

Draft for Public Comment
Comments accepted until January 13, 2023
California Department of Forestry and Fire Protection
2022/2023
Urban and Community Forestry Program
Grant Guidelines



CAL FIRE will offer online 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 Urban Forester ([Appendix E](#)) for details.

CAL FIRE has a list-serve portal for interested members of the public to receive UCF grant program updates, UCF program activities or other notable events. Use the link provided below to subscribe to email updates on Urban and Community Forestry Program Grants.

Urban and Community Forestry Grants Email Updates

Important due dates for this grant cycle are posted and may be updated periodically at this link.

Grant programs authorized by:

The California Urban Forestry Act of 1978 ([Public Resources Code § 4799.06 – 4799.12](#)).

APPLICATIONS DUE: March 3, 2023, by 3:00 PM PDT

Note: These guidelines may be modified if any additional conditions or criteria are required of CAL FIRE. Check back regularly for any updates prior to the due dates.

TABLE OF CONTENTS

PICKING A GRANT PROGRAM	5
INTRODUCTION	5
GENERAL ELIGIBILITY CRITERIA	6
GENERAL GUIDELINES	7
Priority Populations	7
Cost Share (Matching)	8
Job Creation and Workforce Development	9
Greenhouse Gas Reduction Methodology	9
Sub-granting	9
Post-grant Maintenance and Long-Term Care of Trees	9
Project Timeline	10
General Application Process (also see Appendix A)	10
Complete the Application Form:	11
Required Supporting Materials and Forms (see Appendix C):	12
THE GRANT REVIEW PROCESS	13
GRANT ADMINISTRATION	13
Communication	14
Grant Agreement Amendments and Modifications	14
Project Signage and Recognition	15
Project Reporting (see also Appendix D)	15
Project Inspections and Product Review	16
Time Extensions	16
Payment of Grant Funds	16
Loss of Funding	18
State Audit	18
Repayment of Grant Funds	19
Accounting Requirements	19
Conflict of Interest	19
Prevailing Wage Requirements	19
GRANT TYPES	20
Urban Forest Expansion and Improvement	22
Eligible Applicants:	22
Purpose:	22

Project Eligibility:	22
Eligible Practices:	23
Ineligible Practices:	24
Project Scoring (100 points possible):	24
Eligible Costs (See <i>Appendix B</i>):	25
Ineligible Costs:	27
Urban Forest Management Activities	28
Eligible Applicants:	28
Purpose:	28
Project Eligibility:	28
Eligible Practices:	29
Ineligible Practices:	30
Project Scoring (100 points possible):	30
Eligible and Ineligible Costs (also see <i>Appendix B</i>):	31
Ineligible Costs:	31
Urban Forestry Education and Workforce Development	33
Eligible Applicants:	33
Purpose:	33
Project Eligibility:	33
Project Scoring (100 points possible):	34
Ineligible Practices:	34
Eligible and Ineligible Costs (also see <i>Appendix B</i>):	35
Ineligible Costs:	35
Urban Forestry Regional or Statewide Impact	36
Eligible Applicants:	36
Purpose:	36
Project Eligibility:	36
Project Scoring (100 points possible):	37
Ineligible Practices:	37
Eligible and Ineligible Costs (also see <i>Appendix B</i>):	38
Ineligible Costs:	38
Urban Wood and Biomass Utilization	39
Eligible Applicants:	39
Purpose:	39

Project Eligibility: _____	39
Project Scoring (100 points possible): _____	40
Ineligible practices: _____	41
Eligible and Ineligible Costs (also see <i>Appendix B</i>): _____	41
Ineligible Costs: _____	41
Regional or Statewide Education and Outreach _____	42
Eligible Applicants: _____	42
Purpose: _____	42
Project Eligibility: _____	42
Project Scoring (100 points possible): _____	43
Ineligible practices: _____	43
Eligible Costs: _____	43
Ineligible Costs: _____	44
APPENDIX A – Application Submission _____	45
APPENDIX B – Eligible Costs and Sample Budget _____	46
Eligible Costs and Documentation Requirements _____	47
Application Budget _____	51
APPENDIX C – Required Forms _____	52
STANDARD FORMS _____	52
OTHER FORMS _____	52
APPENDIX D – Grantee Reporting _____	53
APPENDIX E – CAL FIRE Urban and Community Forestry Program Staff _____	54
APPENDIX F – CAL FIRE Standards and Specifications for Purchasing, Planting, and Maintaining Trees _____	55
Nursery Tree Quality _____	56
Tree Planting _____	58
Tree Training at Planting and in the Early Years _____	59
Irrigation _____	61
APPENDIX G – Required Management Activities Practices _____	62
Minimum Data Collection Attributes (MDCA) for Urban Tree Inventories _____	62
Urban Forest Management Plan Best Practices _____	64
APPENDIX H - EXPLANATION OF TERMS _____	66

OVERVIEW OF 2022-2023

URBAN AND COMMUNITY FORESTRY PROGRAM GRANT PROGRAMS

PICKING A GRANT PROGRAM

The CAL FIRE Urban & Community Forestry Program works to optimize the benefits of trees and related vegetation through multiple objective projects as specified in the California Urban Forestry Act of 1978 ([Public Resources Code 4799.06-4799.12](#)).

The California Natural Resources Agency has an [Urban Greening Grant Program](#) that may also be of interest to applicants. Urban Greening projects result in the conversion of an existing built environment into green space that uses natural and green infrastructure approaches to create sustainable and vibrant communities. While there is some overlap between the two grant programs, most projects will better fit into one or the other program. If you are unsure of which program is a better fit for your project, please ask CAL FIRE staff ([Appendix E](#)) and/or staff from the California Natural Resources Agency for assistance in deciding as to which program best fits your project.

INTRODUCTION

Please note, there is a separate set of grant guidelines for the CAL FIRE Green Schoolyards grant type. They are available on the [CAL FIRE Urban and Community Forestry Grants website](#).

These grant guidelines include information for the use of funds from the State of California General Fund and Greenhouse Gas Reduction Fund. Benefits of the projects should include reduced greenhouse gas (GHG) emissions, mitigation of extreme heat, enhanced learning environments on school campuses, increased water supply, clean air and water, reduced energy use, flood and stormwater management, recreation, urban revitalization, improved public health, and producing useful products such as biofuel, clean energy, high-quality wood, and job creation. Projects may provide a combination of these benefits or co-benefits not mentioned, or even benefits that are not yet clearly defined. Urban and Community Forestry efforts play a significant role in meeting the State's GHG emission reduction targets, climate resilience goals, and goals of climate action plans. CAL FIRE encourages resident participation in the development and implementation of each project, although due to the size and complexity of projects, applicants are limited to local government or education agencies, special districts, and nonprofit organizations.

Please read these guidelines carefully. Applications submitted must be in full compliance with all stated requirements to be considered for funding.

CAL FIRE has prepared this guide to assist eligible entities in applying for and implementing grants from the [CAL FIRE Urban & Community Forestry Program](#). CAL FIRE offers these grants to eligible applicants on an annual basis, as funding permits. These grants are designed to assist communities to create or implement multi-benefit projects with a focus on environmental, economic, and social benefits to urban communities with an emphasis on disadvantaged and low-income communities.

It is important to note that applications will be treated in accordance with [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 other State of California 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.

Projects claiming to benefit disadvantaged or low-income communities must be designed to avoid substantial burdens (e.g., displacement of low-income disadvantaged community residents and businesses or increased exposure to toxins or other health risks).

GENERAL ELIGIBILITY CRITERIA

The eligibility criteria for grants may vary and all applicants must determine their eligibility prior to beginning the application process. Detailed eligibility information is available for each Urban and Community Forestry grant type in the “[GRANT TYPES](#)” section of these guidelines.

To be eligible for funding under this program:

- The applying organization must be one of the following: a city, a county, a qualifying district, or a nonprofit organization as classified under Section 501C(3) of the Internal Revenue Code.
- Projects that will reduce greenhouse gas (GHG) emissions must report those GHG reductions using the most up-to-date version of the California Air Resources Board (CARB) [Quantification Methodology for the Urban and Community Forestry Program](#).
- All projects shall be designed to further the goals of the [California Urban Forestry Act of 1978](#).
- Projects must comply with, or develop, local goals to achieve no net loss of urban tree canopy and/or an increase in urban tree canopy cover from a specific-dated baseline to an established target.
- Projects must optimize the likelihood of long-term success by actions such as improving or developing policies, goals, best practices, standards, strategies, partnerships, staffing, operational structure and culture, training, and/or budgets/funding.
- Applications 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.
- Projects selected for funding shall report to CAL FIRE at least every three months on project status and benefits consistent with the reporting requirements. These reporting requirements are captured in [Appendix D](#).
- The project area must be in an urban area or immediately adjacent to an urban area. Urban areas, for the purposes of these guidelines, are “urban areas” and “urban clusters” as currently defined by the United States Census Bureau. You can find these definitions at [United States Census Bureau's Urban and Rural Definitions](#).
- Projects must show that they have authentically engaged the local community to develop the project.

- Projects must have multiple benefits (including but not limited to economic, environmental, and social) to the community. Such benefits must be optimized.
- Projects must produce a finished and usable product, report, and/or action and share it with CAL FIRE. All products funded by CAL FIRE are considered public.
- Grants cannot finance any undertaking or complete any practice designed to supplant rather than supplement existing local agency activities. Such ineligible practices shall consist of any request that CAL FIRE furnish grants to take the place of a regular or ongoing fiscal commitment to a program or project by a local government.
- Any practices that are required as mitigation of any kind may not be financed by this grant program.

Specific criteria pertaining to each “[GRANT TYPES](#)” are listed starting on page 20.

GENERAL GUIDELINES

CAL FIRE Regional Urban Foresters are available for advice and technical expertise in the planning of projects. They will not provide any guidance that will improve the competitiveness of a project but can assist in answering procedural questions, questions about requirements, and urban forestry technical advice. See [Appendix E](#) for a list of CAL FIRE Regional Urban Foresters.

Funding of the projects awarded by the CAL FIRE Urban & Community Forestry Program is subject to availability and approval of the Budget Act each fiscal year (July 1-June 30). Grant agreements for grant awards may not be in place until the spring or later following the application deadline, so please plan project timelines accordingly. Projects must be completed by March 30, 2026, at the latest. 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.

An applying entity may submit up to three total grant applications for consideration, regardless of grant type or funding source (Green Schoolyards grants are excluded). Each project must be unique and easily distinguished from an entity’s other applications.

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.

Priority Populations

For 2022/2023, 70% of the appropriation for this grant program is targeted to be expended on projects meeting the ARB criteria for being located within AB 1550 disadvantaged communities.

As directed by AB 1550, Cal EPA has identified disadvantaged communities, low-income communities, low-income households statewide, and low-income communities and low-income households that are within ½-mile of a disadvantaged community for investment. Disadvantaged communities are those areas that are disproportionately affected by multiple types of pollution and areas with vulnerable populations. Low-income communities and low-income households are those that are either at or below 80 percent of the statewide median income or at or below the threshold designated as low-income by the California Department of Housing and Community

Development's (HCD) 2016 State Income Limits. CalEPA uses [CalEnviroScreen \(CES\) 4.0](#) to identify disadvantaged communities.

Maps that show the disadvantaged community and low-income community census tracts and those tracts with a ½ mile around the tract boundary are at [ARB CCI Priority Populations Map](#). Applicants should use these maps to determine if a proposed project meets the criteria for being located within a disadvantaged community or a low-income community. Additional information on the identification of disadvantaged communities is available at [CalEPA GHG Invest](#).

Projects claiming to benefit one or more disadvantaged communities or low-income communities must provide direct, meaningful, and assured benefits to the community AND demonstrate that the project meaningfully addresses an important community need. Applicants shall describe how the project meets the criteria for providing a benefit to a disadvantaged community or low-income community, identify the important community need the project addresses, and describe how the community need addressed was determined. CAL FIRE may allow projects serving disadvantaged and/or low-income communities to have matching requirements reduced or waived and potentially receive post-grant period maintenance funding (depending on grant type, eligibility, and project performance; must be budgeted for upon application). Check out [ARB's quantification, benefits, and reporting materials](#). Scroll down to the California Department of Forestry and Fire Protection and look for the urban forestry materials.

Proof will be required at the project application submittal stage and any application not meeting their status claims will be rejected. Funding recipients will need to report on how the project benefits have addressed the identified community need.

Projects claiming to benefit disadvantaged or low-income communities must be designed to avoid substantial burdens (e.g., displacement of low-income disadvantaged community residents and businesses or increased exposure to toxins or other health risks).

Cost Share (Matching)

All grant types require a cost share (matching) rate of 75/25. The proportion of the project's cost funded by CAL FIRE Urban & Community Forestry shall not be greater than 75%. Matching requirements (25%) for State funds may be met with in-kind activities or materials related to the project, as well as with any State funding source related to the project that is not the same as the State source of funding awarded by CAL FIRE.

For example:

Total Project = \$1,000,000.00

CAL FIRE Request = \$750,000.00

Minimum match required = \$250,000.00

Disadvantaged/Low-Income Community Cost Share: Projects that meet the criteria for being in or benefiting a disadvantaged community/low-income community will be eligible to have their cost share requirement reduced or completely waived by CAL FIRE. This request must be made during the application process by checking the appropriate box on the form and providing the rationale within the narrative.

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 but need not be turned in to CAL FIRE. See also: “[State Audit](#)” section below.

Job Creation and Workforce Development

Any projects that provide job training, workforce development, or direct jobs must report on them in the grant progress report (for content, see [Appendix D](#)). CAL FIRE will use ARB guidance on jobs criteria at [ARB's Criteria Table for Jobs](#). See the “[Urban Forestry Education and Workforce Development](#)” Grant Type.

Refer to the [California Air Resources Board Job Co-benefit Modeling Tool](#) for jobs reporting.

Greenhouse Gas Reduction Methodology

All projects that reduce GHG emissions must quantify those reductions using CARB’s most current version of the Quantification Methodology for Urban Forestry projects that will be posted at [ARB'S CCI Quantification, Benefits, and Reporting Materials](#).

When reporting, the projected carbon storage must be reported separately from the avoided emissions. In addition, any emissions associated with the project must be reported. A net GHG benefit must result when taking these three reported numbers into account. See for example:

John F. Kennedy Park

Carbon Stored	-24,089	metric tons CO2e (MT CO2e)
Avoided Emissions	-29,158	MT CO2e
Project Emissions	+1,000	MT CO2e
Net GHG Benefit	-52,247	MT CO2e

Sub-granting

Sub-granting is allowable under this program. Sub-granting must adhere to and be carried out consistent with these grant guidelines including the process for quantifying the net GHG benefit, criteria for determining benefits to disadvantaged communities, and reporting requirements. CAL FIRE must review criteria for sub-granting before any request for proposals can be offered.

Post-grant Maintenance and Long-Term Care of Trees

Projects that meet the criteria for benefiting a disadvantaged/low-income community and are determined by CAL FIRE Urban and Community Forestry Staff to be successfully completed are eligible to receive up to two maintenance cycles (locally established cycle) of funding for ongoing

tree care and maintenance in the post-performance period. A maintenance policy and plan must be in place and be submitted for CAL FIRE review as part of a final report on the project and include evidence of adequate long-term care for all project trees. The plan must be approved by CAL FIRE prior to being eligible for this enhanced maintenance funding. Funds for this component can only be invoiced with the final invoice and are contingent on all other project deliverables having been successfully completed.

