

# 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.*



**Grant programs authorized by Public Resource Code § 4799.05 and funded via  
Senate Bill-170 Budget Act of 2021**

***Project application period is now open between  
February 14, 2022 and April 1, 2022***

# Contents

Wildfire Resilience and Forestry Assistance Grant Guidelines	1
Introduction: CAL FIRE Forestry Assistance Grant Guidelines	3
General Guidelines	5
Eligible Organizations	5
Application Period	6
Funding Limits	6
Project Timeline	6
Cost Share Requirement	6
Timing and Availability of Funds	6
Disadvantaged and Low-Income Communities	7
Technical Assistance	7
General Project Eligibility Criteria	7
Eligible and Ineligible Practices under Private Forestry Assistance Grants	8
Application Process	10
The Grant Review Process	10
Project Application Review	10
Grant Administration	11
Grant Agreement Amendments	12
Recognition of Funding Source	12
Project Reporting	12
Project Inspections	12
Grant Payments	13
Advance Payments	13
Loss of Funding	13
Accounting Requirements	14
State Audit	14
Grant Suspension or Termination	14
Repayment of Grant Funds	14
Grant Monitoring	15
Application Scoring Criteria	16
Appendix A –	17
Forestry Assistance Grant Application	17
Online Application Process	17
Appendix B - Eligible Costs and Sample Budget	20
Appendix C - Required Forms	23
Appendix D - Explanation of Terms	25
Appendix E - Grantee Reporting	28
Appendix F - CAL FIRE Forestry Assistance	29
Specialist Contact list	29

# Introduction: CAL FIRE Forestry Assistance Grant Guidelines

This grant guideline includes information for the use of funds administered by the California Department of Forestry and Fire Protection (CAL FIRE) for the purpose of developing grant funded projects that address the needs of the Governor's Forest Management Task Force's Wildfire and Forest Resilience Action Plan items 1.10 to 1.14. The Action Plan is available here. <https://www.fire.ca.gov/media/ps4p2vck/californiawildfireandforestresilienceactionplan.pdf>

As per Public Resources Code 4799.05, the Director of CAL FIRE may provide grants to, or enter into contracts or other cooperative agreements with, entities, including, but not limited to, private or nongovernmental entities, Native American tribes, or local, state, and federal public agencies, for the implementation and administration of projects and programs to improve forest health and reduce greenhouse gas emissions.

The California Forest Management Task Force (Task Force) was established in 2018 to introduce a more holistic, integrated approach toward effective forest management. The Task Force's purpose has been to develop a framework for establishing healthy and resilient forests that can withstand and adapt to wildfire, drought, and a changing climate.

This Action Plan responds to that challenge by integrating key findings, recommendations and assessments into a single coordinated and comprehensive strategy.

Significantly increasing the pace and scale of forest management across the state can only be achieved through significant contributions from small private forestland owners.

To that end the following goals are set out in the Action Plan and should be strongly considered in developing a proposal for this grant opportunity. The relationship between the Wildfire Resilience Block Grants and the Action Plan Goals are summarized below each Goal.

- 1.10 Maintain Forest Stewardship Education Program: CAL FIRE will maintain its Forest Stewardship Workshop program to help forest landowners develop management plans and implement stewardship projects. Workshop locations will be based on CAL FIRE's fire-risk and priority landscape map and the 2019 Community Wildfire Prevention and Mitigation Report.
  - CAL FIRE will offer at least one workshop to introduce the Wildfire Resilience Block Grant application process to potential applicants. Applicants should also consider presenting opportunities for workshops or other outreach to prospective landowners and describe these opportunities in their application.
- 1.11 Increase Technical Assistance: The state, through contracts with cooperators, will assist landowners with Forest Management Plans, Burn Plans, archeological and biological

**STATE OF CALIFORNIA**  
**Department of Forestry and Fire Protection**

surveys, project field design, and other support from forestry and other natural resource professionals.

