspension or Termination | 5 |
| Disadvantaged and Severely Disadvantaged Communities (also see Appendix F) | 5 |
| Project Timeline | 5 |
| Grant Reporting | 5 |
| Grant Monitoring | 5 |
| Diversity and Inclusion | 5 |
| California Conservation Corps | 6 |
| Technical Assistance | 6 |
| General Eligibility Criteria | 6 |
| Eligible and Ineligible Practices under Private Forestry Assistance Grants | 7 |
| Grant Application Process | 9 |
| Project Application Process | 9 |
| Project Application Package Requirements (See Appendix A for application) | 9 |
| Where to Deliver Application | 11 |
| The Grant Review Process | 11 |
| Project Application Review | 11 |
| Grant Administration | 12 |
| Grant Agreement Amendments | 12 |
| Recognition of Funding Source | 12 |
| Project Reporting | 13 |
| Project Inspections | 13 |
| Loss of Funding | 14 |
| State Audit | 14 |
| Repayment of Grant Funds | 14 |
| Accounting Requirements | 15 |
| Advances | 15 |
| Application Scoring Criteria | 16 |
| Appendix A - Proposition 68 Forestry Assistance Grant Application | 18 |
| Appendix B - Eligible Costs and Sample Budget | 21 |
| Appendix C - Required Forms | 25 |
| Appendix D - Explanation of Terms | 28 |
| Appendix E - Grantee Reporting | 31 |
| Appendix F - Proposition 68 Disadvantaged Communities and Severely Disadvantaged Communities | 32 |
| Appendix G - CAL FIRE Forestry Assistance Specialist Contact list | 33 |

Introduction: CAL FIRE Proposition 68 Forestry Assistance Grant Guidelines

This procedural guide includes information for the use of funds provided by Proposition 68, the California Drought, Water, Parks, Climate, Coastal Protection and Outdoor Access for All Act of 2018 as administered by the California Department of Forestry and Fire Protection (CAL FIRE).

The Proposition 68 funds are authorized through Public Resource code §80135(a) to the California Department of Forestry and Fire Protection for projects that provide ecological restoration of forests. Projects may include forest restoration activities for forestland already impacted by natural disturbance such as fire, insect, and disease, and forest management practices that promote forest resilience to severe wildfire, climate change, and other disturbances. CAL FIRE expects to award at least **\$2,200,000** of Proposition 68 funding for Forestry Assistance in the fiscal year 2019/2020 for projects that propose to provide financial and technical assistance to private, nonindustrial landowners for the goals stated above.

Applicants are limited to counties, resource conservation districts, and non-profit organizations that have the capacity to deliver a forestry based technical and financial assistance program to non-industrial forest landowners.

These grant guidelines serve as a request for proposals. Proposals submitted must be in full compliance with all stated requirements to be considered for funding. Please read these guidelines carefully.

It is important to note that applications will be treated in accordance with the Public Records Act requirements and that certain information, subject to those requirements, may be publicly disclosed. Additionally, some project information reported by applicants will be made available on the CAL FIRE and/or California Natural Resources Agency website(s). This information includes, but may not be limited to, the amount of funding that is being spent on projects within and benefiting disadvantaged and severely disadvantaged communities, and maps that show the locations of projects within these communities.

General Guidelines

The purpose of the grant is to provide funding for delivery of technical and financial assistance to multiple small, nonindustrial forestland owners in a defined geographic area.

Projects should seek to:

1. Make funding available through agreements with landowners to pay for specific, non-commercial ecological forest improvement and wildfire resilience practices.
2. Provide technical assistance to promote information sharing and education on the full range of effective forest management practices, opportunities and forest management education and management planning. (Technical assistance activities cannot exceed 10% of the total grant award. See Technical Assistance section on page 6 for more details).

Cost Share Requirement

Cost share is the portion of the project cost not funded by the awarding agency (CAL FIRE) and is provided by the applicant and/or other sources (e.g., nonprofit organizations, public agencies, and/or other entities). Cost share must support the proposed project and be spent during the term of the awarded grant. Cost share is not required; however, proposals with higher proportions of secured cost share will receive higher scores during the evaluation process. Applicants must indicate if any cost share is being used as match for other grants or entities and whether they intend to leverage Proposition 68 funds as a match, if awarded. Where applicable, cost share agreements or funding assurances must be submitted prior to grant execution.

Matching for State funds may be met with in-kind activities, funding or materials related to the projects. The grantee may develop criteria that determines the cost share rate for each individual project.

IMPORTANT NOTE: Cost share expenses must be reported to CAL FIRE on each invoice received. Back-up documentation for cost share must be kept by the grantee and must meet the same rigor as expenses claimed for reimbursement.

Timing and Availability of Funds

Funding of the projects awarded to the CAL FIRE Landowner Assistance Program is subject to availability of funds and approval of the State Budget. Grant Agreements for grant awards may not be in place until the following spring or later, so please plan project timelines accordingly. Funds can be encumbered until June 30, 2022 and must be liquidated no later than June 30, 2024, therefore, the grant work must be completed no later than February 28, 2024. If selected, the project applicant shall comply with all applicable federal, state, and local laws, rules, regulations and ordinances in carrying out the grant project.

Grant Suspension or Termination

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

Disadvantaged and Severely Disadvantaged Communities (also see Appendix F)

Projects that take place within severely disadvantaged communities (SDAC) will receive scoring preference in this grant program.

At least 15% of the appropriation for the Proposition 68 grant program must be expended on projects meeting the Proposition 68 definition of a severely disadvantaged community (SDAC).

Individual project area boundaries on private landownerships must be completely within a SDAC in order for it to qualify.

Please see Appendix F for the definitions, requirements and maps related to Proposition 68 SDACs.

Project Timeline

Funds can be encumbered until June 30, 2022 and must be liquidated no later than June 30, 2024, therefore, the grant work must be completed no later than February 28, 2024.

Grant Reporting

Grantees shall submit quarterly progress reports to the CAL FIRE grant manager for the duration of the grant.