PLEASE NOTE: Post-grant maintenance funding must be budgeted for in the application, discussed in the budget discussion section, and be part of the scope of work.

Evidence of adequate long-term care for all project trees must be shown in the grant application regardless of whether post-grant maintenance funding is requested.

Project Timeline

• All project work completed by:	March 30, 2026
• Projects to be fully invoiced by:	April 30, 2026

GENERAL APPLICATION PROCESS (ALSO SEE [APPENDIX A](#))

PLEASE NOTE: For the 2022/2023 grant applications, CAL FIRE Urban and Community Program grant applications follow a one-phase process; only applications are to be submitted.

An application will need to be completed using the online form at (will include link to solicitation site when available). The [eCivis Grants Portal Application User Guide](#) provides instructions on completing the application. Complete all required and applicable questions for your project.

Applicants are encouraged to start their application as soon as possible to avoid any technical difficulties. In the case of technical difficulties or an inability to utilize the online format, please contact your CAL FIRE Regional Urban Forester (see [Appendix E](#)).

Failure to fully complete and submit the application following the prescribed guidelines and funding limits will also result in the rejection of the application. Applications must be submitted using the online format no later than **3:00 PM PDT on March 3, 2023**. Late submissions and submissions other than through the Grants Portal will not be accepted. No exceptions. Late is defined as: after 3:00 PM PDT on the due date – as determined by the Grants Portal application.

Upon receipt of an application, CAL FIRE staff will review it for conformance with the California Urban Forestry Act of 1978 (Public Resource Code 4799.06 to 4799.12), the California Code of Regulations (Title 14, Division 1.5, Chapter 9.7), and this Procedural Guide. Such review may include an inspection of the project area, if applicable.

If the application is found incomplete in a material way or the proposed project or applicant is not eligible for a grant, the applicant will be informed that the application is ineligible and be provided a reason(s) for the determination. Only when an application is complete and the

project is deemed eligible for a grant, will CAL FIRE staff file the application for consideration in the scoring process.

CAL FIRE will then post on the CAL FIRE website, basic information about the applications that are submitted for consideration at least 10 days before making decisions on grant awards. For each application, this will include: the name of the applying organization, a brief project description, a project location, the amount of funding requested, and if the project will be in a disadvantaged community or provide benefits to a disadvantaged community.

The application will then be scored using the process and criteria explained later in this document (see [“Grant Review Process”](#) section).

Notification for Applications:

Following application submission and acceptance, applicants will be notified of the final grant selections as soon as the State’s fiscal circumstances allow, and authority to award funds is given to CAL FIRE. Quality applications that are not able to be funded may be held by CAL FIRE in case additional funding is made available.

Prior to offering an award, CAL FIRE may request changes to the application including methodology, scope of work and deliverables, tree species and numbers, and/or budget if this improves the quality and/or feasibility of the project. Applicants retain the right to decline the proposed changes and/or the grant award.

CAL FIRE will post a summary of all applications selected for awards after funding decisions have been made.

Complete the Application Form:

There will be one application form available in the CAL FIRE Grants Portal for each grant type. 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 the overall work proposed and include costs of each proposed task 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. Remember, the requested grant amount cannot be increased.

Do not modify the application to allow more text than space allowable as that text will not be evaluated.

Calculation of Greenhouse Gas Emission Reduction Resulting from the Project:

Applications must demonstrate that the project achieves and maintains a net reduction in greenhouse gas (GHG) emissions calculated using ARB's most current quantification methodology for the grant type.

Complete and Accurate Budget ([Appendix B](#)):

Applications must include a detailed line-item budget using the budget form within the CAL FIRE Grants Portal as part of your application. Cost analysis of the proposed project will include all project costs. The total project cost used in the analysis will include the total amount requested from available funds under the CAL FIRE Urban & Community Forestry Program and any cash or in-kind cost share from all other funding sources. Cost-share funding sources shall be listed. Applications shall provide information specifically identifying any funding match requirements from any other entity. Matching requirements for State funds may be met with in-kind activities or materials related to the project, as well as with any State funding source related to the project that is not the same as the State source of funding awarded by CAL FIRE. For example, bond funds from another state agency grant program may be used as match for a grant funded with state general funds or California Climate Investment funds. See [Cost Share \(Matching\)](#) section.

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. Where possible, costs should be based on actual quotes, bids, or estimates from suppliers and/or subcontractors.

When preparing the budget, while CAL FIRE realizes that budgets included in the application are estimated costs, it is important to keep in mind any increases due to inflation, labor costs, import taxes, or any other costs that may be unanticipated. **The total grant award amount requested cannot increase once the application has been submitted.**

The budget should include the appropriate eligible costs and matching funds as shown in the instructions and example in [Appendix B](#).

REQUIRED SUPPORTING MATERIALS AND FORMS (SEE [APPENDIX C](#)):

The forms and supporting materials listed in the Appendix must be submitted before a grant agreement can be completed. Failure to submit all forms shall result in funds not being awarded.

Please note, some of the forms require approval from entities with a predetermined meeting schedule and agenda. It is strongly recommended to work on the required forms early to avoid delaying the project in case the application is successful.

THE GRANT REVIEW PROCESS

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

All applications are to be submitted by the due date to CAL FIRE. Each application is reviewed by CAL FIRE staff to ensure it is in conformance with the California Urban Forestry Act of 1978 (Public Resources Code §4799.06 to 4799.12), the California Code of Regulations (Title 14, Division 1.5, Chapter 9.7), the relevant grant category or categories, these guidelines, and requirements of the funding source. If the 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 proposed project is ineligible. Only when an application is complete, and the project is deemed eligible for a grant will CAL FIRE staff file the application. The omission of any required information will result in disqualification of the proposal.

CAL FIRE strives to provide an objective and un-biased grant review process. To those ends, each application is reviewed and scored by each member of the review team. If any individual reviewer has a potential for bias with an applicant, they will be recused from that review. Each reviewer reads and scores the applications based on specific criteria in these grant guidelines and the [California Urban Forestry Act](#). All reviewers use the same scoring form and conduct their review independently of other reviewers. Proposals are not discussed amongst grant reviewers until after scores are submitted by all reviewers. As an additional bias avoidance measure, the high and low scores for each application are dropped, and the remaining scores are averaged to achieve the overall score for the application. The highest-scoring applications will be offered grant awards, based on how much funding is available.

Request for Record Review:

Within ten business days of the receipt of notice that the application has been denied, the applicant may request that the Director of CAL FIRE or designee 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 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 and the Urban Forestry Act, 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 projects will remain active until March 30th, 2026. The Grantee can exercise an earlier closing period if necessary. CAL FIRE will notify grantees when work may begin. Work includes any activity used for matching.

CAL FIRE will review and approve invoices for payment, maintain the grant agreement documentation, and monitor the agreement to ensure compliance with all provisions.

To have sufficient time to process final payments and to close out the Grant Agreement, the grantee must submit all deliverables and payment requests within 30 calendar days after the project performance period has expired. Invoices received after this date cannot be guaranteed payment. The CAL FIRE Urban & Community Forestry Program staff will arrange for periodic and final project inspections of the project and authorize payments. The State of California may perform an audit of the completed project during the three-year audit period.

Communication

All communication with CAL FIRE regarding grants should contain the Grant ID number in the subject line. Any files shared with CAL FIRE including invoicing, progress reports, data, and modification requests shall follow the below naming convention (8GG12345 is to be replaced by the respective grant ID). Reporting documents will be available, and updated, on the CAL FIRE Urban and Community Forestry website.

Invoice 2: 8GG12345_inv2

June 30, 2022 Progress Report: 8GG12345_prg rpt_063022

Budget or scope request (<10%) 1: 8GG12345_mod 1_063022

Budget or scope request (>10%) 1: 8GG12345_amend 1_063022

MDCA data: 8GG12345_MDCA_063022

GHG Summary Sheet: 8GG12345_GHG_063022

CAL FIRE Urban Forestry Billing and Reporting Template: 8GG12345_Tracking_063022

Grant Agreement Amendments and Modifications

All amendments or modifications must be requested in advance. A grantee wishing to change the scope of work including species list, planting locations, partnerships, or budget allocations for line items of an approved project shall submit the proposed change via official letter, on organizational letterhead, to the appropriate CAL FIRE Regional Urban Forester in advance for approval. The letter should reference the grant number assigned to the grant, explain in detail the change being requested, the need for the change, and include the revised budget or other necessary attachments, if applicable. Changes to deliverables are discouraged. Minor changes (modifications) can typically be approved by the Regional Urban Forester. 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 primary budget line-item increase or decrease by 10% or more of that line item during the grant period 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.

Remember, the amount awarded will not be higher than the amount in the grant application.

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

Project Signage and Recognition

All grant projects shall have one of the following:

- 1) At least one project sign, preferably more, at highly visible project locations. All signage shall refer to the funding source that is funding the grant and shall include the names and/or logos of all the project cooperating entities (including the CAL FIRE Urban & Community Forestry Program). Alternative signage may be approved by CAL FIRE prior to posting.
- 2) Recognition of the funding source and the names and/or logos of all project cooperating entities (including CAL FIRE Urban & Community Forestry Program) in all publications, websites, electronic media, products paid for by the grant, etc.

Signage must be on site for at least three years after a project is complete (where applicable).

Signage designs must be approved by CAL FIRE staff prior to purchase or use. The sign must meet the funding source logo and usage guidelines.

The sign must contain the CAL FIRE logo and any funding source logo along with at least the following text in a prominent way:

Funding for this Project was provided by the Governor and Legislature from the 2022/2023 State General Fund as administered by the California Department of Forestry and Fire Protection (CAL FIRE) Urban and Community Forestry Program.

Signage wording can be shortened to accommodate limited space as long as the main points are addressed.

Signage is not to exceed 5% of the project budget. Indirect costs may not exceed 12% of project costs.

Project Reporting (see also [Appendix D](#))

Grantees shall report and invoice on all projects quarterly unless notified otherwise by CAL FIRE staff. The reporting dates shall be for the periods ending March 30, June 30, September 30, and December 30, and reports are due 14 days thereafter. If a grantee chooses to invoice CAL FIRE more often, a project report must be included with each billing package. Invoices shall not be submitted more frequently than monthly. Progress report periods shall not overlap.

Reporting shall follow the format provided by CAL FIRE. Information to be submitted includes project description, project location, funds allocated, matched funds, activities completed, number of trees planted, vegetation planted and location, maintenance activities conducted, tons of biomass diverted from waste, net GHG benefit, and co-benefits achieved such as property acquired to be repurposed as an urban forestry project site and job or job training information, challenges and solutions, and benefits to disadvantaged communities.

Reports must always include the Benefits Calculator Tool (“[GHG calculator](#)”) spreadsheet in Excel format whenever trees are planted. The Minimum Data Collection Attributes, or MDCA, Excel form must also be completed and submitted whenever trees are planted (see [Appendix G](#)) unless CAL FIRE directs to submit tree planting data using a new system. Funding recipients that claim to provide a benefit to a disadvantaged community will need to report on how the project benefits

have addressed the identified community need. These records must be retained for at least three years after the completion of the project. All projects will be required to track the above metrics until project closeout (i.e., when tree/vegetation planting is complete or green infrastructure construction is complete).

Project Inspections and Product Review

The Regional Urban Forester ([Appendix E](#)) assigned to a grant project will determine when inspections are necessary for the project. This will vary by grant type, the scope of work, and the timeline of the project to be carried out. At a minimum, inspections will occur once per fiscal year (July 1-June 30) during the project. Planted trees will continue to be inspected annually for up to three years after the grant performance period ends.

Projects that will be developing any media or educational materials (print, digital, video, or audio), Urban Forest Management Plans (UFMPs), tree inventories, or other products must allow such materials to be reviewed by CAL FIRE prior to finalization. Copies of such materials must be furnished to CAL FIRE prior to the project conclusion. Allow 30-60 days for review of such materials. Copies of such materials must be furnished to CAL FIRE prior to project conclusion. Inspection results will be made available to grantees and follow-up inspections will be conducted if necessary.

Time Extensions

There will be no extensions unless the expenditure period for the grant program is extended via a state budget process involving the Legislature and the Governor. Extensions are not typical and should not be counted on.

There will be no extensions beyond March 30, 2026 authorized by CAL FIRE.

Payment of Grant Funds

Note: All funds will be obligated as soon as possible and no later than June 30, 2024, and final invoices must be submitted to CAL FIRE no later than April 30, 2026.

- Generally, payments will be made by CAL FIRE to the Grantee on a reimbursement basis.
- Interest on loans, late fees, or other financial penalties incurred by the grantee will not be eligible for reimbursement.
- No work prior to or after the grant period (from the date the grant agreement is fully signed by both parties until March 30, 2026) will be reimbursable.
- Grantees should have adequate cash flow to begin the project.
- When progress payments are desired, each invoice must be accompanied by supporting documents and a progress report (in two separate files).
- Grantees shall submit invoices to the CAL FIRE Urban & Community Forestry Program no more frequently than monthly.
- CAL FIRE will reimburse all eligible expenses within 45 calendar days upon receipt of an undisputed invoice.
- Reimbursement may require a site inspection prior to payment processing. The need for an inspection is at the discretion of CAL FIRE.

- Each invoice packet must include supporting documents for all project charges which may include payroll summary documentation (template provided by CAL FIRE), vendor receipts, purchase receipts, and other back-up documentation of expenses. In addition, the Billing and Reporting template (in MS Excel) must be updated and submitted for project tracking.
- A progress report or final report shall accompany all payment requests. If trees were planted in the billing period, the MDCA table (in MS Excel) and GHG Summary table must also be submitted. Please see the “[Communication](#)” section or [Appendix G](#) for more information.
- CAL FIRE will reimburse the Grantee for all eligible costs under the terms of the agreement.

Advance payments may be considered for nonprofits only, in cases of grantee hardship, and where the project is in and/or provides direct benefits to a disadvantaged or low-income community. Advance payments are solely at CAL FIRE’s discretion and a justification will be required to approve any advanced payments. There are two advance options:

- 1) Advance payment may not exceed 25% of the grant funds awarded and must be fully expended, and acceptable invoice documentation is received by CAL FIRE, before another advance may be requested or
- 2) Rolling advance of no more than 10% of the grant funds with additional advance requests allowable once 50% of the previous advance has been expended and documents provided to CAL FIRE.

Advances must be fully utilized within a six-month period unless additional time is approved by CAL FIRE

A request for advance payment must be submitted on official letterhead explaining the amount of the advance and the need via the Grants Portal. The letter must be accompanied by a completed invoice sheet demonstrating the approximate breakdown by primary budget line item of where the advance is to be allocated. The letter and invoice must be signed by the grantee’s project representative listed on the grant agreement.

Grantees will be provided the required invoice format (in MS Excel) for reimbursement (or advancement of funds). A Grantee should allow 45 days after an undisputed billing package is received for the arrival of a reimbursement check. 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 final documentation that is needed to process the billing is received.

