California Climate Investments

Department of Forestry and Fire Protection

(CAL FIRE)

Fire Prevention Grants Program

Procedural Guide

FY 2021-2022

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Introduction

This procedural guide includes information about the California Department of Forestry and Fire Protection (CAL FIRE) Fire Prevention (FP) Grants Program. The Program is funded by the State of California General Fund and with Cap-and-Trade auction proceeds appropriated by the California Legislature to agencies that administer California Climate Investments (CCI) and the General Fund (GF).

Up to $120 million is being allocated to CAL FIRE's Fire Prevention Grants Program in Fiscal Year 2021-2022 from the CCI Greenhouse Gas Reduction Fund (GGRF) and GF. For more information about CAL FIRE's other CCI programs, please visit CAL FIRE Grants.

Fire Prevention Grants Program Summary

CAL FIRE's FP Grants Program provides funding for fire prevention projects and activities in and near fire threatened communities that focus on increasing the protection of people, structures, and communities. Funded activities include hazardous fuels reduction, wildfire prevention planning, and wildfire prevention education with an emphasis on improving public health and safety while reducing greenhouse gas emissions.

California's Strategic Fire Plan serves as a roadmap for project development. Projects are evaluated based on the overall benefit to reduce the threat of wildfires to people, structures, and communities. CAL FIRE will consider the wildfire hazards and risk of an area, the geographic balance of projects, and whether the project is complementary to other fire prevention or forest health activities when awarding grants. Disadvantaged communities and low-income communities as defined by Assembly Bill 1550 (Gomez) (Stats. 2016, Ch. 369), and projects that demonstrate a carbon benefit by reducing greenhouse gas emissions and contain matching funds will receive additional priority. Projects are selected on a competitive basis and consecutive awards are not guaranteed. Designation can be determined using the process in Appendix K.

CAL FIRE will provide technical expertise and management oversight of grants but may not be the primary agency or applicant in projects.

Qualifying Project Types and Activities

The FP Grants Program funds three types of activities: hazardous fuels reduction, wildfire prevention planning, and wildfire prevention education. Below are some examples of qualifying projects and activities:

Hazardous Fuels Reduction

- Vegetation clearance in critical locations to reduce wildfire intensity and rate of spread
- Creation or maintenance of fuel breaks in strategic locations, as identified in CAL FIRE Unit Fire Plans, a Community Wildfire Protection Plan, or similar strategic planning document
- Removal of ladder fuels to reduce the risk of crown fires
- Creation of community-level fire prevention programs, such as community chipping days, roadside chipping, and green waste bin programs
- Selective tree removal (thinning) to improve forest health to withstand wildfire
- Modification of vegetation adjacent to roads to improve public safety for egress of evacuating residents and ingress of responding emergency personnel
- Reduction of fuel loading around critical infrastructure to maintain continuity of government and other critical services, including, but not limited to fire, police, water, sewer, roads, etc.
- Purchase of fuel modification equipment not to exceed $250,000. Equipment is an item of $5,000 or more per unit cost and has a tangible useful life of more than one year
- Supplies include items under $5,000 per unit cost. Chainsaws are an example of a supply item and are ***not*** considered equipment
- Projects to improve compliance with defensible space requirements as required by Public Resources Code Section 4291 through increased inspections, assessment, and assistance
- Projects to reduce the flammability of structures and communities to prevent their ignition

Wildfire Prevention Planning

- Wildfire risk or related mapping
- Creation or update of strategic wildfire planning documents, such as:
    - Evacuation plans
    - Community Wildfire Protection Plans (CWPP)
    - Local Hazard Mitigation Plans
    - Safety Elements
    - Wildfire prevention or mitigation plans

Wildfire Prevention Education

- Development and implementation of public education and outreach programs. Programs may include technical assistance, workforce recruitment and training, and equipment purchases
- Workshops, meetings, materials creation, and other educational activities with the purpose of increasing knowledge and awareness of information that could be used to reduce the total number of wildfires, acres burned, and structures lost
- To educate the public on wildfire mitigation and risk reduction strategies
- Activities are subject to CAL FIRE approval

Eligibility, Conditions, and Important Points

Eligibility

- State Agencies
- Federal Agencies
- Native American Tribes
- Joint Powers Authority (JPA) if the entities involved are eligible applicants
- Local agencies, including:
    - City, county, or city and county
    - Fire protection districts
    - Community services districts
    - Water districts
    - Resource conservation districts
    - Special districts
- Certified local conservation corps
- Fire Safe Councils with a 501(c)(3) designation
- Other qualified non-profit organizations with a 501(c)(3) designation

In situations where a local government has contracted with CAL FIRE for fire protection services, CAL FIRE is considered a local government for purposes of this grant program.

Applicants may ***not*** be one of the following:

- A privately held for-profit company or corporation
- Individual landowners requesting a grant specifically for a project to be completed on only their own land
- Homeowners' associations or other associations unless they have 501(c)(3) non-profit status. These associations should consider applying through a fiscal sponsor such as eligible applicants listed above.