Grant Monitoring

Upon completion of the work as described in the agreement the local Forestry Assistance Specialist will conduct an inspection to verify if the project was successful and implemented pursuant to the project description. This inspection is also required before the project applicant can be reimbursed the cost share funds encumbered to complete the project.

Diversity and Inclusion

To the extent practicable, public agencies that receive Proposition 68 funds will need to consider a range of actions related to promoting diversity and inclusion as identified in the “Presidential Memorandum—Promoting Diversity and Inclusion in Our National Parks, National Forests, and Other Public Lands and Waters,” dated January 12, 2017. A copy of the memo can be found here: [Presidential Memorandum -- Promoting Diversity and Inclusion in Our National Parks, National Forests, and Other Public Lands and Waters](#)

California Conservation Corps

Applications that include the use of services of the California Conservation Corps or certified conservation corps to implement the project will be given priority preference through the scoring criteria.

Technical Assistance

Up to 10 percent of funds may be allocated for technical assistance to disadvantaged communities. Funds used for providing technical assistance to disadvantaged communities may exceed the 10 percent cap if CAL FIRE determines there is a need, and if the application includes a well justified example. (PRC 8008(b)(2).

If an applicant requests funds for this purpose, “the moneys shall operate a multidisciplinary technical assistance program for disadvantaged communities.” (PRC 80008)(b)(1): Technical assistance can be in the form of landowner outreach and education, but keep in mind that *Forest Management Plans count as technical assistance for this grant funding opportunity.*

General Eligibility Criteria

The eligibility criteria for grants may vary and it is important that all applicants determine their eligibility prior to beginning the application process. Eligible applicants include counties, resource conservation districts, and nonprofit organizations as classified under Section 501c(3) of the Internal Revenue Code. Applicants may only submit one proposal for consideration.

To be eligible for funding under this program:

1. Projects should contribute to the state’s climate adaptation goals as described in the Safeguarding California report: [Safeguarding California and Climate Change Adaptation Policy](#). Specifically, see goal F-5 in the “Forests” chapter beginning on page 160.
2. All projects shall be designed to meet the goals and requirements of Proposition 68.
3. All grants must include a justification for the grant amount requested. If applicable, the methodology must include the cost of the grant minus any income from products or other revenues received from the grant implementation.
4. Projects must fund forest improvement practices including but not limited to tree and brush thinning, tree release, pruning, site preparation and tree planting, follow up work to support tree growth, and/or slash disposal. This grant opportunity will not fund prescribed fire but will fund burning of piles for slash disposal.
5. All individual project applicants shall be responsible for compliance with the California Environmental Quality Act (CEQA) using in-house staff or consulting services.
6. Projects may only be funded on individual nonindustrial landownerships encompassing 5 to 500 acres of forest land. Forested lands shall be defined as having more than 10% tree canopy cover of any native tree species.

7. Any practices that are required as environmental mitigation to offset another project may not be financed by this grant program. For example, mitigation work required by the California Forest Practice Rules.

Eligible and Ineligible Practices under Private Forestry Assistance Grants

The following are eligible practices that project applicants shall provide to nonindustrial forest landowners under this funding:

- **Forest Management Planning** - Forest Management Plans can be funded under this program and will be considered as technical assistance. The Management Plan must be prepared by a Registered Professional Forester (RPF). The RPF may be either an in-house employee or a consultant. New Management Plans shall be written using the California Cooperative Forest Management Plan Template. Contact your Regional Forestry Assistance Specialist for a copy of the template.
- **Technical Assistance** - Eligible practices include providing in person or on site consultation with forestland owners to help them address their land management needs. This can include providing detailed information about options available to them for management practices, other cost share programs, directing them to specific technical information about commercial and non-commercial forestry practices and permitting. Can include payments to Registered Professional Foresters to perform this consultation and can include webinars or workshops. May also include development of printed materials. *This practice cannot exceed 10% of the total grant award.*
- **RPF Supervision** - RPF supervision is the on-the-ground over-sight and direction an RPF provides the sub-contractor who is working on a forest improvement practice. RPF supervision may be the grantee's employee or a consulting RPF.
- **Site Preparation** - Site preparation is the removal of vegetation competing or potentially competing with planted trees. The distinction must be made that site preparation is used when trees are to be planted, either manually or naturally, after clearing activities. Methods include using heavy machinery such as bulldozers, cutting and removing vegetation with chainsaws, scalping the soil with hand tools, and/or chemical treatments of the competing vegetation prior to planting.
- **Tree Planting** - This practice includes the purchase of tree seedlings or seeds, the costs of transporting and storage of seedlings, and the planting costs. Each proposed project description shall provide approximate spacing, method of planting, number of trees per acre, planting standards, seed zone(s), species, and timing.
- **Tree Protection** - This practice includes the cost and installation of tree protectors such as VEXAR® tubes, shade cards, or other animal damage barriers.
- **Timber Stand Improvement** - Precommercial thinning means reducing the number of stems of small commercial tree species to a predetermined spacing to improve growth and/or to reduce fuel loads. Mechanical release involves removal of non-commercial tree species, shrubs/brush or grasses that are competing with previously planted or existing commercial tree species.

STATE OF CALIFORNIA
Department of Forestry and Fire Protection

- **Pruning** - Pruning is the cutting of lower branches of trees to reduce vertical continuity of fuels and improve wood quality of future crop trees. Pruning may be funded in conjunction with thinning or release. Rates increase based on the minimum number of trees pruned per acre. Pruning all branches within ten feet of the ground, combined with thinning and the removal of flammable shrubs and ladder fuels, is also recommended to reduce the likelihood that a ground fire burning through the stand would move up into the trees. Pruning provides other benefits as well, including increased exposure to sunlight to aid regeneration, improved aesthetics, and greater resistance to insect and disease problems.
- **Follow-up** - is work necessary to promote the survival of seed or seedlings or for protection to or enhancement of other completed practices (e.g. fuels reduction). Follow-up must be undertaken within 36 months of completion of the original practice. Follow-up covers three types of project categories:
 - a. The first pertains to any work performed within 36 months of a planting project to promote the survival of the seedlings. In most cases, insect, disease, rodent, weed, or brush control work will qualify for funding.
 - b. The second category is Follow-up work undertaken as a continuation of a prior project. This category typically includes work, such as controlling re-growth from Thinning or Release practices that occur within five years of the original project.
 - c. The third category is slash disposal. This category can include mastication, chipping, or piling and burning of slash generated from Site Preparation, Thinning, Release, or Pruning practices.
 - d. Remedial work for stabilizing landslides (requires analysis and design by a Certified Engineering Geologist or Geotechnical Engineer).