- o Successful applicants should describe the process for how Technical Assistance to landowners will be accomplished and describe metrics for landowner assistance success.
- 1.12 Improve Outreach: State agencies will partner with the Forest Landowners of California and other organizations to more efficiently target outreach efforts, guide assistance planning, and track project implementation.
  - o CAL FIRE will engage with the Forest Landowners of California to help promote the Wildfire Resilience Block Grant process prior to awarding the successful applicants. Applicants should consider in their proposal how they will engage with groups such as the Forest Landowners of California and other organizations to promote their individual program to perspective individual project applicants.
- 1.13 Support Forest Health and Maintenance Treatments: CAL FIRE will provide funding for initial fuels treatments and follow-up maintenance with landowners contributing at least 10 percent of costs. CAL FIRE will prioritize funding of NIPF projects that are included within locally coordinated forest management and post-fire restoration projects that benefit wider landscapes across multiple ownership types.
  - o Non-industrial private forestland owners are the primary target of the Wildfire Resilience Block Grants. Applicants should describe their process for targeting NIPF's while achieving the goals of "coordinated forest management", or forest management that blocks smaller projects in a similar geographic location to achieve greater overall forest health goals.
    - While not required for the Wildfire Resilience Grants, the proportion of individual landowner projects meeting a cost-share requirement is a scoring criteria.
  - o Applicants should consider, where appropriate for their geographic region, large scale reforestation projects aimed at rehabilitating forestlands burned in recent years (Goal 1.13, 1.15 (not shown))
- 1.14 Establish Emergency Forest Restoration Teams: CAL FIRE and other state agencies will explore the potential for developing emergency forest restoration teams to assist small landowners impacted by wildfires with funding and expertise to restore their properties and help prevent further damage to life, property and natural resources. This program would complement the NRCS Environmental Quality Incentives Program (EQIP) and the Emergency Forest Restoration Program (EFRP).
  - o Applicants can also focus their efforts on re-establishing burned forestlands through planting, site preparation and vegetation treatment to provide for future ecosystem services through forest restoration.

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

**STATE OF CALIFORNIA**  
**Department of Forestry and Fire Protection**

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 low-income communities, and maps that show the locations of projects within these communities.

While expenditure in disadvantaged communities and low income communities are distributed across programs, the goal of all monies allocated from the Greenhouse Gas Reduction Fund meet the following in total:

*In 2012, the Legislature passed Senate Bill 535 (de Leon), directing that 25 percent of the proceeds from the Greenhouse Gas Reduction Fund go to projects that provide a benefit to disadvantaged communities. The legislation gave CalEPA responsibility for identifying those communities. In 2016, the Legislature passed AB 1550 (Gomez), which now requires that 25 percent of proceeds from the fund be spent on projects located in disadvantaged communities.*

For locating disadvantaged and low-income communities, please use the following on-line tool:  
<https://oehha.maps.arcgis.com/apps/instant/minimalist/index.html?appid=b2a617f0e8984f3b96d8156bf968a36d>

## General Guidelines

The purpose of the grant solicitation is to meet Wildfire and Forest Resilience Task Force Action Plan goals through allowing a prospective grantee the ability to provide a program of financial and technical forestry assistance to nonindustrial forest landowners, where the grantee, as the supervising entity, receives the grant from CAL FIRE and provides outreach and/or technical/financial assistance to landowners in order to conduct forest restoration or management activities on their property. The grantee will be responsible for payments of financial assistance to landowners.

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 and opportunities as well as forest management education and management planning.

## Eligible Organizations

Applicants are limited to counties, resource conservation districts, special districts, and 501(c)(3) non-profit organizations that have the capacity to deliver a forestry based technical and financial assistance program to non-industrial forest landowners.

## Application Period

Applications for the Wildfire Resilience Grants will be accepted between February 14, 2022 to April 1, 2022

## Funding Limits

Up to \$10 million may be awarded through this grant solicitation. The minimum grant request should be no less than \$1 million. The maximum allowable is \$4 million.

## Project Timeline

Grant work must be completed no later than March 31, 2026.

## 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. 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. Matching funds may not include funds from other CAL FIRE grants or awards.

**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 is subject to availability of funds and approval of the State Budget. Grant Agreements for grant awards may take several months to establish (following grant award) so please plan project timelines accordingly. The Project Performance Period will commence upon date of signature by CAL FIRE Deputy Director or designee through the grant termination date. Only costs incurred during the Project Performance Period will be eligible for reimbursement. Grantees have 30 days following completion of grant work to submit a final invoice. 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. Advances may be available at CAL FIRE's discretion. Refer to

## Disadvantaged and Low-Income Communities

Projects that take place within disadvantaged communities or low-income communities receive scoring preference in this grant program.

If applicants are going to exclude, or entirely include, their project within a disadvantaged communities or low-income community, then they do not need to provide estimates, however they must clearly indicate that their project either excludes, or is entirely within, a disadvantaged communities or low-income community. Applicants that will only have a portion of their project within a disadvantaged communities or low-income community, shall provide estimates for percentages of individual projects that are expected to occur within the geographic area of the applicant. Applicants that utilize an estimate of an expected percentage shall briefly describe their process of determination of the estimated individual projects that fall within disadvantaged communities or low-income community.