Examples of eligible costs include, but are not limited to:

- Removal of dead, dying or diseased trees posing an imminent threat to public rights-of-way and public infrastructure, which may include trees on private property
- Contracted tree removal, transportation, holding site fees, and disposal
- Costs that are necessary and prudent to the accomplishment of the project, e.g.
    - Equipment leased to perform work on project
    - Thinning contractors
    - Fuel and Maintenance
    - CEQA/NEPA Costs

Examples of ineligible costs include, but are not limited to:

- Removal of trees from private property that do not pose an imminent threat to public health and safety
- Costs associated with improvement of landscaping, including planting
- Costs that are not directly associated with the project
- Costs already funded or budgeted through another source (i.e., supplanting)
- Income, fees, revenues, or wages lost or voluntarily waived by a local agency
- Activities or costs associated with permanent work such the construction of a biomass facility
- Costs incurred before or after the project performance period
- Cost of preparing a grant and application
- Late fees, penalties, and bank fees

Examples of non-qualifying project types and activities include, but are not limited to:

- Purchase of capital equipment greater than $250,000
- Purchase of capital equipment without demonstrating how the equipment will be utilized
- Installation, creation, upgrade, or maintenance of fire protection features, such as roads, bridges, structures, or water storage facilities
- Any project submitted by a for-profit company or corporation
- Projects or activities utilizing CAL FIRE staff without corresponding reimbursements or requests seeking funding for services already provided by CAL FIRE

Conditions

1. Grants can be made only to “eligible” applicants.

2. Projects must provide benefits to habitable structures and people in and near wildfire threatened communities.

3. Projects utilizing partners must provide a letter of commitment from the entity as proof that they have contacted the entity, the entity has the required resources (if needed) to commit toward the project, and the entity supports the project.

4. Fire Prevention qualifying projects and activities are limited to those where the proposed project or activity addresses the hazards and risk to fire threatened communities that focus on increasing the protection of people, structures, and communities.

5. Applicants must consider greenhouse gas emissions of project activities and plan to reduce emissions as much as possible during project activities.

6. Grantees must have the ability to plan, administer, and complete the grant project.

7. For some projects, the Grantee may be required to prepare a California Environmental Quality Act (CEQA) or National Environmental Policy Act (NEPA) document. Projects requiring CEQA/NEPA review are required to provide documented compliance within 12 months from the grant execution. CEQA/NEPA compliance must begin immediately after grant execution. **Documented CEQA/NEPA compliance is required prior to commencing any ground disturbing activity.**

8. Projects proposed on a “forested landscape,” as defined in Public Resources Code (PRC) §754, will require a Registered Professional Forester (RPF) to design and oversee any fuel hazard reduction vegetation removal, as defined in PRC §753, copied below. The RPF will conduct at least one site visit during active project operations to ensure vegetation removal is being conducted according to the prescription. An RPF is not required to provide the general project information required in the Scope of Work during the grant application phase, but the applicant must demonstrate how CEQA/NEPA compliance will be met, including RPF involvement, in the Project Scope of Work and include this cost in the budget if applicable.

    a. *PRC §753 - “Forestry,” as used in this article, refers to the science and practice of managing forested landscapes and the treatment of the forest cover in general, and includes, among other things, the application of scientific knowledge and forestry principles in the fields of fuels management and forest protection, timber growing and utilization, forest inventories, forest economics, forest valuation and*

finance, and the evaluation and mitigation of impacts from forestry activities on watershed and scenic values, to achieve the purposes of this article. The practice of forestry applies only to those activities undertaken on forested landscapes. The professions specified in Section 772 are not practicing forestry when mitigating or recommending mitigation of impacts from previous forestry activities on related watershed or ecological values within their area of professional expertise or when recommending those mitigations for proposed timber operations. However, public, and private foresters are required to be licensed pursuant to this article when making evaluations and determinations of the appropriate overall combination of mitigations of impacts from forestry activities necessary to protect all forest resources.

b. *PRC §754 - "Forested landscapes" means those tree dominated landscapes and their associated vegetation types on which there is growing a significant stand of tree species, or which are naturally capable of growing a significant stand of native trees in perpetuity, and is not otherwise devoted to non-forestry commercial, urban, or farming uses.*

9. Projects outside of a "forested landscape" should consider the use of a professional ecologist, biologist, certified rangeland manager, arborist, RPF, or other professional with knowledge of local ecosystem processes to develop an appropriate fuel hazard reduction removal project.

10. CAL FIRE has the discretion to specify an earlier project completion date at the time of award based on the funds associated with the grant award. CAL FIRE will work with the awardees to ensure projects will still be achievable within the earlier timeframe.

11. Fuel reduction vegetation treatment prescriptions shall focus on increasing safety for the public and first responders as well as reducing fire hazards, improving tree growth, and increasing structure, community, and forest resilience. Treatments shall eliminate the vertical and horizontal continuity of vegetative fuels for the purpose of reducing the rate of fire spread, duration and intensity, fuel ignitability, ignition of tree crowns, or structures.

12. Required project deliverables for all hazardous fuel reduction projects to be included in the Project Scope of Work:

    a. Pre-and post-treatment description of site conditions and project results relative to hazardous tree or vegetative conditions, wildfire hazard reduction goal accomplishments, or measurable metric for evaluation of the project (such as number of acres treated). CAL FIRE reserves the right to retain copies of these descriptions and publicly disseminate the information for its own purposes.

    b. GIS data files supporting the project map to allow CAL FIRE to accurately document the spatial extent of the project.

c. Documented CEQA/NEPA compliance within 12 months of grant execution. This includes CEQA or demonstration of exemption.

13. Grant applications must describe the method used to determine the grant amount requested. This methodology must include the grant costs less any income from forest products or other revenues received from the grant implementation.

14. All project and activity work related to grants must be completed by March 15, 2026. Grant projects may have an earlier completion date but must be completed by March 15, 2026.

15. Final invoices for grant-related work must be submitted to CAL FIRE no later than 30 days after the project completion date.

16. A final report is due within 30 days of the grant expiration or along with the grant final invoice. Pre-project and post-project pictures must be submitted with the Final Report along with updated polygons.