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

- Minor road upgrading such as road rocking or installing rolling dips unless needed to protect an existing or replacement structure or where needed to prevent erosion to a watercourse. If there is no hydrologic connectivity, minor road upgrading will normally not be eligible.
- Work required for compliance with the Forest Practice Act and Rules.
- Construction of new roads or bridges.
- Fencing to protect stands from livestock.
- Planting of Christmas trees and greenery.
- Costs of land, water, irrigation, or purchase of tools or equipment.
- Projects designed solely for the production of fuelwood.
- Fees associated with permit requirements are not eligible for cost-sharing. All permits required to complete approved forestland conservation projects must be obtained by the Grantee or landowner.

Grant Application Process

Project applications will be accepted between March 31 and April 30, 2020, and projects must be completed no later than February 28, 2024.

Project Application Process

- Applicants will submit their Project applications to CAL FIRE. This includes one printed copy of all required documents and one electronic copy of all required documents.
- Review of Project applications will occur following a predetermined set of evaluation criteria.
- Applicants are notified via letter whether their Project application has been approved, deferred, or not approved. CAL FIRE staff will begin grant agreement preparation for those that are approved. Grant agreement preparation may necessitate minor alterations to submitted applications.
- A Grant Agreement is developed and sent electronically to the applicant. The applicant returns three sets of the Grant Agreement document with original signatures to the CAL FIRE Grants Management Unit within 10 business days.
- Normally, within two weeks of a signed grant agreement being returned to CAL FIRE for signature, the grant agreement is signed and fully executed. CAL FIRE will notify the Grantee of the approved agreement.

DO NOT start work on a project until you have:
✓ *A fully signed and executed grant agreement.*
✓ *Completed a pre-operational meeting with CAL FIRE.*

Project Application Package Requirements (See Appendix A for application)

1. Includes a complete written description of the proposal. Project applications must include an adequate description of the project with clearly defined goals and objectives, how each objective and associated tasks will be addressed and the expected results. Project descriptions must also include information on where the proposed project is located, who will be conducting the work, when the work will be done, and the expected work products or deliverables. Descriptions must be sufficiently detailed regarding overall work proposed and include deliverables and costs of each proposed task and who will be performing those tasks in order for CAL FIRE to: 1) write a grant agreement with measurable and quantifiable objectives, and 2) perform a cost analysis of proposed work during the proposal evaluation process.

STATE OF CALIFORNIA
Department of Forestry and Fire Protection

2. Complete and Accurate Budget (Appendix B) including estimated cost share amounts and justification is required. Project applications must include a detailed line item budget using the format provided in Appendix B. Cost analysis of the proposed project will include all project costs. Total project cost used in the analysis will include the total amount requested from available funds under the CAL FIRE Forestry Assistance Program and any cash or in-kind cost share from all other funding sources. Cost share funding sources shall be listed. Project applications shall provide information specifically identifying any funding match requirements from any other entity.
3. CAL FIRE recognizes that project applications for the same project type may vary in cost due to the size of the project, and statewide variation in costs. Applicants must justify project costs. Project cost analysis will be based on costs for similar projects that have been implemented as well as on an assessment of proposed costs by CAL FIRE staff. Matching requirements for State funds may be met with in-kind activities, funding or materials related to the project.
4. Estimated number of acres and/or landowners that the project will benefit.
5. Map of the focus region (shapefiles are required). Maps shall show the general location of the region which will receive the assistance and any other defining or important features of the landscape. Shapefiles showing land ownerships will help reviewers to determine if the project area is eligible and suitable.
6. Qualifications: A description of the applicant's qualifications, including a brief list of similar types of projects that the organization or participants have successfully completed. A description of the qualifications of each of the lead and supporting personnel to be employed on the project and percentages of time of the work to be done by them should also be provided.

The full application questions are found in Appendix A.

Where to Deliver Application

The applicant must mail one paper copy and email one electronic copy of the project application and all supporting documentation via email to stewart.mcmorrow@fire.ca.gov. Submittal of electronic documents via 3rd party document sharing sites (e.g. Dropbox, Google drive, etc.) will not be accepted.

All project applications, including all required or requested supporting materials, must be submitted in a document that is formatted for single-sided printing.

Paper copy project applications must be sent to the CAL FIRE Forestry Assistance Deputy Chief for delivery by the due date. Send the completed Project Proposal to:

California Department of Forestry and Fire Protection (CAL FIRE)
Attn: Stewart McMorrow, Deputy Chief Forestry Assistance
P.O. Box 944246
Sacramento, CA 94244-2460

The Grant Review Process

It is important to note that project applications are reviewed and scored independently by several Forestry Assistance Program staff. These individuals may or may not be familiar with your organization, past work, or geographic grant area. To avoid any sort of bias, grant reviewers are instructed that nothing can be considered for project application prioritization if it is not represented on the application or, for project applications, the application and supporting documentation.

Project Application Review

CAL FIRE will review the applications for completeness and the ability to achieve the objectives of the program. Projects will be prioritized using a predetermined set of criteria that are consistent with these grant guidelines and the highest priority projects will be funded. Any needed modifications to your project and/or revisions to the application package will be discussed after grant applications are prioritized and grant award notifications are made.

Upon receipt of a complete project application package, CAL FIRE shall review it for conformance with the Proposition 68 specific funding requirements and this Procedural Guide. Please see applicable section in this document for scoring criteria.