Scoring preference will be pro-rata based for applicants that choose to provide an estimate.

Individual project area boundaries on private landownerships must be completely within a disadvantaged communities or low-income community in order for it to qualify to be included in the estimated percentage of individual project.

## Technical Assistance

There is no cap on the amount of technical assistance that can be requested. Technical assistance can be in the form of landowner outreach and education and should include development of forest management plans (FMPs) on private, nonindustrial forestlands. When FMPs are developed, they need to contain a GIS based mapping component. All FMPs developed with this grant will need to have a copy sent to CAL FIRE, along with the shape files associated with the lands they cover so CAL FIRE can track and report on them. No personal information will be shared by CAL FIRE, however landowners' names and addresses will need to be entered into CAL FIRE's tracking system.

## General Project 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. Applicants may only submit one proposal for consideration.

To be eligible for funding under this program:

1. All projects 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. It is incumbent upon the grantee to secure needed permits and CEQA clearance. This grant opportunity will NOT fund the development of

**STATE OF CALIFORNIA**  
**Department of Forestry and Fire Protection**

commercial timber harvest plans. Grantees will be required to notify their regional Forestry Assistance Specialist prior to sale of forest products.

2. Projects should prioritize funding 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.
  - Projects proposing reforestation shall provide assurances that seed and seedling availability is adequate to meet the project goals
3. All individual project applicants shall be responsible for compliance with the California Environmental Quality Act (CEQA) using in-house staff or consulting services. Resource Conservation Districts and Counties that apply should expect to be the lead agency for the compliance with CEQA. Applicants that are not permitted to act as lead agency, such as non-profits, shall explain who they expect to be the lead agency for CEQA required projects and provide supporting documentation from that entity.
4. Projects may only be funded on individual nonindustrial landownerships encompassing 3 to 5000 acres of forest land. Forested lands shall be defined as having more than 10% tree canopy cover of any native tree species.
5. Any practices that are required as environmental mitigation to offset another project may not be financed by this grant program including mitigation work required by the California Forest Practice Rules.

## Eligible and Ineligible Practices under Private Forestry Assistance Grants

**The following includes but is not limited to 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 or use the link below:

[www.fire.ca.gov/media/ri4noy2y/ca-cooperative-fmp-template.docx](http://www.fire.ca.gov/media/ri4noy2y/ca-cooperative-fmp-template.docx)

- **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.

**STATE OF CALIFORNIA**  
**Department of Forestry and Fire Protection**

Can also include costs of preparing CEQA, needed permits, database searches and archaeological compliance. May also include development of printed materials. *This practice cannot exceed 10% of the total grant award. CAL FIRE can increase this amount if the applicant presents a well justified case.*

- **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 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. If trees are not going to be planted, this grant will not pay for site preparation with the intent to allow natural seeding.
- **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.
- **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 seedlings or for protection to or enhancement of other completed practices (e.g. fuel 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.

**STATE OF CALIFORNIA**  
**Department of Forestry and Fire Protection**

- 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.
- 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.

## Application Process

The Forestry Assistance Grant Application criteria are listed in Appendix A. Scoring of applications will be based solely on the material presented by project proponents in their application. **In addition, items listed in Appendix C should be submitted at time of application.**

## The Grant Review Process

Project applications will be 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 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 specific funding requirements and this Grant Guideline. 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

**STATE OF CALIFORNIA**  
**Department of Forestry and Fire Protection**

when a project application package is complete will CAL FIRE staff record the project application package for prioritization.

Approximately within one month after the close of the application period, CAL FIRE will announce the successful applications. CAL FIRE may post a summary of all applications received after funding awards have been made on the Wildfire Resilience web page at the following link:

[Welcome to Wildfire Resilience \(ca.gov\)](#)

[OR](#)

<https://www.fire.ca.gov/programs/resource-management/resource-protection-improvement/wildfire-resilience/>

Approximately 30 days after the announcement of the successful applications CAL FIRE will issue the grant agreements.

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 March 31, 2026. 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 request to review 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 Wildfire Resilience Program Analyst. Minor changes can typically be approved by the Regional 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 March 31, 2026.

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 by authority of Senate Bill 170-Budget Act of 2021. 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 shall be for the periods ending: September 30, December 31, March 30, and June 30. Reporting shall be due the end of the month following the reporting period: October 31, January 31, April 30, and July 31. See Appendix E for specific information that is to be reported on. Progress reports must also be submitted with every invoice.

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. Refer to "State Audit" section below. All projects will be required to track the metrics listed in Appendix E until project closeout.