17. Projects must demonstrate all efforts to reduce greenhouse gas emissions. Projects that demonstrate significant greenhouse gas emissions reductions will be favored.

18. Grantees are required to include the California Climate Investments funding boilerplate and logo with the CAL FIRE logo on all outreach and public-facing materials including but not limited to press releases, media advisories, printed collateral, event invitations, signs, and project/program websites.

Important Points

1. Each application should focus on *one or more* of the following major activities:

    a. *Hazardous Fuels Reduction*

    b. *Wildfire Prevention Planning*

    c. *Wildfire Prevention Education*

2. **Submission of Application to the CAL FIRE FP Grants SharePoint folder is due by February 9, 2022 at 3:00 PM PST**.

3. No reimbursable work on the proposed Fire Prevention Grant projects may commence until there is a fully executed agreement between CAL FIRE and the Grantee. An agreement is considered fully executed upon signature and approval by the State Fire Marshal or designee.

4. All project and activity work related to grants must be completed by March 15, 2026.

5. No ground disturbing work may commence until the requirements of CEQA/NEPA have been satisfied.

6. Agreements must be executed by the date specified in the Agreement.

7. Reimbursement payments are expected to be issued 45 calendar days from the time an acceptable invoice is submitted. Payments are sent via U.S. Mail; electronic payment is not available. The invoice approval process is as follows:

    1) Invoice submitted to the Region for review and approval

    2) Unit reviews the invoice and performs a project site inspection if applicable, to verify that work to be invoiced has been satisfactorily completed according to the deliverable items described in the grant documentation

    3) Grants Management Unit reviews and submits the invoice to the Business Service Office for payment.

8. When a Contract County is the Grantee, the Contract County must contact the CAL FIRE Administrative Unit to conduct an inspection of the modification efforts prior to invoicing the CAL FIRE Administrative Unit for completed work. The CAL FIRE Administrative Unit or designee will conduct an inspection to verify that work to be invoiced has been satisfactorily completed according to the deliverable items described in the grant documentation.

9. A resolution or attesting document is required for all Fire Prevention Grants. The attestee cannot be the same individual as designated by the board to sign the agreement. Please refer to the sample resolution (Appendix B).

    Note: Where the line indicates 'whereas, the Board designates (designee's title)', list the title rather than an individual's name. In the event the individual retires or leaves the organization, a new resolution designating a replacement will be required if a name is listed rather than the working title. The resolution should name the designee for not only entering into agreements on behalf of the board but also the authorized signatory for invoices.

10. The Fire Prevention grants are not designed nor intended to create or substantially support ongoing administrative positions.

11. A Quarterly Progress Report is required and is located on our website at Quarterly Progress Report. The quarterly progress report will be due within 30 days of the end of every calendar quarter, i.e., report covering January through March is due no later than April 30th (even if no fiscal activity has occurred):

Quarter	Progress Report Covering	Due Date
1st Quarter	January 1 – March 31	April 30
2nd Quarter	April 1 – June 30	July 30
3rd Quarter	July 1 – September 30	October 30
4th Quarter	October 1 – December 31	January 30

12. A Final Report is required and is located on our website at Final Report. The final report is due within 30 days of the grant expiration or along with the grant final invoice:

    a. *Pre-project pictures and post-project pictures must be submitted with the Final Report*

    b. *Updated polygons reflecting completed treatment areas must be submitted with the Final Report*

13. The inclusion of indirect costs is acceptable for Fire Prevention Grant projects but must not exceed 12% of the total amount of grant funds provided to the Grantee, minus equipment. The 12% maximum of indirect cost applies to all entities including University of California (UC) and California State University (CSU) entities. Documentation related to the determination of the Grantee's indirect cost rate must be retained by the Grantee for audit purposes.

14. All educational materials and planning documents created and used for a Fire Prevention Grant project must be submitted to CAL FIRE. CAL FIRE may retain copies of these materials and utilize them for CAL FIRE's own purposes. Similarly, any Fire Prevention Grant project photos, videos, testimonials, or other similar information submitted to CAL FIRE throughout the performance of the project may be retained by CAL FIRE and utilized for CAL FIRE's own purposes.

Prevailing Wage Requirements

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

Greenhouse Gas Emissions (GHG) Requirements

California Climate Investments (CCI) administered by CAL FIRE through the Forest Health, Fire Prevention, and Urban and Community Forestry Programs contribute to California's climate goals by reducing emissions from wildfires, stabilizing long-term storage of carbon in biomass, and improving carbon sequestration in California's natural and working forests.

In terms of direct emissions benefits, the objectives of the FP Grants Program are to:

- Reduce GHG emissions from wildfire and prevent need for cleanup and rebuilding of communities following destructive wildfire events
- Provide fire personnel with more opportunities to access the fire perimeter to extinguish fires more quickly, thereby reducing GHG emissions
- Encourage projects that result in smaller scale fires to reduce carbon emissions and reduce the carbon impact
- Improve health and resilience of treated areas for increased carbon sequestration.
- Improve public awareness and reduce human caused wildfire ignitions
- Promote orderly growth and development through land use planning which helps to reduce GHG emissions

Eliminating wildfire starts, mitigating wildfires before they progress into wildland areas, and facilitating firefighting efforts and safety all contribute to reduced wildfire emissions over time. The FP Grants Program also includes support for planning, such as development of Community Wildfire Protection Plans, and education programs that promote fire-safe communities to capture the benefits and synergy of collective, community-wide efforts.