If the project application is found incomplete in a material way or the proposed project is not eligible for a grant, the applicant will be informed that the project application is ineligible. Only when a project application package is complete will CAL FIRE staff record the project application package for prioritization.

STATE OF CALIFORNIA
Department of Forestry and Fire Protection

CAL FIRE may post a summary of all applications received after funding awards have been made.

Request for Record Review:

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

Final Decision by the Director of CAL FIRE:

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

Grant Administration

The grant period begins on the last date of signature after CAL FIRE and the grantee have both signed the completed grant agreement. All grant project funding will remain active until February 28, 2024. The Grantee can exercise an earlier closing period if necessary. CAL FIRE will notify grantees when they may begin awarding funding to individual forest improvement projects. All individual forest improvement projects must be completed before the expiration of the grant agreement.

CAL FIRE will maintain the grant agreement documentation and monitor the agreement to ensure compliance with all provisions. The grantee will review and approve all individual forest improvement project invoices. CAL FIRE may audit these individual invoices at any time.

Grant Agreement Amendments

A grantee wishing to change the scope of work or budget of an approved project shall submit the proposed change via official letter, on organizational letterhead, to the Deputy Chief of Forestry Assistance. Minor changes can typically be approved by the local Forestry Assistance Specialist. More significant changes may require a grant agreement amendment. Grant agreement amendments may be allowed, at the sole discretion of CAL FIRE, for changes to the scope of work or the project budget. Any budget item increase or decrease by 10% or more of that item will require a grant amendment. The total amount awarded to the grantee can never be increased during the grant period for any reason, nor can the project end date be extended beyond February 28, 2024.

All correspondence relating to grant projects must have the grant agreement number featured prominently, and be dated.

Recognition of Funding Source

Grantees will include signage, to the extent practicable, informing the public that the project received funds through CAL FIRE from the California Drought, Water, Parks, Climate,

STATE OF CALIFORNIA
Department of Forestry and Fire Protection

Coastal Protection, and Outdoor Access For All Act of 2018 (PRC §80001[b][3]). Recognition of funding under this program extends to publications, websites, and other media-related and public-outreach products.

Project Reporting

Grantees shall report on all projects quarterly unless otherwise notified. The reporting dates shall be for the periods ending: September 30, December 31, March 30, and June 30. See Appendix E for specific information that is to be reported on.

Reporting shall follow the format provided by CAL FIRE. These records must be retained for at least 3 years after the completion of the project. All projects will be required to track the above metrics until project closeout.

Project Inspections

The local Forestry Assistance Specialist (Appendix G) assigned to a grant project will conduct necessary inspections for the individual forest improvement projects. This will vary by project type, scope of work, and timeline of the project to be carried out. At a minimum, there will be an initial meeting after the grant is in place and prior to distributing funds.

Generally, payments will be made by CAL FIRE to the Grantee on a reimbursement basis. No work prior to, or after the grant period (from the date the grant agreement is fully signed by both parties until February 28, 2024) will be reimbursable. Grantees should have adequate cash flow to begin the project. If progress payments are desired, each request for payment must be accompanied by a progress report. Grantees may submit progress payment requests to the Deputy Chief of Forestry Assistance no more frequently than monthly. CAL FIRE will reimburse all expenses upon receipt of an acceptable request for progress payment. Reimbursement will require a site inspection prior to payment processing, and this inspection will serve to monitor whether the project was successful and implemented pursuant to the project description. Paid vendor receipts, payroll documents, other back-up documentation of expenses, matching tracking, and a progress report or final report shall accompany all requests for payment. CAL FIRE will reimburse the Grantee for all eligible costs under the terms of the agreement.

Advance payments may be considered in cases of grantee hardship, and where the project is located in and provides direct benefits to a disadvantaged community. Advance payments are solely at CAL FIRE's discretion and a justification will be required in order to approve of any advanced payments. The advance payment may not exceed 25% of the grant funds awarded. Advances must be fully utilized within a six-month period. No additional advances may be requested until acceptable documentation is received by CAL FIRE that the previous advance has been fully exhausted on eligible expenses.

Contact your Regional Forestry Assistance Specialist for a copy of the Required Invoice Format for reimbursement (or advancement of funds). A Grantee should allow a minimum of 60 days after a complete billing package is received for arrival of a reimbursement check. Incomplete billing packages will be returned or additional information will be requested, and will delay processing.

STATE OF CALIFORNIA
Department of Forestry and Fire Protection

CAL FIRE does not consider a billing package complete until all documentation that is needed to process the billing is received.

A final invoice must be received by CAL FIRE no later than 30 days after the grant period expires.

Loss of Funding

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

- Grantee fails to provide direct, meaningful, and assured benefits to DAC or SDAC per the criteria set forth in these guidelines when they have agreed to do so.
- Grantee withdraws from the grant program.
- Grantee fails to complete the funded project scope of work.
- Grantee fails to submit all documentation within the time periods specified in the Grant Agreement.
- Grantee fails to submit evidence of CEQA compliance prior to start of project activities and/or within one year of the execution of the grant agreement.
- Grantee changes the project scope or budget without concurrence of the State.
- Grantee fails to achieve the benefits they described in their application.
- Grantee fails to comply with the terms of the grant agreement unless such failure was due to no fault of the grantee, hereunder discretion of the State.

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 a project is selected for audit, the grantee will be contacted at least 30 days in advance. The audit should include all books, papers, accounts, documents, or other records of the Grantee, as they relate to the project for which State funds were granted. Projects may be subject to an audit at any time over the project life.

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

All project records must be retained by the Grantee for a period of not less than one year after the State audit or after final disposition of any disputed audit findings. Grantees are required to keep source documents for all expenditures related to each grant for at least three (3) years following project completion and one year following an audit.

Repayment of Grant Funds

The State may terminate the grant for any reason at any time if it learns of or otherwise discovers that there are allegations supported by reasonable evidence that the grantee has violated any state or federal law or policy which affects performance of this or any other grant agreement or contract entered into with the State. If a grant is terminated, the grantee may be required to fully or partially repay previously reimbursed grant funds.