## Project Inspections

The Regional Forestry Assistance Specialist (FAS) (Appendix G) assigned to a grant project will conduct necessary inspections for the individual forest improvement projects. Forestry Assistance Specialists may inspect a subset of completed project areas in order to determine that the project was completed as per the agreement. This inspection may occur at any time when an invoice is submitted from the grantee. It is important that the grantee contact the FAS with enough advance timing in order for the FAS to complete any needed inspection in a timely manner. Our intention is NOT to stall the reimbursement timing. CAL FIRE understands that this aspect will be critical to maintain financial security for the grantee and we will make every effort to prioritize these inspections. The intensity, or sample size, of inspections by the Department, 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.

## Grant Payments

Payments will be made by CAL FIRE to the Grantee on a reimbursement basis. No work prior to, or after the grant period will be reimbursable. Grantees should have adequate cash flow to begin the project. If progress payments are desired, each invoice must be accompanied by a progress report. Grantees may submit invoices to no more frequently than monthly. CAL FIRE will reimburse all expenses upon receipt of an acceptable invoice. Reimbursement will require a site inspection from the grantee 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 randomly sample individual landowners' projects to verify project completion. CAL FIRE will reimburse the Grantee for all approved eligible costs under the terms of the agreement.

Contact the Wildfire Resilience Program Analyst for a copy of the Required Invoice Format for reimbursement (or advancement of funds). A Grantee should allow a minimum of 45 days after a complete billing package is received payment to be issued. Incomplete billing packages will be returned or additional information will be requested, and will delay processing. CAL FIRE does not consider a billing package complete until all documentation and reporting 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.

## Advance Payments

Advance payments may be considered for eligible entities and are solely at CAL FIRE's discretion.

An [Advance Payment Request Form](#) must be submitted identifying how funds may be used over a six-month period. No single advance payment shall exceed 25% of the total grant award. An [accountability report](#) must be submitted to CAL FIRE every four months after receiving the advance until the funds have been fully utilized. Advances should be fully utilized within a six-month period unless additional time is approved by CAL FIRE. 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.

## Loss of Funding

In addition to all rights and obligations conveyed in the Grant Agreement, the following are examples of actions that may result in a Grantee's loss of funding:

- 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.

**STATE OF CALIFORNIA**  
**Department of Forestry and Fire Protection**

- 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.

## 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.

## 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, 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.

## Grant Suspension or Termination

If the Grantee fails to perform in accordance with the provisions of the enacted agreement, CAL FIRE retains the right, at its sole discretion, to either interrupt or suspend the work for which the monies are supplied or to terminate the agreement entirely. Grantee may also request termination of their grant agreement with 30 days written notice.

## Repayment of Grant Funds

In addition to the State's rights to terminate provided in the Grant Agreement, the State may terminate the grant at any time if it learns of or otherwise discovers that there are allegations

**STATE OF CALIFORNIA**  
**Department of Forestry and Fire Protection**

supported by reasonable evidence that the grantee has violated any local, 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.

## Grant Monitoring

Upon completion of the work as described in the agreement, the Regional 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. Grant monitoring will consist of a random sampling of project sites where inspection of documentation, delivery of assistance or other financial auditing may occur. The Forestry Assistance Specialist may need to contact individual landowners for information.

# Application Scoring Criteria

## ***Project Scoring (100 points possible):***

### **Span of Project Benefits: 30 Points**

- Extent of total acreage where project activities will occur. (10 points)
- Number of landowners benefitting from landowner assistance. (10 points)
- Number of landowners benefitting from technical assistance (Goal 1.11). (10 points)

### **Project Quality: 30 points**

- The degree to which the project effectively reaches the intended audience, such as outreach with outside partners and workshops. (Goals 1.10 and 1.12) (15 points)
- 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 or establishment of an Emergency Forest Restoration Team (EFRT, Goal 1.14) (10 points)
- 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. (Goal 1.11) (5 points)

### **Eligible Project Costs: 30 Points**

- **Estimated Project Costs** (15 points)
  - 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** (5 points)
  - Percentage of cost share (Goal 1.13)
- **Administrative costs** (10 points)
  - 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.

### **Disadvantaged Communities / Low-Income Communities: 10 Points**

- **Percentage based approach of individual projects within disadvantaged or low-income community.**
  - Individual projects must be entirely within a disadvantaged or low-income community to count towards the percentage-based approach.