However, fuel reduction activities also release greenhouse gas emissions at the time of treatment, and CAL FIRE must balance emissions costs and benefits of the Fire Prevention and Forest Health Programs to comply with the law. Minimizing emissions of fuel treatment activities, using disposal methods other than open burning, and optimizing vegetation health options in the development of treatment prescriptions are important steps in project development to achieve balanced emissions costs and benefits.

Awardees will be required to submit information about project size, vegetation type, location, and treatment area so that CAL FIRE staff may complete emissions calculations for the project.

Calculations will be completed using an existing methodology produced by CAL FIRE and the California Air Resources Board for the Forest Health Program. Emissions effects of activities that do not fit the existing methodology will be described in detail. The grant application review process will include consideration of project activities with emissions benefits.

California Climate Investments (CCI) Reporting Requirements

Fire Prevention Grants are funded by Cap-and-Trade auction proceeds appropriated by the California Legislature to the California Department of Forestry and Fire Protection (CAL FIRE), who is responsible for administering funds allocated from the CCI Program.

Accountability and transparency are essential elements for CCI. Full public disclosure is required to provide information on how administering agencies are investing appropriations from the GGRF and what benefits are being achieved from those investments. CAL FIRE is responsible for collecting project information and reporting information to CCI.

For each grant project that is awarded in the amount of $1,000,000.00 or more, Grantees must submit jobs reporting data to CAL FIRE on a semi-annual basis in June and December. The reporting cycles cover information for the following periods: December 1 – May 31, June 1 – November 30. All grant projects meeting that criteria will be notified of the reporting dates and the data requirements.

Grant Application Review and Evaluation Factors

Review Process

Applications will be reviewed by CAL FIRE. The application review involves three levels:

- Local – CAL FIRE Units & Contract Counties
- Regional – CAL FIRE Northern and Southern Regional Offices
- Statewide – Statewide review team. The statewide review team will prepare a list of recommended projects and activities for consideration by the Director of CAL FIRE. The Director will make decisions on approved projects and activities taking into consideration the recommendations of the statewide review team.

Emphasis at each level will be placed on projects and activities that address hazards which reduce potential risk from wildfire in and near communities. The department shall consider the fire risk of an area, the geographic balance of projects, and whether the project is complementary to other fire prevention or forest health activities when awarding local

assistance grants. Additionally, to the extent possible, a project or activity will not be selected if it conflicts or competes with another proposed or approved project.

Evaluation Factors (Ranking Criteria)

In evaluating applications, CAL FIRE is seeking information that allows it to consider the following factors:

1. The grant application clearly identifies the focus of the grant as Hazardous Fuels Reduction, Wildfire Prevention Planning, or Wildfire Prevention Education.

2. The project addresses hazards and risks from wildfire.

    a. *The project includes Fire Hazard Severity rankings and indicates areas and their relative proportion of Very High, High and Moderate Fire Hazard Severity Zones as adopted by the State Fire Marshal and identified in the CAL FIRE map located at Fire Hazard Severity Zones.*

    b. *The proposed project is in or near a wildfire threatened community and adequately describes how it will address the hazards and risks from wildfire.*

    c. *The project protects other assets of wildfire threatened communities to maintain continuity of government operations and critical services. This includes, but not limited to, fire, police, power, water, sewer, roads, and other critical facilities. If the project does involve community infrastructure, it must explain how it will address the hazards and risks from wildfire to these assets.*

3. The project is related to or part of one or more strategic plans or tree removal plan:

    a. *The project is included in or consistent with one or more of the following plans:*

        i. CAL FIRE Unit Fire Plan, Contract County Fire Plan, Local Fire Plan, a CWPP, Community Evacuation Plan, tree removal plan, Fire Safe Council Action Plan, Firewise USA Community Wildfire Risk Assessment, Local Hazard Mitigation Plan, Safety Element plan, or other local plan (identified in Scope of Work) that addresses the hazards and risks from wildfire.

    b. *The project proposes to create, or update, a long-term fire hazard reduction planning document affecting or involving communities in the WUI, such as, but not limited to, a CWPP or Community Evacuation Plan. A strategic planning document would include a Safety Element of a General Plan and a Local Hazard Mitigation Plan with elements for increasing safety for the public and first responders.*

c. *The project removes hazardous trees in collaboration with other entities, other funding sources, or as part of a larger tree mortality project.*

d. *The project considers other projects in the last five years in the Unit/Contract County (approved – but not started, in progress, or completed) and adds to those efforts.*

e. *The project will lead to the completion of or is tied to a current tree removal plan.*

f. *The project strategically advances the protection of WUI* communities *across a region and/or the state, while increasing safety for the public and first responders.*

4. The applicant has taken steps to reduce emissions as much as possible, such as chipping, or mulching removed vegetation rather than burning it or disposing of material through biomass markets. The applicant is willing and able to provide project data as requested to calculate project emissions.