A final invoice must be received by CAL FIRE no later than 30 calendar 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 a disadvantaged community or low-income community per criteria in CARB Funding Guidelines when such status is claimed.
- 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 California Environmental Quality Act (CEQA) compliance within one year of the execution of the grant agreement.
- Grantee changes the project scope or budget without concurrence of the State.
- GHG reductions fail to be achieved by the project when such reductions are claimed.
- Grantee exercises poor communication or responsiveness, jeopardizing CAL FIRE's assurance that project objectives are being met or that CAL FIRE direction is being followed.
- Grantee fails to comply with the terms of the grant agreement unless such failure was due to no fault of the grantee. Such a determination will be made solely by CAL FIRE.

State Audit

Upon completion of the project, the State may audit the project records. A CAL FIRE project is considered complete upon receipt of final grant payment from the State and a final inspection report by CAL FIRE staff that has no required actions specified. The purpose of the audit is to verify that project expenditures were properly documented, and the scope of work completed. 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 for up to three years after the grant performance period ends.

To expedite the audit, the recipient shall have the project records, including the source documents, and canceled 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 the 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 unless the Grantee has a policy requiring a longer retention period.

Repayment of Grant Funds

The State may terminate the grant for any reason at any time if there are allegations supported by reasonable evidence that the grantee has violated any local, state, or federal law, policy, or terms of this grant agreement which affects the performance of this or any other grant agreement or contract with the State. If a grant is terminated, the grantee may be required to fully or partially repay funds to the State. A grantee whose grant is terminated may be ineligible to apply for future grants. A grantee subject to repay funds may cause delay or denial of invoices on other grants they have with the State.

Accounting Requirements

The Grantee shall maintain an accounting system that follows generally accepted accounting principles. The accounting system must accurately reflect 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, mileage records, timecards, 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 the end of the grant performance period. Avoid audit exceptions – keep accurate records.

CONFLICT OF INTEREST

All applicants and individuals who participate in the review of submitted Project Proposals are subject to state and federal conflict of interest laws. Any individual who has participated in planning or setting priorities for a specific solicitation over and above the public comment process or who will participate in any part of the grant development and negotiation process on behalf of the public is ineligible to receive funds or personally benefit from funds through that solicitation. Failure to comply with conflict-of-interest laws, including business and financial disclosure provisions, will result in the Project Proposal being rejected and any subsequent grant agreement being declared void. Other legal actions may also be taken. Applicable statutes include, but are not limited to, California Government Code section 1090 and Public Contract Code sections 10365.5, 10410, and 10411.

Grantee must establish conflict of interest policies and procedures and maintain adequate controls to ensure that the grantee or anyone acting on behalf of the grantee does not have any conflicting personal and/or financial interest associated with activities funded by the grant project. CAL FIRE may request additional documentation during the performance of the grant, including during the review of financial and/or progress reporting, or during State Audit to verify that a conflict of interest does not exist

PREVAILING WAGE REQUIREMENTS

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

GRANT TYPES

Table 1: Grant project types offered with descriptions.

Grant Type	Description	Grant Amount	Cost Share* State/Others
<u>Urban Forest Expansion and Improvement</u>	Urban tree planting and associated vegetation to provide multiple benefits, tree and plant establishment care, and planting site preparation. In addition to tree planting, a project may also involve urban tree site improvements to create larger, more functional planting sites for trees, and associated vegetation, such as bio-swales and acquisition of small, vacant parcels to be improved for purposes consistent with the California Urban Forestry Act.	\$150,000 - \$2,500,000	75/25
<u>Urban Forest Management Activities</u>	For local governments (cities, counties, districts). Improving long-term management of urban forests to improve urban forest performance over time. Projects may involve the establishment or updating of a jurisdiction-wide tree inventory, urban forest mapping and analysis, and/or long-term management plan. UFMP projects must include policy integration and ordinance development. An early action tree planting component is recommended.	\$150,000 - \$3,000,000	75/25
<u>Urban Forestry Education and Workforce Development</u>	Creation, development, and implementation of projects to educate, train, and employ individuals with the purpose of preparing them for careers in urban forestry or a closely related discipline. There should be a strong emphasis on educating, training, or employing individuals from disadvantaged communities and/or unemployed individuals. Preference will be given to projects that place program participants in jobs.	\$150,000 - \$3,000,000	75/25
<u>Urban Forestry Regional or Statewide Impact</u>	Improvement, expansion, and coordination of urban forestry programs throughout a large geographic area or statewide. An established organization will serve as a convener to complementary initiatives, a sponsor for local champions, an incubator to assist small or new organizations or groups, and a champion for engaging underserved areas and populations. Organizations must employ multiple strategies and corresponding actions.	\$1,500,000- \$10,000,000	75/25

Grant Type	Description	Grant Amount	Cost Share* State/Others
<u>Urban Wood Biomass Utilization</u>	Creation, development, and implementation of projects to better utilize trees and/or other vegetation from urban forests to reduce GHG emissions. The trees that are utilized must not have been removed solely to be utilized; there must be another valid management objective behind the removal of the trees. Projects will use urban woody biomass for its highest and best use, thus diverting it from the urban waste stream. Projects must show that the removed trees were replaced with trees of similar or improved long-term carbon and co-benefits.	\$500,000- \$5,000,000	75/25
<u>Regional or Statewide Education and Outreach</u>	For the creation, development, and implementation of innovative education and outreach campaigns or programs that focus on urban and community forestry and/or environmental literacy related to the urban environment. There should be a strong focus on the stewardship of California's urban forests to address community needs related to extreme heat, air, and water quality, public health, environmental and climate justice, or a closely related field. Preference will be given to projects with diverse, effective partnerships, inclusive messaging, and maximum impact statewide or regionally.	\$300,000 - \$3,000,000	75/25

*Note 1: See "[Cost Share](#)" section for details.

Note 2: *Educational and/or outreach activities may be undertaken as a portion of each grant type not to exceed 20% of the CAL FIRE share of the budget. (This limitation does not apply to the Regional and Statewide Education and Outreach, Urban Forestry Education and Workforce Development, or the Regional or Statewide Impact projects.)*

Note 3: *Signage is not to exceed 5% of the project budget.*

Note 4: *Indirect costs may not exceed 12% of project costs.*

URBAN FOREST EXPANSION AND IMPROVEMENT

Eligible Applicants:

Eligible applicants include cities, counties, qualifying districts, or nonprofit organizations qualified under Section 501(c)(3) of the Internal Revenue Code. Districts include, but are not limited to, school, park, recreation, water, and local taxing districts.

Purpose:

The purpose of this grant type is to provide funding for projects that will plant trees and vegetation to reduce GHG emissions and improve the functionality of urban forests, arrest the decline of urban forest resources, address climate change resilience, improve the quality of the environment in urban areas, and optimize co-benefits to urban residents. Trees and other funded vegetation must be maintained alive for the duration of their expected life span.

Such projects may include the purchase of vacant, undeveloped, or underutilized neighborhood parcels for these purposes. These projects should focus on urban areas lacking in green space and must meet one or more identified community needs using vegetation. Projects with higher levels of co-benefits will be preferred. Projects focusing on establishing a long-term tree nursery to increase the availability of seedlings for urban forestry plantings may be eligible; special consideration should be given to climate-ready tree species.

Sub-granting is allowable under this program. Sub-granting must adhere to and be carried out consistent with these grant guidelines and the California Air Resources Board (ARB) Funding Guidelines including the process for quantifying the net GHG benefit, criteria for determining benefits to disadvantaged communities, and reporting requirements. CAL FIRE must review criteria for sub-granting before it may occur.

Project Eligibility:

These criteria must be met for a project to be eligible:

- The project will report on GHG reductions achieved by the project following CAL FIRE guidelines. Grant requests must be for the creation, development, and implementation of projects that improve, expand, and maintain healthy urban forests.
- All projects must have, improve, or develop policies, goals, best practices, standards, strategies, partnerships, staffing, operational structure and culture, training, and budgets/funding to optimize long-term success. Document how the activities proposed will lead to trees that attain full stature at maturity, live to potential lifespan, and provide optimal ecosystem benefits.
- All projects must comply with or develop local goals to achieve no net loss or an increase in urban tree canopy cover from a specific dated baseline to an established target. Document how the activities proposed will increase tree canopy cover in the project's geographic area and address local challenges to long-term maintenance.
- The amount requested must be between \$150,000 and \$2,500,000.
- The project must have a commitment for active participation from one or more of the following: local residents, local business, local nonprofit group, or local government.

- Applicants must show proof of having an International Society of Arboriculture (ISA) certified arborist or other qualified, CAL FIRE approved, professional on staff or as consultant during project design, species selection, and project implementation including ensuring quality stock is being planted.
- The project must show that the community where the project will occur was, and will continue to be, authentically engaged about the project.
- The applicant must comply in all respects with all applicable local and county ordinances, and all applicable state and federal laws and regulations, including CEQA.
- Projects shall include an education and outreach component. Not more than 20% of grant funds may be used for this component. This component, as part of the overall project, may be shown as project match dollars by the applicant if so desired.
- The applicant must agree to provide maintenance on all trees planted (including replacement) for at least three years after project completion even if not receiving post-grant maintenance funds. Evidence of adequate long-term care for the trees must also be shown in the post-grant maintenance plan.
- Any tree planting within the project shall adhere to [Appendix F](#) at a minimum. Failure to follow the Standards in Appendix F will lead CAL FIRE to require the replacement of the trees at the grantee's cost or reimburse CAL FIRE the funds used to plant the trees.
- Planting sites must be 30 square feet in area at minimum, and no less than three feet in width on any side. Larger is preferred.
- Trees and plant materials selected are climate appropriate and well-suited to the site. One measure of this is that tree and plant species selected are classified as very low, low, or moderate water use species in the [WUCOLS IV](#) or are justified for the planting site(s) selected.

Eligible Practices:

- Designing and implementing urban forest planting projects with multiple benefits that give special attention to GHG reduction, increased tree canopy cover, energy conservation, air quality improvement, storm water management, water quality, or improvement of public health outcomes. The establishment of groves of trees or pocket forests is encouraged. The Miyawaki establishment method (see [Appendix H - Explanation of Terms](#)) may be considered for appropriate sites.

In addition to tree planting, projects may involve the following components:

- Innovative urban forest site improvement to create larger, more functional planting sites for trees and associated vegetation such as bio-swales, urban forestry education centers, edible landscaping, and/or community gardens and orchards.
- Funding for the purchase of a small, vacant property or properties from a willing seller or sellers to be repurposed for a use consistent with the CA Urban Forestry Act and resulting in a net GHG benefit.
- Funding for removal and replacement of trees in urban areas that are associated with a natural disaster, extraordinary natural event, or pest and/or disease outbreak. These event

types will require justification and any tree proposed to be removed must be approved in advance by a CAL FIRE Regional Urban Forester. Location data (GPS coordinates), species, the reason for removal, and pictures prior to removal must be shared with CAL FIRE during the approval process.

- Urban forestry job creation and job training.
- Climate change adaptation strategies that result in a net GHG benefit.

See: [CA Natural Resources Agency's Building Climate Resilience Report.](#)

If your project advances urban forestry efforts or the management of urban natural resources and reduces GHG emissions, it may be eligible. Ask CAL FIRE for assistance in determining eligibility if you are in doubt.

Ineligible Practices:

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

- Planting trees that require excessive maintenance such as: excessive long-term watering, fertilizing, exterminating, or controlling plant pests and diseases to survive.
- Projects that plant trees that will eventually conflict with overhead or underground utilities or ground-located infrastructure.
- Projects that will not result in a net GHG benefit.
- Planting invasive species as determined by referencing the [California Invasive Plant Council](#) or similar reference approved by CAL FIRE.
- Projects that use synthetic fertilizer. Organic fertilizers (e.g., compost, manure) may be used.
- Projects that will supplant a locally funded budget item rather than supplement it.
- Projects taking place on public or private property and that do not show concurrence of the controlling governmental jurisdiction or private property owner (the private property owner must agree to the planting before it may occur).
- Engineered multi-disciplinary infrastructure solutions (e.g. stormwater capture facilities, green alleys, etc.), even if there is a tree or vegetation component. These types of projects are a better fit for the [Urban Greening Grant Program](#) that is administered by the *California Natural Resources Agency*.
- Property acquisitions to be made without a willing seller.

Project Scoring (100 points possible):

AB 1550 Community or Low-income Household:

- The project meets ARB criteria for providing a benefit to an AB 1550 Community or Low-income Household.
- The degree to which the project creates jobs or job training opportunities for residents of an AB 1550 Community or Low-Income Household or the degree to which the project will

consider sub-contractors that are based within the disadvantaged or low-income communities being served.

- The degree to which the community has been engaged with the project in authentic ways, and/or will be involved in project implementation.

Greenhouse Gas Benefits:

- The degree to which the project GHG benefit, calculated in accordance with the CARB's most current quantification methodology, is high in relation to the budget requested.
- The reasonableness of the assumptions made by the project proponent in quantifying the GHG benefits of the project.
- The degree to which the project utilizes the largest canopied tree possible for the selected planting sites and shows a preference for existing planting sites or the creation of planting sites that can support large-canopied trees.

Co-Benefits:

- The co-benefits of the project are high in relation to the requested budget.
- The degree to which the project uses trees to reduce consumption of finite energy resources, capture storm water, improve air quality, and/or reduce urban heat island effects.
- The degree to which the project involves community residents in planting and/or maintenance of trees (stewardship).
- The degree to which the project will contribute to improved public health in some fashion.
- The extent to which the project helps the State meet its climate change adaptation strategies.

See: [CA Natural Resources Agency's Building Climate Resilience Report](#).

Best Management Practices:

- The degree to which the tree species selection is diverse and site-appropriate.
- The degree to which the project provides urban forest resources to areas where such resources are absent or replenish such resources where they are badly depleted.
- The degree to which the quantity and methods of establishing follow-up care practices will lead to the long-term success of the project.
- The extent to which the project will use locally sourced or recycled water in project design.

Project Quality:

- The degree to which the project has effective partnerships.
- The degree to which the project is planned and organized based on a community-driven process.
- The degree to which the project will have an education and outreach component that develops public awareness of the need for expanding and managing urban forest resources.

Eligible Costs (See [Appendix B](#)):

- **Trees, plants, and planting materials (Supplies)**

- Trees in the #15 (gallon) container size are eligible. Balled and burlapped and bare-root tree stock are also eligible if the size and quality are equivalent. Smaller containerized stock, seedlings, and direct seeding may also be considered by CAL FIRE in situations where appropriate. Fruit trees in various sizes are eligible with justification. Other larger tree sizes may be considered on a case-by-case basis, but the widespread use of 24" box and larger trees is not likely to be considered. Refer to [Appendix F](#) for additional information.
- Site-appropriate plants in sizes justified for the project.
- Planting materials may be: Stakes, ties, and root collar protectors proportional to the number of trees being planted; grow tubes for small container, seedling and direct seeding; wood chip surface mulch, soil amendments in areas of hard clay soil or sandy soil; soil where needed to complete backfill; watering tools; and hand tools.
- Cost-effective, water-efficient irrigation system supplies. Includes new irrigation or retrofits to existing irrigation.
- Replacement trees. A subline item for replacement trees may be budgeted for but may only be used with prior CAL FIRE Regional Urban Forester approval. Such approval will be contingent on the reason the replacement is needed. Any funds left in this line item near the end of the grant may be used to plant additional trees (exceeding the scope of work). Trees required to be replaced due to grantee or subcontractor negligence will not be paid for with grant funds.