Accounting Requirements

The Grantee shall maintain an accounting system that accurately reflects fiscal transactions, including matching funds, with the necessary controls and safeguards. This system shall provide an audit trail, including original source documents such as receipts, progress payments, invoices, time cards, etc. The system shall also provide accounting data so the total cost of each individual project can be readily determined. These records shall be retained for a period of not less than three years after final payment is made by the State. Avoid audit exceptions – keep accurate records.

Advances

For grants awarded for projects that serve a disadvantaged community, administering agencies may provide advanced payments in the amount of 25 percent of the grant award to initiate the project in a timely manner (PRC 80030).

Application Scoring Criteria

Project Scoring (100 points possible):

Disadvantaged Communities or Severely Disadvantaged Communities: 10 Points

- The project meets Proposition 68 criteria for providing a benefit to a DAC.
- The project meets Proposition 68 criteria for providing a benefit a SDAC.
- The degree to which the project creates jobs or job training opportunities for residents of DACs or SDACs.
- The degree to which the project will consider sub-contractors that are based within the DACs or SDACs being served and/or employ residents of the DACs or SDACs.

Project Proposes to use California Conservation Corps for implementation: 5 Points

Span of Project Benefits: 25 Points

- Extent of total acreage effected.
- Number of landowners benefitted from cost share payments.
- Number of landowners benefitting from technical assistance.

Project Quality: 25 points

- The degree to which the project effectively reaches the intended audience.
- The degree to which the project is planned and organized based on a community-driven process or is based on community identified needs such as a Community Wildfire Protection Plan.
- The degree to which the project will have a technical assistance component that encourages long term education and management of forest resources on private lands.

Eligible Project Costs: 25 Points

- **Estimated Project Costs**
 - Overall project costs as compared to overall benefit.
 - Landowner payments to a contractor performing any of the approved practices.
 - Landowner costs associated with the purchase of materials such as seedlings, fuel for chainsaws or chippers, etc. Does not include the purchase of landowner equipment.
- **Cost Share**
 - Percentage of cost share
- **Administrative costs**
 - Administrative costs directly related to the implementation of the project are eligible, but must be justified and should be included in the accounting for provision of technical assistance.
- **Indirect costs:**
 - A maximum not to exceed 12% of total direct cost. Indirect costs include items such as payroll administration, human resources, computer support, minor equipment, financing, and office support that are not directly related to the implementation of the project to be funded.

STATE OF CALIFORNIA
Department of Forestry and Fire Protection

Project Geographic Area: 10 points

- Extent to which the project delivers benefits to an area that is not already covered through other Proposition 68 funding delivered through the CFIP program in the current fiscal year. This will be determined on a case by case basis by Forestry Assistance staff following at least one round of contracting under the CFIP program and its use of Proposition 68 funds.

Appendix A - Proposition 68 Forestry Assistance Grant Application

Project Information

- Project Title
- Brief Project description
- County(ies)
- Project latitude and longitude (central to project area)
- Project start and end dates
- Funding request
- Total project cost (including matching funding estimate)

Organization Information

- Organization name
- Organization type
- Is the organization a 501(c)(3)?

Project Manager Information

- Title
- Name
- Address
- Phone
- Email

Scope of Work, Project Timeline & Budget

- Scope of work to include region of focus, estimated number of acres and landowners reached, type of technical assistance provided, type of financial assistance to be provided, who will be doing the work, contractors to be hired, how CEQA will be addressed.
- Budget to include the full range of funding needs. Please provide budget categories for personnel, contractual, indirect expenses, cost share amount and source and financial assistance to landowners.

Please use the [Forest Health Application Workbook](#) provided on the CAL FIRE website at [Forest Health Grant Program](#)

- Please complete tabs #1. Project Budget, #3. Work Plan, and #4 Environmental Compliance.

Disadvantaged and Severely Disadvantaged Communities

- Please describe how the project will be compliant with these requirements.

The statute requires that at least 15% of the funds available shall be allocated for projects serving severely disadvantaged communities.

STATE OF CALIFORNIA
Department of Forestry and Fire Protection

The bond statute defines disadvantaged communities (DAC) and severely disadvantaged communities (SDAC) as follows:

“Disadvantaged community” means a community with a median household income less than 80 percent of the statewide average.

“Severely disadvantaged community” means a community with a median household income less than 60 percent of the statewide average.

For locating DAC and SDAC areas, please use the following mapping tool:

Community FactFinder: [Parks For All Californians](#)

*Please note that the ENTIRE project area must be within these areas. If any part of a project area is not entirely within a DAC or SDAC, then the whole project area must be considered outside of these areas. This applies only to individual project areas such as individual land ownerships.

Matching Sources of Funding

- If applicable, list any sources/grant programs that will serve as matching funds for this project. It is understandable if the source of matching funding is estimated and intended to come from private, participating landowners.

Local & State Compatibility

- Identify if any planning documents would be supported if this project is implemented. Examples include local CAL FIRE Unit Fire Plans, Community Wildfire Protection Plans, California Forest Carbon Plan, or other.
- Identify the contact(s) at the local CAL FIRE Unit(s) that has/have been briefed on this proposed project.
- Is the project an identified priority of the regional prioritization groups of the Forest Management Task Force (FMTF), Regional Forest and Fire Capacity Program (RFFCP), and/or other collaborative forest restoration group?
- Letter of support - Please include any letters of support.

Collaboration/Partnerships

- List your project partners including:
 - Name
 - Title
 - Affiliation
 - Role in project
- Include any letters of commitment as appropriate.

Administrative Capacity and Past Forest Management History

- Please specify the annual operating budget of the applying organization.

STATE OF CALIFORNIA
Department of Forestry and Fire Protection

- Please prepare a Statement of Qualifications limited to one page in 11 point font or greater. The Statement of Qualifications (SOQ) should 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 forest management projects.

Attestation:

I do hereby attest and certify that the above and attached information is true and correct.