5. Community support exists.

    a. *The project includes plans for external communications, such as planned press releases, project signage, community meetings or field tours that all, or in part, reach owners and residents in the project area.*

    b. *Letters of Support have been obtained.*

    c. *Letters of Commitment from partnering entities should be submitted with application.*

    d. *Please note that although matching funds are not required, the existence of matching funds is a positive factor.*

6. There is an implementation plan in place.

    a. *The project includes a detailed timeline that addresses potential limitations and includes specific tasks and milestones to measure progress during implementation of the project.*

    b. *The project includes an accurate set of deliverables that are measurable and attainable.*

    c. *The project is fully defined with metrics to measure progress and completion.*

7. The project budget and narrative are clear and reasonable.

    a. *The proposed budget shows how grant funds will be spent by category.*

b. *Indirect costs are reasonable for the project proposed and must be 12% or less of the total grant request, minus equipment costs.*

c. *Costs are reasonable for the size, scope, and anticipated benefit of the proposed project.*

d. *For hazardous fuel reduction projects, the actual number of acres being treated is clearly defined.*

8. There is demonstrated capacity to administer the grant.

    a. *The applicant shows an acceptable amount of experience in administering grants. This is largely based on successfully administering other grant-funded projects/activities over the past five years. Project proponents having no previous experience with similar projects should discuss any past experiences that may help show capacity to successfully complete the proposed project. This may include partnering with a more experienced organization that can provide project support.*

    b. *Discuss successes and administration of previously awarded CAL FIRE grants or grants administered by the applicant for other granting entities.*

Application Process and Project Administration

Applicants are strongly encouraged to work with the local CAL FIRE Unit for guidance in developing project plans for your application. A CAL FIRE Unit contact list by county is located on the FP Grants website. Building a relationship with the local CAL FIRE Unit enhances the potential for a successful application and project award.

Applications not received by the deadline, not submitted in the CAL FIRE FP Grants SharePoint folder, or that do not adhere to the procedures in this guide, will not be accepted or considered.

Applicants will request a Project Tracking Number by emailing **ONE** of the following:

CNRgrants@fire.ca.gov (Northern Region Contact)

SouthernRegionGrants@fire.ca.gov (Southern Region Contact)

CALFIRE.Grants@fire.ca.gov (Sacramento)

Applicant MUST specify the grant application for which they are requesting tracking number. The request shall include:

- The applicant organization name
- The name of the CAL FIRE Unit where the project or activity will be located.
- The name of the project (if available)
- Email address of the individuals that will need access to the CAL FIRE SharePoint Folder to submit the application

The CAL FIRE email reply will include the assigned Project tracking number as well as links to the SharePoint folder and the Project Mapping Program.

Stage 1 - Project Application

Due February 9, 2022 at 3:00 PM PST

Electronic Application Submission in the *CAL FIRE FP Grants SharePoint folder* and Project Mapping Program:

Upload all documents related to your application to the CAL FIRE FP Grants SharePoint folder no later than **3:00 PM PST on February 9, 2022.** Instructions on how to apply through the SharePoint folder can be found at CAL FIRE FP Grants. Instructions on how to draw and submit a Geo Point and Polygons in the Project Mapping Program can also be found at CAL FIRE FP Grants

- Late submissions will be rejected. No exceptions. Late is defined as: after 3:00 PM PST on the due date according to the date stamp on the CAL FIRE FP Grants SharePoint folder. To avoid possible issues uploading documents (such as internet connectivity and internet speed), applicants are highly encouraged to upload their documents as early as possible.
- Please ensure you have retained a copy of all documents uploaded to the CAL FIRE FP Grants SharePoint folder for your own records. All user access to the CAL FIRE FP Grants SharePoint folder may be revoked after 3:00PM (PST) on the due date.

Applicants will upload application documents along with their application. The project application package consists of several attachments. These attachments are described in more detail in the appendices of this Procedural Guide. A completed Project Application Package must include the following additional documents:

- Attachment 1 – Grant Application (uploaded in a fillable PDF format as well as a scanned signed copy of the signature page.) Do not modify the application form.
- Attachment 2 – Scope of Work
- Attachment 3 – Proposed Project Budget in Excel format
- Attachment 4 – PDF project map
- Attachment 5 – Payee Data Record Standard Form 204
- Attachment 6 – Articles of Incorporation including the Seal from the Secretary of State or Letter of Determination or Affirmation from the Internal Revenue Service (**for non-profit applicants only**)
- Attachment 7 – Board Resolution granting authority to sign (if a signed board resolution is not available for the application, please submit a non-signed board resolution. A signed board resolution must be submitted in the grant agreement package, if awarded)
- Attachment 8 –Project Mapping Program (online submission)
- Attachment 9 – State of California Non-Discrimination Compliance (Std. 19)
- Attachment 10 – State of California Drug-Free Workplace Certification (Std. 21)
- Attachment 11 – Exhibit A and B of the University Model Agreement (only required for UCs, CSUs and their auxiliary entities that require the use of the University Model Agreement)

Complete these attachments accurately to avoid delays due to corrections and revisions prior to final approval. If revisions are necessary during Stage 2, then the revised Attachments 1 - 4 will be used in final documents agreed upon between the State and the Grantee as part of the final Grant Agreement. (Exception: Attachment 11 will be used in lieu of Attachment 2 and 3 for UCs, CSUs, and auxiliary entities. However, Attachment 2 and 3 shall contain the same SOW and Budget amounts and will be used for scoring purposes.)

Project Mapping Program

In addition to the CAL FIRE FP Grants SharePoint folder application package, each project will require an online mapping submission in our Project Mapping Program database. The online mapping submission consists of submitting a GeoPoint for all project types. For Hazardous Fuels Reduction and Wildfire Prevention Planning projects, you will need to submit Treatment Area and Project Area polygons as well. The Instructions on how to draw and submit a GeoPoint and Polygons in the Project Mapping Program can also be found at CAL FIRE FP Grants. There is a video and a quick reference guide with screenshots of the online mapping program.

- **Hazardous Fuel Reduction and Wildfire Prevention Planning applications without Geo Points *and* Polygons submitted in the Project Mapping Program will *not* be accepted**
- **Wildfire Prevention Education projects will submit the Geo Point only**

Complete all documents accurately to avoid delays due to corrections and revisions prior to final approval. If revisions are necessary during Stage 2, then the revised documents will be used in the final grant agreement between the State and the Grantee.