- **Labor directly related to the project.**
 - Includes young tree establishment costs such as: structural pruning, stake adjustment and removal, and water-wise irrigation.
- **Administrative costs**
 - Administrative costs directly related to the implementation of the project are eligible but must be justified.
 - Costs of tracking and reporting GHG reductions for the supplied criteria are eligible.
- **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.
- **Education and signage (may not exceed 20% of costs):**
 - Purchase, development, and distribution of education materials or events may be funded pending relevance to the scope of the proposed project. A maximum not to exceed 20% of the grant request.
 - Funding source and program sign construction and materials.
 - For sign requirement details, please see the [“Project Signage and Recognition”](#) section. CAL FIRE staff will approve signage plans on a case-by-case basis.
- **Concrete removal and other special concerns:**

- In projects where the planting of trees involves the establishment of new, permanent tree planting sites or expansion of existing vacant sites, the costs for removal of asphalt, concrete paving, and/or other hardscape are eligible. If hardscape cuts are to be made, they must be 30 square feet in area at minimum, and no less than 3 feet in width on any side. Larger is preferred. For existing sites, expansion of planting sites is an allowable cost and is encouraged. Site improvements may include soil cells or structural soil.
- Soils testing to determine the needs of the site are eligible.
- Water-efficient irrigation supplies or system components are eligible.
- Other costs of construction are eligible with justification.

Ineligible Costs:

The following are ineligible costs:

- Decorative tree grates and decorative tree guards or other purely aesthetic items.
- Tree removal (though this could be used to meet matching requirements with CAL FIRE approval). Projects must show that the removed trees were replaced with a tree of similar or improved long-term carbon storage and co-benefits. The following exceptions may apply: funding for removal and replacement of trees in urban areas that are associated with a natural disaster, extraordinary natural event, or pest and/or disease outbreak. These event types will require justification and any tree proposed to be removed must be approved in advance by a CAL FIRE Regional Urban Forester. Location data (GPS coordinates), species, the reason for removal, and pictures prior to removal must be shared with CAL FIRE during the approval process.
- Inefficient irrigation valves, pumps, sprinkler control timers or overly costly and elaborate irrigation systems, or irrigation systems that are unable to be proved as effective long-term.
- Root barriers. (Note: any use of root barriers as part of a project must be approved by a CAL FIRE Regional Urban Forester).
- Trees that rely upon excessive amounts of water to survive.
- Trees that are inappropriate for the chosen site or require excessive maintenance.
- Trees of a stock size other than 15-gallon without prior approval provided by CAL FIRE.
- Trees that will be less than 25 feet in height, with equal crown width, at maturity. This includes trees of a “multi-trunk, “dwarf”, or “shrub variety” and trees not conforming to CAL FIRE’s guidelines in [Appendix F](#).
- Palms are not eligible.
- Invasive species are not eligible.
- Food (unless as part of approved per diem travel expenses), refreshments, etc.
- Promotional materials (i.e. t-shirts, paraphernalia) or other supplies unnecessary for carrying out the operations of the project aside from education and outreach.

URBAN FOREST MANAGEMENT ACTIVITIES

Eligible Applicants:

Eligible applicants include cities, counties, and qualifying districts. Districts include, but are not limited to, school, park, recreation, water, and local taxing districts. Nonprofit organizations are not eligible for this grant type but may be partners in such projects.

Purpose:

The purpose of this grant type is to fund the development and implementation of urban forest management activities carried out by a local government jurisdiction to optimize the multiple benefits of its urban forest. Such activities will be comprehensive, long term, include the entire jurisdiction, take an ecosystem management approach, and may include an inventory, analysis, training, and/or educational component. A tree planting component is recommended during the grant performance period. Any management plan funded by this grant type must include the setting of a tree canopy cover goal for the jurisdiction. No other practices may be funded by this grant program.

Project Eligibility:

These criteria must be met for a project to be eligible (also see [Appendix G](#)):

- Grant requests must be for performing or updating a tree inventory, establishing a new urban forest management plan or updating an existing management plan, establishing or updating an urban forestry-related policy or ordinance, or performing mapping and analysis to inform the other activities preceding.
- The amount requested must be between \$150,000 and \$3,000,000.
- Applicants must show proof of an existing urban forest/tree protection system (city ordinance, general plan element, etc.), or must create one during the grant performance period.
- Applicants must show proof of having an existing urban forester, arborist, or other qualified position responsible for urban forest resources or have such a professional retained under contract.
- All projects must have, improve, or develop policies, goals, best practices, standards, strategies, partnerships, staffing, operational structure and culture, training, and budgets/funding to optimize long-term success. Document how the activities proposed will lead to trees that attain full stature at maturity, live to potential lifespan, and provide optimal ecosystem benefits.
- All projects must comply with or develop local goals to achieve no net loss or an increase in urban tree canopy cover from a specific dated baseline to an established target. Document how the activities proposed will increase tree canopy cover in the project's geographic area and address local challenges to long-term maintenance.
- The applicant must comply in all respects with all applicable local and county ordinances, and all applicable state and federal laws and regulations, including CEQA.

- An urban forest inventory of the entire resource encompassed must be completed before developing a management plan, though both may be completed during the grant performance period.
- A funded urban forest management plan must be a long-term (40-50 years), comprehensive document, not solely a maintenance plan.
- There shall be a provision for periodic review of any funded urban forest management plan.
- Tree inventory data collected must follow the criteria outlined in [Appendix G](#).
- Applicants must demonstrate how they will implement and utilize the inventory, mapping, and/or analysis.
- Applicants must agree to officially adopt the urban forest management plan as a guiding policy document in an ordinance, a general plan element or another binding, enforceable way as approved by CAL FIRE staff.
- The project must show that the community where the project will occur was, and will continue to be, authentically engaged about the project.
- Projects shall include an education and outreach component. Not more than 20% of grant funds may be used for this component. This component, as part of the overall project, may be shown as project match dollars by the applicant if so desired.
- Applicants must provide an electronic and printed copy of all grant products to the CAL FIRE Urban & Community Forestry Program after the grant in a format specified by CAL FIRE.
- The applicant must agree to provide maintenance on trees planted (including replacement) for at least three years after project completion. Evidence of long-term care for the trees must also be shown. Projects that meet the criteria for benefiting a disadvantaged community may qualify to receive funds for maintenance in a trust fund at project completion.
- Trees and plant materials selected are climate appropriate and well suited to the site. One measure of this is that tree and plant species selected are classified as very low, low, or moderate water use species in the [WUCOLS IV](#) or are justified for the planting site(s) selected.
- Tree planting within the project shall adhere to [Appendix F](#) at a minimum. Failure to follow the Standards in Appendix F will lead CAL FIRE to require replacement of the trees at the grantee's cost, or recover any costs reimbursed for planting of the trees.

Eligible Practices:

Only those practices mentioned in the Purpose section above are eligible for funding under this grant type. These include:

- Tree inventories
- Urban forest management plans
- Other policies, plans, or ordinances that are urban forestry related
- Tree planting and associated activities.
- Education and outreach activities.

- Mapping, analysis and research to inform the other mentioned activities.

Ineligible Practices:

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

- No practices other than those described above may be funded by this grant program without prior written approval by CAL FIRE.
- Management activities that will not lead to improved long-term urban forest management.
- For tree planting that is part of the project: any practice not allowed by the “*Urban Forest Expansion and Improvement*” grant type.
- Projects that will supplant a locally funded budget item rather than supplement it.
- Projects that produce policies, ordinances, or plans that are not integrated/aligned with other relevant policies of the jurisdiction.

Project Scoring (100 points possible):

Disadvantaged and/or Low-income Communities:

- The project meets ARB criteria for providing a benefit to a disadvantaged and/or low-income community.
- The degree to which the project creates jobs or job training opportunities for residents of an AB 1550 Community or Low-Income Household or the degree to which the project will consider sub-contractors that are based within the disadvantaged or low-income communities being served.
- The degree to which the community has been engaged about the project in authentic ways, and/or will be involved in project implementation.

Project Benefits:

- The co-benefits of the project are high in relation to the requested budget.
- The degree of GHG reduction that will occur. Preference is given to GHG reductions that are able to be quantified using CARB criteria for Urban Forestry projects.
- The degree to which the project uses trees to reduce consumption of finite energy resources, capture storm water, improve air quality, and/or reduce urban heat island effects.
- The degree to which the project involves community residents in the planning process and/or planting and maintenance of trees (stewardship).
- The degree to which the project will contribute to improved public health in some fashion.
- The extent to which the project helps the State meet its climate change adaptation strategies.

See: [CA Natural Resources Agency's Building Climate Resilience Report](#).

Best Management Practices:

- The degree to which the tree species selection is diverse and site appropriate.

- The degree to which the project will commit the jurisdiction to a systematic strategy for improved long-term management of its entire urban forest resource.
- The degree to which the product produced will be compatible and/or integrated with the jurisdiction's other policies, ordinances, and management tools.
- The effectiveness of how the plan will be implemented and periodically reviewed.
- The plan is referred to in a climate action plan, sustainability plan, or other relevant planning document.

Project Quality:

- The degree to which the project has effective partnerships.
- The degree to which the project is planned and organized based on a community-driven process.
- The degree to which the project will have an education and outreach component that develops public awareness of the need for expanding and managing urban forest resources.

Eligible Costs (also see [Appendix B](#)):

Other than the necessary costs for the mandatory tree planting component, only costs associated with urban forest inventories, mapping and analysis, and development of urban forest management plans may be reimbursed. This can include educational costs not to exceed 20% of the budget, and the costs of a robust public outreach and involvement component. The tree planting component costs must comply with the eligible costs of the "[Urban Forest Expansion and Improvement](#)" grant category above.

Ineligible Costs:

The following are ineligible costs:

- Any costs unrelated to the management activities identified in the application.
- Tree removal (though this could be used to meet matching requirements with CAL FIRE approval.) Projects must show that the removed trees were replaced with a tree of similar or improved long-term carbon storage and co-benefits. The following exceptions may apply: Funding for removal and replacement of trees in urban areas that are associated with a natural disaster, extraordinary natural event, or pest and/or disease outbreak. These event types will require justification and any tree proposed to be removed must be approved in advance by a CAL FIRE Regional Urban Forester. Location data (GPS coordinates), species, the reason for removal, and pictures prior to removal must be shared with CAL FIRE during the approval process.
- For tree planting that is part of the project: any cost not allowed by the "[Urban Forest Expansion and Improvement](#)" grant type.
- Any cost that will supplant a local budget line item.
- Any tree inventories that are not assessing (or working towards assessing) the entire urban forest resource within a jurisdiction, including the inventory of trees on public lands where, in CAL FIRE's opinion, maintenance has been or will be deferred, or where evidence of

improper maintenance is observed by CAL FIRE.

Note: *It is expected that inventories are maintained locally, so collecting updated information on existing inventory points is not eligible except in the case of an unexpected natural event or pest/disease outbreak.*

NOTE: *There is a CAL FIRE-sponsored urban forest management plan development tool available. Please see [Urban Forest Management Plan Toolkit](#). The tool can help structure a plan and provide numerous resources to those developing such plans. Additional tools are listed in [Appendix G](#).*

URBAN FORESTRY EDUCATION AND WORKFORCE DEVELOPMENT

Eligible Applicants:

Eligible applicants include cities, counties, qualifying districts, or nonprofit organizations qualified under Section 501(c)(3) of the Internal Revenue Code. Districts include, but are not limited to, school, park, recreation, water, and local taxing districts.

Purpose:

The purpose of this grant type is to fund the development and implementation of programs to educate, train, and/or employ people in urban forestry or a closely related field. Projects must provide knowledge/skills/abilities to assist people in making a career in urban forestry or a related discipline. Projects should teach industry best management practices that include but are not limited to American National Standards Institute (ANSI) standards relating to urban forestry practice and safety, International Society of Arboriculture (ISA) best management practices, and principles of urban forestry as taught at Society of American Foresters (SAF) accredited colleges and universities. There should be a strong emphasis on serving residents of disadvantaged communities and/or unemployed individuals, thus pay for program participants is specifically allowed as a cost. A tree planting component of the program is recommended. Projects focusing on increasing the tree care industry workforce while also establishing a long-term tree nursery to increase the availability of seedlings for urban forestry plantings may be eligible; special consideration should be given to climate-ready tree species.

Project Eligibility:

These criteria must be met for a project to be eligible:

- Grant requests must be for the creation, development, and implementation of projects to help people develop the necessary knowledge/skills/abilities to enter a career in urban forestry or a closely related discipline.
- The amount requested must be between \$150,000 and \$3,000,000.
- Project is in an “urban area” or “urban cluster” as defined by the U.S. Census Bureau. ([U.S. Census Bureau’s Urban and Rural](#)).
- The applicant must comply in all respects with applicable local and county ordinances, and applicable state and federal laws and regulations, including the CEQA.
- Any trees and plant materials selected are climate appropriate, drought-tolerant, and well-suited to the site.
- Any tree planting within the project shall adhere to [Appendix F](#) at a minimum. Failure to follow the Standards in Appendix F will lead CAL FIRE to require the replacement of the trees at the grantee’s cost.
- The applicant must agree to provide maintenance on any trees planted (including replacement) for at least three years after project completion. Evidence of long-term care for the trees must also be shown. Projects that meet the criteria for benefiting a disadvantaged community may qualify to receive funds for maintenance in a trust fund at project completion.

Project Scoring (100 points possible):

AB 1550 Community or Low-income Household and/or Unemployed Individuals:

- The project meets ARB criteria for providing a benefit to an AB 1550 Community or Low-income Household.
- The degree to which the project creates jobs or job-related education and/or training opportunities for residents of an AB 1550 Community or Low-Income Household.
- The degree to which the project will serve unemployed individuals in beginning a career or advancing a career in urban forestry or a closely related field.

Project Co-Benefits:

- The co-benefits of the project are high in relation to the requested budget.
- The extent to which the project helps the State meet its climate change adaptation strategies.

See: [CA Natural Resources Agency's Building Climate Resilience Report](#).

Curriculum or Practical Application:

- The degree to which the project will teach industry knowledge of best management practices, skills, and/or abilities to prepare people for a career in urban forestry or a closely related field.
- The degree to which the project has a quality plan to assist enrolled individuals in achieving careers in urban forestry or a closely related field.
- The degree to which the project will be effective in preparing people for careers in urban forestry or a closely related field.

Project Quality:

- The degree to which the project has effective partnerships.
- The degree to which the project is replicable.
- The degree to which the program will continue to operate after the grant period.

Ineligible Practices:

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

- No practices other than those described above may be funded by this grant program without prior written approval by CAL FIRE.
- Projects that will not have any impact beyond the grant period.
- Projects that will supplant a locally funded program rather than supplement it.
- For any tree planting that is part of the project: any practice not allowed by the "[Urban Forest Expansion and Improvement](#)" grant type.

Eligible Costs (also see [Appendix B](#)):

Other than the necessary costs for any tree planting component, only costs associated with urban forest education and workforce development program operations and program administration may be funded. This can include pay for program participants. Any tree planting component costs must comply with the eligible costs of the “[Urban Forest Expansion and Improvement](#)” grant type above.