# Appendix A – Forestry Assistance Grant Application

## Online Application Process

Applicants must submit an application using the Grants Portal link ([Wildfire Resilience Block Grant Solicitation](#)) and complete the application including all required documentation using the Grants Portal. Guidance for setting up a new Grants Portal account and general information can be found on the [CAL FIRE Grants webpage](#). No hard copy or emailed applications will be accepted. The eCivis online grant application process for the Wildfire Resilience Block Grants can be found at the following web location:

[Welcome to Wildfire Resilience \(ca.gov\)](#)

OR

<https://www.fire.ca.gov/programs/resource-management/resource-protection-improvement/wildfire-resilience/>

**In general, the application will require the following, however, please visit the web link above to ensure all necessary items have been covered:**

### **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)
- Relevant Maps (pdf) and GIS shape file

### **Organization Information**

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

### **Project Manager Information**

- Title
- Name
- Address
- Phone
- Email



**STATE OF CALIFORNIA**  
**Department of Forestry and Fire Protection**

**Scope of Work & 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.
- Project Timeline - Projects must specify beginning and end dates, not to exceed limitations for funding timelines set forth in these guidelines.
- Budget Justification – as described under General Project Eligibility Criteria #1.

**Please use the Budget Form on the online eCivis platform. See Appendix B below.**

**Disadvantaged and Low-Income Communities**

For locating disadvantaged and low-income communities, please use the following on-line tool:  
<https://oehha.maps.arcgis.com/apps/instant/minimalist/index.html?appid=b2a617f0e8984f3b96d8156bf968a36d>

\*Please note that individual projects must be entirely within these areas to count as being “within a disadvantaged and low-income communities”, including applications that will utilize the percentage-based approach. If any part of a project area is not entirely within a disadvantaged and low-income communities, then the individual project area must be considered outside of these areas. This applies only to individual project areas such as individual land ownerships or projects within a larger land ownership.

Applicants can provide estimates for percentages of individual projects that are expected to occur within the geographic area of the applicant. Applicants that choose to provide an expected percentage shall briefly describe their process of determination of the estimated individual projects.

**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. Please include any letter of support or other correspondence from the appropriate CAL FIRE administrative UNIT
- 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 groups?
- Letter of support - Please include any letters of support.

**STATE OF CALIFORNIA**  
**Department of Forestry and Fire Protection**

**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.
- 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.
-

## Appendix B - Eligible Costs, Sample Budget and Goals

Use the below items as references while filling in the budget for the application. 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 who 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.](#)

OR

<https://independentsector.org/value-of-volunteer-time-2021/>

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) 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.

**STATE OF CALIFORNIA**  
**Department of Forestry and Fire Protection**

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.

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. Grantee may be requested to provide a copy of their written travel policy.

**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

**STATE OF CALIFORNIA**  
**Department of Forestry and Fire Protection**

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.

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

**PROJECT GOALS**

Applicants will need to identify the following metrics and estimated costs associated with each metric for your project application. Not all metrics may be applicable to your project.

- Number of Landowners Served
- Acres Treated
- Acres Reforested

**PROJECT APPLICATION SAMPLE BUDGET AND GOALS**

Applicants must complete a budget and goals associated with the application using the Grants Portal platform. Guidance for how to access the budget and goals for your application, can be found on the [CAL FIRE Grants webpage](#).

## 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 \(STD 204 form\) Counties may submit a W-9 form in lieu of a 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 \(STD 21 form\)](#)
  - Articles of Incorporation or IRS Letter of determination verifying 501(c)(3) non-profit status (Non-profit entities only)
- 
- The following resolution shall be prepared by the grantee if chosen for funding:

STATE OF CALIFORNIA  
Department of Forestry and Fire Protection

Resolution

**(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 Wildfire Resilience and Forestry Assistance Grant Program Entitles, “(Title of Project \_\_\_\_\_”, As funded through Senate Bill – 170 Budget Act of 2021.

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 TBD 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 31, 2026.
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.

**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 Signature)

## 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.

**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.

## Appendix E - Grantee Reporting

A single modified reporting form will be developed for these grant projects. Instructions for the form 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) - Project location(s) in the form of (1) a topographic map containing a north arrow, legend, map scale, project location county name and Assessor's Parcel number and (2) an ESRI shapefile (Zipped folder, will all files .shp, .shx, .prj, etc) polygon feature that depicts the outer footprint boundaries of the area on which treatment activities has been completed. The shapefile shall depict the actual project treatment area and shall be detailed/accurate enough that the GIS calculated acreage deviates from the invoiced acreage by no more than 5%.
- 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

### 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 - 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:

<https://www.fire.ca.gov/media/trjncbme/contact-a-cfip-forest-advisor.xlsx>