- Late submissions will be rejected. No exceptions. Late is defined as: after 3:00 PM PST on the due date according to the date stamp on the CAL FIRE FP Grants SharePoint folder. To avoid possible issues uploading documents (such as internet connectivity and internet speed), applicants are highly encouraged to upload their documents as early as possible.
- Please ensure you have retained a copy of all documents uploaded to the CAL FIRE FP Grants SharePoint folder for your own records.

Stage 2 - Grant Application Review and Selection

Sacramento staff will review the project application packages for completeness and determine if the project meets the objectives of the program. Applications found to meet the initial criteria will continue in the review process. Incomplete applications will be disqualified. Notification of grants selected for funding will be sent to the applicant. The grant agreement package for successful grant applicants will be emailed after selection and include any required grant agreement forms and instructions to proceed to Stage 3.

Stage 3 - Completed Grant Agreements

Upon receipt of the Grant Agreement package, all awarded grant applicants shall print and sign the two original signature grant agreements and submit them with a copy of Attachments 1-4.

The complete Grant Agreement package shall include a complete set of the following:

- The Grant Agreement with Terms and Conditions - 2 copies with original signatures
- Attachment 1 - Final Grant Application
- Attachment 2 - Final Scope of Work
- Attachment 3 - Final Project Budget
- Attachment 4 - PDF Project Map

Awarded grant applicants shall return original signed agreements and any additional information required following the instructions provided in the Grant Agreement correspondence and are strongly encouraged to complete and submit as soon as possible. Grant packages not completed and/or not received by the agreement deadline may not be eligible for funding.

Stage 4 - Grants Awarded

Once the grant agreement is received and signed by the State Fire Marshal or designee, the approval process is complete. All agreements must be signed and submitted per deadlines established by CAL FIRE.

A CAL FIRE designee will be named as the designated contact. The CAL FIRE designee will work with the Region Program Manager on any grant project issues.

The CAL FIRE designee will conduct periodic and final inspections to ensure compliance with the project plan and environmental rules and regulations. All project messaging and documents must be approved by CAL FIRE.

CAL FIRE may perform an audit at any time during or upon completion of the project as described in this guide under “State Audit.”

Grant Termination Date: All project and activity work related to the grant must be completed by the project completion date identified in the agreement or no later than March 15, 2026.

Project Amendments, Modifications, and Terminations

After project commencement, an agreement may only be amended by written consent of both the State and Grantee. An agreement may be terminated by the State or Grantee upon providing written notice to the other party, thirty (30) days in advance of termination.

A Grantee wishing to change the scope or budget of an approved project at any stage shall submit the proposed change in writing, preferably on entity letterhead, to CAL FIRE for review and subsequent approval in writing. Any change must be consistent with the need cited in the original application and authorizing legislation. Any modification or alteration to the grant agreement on file must be submitted to the State for review and may require a formal amendment.

- Any reduction in the actual number of acres being treated in a hazardous fuel reduction grant may result in a corresponding reduction of the grant award

Accounting Requirements

The Grantee shall maintain an accounting system that follows Generally Accepted Accounting Principles. The accounting system must accurately reflect fiscal transactions, using the necessary controls and safeguards. This system shall provide an adequate audit trail, including original source documents such as receipts, progress payments, invoices, purchase orders, timecards, canceled checks, etc. Please redact account numbers and personal identifying information before submitting invoices. The system shall also provide accounting data so the

total cost of each individual project can be readily determined. CAL FIRE may request records and documentation at any time. These records shall be retained by the Grantee for a period of three years after final payment is made by the State or one year after final disposition of any disputed audit findings, whichever occurs later unless it is the Grantee's policy to retain records for a longer duration. **Avoid audit exceptions – keep accurate records.**

Loss of Funding

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

- Grantee withdraws from or fails to complete the funded project (conform substantially to the Agreement)
- Grantee fails to submit all required documentation within the time periods specified in the grant agreement
- Grantee fails to submit evidence of CEQA/NEPA compliance within 12 months of the execution of the agreement as specified by the grant agreement
- Grantee changes the project scope without the approval of the State
- Grantee or the State terminates the project by written notice 30 days in advance
- Activities that would lead to the project not achieving a GHG Reduction

Project Costs

Project costs must be consistent with the approved project and incurred during the performance period as specified in the grant agreement.

Budget Item	Eligible Cost	Required Documentation
Salaries and Wages	Salaries and wages of employees employed by the Grantee who is DIRECTLY engaged in the execution of the grant project. Limited to actual time spent on the grant project. (i.e., does not include holiday pay, overtime, sick pay, vacation pay, personal time off) Examples of expenditures include time-related to site visits and project monitoring and completion of reporting related to the grant project. Staff time related to accounting, business services, etc. are allowed only if those functions are not included in the Grantee's overhead cost.	A payroll summary of all employees' time spent on the project must be provided with invoices requesting salary/wage reimbursement. Payroll documentation should show a nexus between time worked on the project and wages paid to the employee after the fact. Timesheets or similar documentation detailing days and hours worked on the project must be maintained and retained by the Grantee for audit purposes but should not be submitted to CAL FIRE unless otherwise instructed.
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. Does not include Sick/Vacation/Holiday leave.	Same documentation as Salaries and Wages. Payroll summary documentation showing wages and hours paid to employee and associated fringe benefits. Back-up documentation to be retained by Grantee for audit records.