Ineligible Costs:

The following are ineligible costs:

- Any costs unrelated to the urban forest education and workforce development project identified in the application.
- For any tree planting that is part of the project: any cost not allowed by the “[Urban Forest Expansion and Improvement](#)” grant type.
- Any cost that will supplant a local budget line item.

URBAN FORESTRY REGIONAL OR STATEWIDE IMPACT

Eligible Applicants:

Eligible applicants include cities, counties, qualifying districts, or nonprofit organizations qualified under Section 501(c)(3) of the Internal Revenue Code. Districts include, but are not limited to, school, park, recreation, water, and local taxing districts.

Purpose:

The purpose of this grant type is to fund the improvement, expansion, and coordination of urban forestry programs throughout a large geographic area or at a statewide level. An established organization will serve as a convener to complementary initiatives, a sponsor for local champions, an incubator to assist small or new organizations or groups, and/or a champion for engaging underserved areas and populations. Organizations must employ multiple strategies and corresponding actions.

Project Eligibility:

These criteria must be met for a project to be eligible:

- Grant requests must provide services, actions, and deliverables to a geographic area of two counties or larger or serve a population of 2 million or more. Preference will be given to serving greater numbers of people and underserved populations.
- Project activities must include components of more than one Grant Type as described within Urban Forest Expansion and Improvement, Urban Forest Management Activities, Green Schoolyards, and Urban Forestry Education and Workforce Development. Furthermore, activities should relate to achieving goals as a convener of complementary initiatives, a sponsor for local champions, an incubator to assist small or new organizations, groups, or grassroots efforts, and a champion for engaging underserved areas and populations. Activities may be customized to unique needs but should be part of a cohesive strategy for the service area. For example, training and tree planting activities may be provided to one group while another is provided with assistance with inventory, standards, or best practices.
- Sub-grants are allowed.
- The amount requested must be between \$1,500,000 and \$10,000,000.
- Project is in an “urban area” or “urban cluster” as defined by the U.S. Census Bureau. ([U.S. Census Bureau's Urban and Rural](#)).
- The applicant must comply in all respects with applicable local and county ordinances, and applicable state and federal laws and regulations, including the CEQA.
- Any trees and plant materials selected are climate appropriate, drought-tolerant, and well-suited to the site.
- Any tree planting within the project shall adhere to [Appendix F](#) at a minimum. Failure to follow the Standards in Appendix F will lead CAL FIRE to require the replacement of the trees at the grantee’s cost.

- The applicant must agree to provide maintenance on any trees planted (including replacement) for at least three years after project completion. Evidence of long-term care for the trees must also be shown. Projects that meet the criteria for benefiting a disadvantaged community may qualify to receive funds for maintenance in a trust fund at project completion.

Project Scoring (100 points possible):

AB 1550 Community or Low-income Household and/or Unemployed Individuals:

- The project meets ARB criteria for providing a benefit to an AB 1550 Community or Low-Income Household.
- The degree to which the project creates jobs or job-related education and/or training opportunities for residents of an AB 1550 Community or Low-Income Household.
- The degree to which the project will serve unemployed individuals in beginning a career or advancing a career in urban forestry or a closely related field.

Project Co-Benefits:

- The co-benefits of the project are high in relation to the requested budget.
- The extent to which the project helps the State meet its climate change adaptation strategies. See: [CA Natural Resources Agency's Building Climate Resilience Report](#).

Canopy Cover:

- The degree to which the project establishes (or improves) and progresses towards regional urban tree canopy cover goals and establishes policies and programs for continuation after the term of the grant.
- The degree to which the project builds local capacity and authority, supported by strong unified networks and partnerships.
- The degree to which the project enables participation from previously unserved or underserved people or groups and empowers grassroots champions.

Project Quality:

- The degree to which the project has effective partnerships.
- The degree to which the project is replicable or scalable.
- The degree to which the program will continue to operate after the grant period.

Ineligible Practices:

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

- No practices other than those described above may be funded by this grant program without prior written approval by CAL FIRE.
- Projects that will not have any impact beyond the grant period.
- Projects that will supplant a locally funded program rather than supplement it.
- For any tree planting that is part of the project: any practice not allowed by the “[Urban Forest Expansion and Improvement](#)” grant type.

Eligible and Ineligible Costs (also see Appendix B):

Eligible and ineligible costs as outlined in the grant types including “[Urban Forest Expansion and Improvement](#)”, “[Urban Forest Management Activities](#)”, and “[Urban Forestry Education and Workforce Development](#)”.

Ineligible Costs:

The following are ineligible costs:

- Any cost that will supplant a local budget line item.
- Ineligible costs outlined in the grant types above.

URBAN WOOD AND BIOMASS UTILIZATION

Eligible Applicants:

Eligible applicants include cities, counties, qualifying districts, or nonprofit organizations qualified under Section 501(c)(3) of the Internal Revenue Code. Districts include, but are not limited to, school, park, recreation, water, and local taxing districts.

Purpose:

The purpose of this grant type is to fund the development and implementation of an Urban Wood or Urban Biomass Utilization project or program. Better utilizing this resource will lead to improved management of urban vegetation. Additionally, utilizing trees and other vegetation that are to be removed for a valid management objective avoids them being taken to a waste disposal location where they decay and emit GHG. The focus of this program is to strive to utilize the tree for its highest and best use(s) that lead to reductions in GHG emissions, diversion of biomass from landfills, and budget allocation from disposal to improving maintenance or other goals. It is not the intention of the program to fund the removal of trees specifically for utilization, or programs that intend to do so. Replacement species selections may consider potential end of life uses.

Project Eligibility:

These criteria must be met for a project to be eligible:

- The project must result in a net GHG benefit calculated using ARB's most current [quantification methodology](#) for this grant type.
- Grant requests must be for the creation, development, and implementation of projects to better utilize trees and/or other vegetation from urban areas.
- The amount requested must be between \$500,000 and \$5,000,000.
- The applicant shall comply in all respects with applicable local and county ordinances, and applicable state and federal laws and regulations, including CEQA.
- Applicant must provide a plan to effectively avoid the spread of pests and diseases.
- The project must show that the community where the project will occur was, and will continue to be, authentically engaged about the project.
- Projects shall include an education and outreach component. Not more than 20% of grant funds may be used for this component. This component, as part of the overall project, may be shown as project match dollars by the applicant if so desired.
- The trees that are utilized must not have been removed solely for purposes of utilization. There must be another valid management objective behind the removal of the trees to be utilized as determined by an ISA Certified Arborist, ASCA Registered Consulting Arborist, SAF Certified Urban Forester, or other qualified professional as determined by CAL FIRE. Valid justification for removals must be approved by CAL FIRE prior to removal.
- Projects must show that the removed trees were replaced with trees of similar or improved long-term GHG benefits and co-benefits.
- Trees and plant materials selected are climate appropriate, drought-tolerant, and well-suited to the site, and shall be planted in the same community as the removal, preferably the same or adjacent census tracts, and ideally on the same parcel.
- Any tree planting within the project shall adhere to [Appendix F](#) at a minimum. Failure to

follow the Standards in Appendix F will lead CAL FIRE to require the replacement of the trees at the grantee's cost.

- The applicant must agree that all trees planted will be maintained (including replacement) for at least three years after project completion. Evidence of long-term care for the trees must also be shown.

Project Scoring (100 points possible):

- *AB 1550 Community or Low-Income Household:* The project meets ARB criteria for providing a benefit to an AB 1550 community or low-income household.
- The degree to which the project creates jobs or job training opportunities for residents of an AB 1550 community or low-income household.
- The degree to which the project will consider sub-contractors that are based within the disadvantaged or low-income communities being served and/or employ residents of the disadvantaged communities or low-income communities/households.
- The degree to which the community has been engaged with the project in authentic ways, and/or will be involved in project implementation.

Greenhouse Gas Benefits:

- The degree to which the project GHG benefit, calculated in accordance with the CARB's most current quantification methodology, is high in relation to the budget requested.
- The reasonableness of the assumptions made by the project proponent in quantifying the GHG benefits of the project.

Project Co-Benefits:

- The co-benefits of the project are high in relation to the requested budget.
- The degree to which the project utilizes the removed trees for their highest and best use, with the least amount of waste.
- It is encouraged to produce different products and/or supplement existing capacity in order to utilize as much material as possible, thus maximizing the diversion of wood from the landfill.
- The degree to which the project will lead to long-term improvement of capacity to utilize urban trees as they are removed for valid management objectives.
- The extent to which the project helps the State meet its climate change adaptation strategies. See: [CA Natural Resources Agency's Building Climate Resilience Report](#).

Best Management Practices:

- The degree to which the replacement tree species selection is diverse and site appropriate.
- The degree to which the project has a quality business plan that is likely to lead to long-term success. It is not desirable for this grant program to fund projects with a one-time effect during the grant period alone.
- The degree to which the project will be replicable elsewhere.

Project Quality:

- The degree to which the project has effective partnerships.
- The degree to which the project is planned/organized based on a community-driven process.

- The degree to which the project will have an education and outreach component that develops public awareness of the need for expanding and managing urban forest resources.

Ineligible practices:

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

- No practices other than those described above may be funded by this grant program without prior written approval by CAL FIRE.
- Projects that will not result in a net GHG benefit.
- Trees or materials sourced from non-urban areas or Timber Production Zones as defined by the California Forest Practice Rules.
- Projects that will be using trees removed solely for purposes of utilization.
- Projects that will not have any impact beyond the grant period.
- Projects that will supplant a locally funded budget item rather than supplement it.
- For any tree planting that is part of the project: any practice not allowed by the “[Urban Forest Expansion and Improvement](#)” grant type.

Eligible Costs (also see [Appendix B](#)):

Only costs associated with urban wood and/or biomass operations, associated tree planting, and program administration may be funded. This can include educational and/or marketing costs not to exceed 20% of the budget. Any additional tree planting component costs must comply with the eligible costs of the “[Urban Forest Expansion and Improvement](#)” grant type above.

Ineligible Costs:

The following are ineligible costs:

- Any costs unrelated to the urban wood or biomass project identified in the application.
- Costs incurred before or after the grant performance period
- Decorative tree grates and decorative tree guards or other purely aesthetic items.
- Tree removal, unless the tree is dead or dying, or must be removed for some other valid management objective as approved by CAL FIRE UCF staff prior to tree removal. Removal for the sole purpose of utilization is not eligible. Location data (GPS coordinates), species, the reason for removal, and pictures prior to removal must be shared with CAL FIRE during the approval process.
- Costs that do not meet the objective of the highest and best use of the tree that is removed.
- Facilities improvements or equipment purchases for a private business.
- For any tree planting that is part of the project: any cost not allowed by the “[Urban Forest Expansion and Improvement](#)” grant type.
- Any cost that will supplant a local budget line item.

REGIONAL OR STATEWIDE EDUCATION AND OUTREACH

Eligible Applicants:

Eligible applicants include cities, counties, qualifying districts, or nonprofit organizations qualified under Section 501(c)(3) of the Internal Revenue Code. Districts include, but are not limited to, school, park, recreation, water, and local taxing districts.

Purpose:

The purpose of this grant type is to fund the development and implementation of innovative education and outreach campaigns or programs that focus on urban and community forestry and/or environmental literacy related to the urban environment in California. Messages should be based on science and industry standards as well as be practical/realistic. They should address the need to plan, grow, and manage our urban forests, improve sustainability and resilience, and provide a benefit to all. Projects must raise awareness of the potential for trees and urban forestry to address community needs related to extreme heat, air and water quality, public health, environmental and climate justice, or a closely related field. Projects may be statewide or regionally focused.

Using various forms of emerging media, projects must authentically engage and encourage stewardship of urban forests and other natural resources and must align with topics related to the [Urban Forestry Act](#). Projects must reach beyond urban forestry groups into non-traditional advocates and audiences to engage in the message so that all residents may benefit. Successful projects will be inclusive and resonate with various cultures and sociodemographic groups and geographical areas of the state or region. Projects may include education and outreach campaigns, workshop series, educational video series, and other appropriate efforts. Successful projects will have effective and diverse partnerships to deliver messaging and will consult with CAL FIRE on content.

Project Eligibility:

These criteria must be met for a project to be eligible:

- Grant requests must be for the creation, development, and implementation of education and outreach campaigns or programs that engage communities in messaging related to the care, creation, or value of urban forests.
- Projects must encourage stewardship of urban forests by demonstrating the benefits urban trees provide to a community's viability, resilience, identity, and well-being/public health.
- Projects must promote an understanding of urban and community forestry and the goals of the [Urban Forestry Act](#).
- Projects shall address environmental and climate justice priorities and be inclusive in messaging.
- Messages should be customized to the project audience and desirably translatable for other and/or larger audiences.
- The amount requested must be between \$300,000 and \$3,000,000.
- The applicant must comply in all respects with applicable local and county ordinances, and applicable state and federal laws and regulations.
- Project deliverables must be publicly available at no cost.

Project Scoring (100 points possible):

Curriculum or Practical Aptitude:

- The degree to which the project promotes an understanding of urban and community forestry or related disciplines in line with the goals of the Urban Forestry Act.
- The degree to which the project addresses the needs of represented sociodemographic groups.
- The degree to which the project will teach industry knowledge of best management practices, skills, and/or abilities to encourage stewardship of urban forests.
- The degree to which the project focuses on California's urban environmental and climate justice priorities.
- The extent to which the project helps the State meet its climate change adaptation strategies. See: [CA Natural Resources Agency's Building Climate Resilience Report](#).

Project Quality:

- The degree to which the project has effective and diverse partnerships.
- The degree to which the project is replicable and scalable from statewide to regional to local or vice versa.
- The degree to which the project is planned and organized effectively, including the dissemination and roll-out process for education and outreach campaigns/programs.
 - Project plan has clear deliverable goals such as targeted audiences, the intended number of participants, number of views, training hours, and other metrics for outreach impact.
 - The degree to which projects have an impact on a large percentage of people in the service area
 - Project clearly describes communication methods
- The degree to which the program will continue to operate after the grant period.
- The extent to which the project utilizes multiple communication methods
- The extent to which messages are inclusive and resonate with various cultural and sociodemographic groups and geographical areas of the state or region.

Ineligible practices:

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

- No practices other than those described above may be funded by this grant program without prior written approval by CAL FIRE.
- Projects that will not have any impact beyond the grant period.
- Projects that will supplant a locally funded program rather than supplement it.
- Projects that do not focus on the urban environment.

Eligible Costs (also see [Appendix B](#)):

- Only costs associated with urban forest education and outreach program operations and program administration may be funded. This can include pay for program participants.
- Grant funds may be used to support project costs including, but not limited to, planning, design, and permitting.

- Grant funds may be used for coalitions for capacity building and marketing costs
- Education and signage:
 - Purchase, development, and distribution of educational materials
 - Planning and implementation of educational events
 - Funding of educational signs, development, construction, and materials.
- 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
- Any travel related to project activities

Ineligible Costs:

The following are ineligible costs:

- Any costs unrelated to the urban forest education and outreach project identified in the application.
- Any cost that will supplant a local budget line item.
- Food (unless as part of approved per diem travel expenses), refreshments, etc.
- Promotional materials (i.e. t-shirts, paraphernalia) or other supplies unnecessary for carrying out the operations of the project aside from education and outreach.