Name _____

Executed on _____

Submitter email _____

Appendix B - Eligible Costs and Sample Budget

Use the below items as references while filling in the budget for the concept proposal. The project application Sample Budget below will be provided to and required of those with successful concept proposals that are invited to submit a project application.

Eligible Costs and Documentation Requirements

Project costs must be consistent with the approved project proposal and incurred during the performance period as specified in the grant agreement. Project elements that do not produce a direct GHG benefit (e.g., education, research, planning, etc.) must be linked with on the ground activities that do, or they will not be eligible costs.

Salaries and Wages:

Eligible Cost - Salaries and wages of employees employed by the grantee whom are DIRECTLY engaged in the execution of the grant project. Limited to actual time spent on the grant project. Examples of expenditures would be time related to site visits, project monitoring, and completion of reporting related to the grant project. Staff time related to accounting, business services, etc. are allowed only if those functions are not included in the grantee's overhead cost. Cost of employee leave (vacation, sick) is eligible only if the employee is working 100% on the grant. Lump sum payment of accrued leave balance is only eligible for reimbursement if the employee was hired for the sole purpose of working on the grant. Volunteer rates for matching funds purposes can be found at the following website: [Value of Volunteer Time](#).

Required Documentation - 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.

Benefits:

Eligible Cost - Employer contribution share of fringe benefits associated with employees (paid from salaries and wages Budget Item) whom 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.

Required Documentation - Same documentation as Salaries and Wages. Payroll documentation showing wages and hours paid to the employee and associated fringe benefits.

Contractual:

Eligible Cost - Direct consultant and contractual services necessary to achieve the objectives of the grant. Examples of contractual costs will be RPF supervision/certification, GHG verification contractor, etc. Procurement of contractual services should be documented to ensure selection on a competitive basis and documentation of cost analysis.

STATE OF CALIFORNIA
Department of Forestry and Fire Protection

Required Documentation - 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.

Supplies:

Eligible Cost – Supplies that are used in the direct support of the project are allowable. Supplies exceeding \$500 per unit cost shall be documented to ensure procurement of supplies on a competitive basis and documentation of cost analysis.

Required Documentation - 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.

Travel:

Eligible Cost – Travel cost associated with travel to and from project sites, meetings, etc. directly related to the grant project and must be considered reasonable and necessary for the completion of the project. Reimbursement rates shall be consistent with the grantee's written travel policy. Absent a written policy, per diem shall not exceed the California Standard Per Diem Rate allowable by the U.S. General Services Administration ([US General Services Administration Per Diem Rates Look-Up](#)). Mileage rates shall not exceed the rates allowable by IRS ([IRS Standard Mileage Rates](#)).

Required Documentation - 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.

Equipment:

Eligible Cost – Not permitted under this grant opportunity.

Other:

Eligible Cost - Other costs that do not fit in any of the above categories. Costs must be directly related to the grant project. Costs such as rent, utilities, phones, general office supplies, etc. that must be apportioned to the grant are considered indirect costs unless written justification is submitted and approved by CAL FIRE.

Required Documentation - Invoices or receipts identifying the item and cost charged to the grant.

Indirect Costs (All entities):

Eligible Cost - Indirect costs are capped at 12% of CAL FIRE share of the budget.

STATE OF CALIFORNIA
Department of Forestry and Fire Protection

Required Documentation - Applied on a percentage (%) basis on direct costs. 12% is the maximum allowable indirect cost.

STATE OF CALIFORNIA
Department of Forestry and Fire Protection

PROJECT APPLICATION SAMPLE BUDGET

| GRANT AGT. NUMBER | | CCI - Prop 68 Urban & Community Forestry Program | | | GRANTEE NAME | |
|-------------------------------------------------|------------------------------|--------------------------------------------------|----------------------|----------------|-------------------|-------------------|
| Budget Item | Description | Cost Basis | CAL FIRE Grant Share | Program Income | Grantee Match | Total |
| A. Salaries and Wages | | | 62,600.00 | - | 5,400.00 | 68,000.00 |
| | Project Lead | 1000 hours x \$30/hour | 30,000.00 | | | 30,000.00 |
| | Worker 1 | 1000 hours x \$20/hour | 20,000.00 | | | 20,000.00 |
| | Worker 2 | 1000 hours x \$18/hour | 12,600.00 | | 5,400.00 | 18,000.00 |
| | | | | | | - |
| B. Employee Benefits | | | 15,464.00 | - | 1,746.00 | 17,210.00 |
| | Project Lead (Monitoring) | 500 hours x \$10.16/hour | 5,080.00 | | | 5,080.00 |
| | Worker 1 | 1 staff x 1000 hrs x \$6.31/hr | 6,310.00 | | | 6,310.00 |
| | worker 2 | 1 staff x 1000 hrs x \$5.82/hr | 4,074.00 | | 1,746.00 | 5,820.00 |
| | | | | | | - |
| C. Contractual | | | 117,000.00 | - | 120,000.00 | 237,000.00 |
| | CEQA Compliance | | 12,000.00 | | | 12,000.00 |
| | GHG Emission Tracking | | 10,000.00 | | | 10,000.00 |
| | Certified Arborist | | 5,000.00 | | | 5,000.00 |
| | Concrete Cutting | \$300/site x700 sites | 90,000.00 | | 120,000.00 | 210,000.00 |
| D. Travel | | | 1,120.00 | - | - | 1,120.00 |
| | Mileage | 2000 miles x \$0.56/mile | 1,120.00 | | | 1,120.00 |
| | | | | | | - |
| | | | | | | - |
| | | | | | | - |
| E. Supplies | | | 146,180.00 | - | - | 146,180.00 |
| | Trees | 2,000 #15 trees @ \$60/tree | 120,000.00 | | | 120,000.00 |
| | Tree Stakes | 4,000 @ \$4.00/tree | 16,000.00 | | | 16,000.00 |
| | Tree Ties | 4,000 @ \$0.67/tree | 2,680.00 | | | 2,680.00 |
| | Mulch | 500 Yds. @ \$15/Yd. | 7,500.00 | | | 7,500.00 |
| | Tablets for Inventory | 2 x \$425.00 | 850.00 | | | 850.00 |
| F. Equipment | | | 25,700.00 | - | 25,000.00 | 50,700.00 |
| | F-250 Pickup | 50 days @ \$200/day | 5000.00 | | 5000.00 | 10000.00 |
| | LT 40 Portable Sawmill | per unit (1) | 20000.00 | | 20000.00 | 40000.00 |
| | 2 digital cameras with cards | \$150.00 per unit | 300.00 | | | 300.00 |
| | 2 GPS Units | \$200.00 per Unit | 400.00 | | | 400.00 |
| G. Other | | | 250.00 | - | - | 250.00 |
| | City Permits | | 250.00 | | | 250.00 |
| | | | | | | - |
| | | | | | | - |
| TOTAL DIRECT COSTS | | | 368,314.00 | - | 152,146.00 | 520,460.00 |
| TOTAL COSTS INELIGIBLE FOR INDIRECT COST | | | 20,000.00 | | | |
| TOTAL COSTS ELIGIBLE FOR INDIRECT COST | | | 348,314.00 | | | |
| INDIRECT COSTS (Max 12%) | | 12% | 41,797.68 | - | - | 41,797.68 |
| TOTAL GRANT PROPOSED COSTS | | | 410,111.68 | - | 152,146.00 | 562,257.68 |
| | | | 73% | | 27% | 100% |
| Version 2-25-2019 | | | | | | |