Budget Item	Eligible Cost	Required Documentation
Contractual	Direct consultant and contractual services necessary to achieve the objectives of the grant. Examples of contractual costs will be RPF supervision/certification, professional/consultant services (the costs of consultant services necessary for project planning and implementation), fire prevention contractor, etc. Procurement of contractual services should be documented to ensure selection on a competitive basis and documentation of price analysis.	Invoices from consultant/contractor identifying expenditure, services performed and period of services. Documents related to consultant/contractor selection analysis shall be kept by the Grantee but available for audit purposes.
Travel	Travel cost associated with travel to and from project sites, meetings, etc. directly related to the grant project and must be considered reasonable and necessary for the completion of the project. Reimbursement rates shall be consistent with the Grantee's written travel policy. Absent a written policy, per diem shall not exceed the California Standard Per Diem Rate allowable by the U.S. General Services Administration. Mileage rates shall not exceed the rates allowable by the IRS.	Receipts identifying travel cost (i.e., lodging, rental cars). Mileage must be documented by either employee travel claims that are signed by the employee or vehicle mileage logs for vehicles owned by the Grantee. Per Diem must be documented by employee travel claims.
Supplies	Supplies that are used in the direct support of the project are allowable. Supplies exceeding $500 per unit cost shall be documented to ensure procurement of supplies on a competitive basis and documentation of price analysis. Supplies include items under $5,000 per unit cost. (e.g., chainsaws etc.)	Receipts identifying item purchased, cost, and date of purchase. Documentation related to price analysis of procurement of supplies exceeding $500 shall be kept by the Grantee and made available for audit purposes.
Equipment	Equipment is an item of $5,000 or more per unit cost and has a tangible useful life of more than one year. Equipment is not to exceed $250,000. The cost to lease equipment to use in the grant project may be charged to the grant. Use of equipment owned by the Grantee may be charged to the grant at a rate set by the California Department of Transportation Labor Surcharge and Equipment Rental Rate Guide. 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. The Grantee must include in the application package the proposed use and maintenance plans for equipment after the performance period of the grant. Disposition of equipment beyond the project performance period is subject to CAL FIRE approval. If Grantee fails to complete grant and/or dissolves during grant, equipment shall be returned to CAL FIRE. Equipment shall not be used as collateral or other means.	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. Use of Grantee equipment must be substantiated with an equipment usage log that identifies the equipment used, rate, and total rental cost. Cost of equipment purchased shall be substantiated by purchase receipt. Documentation related to price analysis of procurement of equipment shall be kept by the Grantee and made available for audit purposes. Disposition of the equipment must be approved by CAL FIRE in writing at the end of the grant term.

Budget Item	Eligible Cost	Required Documentation
Other	Other costs that do not fit in any of the above categories. The cost must be directly related to the grant project. A cost (such as rent, utilities, phones, general office supplies, etc.) that must be apportioned to the grant is considered indirect cost unless written justification is submitted and approved by CAL FIRE.	Invoices or receipts identifying the item and cost charged to the grant.
Indirect Costs	Indirect Costs are costs associated with doing business that are of a general nature and are incurred to benefit two or more functions within the Grantee organization. These costs are not usually identified specifically in the grant agreement, project, or activity, but are necessary for the general operation of the organization. Examples include salaries and benefits of employees not directly assigned to a project; functions such as personnel, accounting, budgeting, audits, business services, information technology, janitorial, and 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. The maximum allowable indirect charge for this grant program for all entities including UC's and CSU's, is 12%.	Applied on a percentage (%) basis on direct costs except for equipment. Documentation related to the determination of the Grantee's indirect cost rate must be retained by the Grantee for audit purposes.

Payment of Grant Funds

Funds will be disbursed only when there is a fully executed grant agreement between CAL FIRE and the Grantee. An agreement is considered fully executed upon signature and approval by the State Fire Marshal or designee. All payments are made on a reimbursement basis, except in cases where CAL FIRE authorizes advanced payments. (i.e., the Grantee is invoiced for services, products, or supplies; invoices CAL FIRE for same; and is reimbursed by the State upon approval of the invoice). No work prior to or after the grant period will be reimbursable.

CAL FIRE has the legal right to conduct a spot inspection to verify that work invoiced has been satisfactorily completed. If an invoice is incomplete or non-reimbursable, it will be returned to the Grantee. The Grantee will need to update the date on the invoice if corrections are required.

Advance Payments

Advance payments may be considered for nonprofit organizations, local agencies, special districts (including RCDs), and Native American tribes. Advance payments are solely at CAL FIRE's discretion and eligibility and may be subject to change. An advance request form must be submitted identifying how funds may be used over a six-month period. For advance requests for the purchase of necessary equipment approved within the grant, the Grantee may request

an advance not to exceed 50% of the total award or cost of equipment, whichever is lesser. All other advance requests shall not exceed 25% of the total grant award. Advances must be fully utilized within a six-month period unless additional time has been requested and is approved by CAL FIRE. No single advance payment shall exceed 25% of the total grant award. No additional advances may be requested until acceptable documentation is received by CAL FIRE that the previous advance has been fully liquidated on eligible expenses. In addition, an accountability report must be submitted to CAL FIRE at least every 4 months upon receipt of funds until funds have been fully liquidated.

CAL FIRE processes for approving and managing grant advances are subject to change. CAL FIRE may request Grantee to submit all past due reporting prior to approving funds for advance payments.

State Audit

At any time during or upon completion of the project, the State may audit the project records. A project is considered complete upon receipt of the final grant payment from the State. The purpose of the audit is to verify that project expenditures were properly documented.

If your project is selected for audit, you will be contacted at least 30 days in advance. The audit should include all books, papers, accounts, documents, or other records of the Grantee, as they relate to the project for which state funds were granted. Projects may be subject to an audit at any time for up to three years after project completion.