APPENDIX A – Application Submission

Applicants must complete the online application form at:

(will include link to solicitation site when available)

It is important that applicants note the following:

- The application should be submitted by the individual that will be actively managing or have an administrative role associated with the grant project should the project be selected for funding.
- Refer to the [eCivis Grants Portal Application Submittal User Guide](#) for instructions on how to access and navigate the Grants Portal in order to submit your application(s).
- Applicants must answer all required questions which are identified with asterisks (*).
- Other questions are either optional or may not apply to all grant types.
- A separate application must be submitted for each project an applicant applies for.
- Each applicant is limited to three total applications, regardless of grant type (Green Schoolyards grants excluded). If more than three applications are submitted, only the first three submitted will be considered.
- Applicants must make sure they fill out all relevant sections for the grant type they are applying for. If applicants do not, their application will not be scored.

APPENDIX B – Eligible Costs and Sample Budget

Important Recommendations:

Following are some recommendations to strongly consider as you prepare project costs:

- 1) CAL FIRE strongly recommends that applicants consider inflationary costs during budget planning. Examples of this may be: known or projected salary or benefit cost increases for employees, cost of delivery of tree stock increasing, costs of permits increasing, etc. Such cost increases should be planned for upfront. Keep in mind that the overall cost of your project will not be able to go up during the grant period.
- 2) CAL FIRE also strongly recommends two practices that will greatly simplify project billing. First, adopt a per diem rate for any travel costs. The most effective way to do this is by adopting the State per diem rates. See the travel costs item in the table below for a link. Second, adopt the IRS mileage rate for vehicle travel and simply record miles travelled in each vehicle used on the project. Both practices will greatly reduce the volume of receipts and backup documentation that will be required for reimbursement.

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.

Use the table below as a reference while constructing a budget for the application.

Budget Item	Eligible Cost	Required Documentation
Salaries and Wages	Salaries and wages of employees employed by the grantee who are DIRECTLY engaged in the execution of the grant project. Limited to actual time spent on the grant project. Leave benefits (i.e. sick leave, vacation, etc.) that are consistent with the grantee's leave benefit policy may be charged to the grant in proportion to the percentage of time worked on the grant within the pay period. Examples of expenditures 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. is allowed only if those functions are not included in the grantee's overhead cost. Volunteer rates for matching funds purposes can be found at: <u>Independent Sector's Value of Volunteer Time</u>	A payroll summary of all employees' time spent on the project must be provided. Payroll documentation should show a nexus between time worked on the project and wages paid to the employee after the fact. Timesheets or similar documentation detailing days and hours worked on the project must be maintained and kept for audit purposes (they need not be sent to CAL FIRE with invoices unless otherwise instructed by CAL FIRE). Any leave charged to the grant must reflect the calculation of time spent on the grant compared to the overall time worked. A statement certifying that leave charged to the grant is in proportion to the employee's time spent must be included as part of the supporting documentation. All salary and wages charged to the grant must tie back to the grantee's accounting records.
Benefits	Employer contribution share of fringe benefits associated with employees (paid from salaries and wages Budget Item) who are directly engaged in the execution of the grant project. This will include Social Security, Medicare, Health Insurance, Pension Plan costs, etc. as applicable for the specific employee.	Same documentation as Salaries and Wages. Payroll summary documentation showing wages and hours paid to the employee and associated fringe benefits. Back-up documentation is to be kept by the grantee for audit records.

Contractual	Direct consultant and contractual services necessary to achieve the objectives of the grant. Examples of contractual costs will be Arborist or other qualified professional supervision/certification, GHG verification contractor, accountant, or bookkeeper, etc. Procurement of contractual services should be documented to ensure selection on a competitive basis and documentation of cost analysis.	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.
Travel	Travel costs associated with travel to and from project sites, meetings, etc. directly related to the grant project and must be considered reasonable and necessary for the completion of the project. Reimbursement rates shall 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 (CalHR Per Diem Rates Look-Up). Mileage rates shall not exceed the rates allowable by IRS (Standard Mileage Rates).	Receipts identifying travel costs (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.
Supplies ¹	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.	Receipts or invoices 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.
Equipment ²	Equipment consists of items exceeding \$5,000 or more per unit cost and a tangible useful life of more than one year. The purchase of vehicles is not allowed as an equipment cost. Purchase of equipment using grant funds is allowable only with prior approval by CAL FIRE. A cost-benefit analysis to justify the cost of purchasing equipment versus leasing must be provided. Procurement of equipment must be done on a competitive basis and include documentation of price analysis. <i>Note: The grantee must include proposed use and maintenance plans for the equipment after the project performance period in the project application. Disposition of the equipment beyond the project performance period is subject to CAL FIRE approval.</i>	Cost of equipment purchased shall be substantiated by the purchase receipt. Documentation related to the price analysis of procurement of equipment shall be kept by the grantee but available for audit purposes. Disposition of the equipment must be approved by CAL FIRE in writing at the end of the grant term. Indirect costs are not allowed for equipment with a per unit cost of \$5,000.00 or more.

Outreach/ Education	Costs associated with the development and implementation of effective education and outreach activities such as curriculum development, educational materials, outreach/education events, and professional services such as communications, marketing, advertising, or web development.	Invoices or receipts identifying the item and cost charged to the grant. Food and participation incentives are ineligible.
Other	Other costs that do not fit in any of the above categories. Costs must be directly related to the grant project. The cost to lease vehicles and/or equipment for use during the grant may be charged to the grant. Usage of equipment owned by the grantee may be charged to the grant at a rate set by the California Department of Transportation "Labor Surcharge and Equipment Rental Rate Book" . Rates assessed on equipment not addressed in the CalTrans guide must obtain CAL FIRE approval prior to equipment use. 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.	Invoices or receipts identifying the item and cost charged to the grant. Cost of leased equipment charged to the grant must be substantiated with receipts identifying equipment leased, dates equipment was leased, lease rate, and total cost. Usage of grantee equipment must be substantiated with an equipment usage log, equipment used, rate, and total rental cost.
Indirect Costs	Costs associated with doing business that are of a general nature and are incurred to benefit two or more functions within the grantee organization. These costs are not usually identified specifically within the grant agreement, project, or activity, but are necessary for the general operation of the organization. Examples of indirect costs include salaries and benefits of employees not directly assigned to a project; functions such as personnel, accounting, budgeting, audits, business services, information technology, janitorial, and salaries of supervisors and managers; and rent, utilities, supplies, etc. Functions included as direct versus indirect costs must be applied consistently for all activities within the grantee organization, regardless of fund source. Indirect costs are capped at 12% of CAL FIRE share of the budget.	Applied on a percentage (%) basis on direct costs <u>except</u> for equipment with a per unit cost of \$5,000.00 or more.

¹ For grantees that grow their own tree stock: it is not appropriate to charge retail rates for trees grown specifically for the project. Wholesale costs may be applied. Charges for growing materials, labor, etc. may all be part of those wholesale costs.

² For equipment: any equipment purchased by a grant should be equipment that is solely used for eligible grant activities. For example, a portable sawmill may be purchased for use in an urban wood grant project. Equipment like vehicles is more general in nature and may not be purchased with grant funds. Vehicles can, however, be leased with grant funds and charged against the grant at a rate that is commensurate with the percentage of time the leased vehicle is used for the purposes of the grant project. Likewise, pre-existing vehicles can be charged against the grant project, preferably with the IRS mileage rate as linked above in the table.

NOTE: Food is not an eligible expense other than food related to per diem travel costs as described in the chart above.

APPLICATION BUDGET: It is recommended that applicants consider the Project Application Sample Budget (below) when preparing a concept proposal budget. The template can be downloaded directly from the Grants Portal after starting the application process. This will adequately prepare applicants for the project application process, and for managing project costs if awarded a grant. It will also be useful when proposing any modifications or amendments during the grant project period. The detailed budget must be submitted using the Budget form as instructed in the [eCivis Grants Portal](#).

The budget should include the below line items, as they apply to the proposed project, with additional lines within each category for positions/deliverables/activities.

1. Salaries & Wages
2. Employee Benefits
3. Contractual
4. Travel & Per Diem
5. Supplies
6. Equipment
7. Outreach & Education
8. Indirect cost: Not to exceed 12% of total direct costs excluded equipment cost.

For each line item (and sub-line) in the budget, the following information is required:

Unit: if more than one, you can enter multiple units

Unit Cost: per unit cost (NOTE: if Unit and Unit Cost is used, the Cost field will automatically be populated with the Unit number multiplied by the Unit Cost)

Extended Cost: this is intended to represent the total item cost including requested funds and cost share if applicable, which could differ from the budgeted amount

Cost: total amount budgeted for this item, represents the amount of grant funding requested for this item

Indirect Cost: this field can be calculated in different ways based on your budget settings. If included as a percentage, you can check or uncheck this field to include it in your total indirect costs. If included as Itemized, you can put any amount desired for this item in the Indirect Costs field. If included as Not Applicable, you can mark this budget item as Indirect Cost and the amount in the Cost field will be included in your total indirect costs.

Cost Share: this field can be calculated in different ways based on your budget settings. If included as a percentage, you can check or uncheck this field to include it in your total Cost Share. If included as Itemized, you can put any amount desired for this item in the Cost Share field. If included as Not Applicable, you can mark this budget item as Cost Share and the amount entered in the Cost field will be included in your total Cost Share.

APPENDIX C – Required Forms

The below forms must be submitted before a grant agreement can be completed. As some of these require approval from entities with a predetermined meeting schedule and agenda, it is strongly recommended to be proactive to avoid delaying the project, in case the application is successful.

STANDARD FORMS

Forms will be available through the [CAL FIRE Urban and Community Forestry Grant Programs](#) website and via the links below:

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.

Nondiscrimination Compliance Statement form (STD. 19)

A Drug-Free Workplace Certification form (STD. 21)

Environmental Checklist

Urban Forestry Grants Resolution

Signage Example

Budget template

OTHER FORMS

California Air Resources Board Job Co-benefit Modeling Tool

CCI Quantification, Benefits, and Reporting Materials Page

APPENDIX D – Grantee Reporting

The required reporting form and spreadsheet will be distributed to grantees. Progress reporting will be done every three months (quarterly) unless the CAL FIRE Regional Urban Forester requires a different reporting standard. For each report, the grantee will be required to report:

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.

Planting

- The number of trees planted in the reporting period and to date for the grant.
- Any other plants planted in the reporting period and to date for the grant.
- Minimum Data Collection Attributes Spreadsheet (MDCA) (will be provided to grantee).
- MDCA tree data to be reported for each reporting period and the project to date includes: unique tree number identifier, tree funder, scientific name, street address, other location information, city or urban area, ownership type, latitude and longitude (x/y coordinate), census tract, priority population (DAC/LIC) status, date planted, tree stock size, and the type of growing space.
- A description of all tree and plant maintenance activity completed during the reporting period.

Project Benefits

- The net GHG benefit (metric tons CO₂e) for the reporting period and the grant to date.
- Quantification (when possible) and description of co-benefits for the reporting period.

Partnerships

- A description of the role of project partners during the reporting period and any challenges or successes derived from the partnerships.

Priority Populations

- A list of the disadvantaged and/or low-income census tracts worked in during the reporting period (per ARB Guidance).

Scope of Work Reporting

- A general description of activities, events, or milestones completed during the reporting period.
- Any planned events or milestones expected for the next reporting period.
- A description of any challenges faced and if the challenges were overcome. Any assistance needed.
- Planned events and future planned activities or milestones.

Grant Products

- Representative project photos and/or maps.
- Grant products produced (ex.: educational materials, event fliers, etc.)

APPENDIX E – CAL FIRE Urban and Community Forestry Program Staff

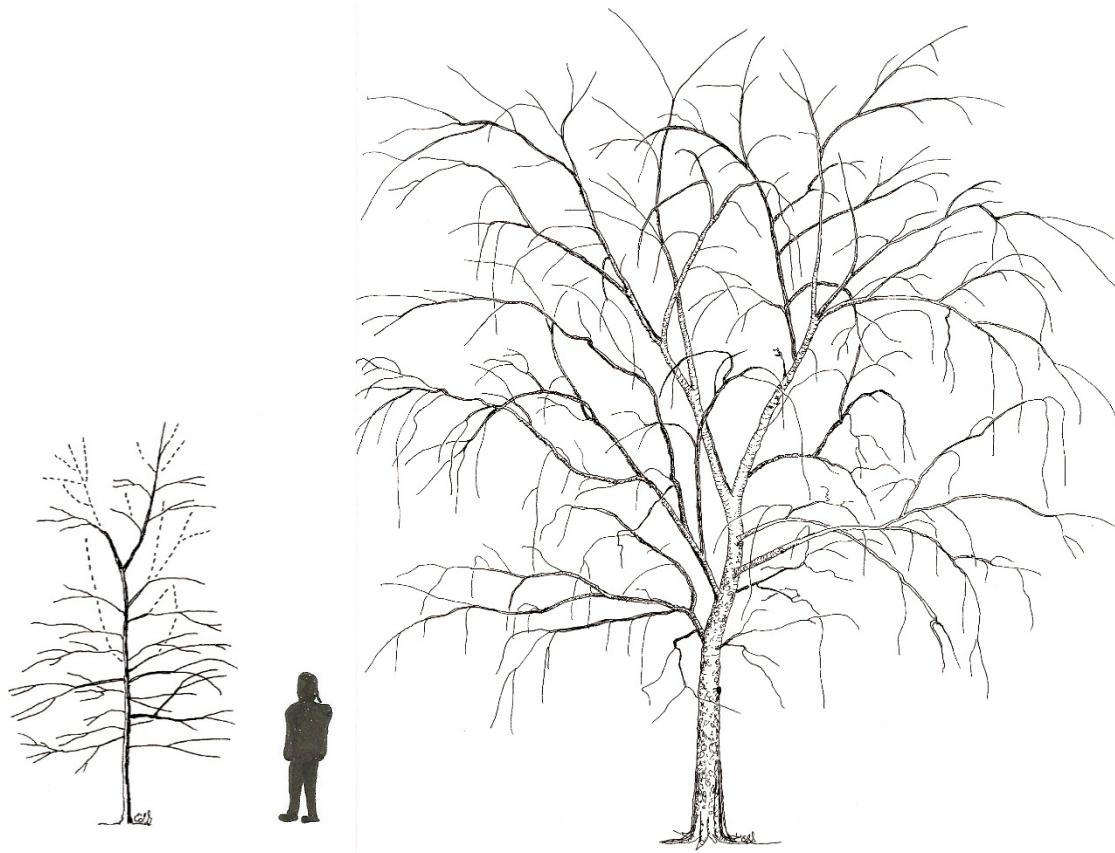
Regional Urban Foresters

Name	Counties Served	Phone	Email
Vacant (For questions, contact Julia Gowin)	Alpine, Amador, Butte, Colusa, El Dorado, Glenn, Lake, Lassen, Modoc, Napa, Placer, Plumas, Sacramento, San Joaquin, Shasta, Sierra, Siskiyou, Solano, Sutter, Tehama, Trinity, Yolo, Yuba	(916) 201-8942	Julia.Gowin@fire.ca.gov
Tanner Mar	Alameda, Contra Costa, Del Norte, Humboldt, Marin, Mendocino, San Francisco, San Mateo, Santa Clara, Santa Cruz, Sonoma	(415) 265-9059	Tanner.Mar@fire.ca.gov
Jessica Casas	Calaveras, Fresno, Kern, Kings, Madera, Mariposa, Merced, Monterey, San Benito, San Luis Obispo, Santa Barbara, Stanislaus, Tulare, Tuolumne	(559) 753-3661	Jessica.Casas@fire.ca.gov
Greg Dion	Inyo, Mono, Riverside, San Bernardino	(909) 553-8057	Greg.Dion@fire.ca.gov
Henry Herrera	Los Angeles, Ventura	(213) 200-7115	Henry.Herrera@fire.ca.gov
Marco DeAnda	Imperial, Orange, San Diego	(619) 937-1410	Marco.DeAnda@fire.ca.gov

Other Program Staff

Name	Title	Phone	Email
Walter Passmore	State Urban Forester	(916) 214-5420	Walter.Passmore@fire.ca.gov
Julia Gowin	Urban Forestry Supervisor, Northern California	(916) 201-8942	Julia.Gowin@fire.ca.gov
Lynnette Short	Urban Forestry Supervisor, Southern California	(619) 937-1410	Lynnette.Short@fire.ca.gov
Eileen Hollett-Stonum	Urban Forestry Education Specialist	(916) 584-5167	Eileen.Hollett@fire.ca.gov
Vacant	Urban Forestry Analyst	NA	NA

APPENDIX F – CAL FIRE Standards and Specifications for Purchasing, Planting, and Maintaining Trees



This Appendix is a compilation of the *Guideline Specification for Nursery Tree Quality: Strategies for Growing a High-Quality Root System, Trunk, and Crown in a Container Nursery, and the Tree Care Cue Cards*. It has been prepared to instruct grantees on how to select, plant, and care for young trees.