Appendix C - Required Forms

Note: The following forms will be required if a project is chosen for funding.

Standard Forms:

- Payee Data Record form (STD. 204): The STD. 204 form indicates that local government entities do not need to fill it out. CAL FIRE utilizes this form internally for all grantees, so it is required that all applicants fill it out. [Payee Data Record \(STD 204 form\)](#)
- Nondiscrimination Compliance Statement form (STD. 19):
[Nondiscrimination-Compliance Statement form \(STD 19 form\)](#)
- A Drug-Free Workplace Certification form (STD. 21):
[A Drug-Free Workplace Certification form \(STD 21 form\)](#)

STATE OF CALIFORNIA
Department of Forestry and Fire Protection

- The following resolution shall be prepared by the grantee if chosen for funding.

Resolution

(NOTE: non-profit applicants must have this notarized.)

(Additional Note: Do Not Deviate From This Verbiage.)

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 Forestry Assistance Grant Program Entitles, “ _____”, As Provided Through the California Proposition 68 Bond Fund.

WHEREAS, the Governor of the State of California in cooperation with the California State Legislature has enacted the California Proposition 68 Bond Fund, which provide funds to the State of California and its political subdivisions for Urban and Community Forestry 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 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 an urban and community forestry project;

Now, Therefore, be it Resolved that the **(Title of Governing Body)**:

1. Approved the filing of an application for “Proposition 68 Bond Fund” grant program funds; and
2. Certifies that funds under the jurisdiction of **(Name Governing Body Here)** are available to begin the project.
3. Certifies that said applicant will expend grant funds prior to March 30, 2022.
4. Appoints **(title and/or 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, etc., which may be necessary for the completion of the aforementioned project.

STATE OF CALIFORNIA
Department of Forestry and Fire Protection

Approved and adopted the ___(day)_____ day of __ (month)__, 20_(year)__. I, the undersigned, hereby certify that the foregoing Resolution, number _____ was duly adopted by the following roll call vote: (City Council, Board of Supervisors, Board of Directors, etc.)

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

Appendix D - Explanation of Terms

Agreement - A legally binding agreement between the State and another entity.

Amendment - A formal modification or a material change of the agreement, such as term, cost, or scope of work.

Application - The term "Application" means the individual application form identified as Attachment A and its required supporting attachments for grants pursuant to the enabling legislation and/or program.

Appropriation - A Legislative budget authorization from a specific fund to a specific agency or program to make expenditures or incur obligations for a specific purpose and period of time.

Authorized Representative - The designated position identified by the resolution as the agent to sign all required grant documents including, but not limited to, Grant Agreements, Application forms (Attachment A) and payment requests.

CEQA - The California Environmental Quality Act as stated in the Public Resources Code Section 21000 et seq.; Title 14 California Code of Regulations Section 15000 et seq. CEQA is a law establishing policies and procedures that require agencies to identify, disclose to decision makers and the public, and attempt to lessen significant impacts to environmental resources that may occur because of the agency's proposed Project. For more information refer to [CEQA: California Environmental Quality Act](#).

Co-benefit - Benefit, other than GHG emission reductions, that results from GGRF investments. Co-benefits may be environmental, social, or economic.

Consultant Services - Services which provide a recommended course of action or personal expertise, such as accounting, consulting environmental professionals, etc.

Contractor - An entity contracting with the grantee for services and generally receives a Form 1099 for tax purposes.

Disadvantaged Community - Means a community with a median household income less than 80 percent of the statewide average.

Employee - Individuals employed directly by the grantee and generally receives a W-2 for tax purposes.

Encumbrance - A commitment of funds guaranteeing a source of payment for a specific agreement.

Execution of an Agreement - The act of signing an agreement, which provides a legal basis for required performance by parties to the agreement.

STATE OF CALIFORNIA
Department of Forestry and Fire Protection

Fish and Wildlife Habitat Improvements - Measures designed to protect, maintain, or enhance fish and wildlife habitat including, but not limited to, stream clearance, reestablishment of desirable vegetation along stream channels and elsewhere, measures to encourage habitat diversity, restoration of anadromous fisheries, and forest road repair and upgrading that protect, maintain, or enhance fish and wildlife habitat.

Follow up - Forest resource improvement work necessary to promote the survival of seed or seedlings planted, or protection or enhancement of other work undertaken, as part of a prior forest resource improvement project.

Forestland - Land at least 10 percent occupied by trees of any size that are native to California, including native oaks, or formerly having had that tree cover and not currently zoned for uses incompatible with forest resource management.