Illustrations by Edward F. Gilman, Professor, Environmental Horticulture Department, IFAS, University of Florida; adaptions from Arboriculture: Integrated Management of Landscape Trees, Shrubs and Vines, 4th ed., by R. W. Harris, J. R. Clark, and N. P. Matheny (Prentice Hall, 2003).



Developed as a project of CAL FIRE, Western Chapter International Society of Arboriculture, California ReLeaf, and the Urban Tree Foundation. Copyright © 2011 Brian Kempf and Ed Gilman

NURSERY TREE QUALITY

I. GENERAL SPECIFICATIONS

Proper Identification: All trees shall be true to name as ordered or shown on planting plans and shall be labeled individually or in groups by species and cultivar (as appropriate).

Compliance: All trees shall comply with federal and state laws and regulations requiring inspection for plant disease, pests, and weeds. Inspection certificates required by law shall accompany each shipment of plants. Clearance from the local county agricultural commissioner, if required, shall be obtained before planting trees originating outside the county in which they are to be planted. Even though trees may conform to county, state, and federal laws, the buyer may impose additional requirements.

Inspection: The buyer reserves the right to reject trees that do not meet specifications as set forth in these guidelines or as adopted by the buyer. If a defect or substandard element can be corrected easily, appropriate remedies shall be applied. If destructive inspection of a root ball is to be done, the buyer and seller shall have a prior agreement as to the time and place of inspection, number of trees to be inspected, and financial responsibility for the inspected trees.

Delivery: The buyer shall stipulate how many days prior to delivery that delivery notification is needed. Buyer shall stipulate any special considerations to the nursery prior to shipment.

II. HEALTH AND STRUCTURE SPECIFICATIONS

These specifications apply to deciduous, broadleaf evergreen, and coniferous species. They do not apply to palms. Note that leaf characteristics will not be evident on deciduous trees during the dormant season.

Crown: The form and density of the crown shall be typical for a young specimen of the species or cultivar. The leader shall be intact to the very top of the tree.

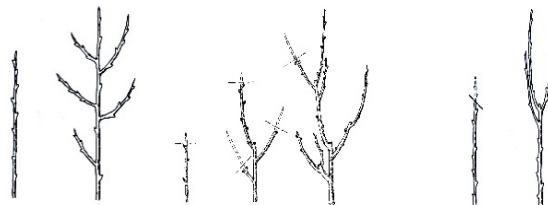
Leaves: The size, color, and appearance of leaves shall be typical for the time of year and stage of growth of the species or cultivar. Trees shall not show signs of moisture stress as indicated by wilted, shriveled, or dead leaves.

Branches: Shoot growth (length and diameter) throughout the crown shall be appropriate for the age and size of the species or cultivar. Trees shall not have dead, diseased, broken, distorted, or otherwise injured branches.

Trunk: The tree trunk shall be relatively straight, vertical, and free of wounds (except properly made pruning cuts), sunburned areas, conks (fungal fruiting bodies), wood cracks, bleeding areas, signs of boring insects, cankers, girdling ties, or lesions (mechanical injury). The terminal bud on the leader shall be intact to the very top of the tree, and it shall be the highest point on the tree. A #15 tree has a minimum caliper of 0.75 inches.

Roots: The root system shall be substantially free of injury from biotic (e.g., insects and pathogens) and abiotic (e.g., herbicide toxicity and salt injury) agents. Root distribution shall be uniform throughout the container substrate and shall be appropriate for the species or cultivar. At time of inspection and delivery, the root ball shall be moist throughout. Roots shall not show signs of excess soil moisture conditions as indicated by

Figure 1.



stunted, discolored, distorted, or dead roots.

Shade trees that grow to be large shall have one relatively straight central leader (Figure 1). Heading the tree is acceptable provided the central leader is re-established in the nursery.

Main branches (Figure 2) shall be well distributed along the central leader, not clustered together. They shall form a balanced crown appropriate for the cultivar or species.

The diameter of branches (Figure 3) that grow from the central leader, or trunk, shall be no larger than two-thirds (one-half is preferred) the diameter of the trunk measured just above the branch.

The largest branches shall be free of bark inclusions that extend into the branch union (Figure 4).

Small-diameter branches (Figure 5), particularly on trees less than 1-inch caliper, should be present along the lower trunk below the lowest main branch. These branches shall be no larger than 3/8 inch in diameter.

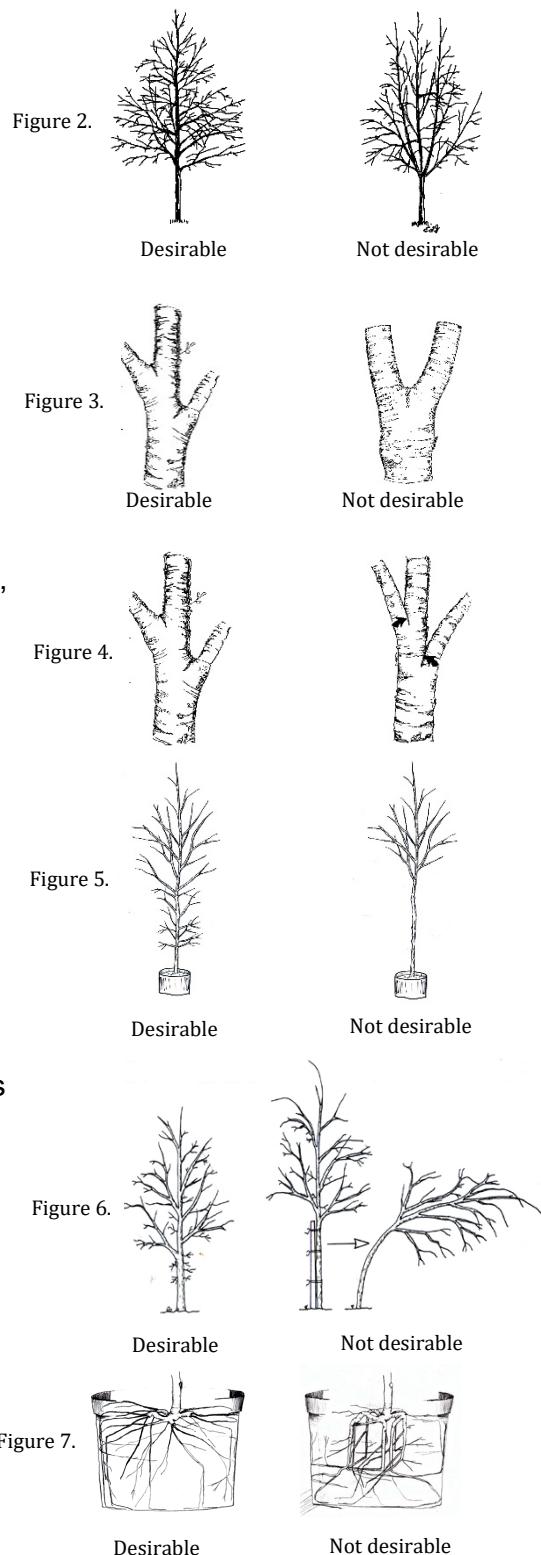
The trunk shall be free of wounds, sunburned areas, conks (fungal fruiting bodies), wood cracks, bleeding areas, signs of boring insects, cankers, or lesions. Properly made recent or closed pruning cuts are acceptable.

The trunk caliper (diameter) and taper (Figure 6) shall be sufficient so that the tree remains vertical without a stake.

The root collar (the uppermost roots) (Figure 7) shall be within the upper 2 inches of the soil media (substrate). The root collar and the inside portion of the root ball shall be free of defects, including circling, kinked, and stem-girdling roots. Roots at the surface should grow mostly straight to the side of the container. You may need to remove soil near the root collar to inspect for root defects.

The tree shall be well rooted in the soil media. Roots shall be uniformly distributed throughout the container, meaning that roots should not be concentrated at the bottom of the root ball. Some roots should contact the container wall in the top half of the root ball (Figure 7). When the container is removed, the root ball shall remain intact. When the trunk is lifted, both the trunk and root system shall move as one. The imprint of the liner or smaller container shall not be visible (Figure 7).

The root ball shall be moist throughout at the time of inspection and delivery. The roots shall show no signs of excess soil moisture as indicated by poor root growth, root discoloration, distortion, death, or foul odor. The crown shall show no signs of moisture stress as indicated by wilted, shriveled, or dead leaves or branch dieback.



TREE PLANTING

Selecting quality trees: Planting quality trees begins by selecting the right tree for the right location and choosing vigorous, structurally sound trees from the nursery.

Digging the hole: A firm, flat-bottomed hole will prevent trees from sinking. Dig the hole only deep enough to position the root collar even with the landscape soil surface (Figure 8). Use a rototiller or shovel to loosen soil in an area three times the size of the root ball. This loose soil promotes rapid root growth and quick establishment.

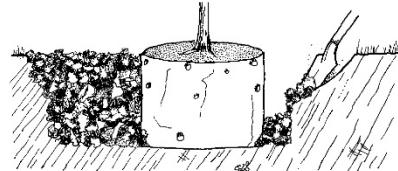


Figure 8. Loosening soil in a large area around the root ball allows for rapid root growth and quick establishment.

Installing the tree: Remove soil and roots from the top of the root ball to expose the root collar; cut away any roots that grow over the collar (Figure 9). Cut any roots that circle or mat along the sides and bottom of the root ball (Figure 10). The root collar shall be even with the landscape soil after planting (see Figure 9). Backfill with soil removed from the hole. Minimize air pockets by packing gently and applying water. Build a berm 4 inches tall around the root ball to help force water through the root ball. Enlarge the berm as the tree establishes.

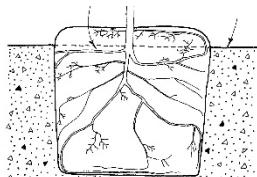


Figure 9. Remove soil and roots growing over the root collar (A) and place collar level with soil surface (B).

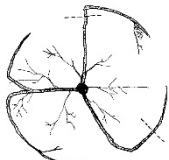


Figure 10. Cut roots at (A) to form new roots that grow away from the trunk. Do not cut roots at (B), since the root defects will regrow.

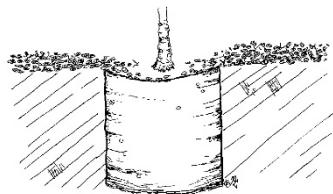


Figure 11. Mulch shall taper to a slightly thinner layer on top of the root-ball.

Mulching: A layer of organic mulch, such as leaf litter, shredded bark, or wood chips, helps protect tree roots from temperature extremes and conserves soil moisture. Mulch also helps prevent grass from competing with the tree for water and nutrients. The mulched area makes it easier to operate mowers and weed eaters without hitting the trunk and compacting soil. Apply mulch to a depth of 3 to 4 inches (slightly thinner on top of the root ball) (Figure 11).

Staking: The method of staking is dependent on a tree's ability to stand on its own and the location of the planting site. Staking is used to hold trees erect, allow the root ball to anchor, and protect the trunk from damage by equipment. Stakes should be removed when the tree can stand on its own and the root ball is anchored. Stakes should be positioned away from the tree and secured to the trunk at the point where the tree stands straight. Do not use wire or any strap that will girdle the tree or damage the bark. If a tree cannot stand straight on its own after staking, a splint stake tied directly to the trunk made of bamboo, spring steel, or a fiberglass rod may be used to straighten the upper trunk and/or leader. Avoid using square wood secondary stakes. Acceptable staking examples may be seen below (Figures 12, 13, and 14).



Figure 12. Double

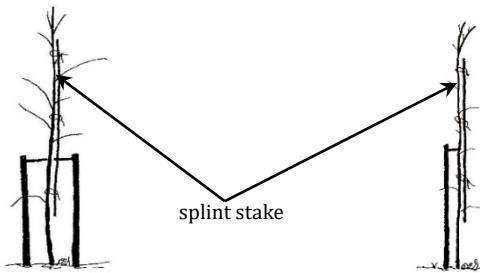


Figure 13. Double staked with splint

splint stake

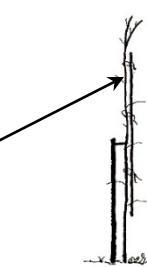


Figure 14. Single staked with splint

TREE TRAINING AT PLANTING AND IN THE EARLY YEARS

Trees that grow to be large are more structurally sound and cost-effective to maintain when trained with a central dominant leader that extends 30 feet or more into the crown (Figure 15). Vigorous, upright branches and stems that compete with the central leader can become weakly attached (Figure 15).

Trees with branches spaced along the central leader, or trunk (Figure 15) are stronger than trees with branches clustered together (Figure 15). Prune trees at planting to one central leader by removing or shortening (shown) competing stems (Figure 16). All branches and stems shall be considerably shorter than the central leader after pruning is completed (Figure 16).

Reduction cuts can be used on trees at planting to subordinate branches that are codominant (Figure 20). Some upright stems and branches can be removed entirely back to the trunk. Heading cuts may have to be used occasionally.

Remove or shorten branches that are larger than half the trunk diameter at planting and every few years thereafter. Shorten them by cutting back to a live lateral branch (Figure 17). This lateral branch shall be pointed away from the trunk and it should not be growing upright. The central leader shall be more visible in the crown center after pruning. Only large-diameter branches need to be pruned because they compete with the leader and could be weakly attached (Figure 17, L). Small branches (Figure 17, S) do not need pruning because they will not compete with the leader.

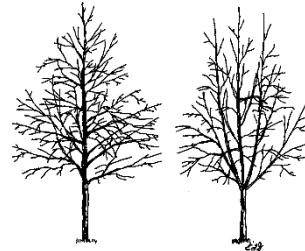


Figure 15. Good tree structure (left); poor structure (right).