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. Examples of Indirect Costs include salaries and benefits of employees not directly assigned to a Project; functions such as personnel, business services, information technology, janitorial, and salaries of supervisors and managers. Indirect costs may only be applied at a maximum of 12% of direct costs within the agreement.

Management Plan - Management plan" means a long-term forest and land management plan submitted to the director pursuant to Section 4799.

Minor Equipment - Purchase of any equipment is not allowed under this grant.

Modification - An agreement modification is an informal agreement that moves dollars in the line item and task budgets not to exceed 10% of the budget line item, changes deliverable due dates, or makes a minor change in the work in accordance with the intent of the legislation. It does not require a formal amendment of the grant agreement.

Non-Profit Organization - Any California corporation organized under Sections 501(c)(3) of the Federal Internal Revenue Code. A letter of determination certifying non-profit status will be required prior to project approval.

Operating Expenses (Direct Cost) - Any cost that can be specifically identified as generated by and in accordance with the provisions or activity requirements of the agreement.

Personnel Services - This budgeted amount includes salaries and benefits for wage earning personnel employed by the grantee/contractor (not a subcontractor) and working on the project.

Project Performance Period - The period of time described in the Project Scope of Work when costs may be incurred. Only Eligible Costs incurred during the Project Performance Period will be paid by the State.

STATE OF CALIFORNIA
Department of Forestry and Fire Protection

Project - The term “Project” means the activity or work to be accomplished utilizing grant funds and match (if applicable).

Project Scope of Work - The term “Project Scope of Work” as used herein defines the individual scope of work or activity describing in detail the proposed tasks identified as described in enabling legislation and in the Concept proposal and/or Project Proposal.

Project Budget Detail - The term “Project Budget Detail” as used herein defines the proposed detailed budget plan identified in Appendix B.

Severely Disadvantaged Community (SDAC) - Means a community with a median household income less than 60% of the statewide average. (See Appendix F for tools to assist in locating SDAC’s).

Appendix E - Grantee Reporting

A single modified reporting form will be developed for both CCI and Proposition 68 grant projects. Instructions for the form and spreadsheet will be distributed to grantees. The reporting dates shall be for the periods ending: September 30, December 31, March 30, and June 30. Information to be submitted include, but are not limited to:

Financial

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

Activity Description

- Project location(s)
- Provide a detailed description of the practice(s) pertinent to your project. The description should include what progress has been made for the reporting period and to date for the grant. Eligible practices under this grant include:
 - Forest Management Planning
 - Technical Assistance
 - RPF Supervision
 - Site Preparation
 - Tree Planting - describe the number of trees planted, location planted, and species.
 - Tree Protection
 - Timber Stand Improvement
 - Pruning
 - Follow-up
- Acres treated and/or planted
- Benefits to disadvantaged communities. Funding recipients that claim to provide a benefit to a DAC or SDAC will need to report on how the project benefits those areas.

Grant Products

- Representative project photos and/or maps.

**These records must be retained for at least 3 years after the completion of the project.
All projects will be required to track the above metrics until project closeout.**

Appendix F - Proposition 68 Disadvantaged Communities and Severely Disadvantaged Communities

The statute requires that at least 15 percent of the funds shall be allocated for projects serving severely disadvantaged communities. For projects that are identified as “serving” severely disadvantaged communities, the administering agency should document the specific way in which it is demonstrated to include as a brief description within the Agency Bonds Consolidated Reporting System (ABCRS system). Some examples may include: project that provides public benefits is located within a near proximity to the SDAC, the project provides employment or workforce development opportunities, or the project provides public health and safety benefits to a community within proximity. Examples should be realistic and supportable.

The bond statute defines disadvantaged communities (DAC) and severely disadvantaged communities (SDAC) as follows:

“Disadvantaged community” means a community with a median household income less than 80 percent of the statewide average.

“Severely disadvantaged community” means a community with a median household income less than 60 percent of the statewide average.

For locating DACs and SDACs with the above definitions, there are two tools available.
California State Parks Community Fact Finder: [Parks For All Californians](#)
California Department of Water Resources: [Disadvantaged Community Mapping Tool](#)

Appendix G - CAL FIRE Forestry Assistance Specialist Contact list

Regional Forestry Assistance Specialists (F.A.S.) are available to answer any questions you may have. Below is a list of Forestry Assistant Specialists with their respective contact information, and designated county:

Guy Anderson (559) 243-4109 1234 E. Shaw Ave. Fresno, CA 93710
Counties: Alameda, Contra Costa, Fresno, Imperial, Inyo, Kern, Kings, Los Angeles, Merced, Mono, Monterey, Orange, Riverside, San Benito, San Bernardino, San Diego, San Francisco, San Joaquin, San Mateo, San Luis Obispo, Santa Barbara, Santa Cruz, Stanislaus, Tulare, Ventura.

Zsolt Katay (209) 754-2707 785 Mountain Ranch Rd., San Andreas, CA 95249
Counties: Calaveras, Madera, Mariposa, Tuolumne.

Mary Bourriague (916) 718-6258 3141 Highway 50, Suite B, South Lake Tahoe, CA 96150
Counties: Alpine, Amador, El Dorado, Nevada, Sacramento, Sierra, Sutter, Tahoe Basin, Yuba.

Meghan Reeves (707) 888-7331 135 Ridgway Ave., Santa Rosa, CA 95401
Counties: Lake, Marin, Mendocino, Napa, Sonoma, Yolo.

Al Klem (916) 224-8761 6105 Airport Rd, Redding, CA 96002
Counties: Lassen, Modoc, Plumas, Shasta, Siskiyou, Trinity.

Dale Meese (530) 226-8941 6105 Airport Rd, Redding, CA 96002
Counties: Del Norte, Humboldt.

Brook Darley (530) 226-8940 6105 Airport Rd, Redding, CA 96002
Counties: Glenn, Tehama.

Dawn Pederson (530) 528-5199 604 Antelope Blvd, Red Bluff, CA 96060
County: Colusa.

Dave Derby (530) 872-6334 6640 Steiffer Road, Magalia, CA 95954
County: Butte.