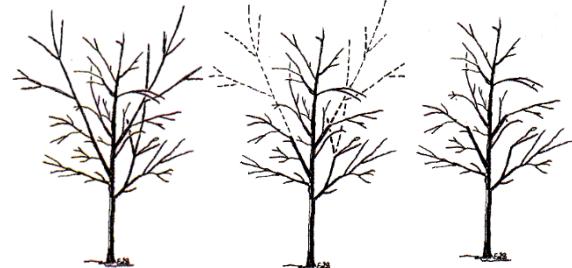


Figure 16. Shorten competing stems to improve structure.

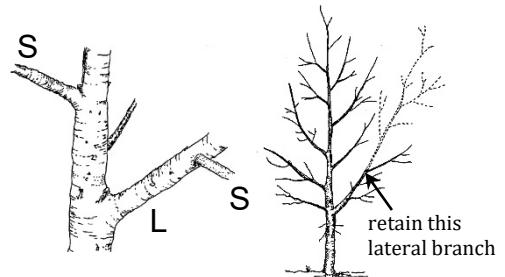


Figure 17. Only large branches need pruning (L). Small branches (S) do not need to be pruned.

The best way to shorten large or long stems and branches is to cut them back to a live lateral branch (Figure 19). This slows growth on the pruned parts and encourages growth in the dominant leader creating sound structure.

Remove larger branches by making three cuts. This prevents the bark from peeling or splitting off the trunk below the cut. Make the final cut back to the branch collar (enlarged area around union of branch where it joins the trunk).

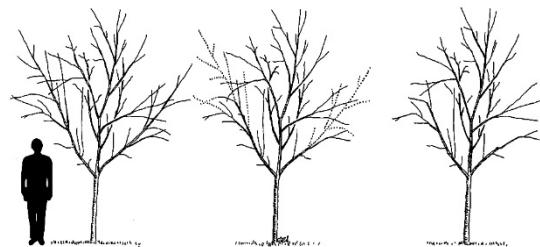


Figure 18. Shortening larger low branches concentrates growth in the leader and improves tree structure.

Structural Pruning Checklist

1. Develop and maintain a central leader.
2. Identify the lowest branch in what will become the permanent crown.
3. Prevent branches below the permanent crown from growing larger than half the trunk diameter.
4. Space main branches along the central leader.
5. Reduce vigorous upright stems back to lateral branches or remove entirely (Figure 20, next page).

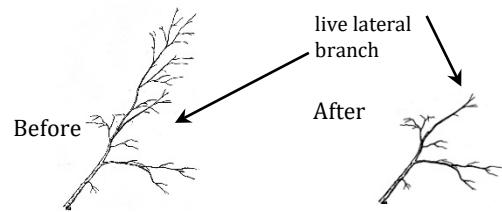


Figure 19. Reduce a stem back to a live lateral branch to slow its growth.

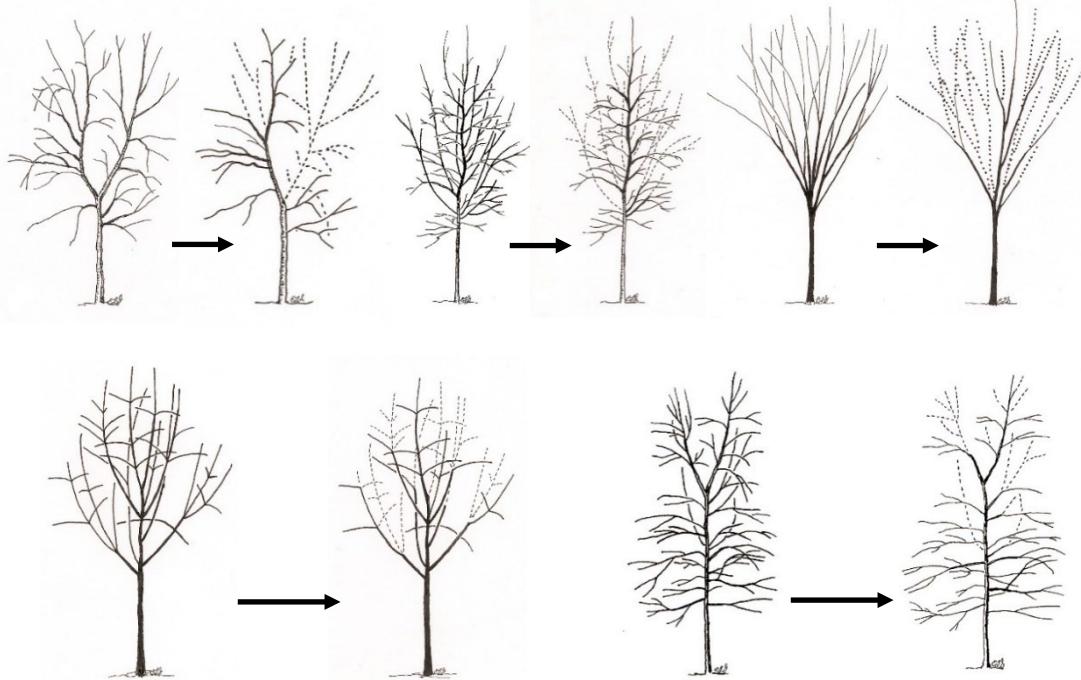


Figure 20. Before and after pruning at planting for

Irrigation

Consistent irrigation is critical for tree establishment.

- Apply about 3 gallons of water per inch of trunk diameter to the root ball 2 or 3 times per week for the first growing season.
- Increase volume and decrease frequency as the tree becomes established. Weekly irrigation during the second year and bimonthly irrigation during the third year should be sufficient for establishment.
- Once established, irrigation requirements depend on species, planting site, climate, and soil conditions.
- Irrigation devices should be regularly checked for breaks and leaks.
- Consider use of recycled water when available and where the species will tolerate it and the recycled water quality is adequate.

IMPORTANT NOTE: Tree species selected must be classified as very low, low, or moderate water use species in the [WUCOLS IV](#) or must be justified for the planting site(s) selected.

APPENDIX G – Required Management Activities Practices

MINIMUM DATA COLLECTION ATTRIBUTES (MDCA) FOR URBAN TREE INVENTORIES

Tree inventory information is recommended to include more information than the MDCA to be submitted for trees planted or removed as part of the CAL FIRE-funded project.

IMPORTANT NOTE: Failure to gather data to the below attributes will result in the denial of reimbursement of grant funds unless specific written authorization to deviate from the attributes has been provided by a CAL FIRE Regional Urban Forester or the Program Manager prior to invoice submittal.

- **Mapping coordinate.** X and Y coordinate locations (latitude and longitude). Each tree and planting site will be located using GIS and/or GPS equipment.
- **Block side.** The location of each street tree and planting site so that they can easily be identified for future work. Street trees and planting sites will be located using a street name, side of lot, tree number, and block side information (on street, from street, and to street).
- **Location.** The tree's physical location in relation to public Right of Way and/or public space will be recorded. (*Optional and recommended: consider collecting distance and azimuth from buildings.*)
- **Species.** Trees will be identified by *genus* and *species*.
- **Diameter.** Tree trunk diameter will be recorded. This should be to the nearest 1-inch.
- **Stems.** The number of stems a tree has will be recorded.
- **Condition.** In general, the condition of each tree will be recorded in one of the following categories adapted from the rating system established by the International Society of Arboriculture:

Excellent	100%
Very Good	90%
Good	80%
Fair	60%
Poor	40%
Critical	20%
Dead	0%

- **Maintenance need.** The following maintenance categories (*or similar approved by CAL FIRE prior to collection*) will be collected:
 1. **Priority 1 Removal.** Trees designated for removal have defects that cannot be cost-effectively or practically treated. Most of the trees in this category will have a large percentage of dead crown and pose an elevated level of risk for failure. Any hazards that could be potential dangers to persons or property and seen as potential liabilities would be in this category. Large dead and dying trees that are high liability risks are included in this category. These trees are the first ones that should be removed.
 2. **Priority 2 Removal.** Trees that should be removed but do not pose a liability as great as the first priority will be identified here. This category would need attention as soon as “Priority One” trees are removed.
 3. **Priority 3 Removal.** Trees that should be removed, but that pose minimal liability to persons or property, will be identified in this category.
 4. **Priority 1 Prune.** Trees that require priority one pruning are recommended for trimming to remove hazardous deadwood, hangers, or broken branches. These trees have broken or hanging limbs, hazardous deadwood, and dead, dying, or diseased limbs or leaders greater than four inches in diameter.
 5. **Priority 2 Prune.** These trees have dead, dying, diseased, or weakened branches between two and four inches in diameter and are potential safety hazards.
 6. **Large Tree Routine Prune.** These trees require routine horticultural pruning to correct structural problems or growth patterns, which would eventually obstruct traffic or interfere with utility wires or buildings. Trees in this category are large enough to require bucket truck access or manual climbing.
 7. **Small Tree Routine Prune.** These trees require routine horticultural pruning to correct structural problems or growth patterns, which would eventually obstruct traffic or interfere with utility wires or buildings. These trees are small growing, mature trees that can be evaluated and pruned from the ground.
 8. **Training Prune.** Young, large-growing trees that are still small must be pruned to correct or eliminate weak, interfering, or objectionable branches to minimize future maintenance requirements. These trees, up to 20 feet in height, can be worked with a pole-pruner by a person standing on the ground.
 9. **Stump Removal.** This category indicates a stump that should be removed.
 10. **Plant Tree.** During the inventory, vacant planting sites will be identified by street and address. The size of the site is designated as small, medium, or large (indicating the ultimate size that the tree will attain), depending on the growing space available and the presence of overhead wires.
- **Clearance Required.** Trees, which are causing or may cause visibility or clearance difficulties for pedestrians or vehicles, will be identified, as well as those trees blocking clear visibility of signs or traffic signals.

- **Hardscape Damage.** Damage to sidewalks and curbs by tree roots are noted. Notes on potential fixes for the problem are encouraged (redesign options etc....)
- **Overhead Utilities.** The inventory indicates whether overhead conductors or other utilities are present at the tree site that could result in conflicts with the tree.
- **Grow space.** The area within the growing space is categorized as:

T	Tree Lawn
W	Well/Pit
M	Median
P	Raised Planter
O	Open/Unrestricted
I	Island
U	Unmaintained Area

- **Space Size.** The narrowest dimension of the Grow Space, in feet. (I.e., 3'x3' cut-out, 4' parkway strip, open parkland, etc.).
- **Notes.** Additional information regarding disease, insect, mechanical damage, etc. can be included in this field.

URBAN FOREST MANAGEMENT PLAN BEST PRACTICES

CAL FIRE Requires: Failure to meet the below requirements will result in the denial of reimbursement of grant funds unless specific written authorization to deviate from them has been provided by CAL FIRE.

- Management plans must be informed by the residents of the jurisdiction that have been authentically engaged in the plan's creation.
- Management plans must be developed based on reliable collected data, such as a tree inventory, urban forest mapping and analysis, urban forest economic analysis, etc.
- Management plans must be a long term (40-50 year), comprehensive document, not solely a maintenance plan.
- Management plans must address the entire jurisdiction including private property in some form (regulations, incentives, best practices, etc.).
- There shall be a provision for periodic review of any urban forest management plan.
- A management plan must be referenced in an ordinance, a general plan element, or be officially adopted by the governing body in another binding, enforceable way as approved by CAL FIRE staff.

- Any management plan must set a tree canopy cover goal for the jurisdiction. The goal must, at minimum, maintain the current tree canopy cover level (No Net Loss policy).
- Management plans must address the following: tree maintenance (including best management practices), wildfire (if applicable), urban wood utilization, and roles of the jurisdiction's agencies. This may be done by referencing other policy documents.

CAL FIRE Recommends: Grantees should strongly consider using the following resources.

- [Vibrant Cities Lab](#): “The US Forest Service, American Forests and the National Association of Regional Councils created Vibrant Cities Lab to help city managers, policymakers and advocates build thriving urban forest programs”.
- [UFMP Toolkit](#). Provides a “how-to” approach to develop an Urban Forest Management Plan (UFMP). The toolkit will lead you through a planning process and provide helpful references and additional tools.
- [The American Public Works Association guide for Urban Forest Management Plans](#).
- [iTree](#). A series of urban forest analysis tools are available for free on the iTree website.
- [Arbor Day Foundation's Tree City USA](#). All cities engaging in Management Activities Grants should consider applying for Tree City USA status. It is a free municipal recognition program that has been in existence since 1976. A CAL FIRE Regional Urban Forester can assist you with this.
- [SelecTree](#): Identify suitable species with desirable attributes.

APPENDIX H - EXPLANATION OF TERMS

TERM	EXPLANATION
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, more than 10% of a primary budget category 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 time period.
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 result from the agency's proposed Project. For more information refer to https://opr.ca.gov/ceqa/ .
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	Areas that are disproportionately affected by multiple types of pollution and areas with vulnerable populations. The Secretary for Environmental Protection at CalEPA is responsible for identifying disadvantaged communities for all CCI investments. For additional information, please refer to: CalEPA's GHG Invest .
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.

GHG reductions or Net GHG benefit	The sum of the GHG emission reductions and sequestration, less any GHG emissions resulting from project implementation. GHG emission reductions and net benefits are determined in accordance with ARB's quantification methodologies.
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. <u>Indirect costs may only be applied as a % of direct costs within the agreement, cannot be applied towards equipment costs, and cannot exceed 12%.</u>
Low-income Community	Communities that are either at or below 80 percent of the statewide median income or at or below the threshold are designated as low-income by the California Department of Housing and Community Development's (HCD) 2016 State Income Limits. The Secretary for Environmental Protection at CalEPA is responsible for identifying low-income communities for the purpose of CCI investments. For additional information, please refer to: CalEPA's GHG Invest .
Minor Equipment	Equipment costing less than \$5,000 per unit and typically having a lifespan longer than the term of the grant. Minor equipment includes such items as digital cameras used to document project pre and post conditions, global positioning systems (GPS), etc. <u>Only Minor equipment will be eligible for application towards Indirect Costs calculations.</u>
Miyawaki Method	A method of establishing groves of trees or pocket forests that uses densely planted trees and complementary plants. The method emphasizes native species, soil health, wildlife habitat, carbon sequestration and provision of ecosystem benefits. One important goal is to accelerate the natural succession process to obtain a climax forest.
Modification	An agreement modification is an informal agreement that moves dollars in the line item and task budgets not to exceed 10% of a primary 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.
Nonprofit Organization	Any California corporation organized under Sections 501(c) (3) of the Federal Internal Revenue Code. A letter of determination certifying nonprofit 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.
Pocket Forest	Small groves of trees and associated vegetation covering an area between 4,356 to 43,560 square feet.
Project Performance Period	The time-period, as 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.
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 application.
Project Budget Detail	The term “Project Budget Detail” as used herein defines the proposed detailed budget plan identified in Appendix B .
Resolution	The purpose of a resolution by a Grantee’s governing body is to allow the entity to sign agreements and amendments for a specific project; i.e., it allows the designated entity to enter an agreement with the State of California, and it designates someone to sign on behalf of the Grantee’s governing board. A signed resolution must be submitted at the time Project Proposals are returned to CAL FIRE’s Grants Management Unit, Sacramento Headquarters. See CAL FIRE Urban and Community Forestry Grants website for Resolution form.