To expedite the audit, the Grantee shall have the project records readily available, including the source documents, and canceled warrants. 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 auditor. Projects will be suspended if the audit reveals discrepancies or if CAL FIRE believes there are improprieties or issues with the project.

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

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 terms, cost, budget, or scope of work.
Applicant	The entity who has applied, requesting grant funds.
Application	The individual application form identified as Appendix E and its required supporting attachments for grants pursuant to the enabling legislation and/or program.
Appropriation	A Legislative budget authorization from a specific fund to a specific agency or program to make expenditures or incur obligations for a specific purpose and period.
Authorized Representative	The designated position identified in the Resolution as the agent to sign all required grant documents including, but not limited to, grant agreements, Application forms, and payment requests.
CEQA	The California Environmental Quality Act as stated in the PRC § 21000 et seq.; Title 14 California Code of Regulations (CCR) §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 and historical resources that may occur because of the agency's proposed Project.
Consultant Services	Services which provide a recommended course of action or personal expertise, such as accounting or a Registered Professional Forester (RPF).
Contractor	An entity contracting with the Grantee for services and generally receives a form 1099 for tax purposes.
Direct Costs	Expenses of doing business that are directly attributable to the Project. Examples of direct costs are salaries and benefits of employees directly associated with a Project or expenses of items used directly by the Project.
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.
Grantee	The entity that has an executed grant agreement for the award of grant funds.
Indirect Costs	Expenses of doing business that are of a general nature and is 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 rent, utilities, supplies, etc. Indirect Costs may be referred to as overhead or administrative costs.
Modification	An Agreement modification is an informal agreement that moves dollars in the line item and task budgets not to exceed 10% of total grant amount; 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. See modifications section for further requirements.
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 Costs)	Any cost that can be specifically identified as generated by and in accordance with the provisions or activity requirements of the grant agreement.
Payee Data Record (Std. 204)	Form Std. 204, "Payee Data Record" is required for all grant recipients. The form must be submitted to establish a vendor number for payment and to have funds encumbered.
Personnel Services	This budgeted amount includes salaries and benefits for wage-earning personnel employed by the Grantee/Contractor (not a subcontractor) and working on the Project.
Project Performance Period	The period that the Project Scope of Work costs may be incurred, and the work described in the Project Scope of Work must be completed, billed, and paid by the State. Only eligible costs incurred during the Project Performance Period will be paid.
Project	The term "Project" means the activity or work to be accomplished utilizing grant funds and match (if applicable).

TERM	EXPLANATION
Project Scope of Work	The term "Project Scope of Work" defines the individual scope of work or activity describing in detail the proposed tasks identified as Attachment 2, as described in enabling legislation and in the grant agreement.
Project Budget Narrative	The term "Project Budget Narrative" defines the proposed detailed budget plan.
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 into 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 the signed grant agreements are returned to CAL FIRE's Grants Management Unit, Sacramento Headquarters.

APPENDICES

Appendix A: Environmental Compliance for CAL FIRE Projects (CEQA)

Appendix B: Sample Resolution

Appendix C: Invoice

Appendix D: Check Lists

Appendix E: Project Application

Appendix F: Project Scope of Work

Appendix G: Project Budget Spreadsheet

Appendix H: PDF Project Map

Appendix I: Standard Required Forms

Appendix J: CalMAPPER for Awarded Grants

Appendix K: Low-Income and Disadvantaged Communities

Appendix L: How to Apply

Appendix A – Environmental Compliance for CAL FIRE Projects (CEQA)

NOTE: Grantee must submit proof of California Environmental Quality Act and/or National Environmental Policy Act compliance within one year of the execution of the grant agreement. To ensure this occurs in a timely manner, the Grantee should contact the Department of Forestry and Fire Protection (CAL FIRE) environmental compliance staff as soon as possible after receiving the executed Grant Agreement.

California Environmental Quality Act (CEQA)

Within one year of the execution of the grant agreement and prior to commencing any on-the-ground work, CAL FIRE requires proof of adequate compliance with CEQA. This may be accomplished by one or more of the following methods:

1. Notice of exemption filed with the State Clearinghouse or the county clerk and completion of the CAL FIRE's Environmental Review Report for an Exempt Project for categorically exempt projects.

2. Initial study and negative declaration or mitigated negative declaration and all associated noticing documents filed with the State Clearinghouse or the county clerk.

3. Draft and final environmental impact report and all associated noticing documents filed with the State Clearinghouse or the countyclerk.

4. Timber harvesting permit or notice in compliance with the California Forest Practice Act and Rules for projects that undertake timber operations per Public Resources Code § 4527. The timber harvesting document must cover grant-funded activities for the associated treatment area or be supplemented by additional CEQA documents.

5. Finding of no significant impact-decision notice, categorical exclusion- decision memo or environmental impact statement-record of decision prepared in compliance with the National Environmental Policy Act for projects that are exempt from CEQA pursuant to Public Resources Code § 4799.05(b).

6. Certification that the project qualifies for the limited suspension of requirements of CEQA pursuant to the Governor's October 30, 2015, *Proclamation of a State of Emergency*.

7. Completed and accepted project-specific analysis under the CalVTP and all associated noticing documents filed with the State Clearinghouse or the countyclerk.

For exempt projects where the Grantee is a public agency[1], the Grantee will be responsible for: (a) preparing the Environmental Review Report for an Exempt Project and notice of exemption; and (b) filing the notice of exemption. For exempt projects where the Grantee is not a public agency (e.g., fire safe council), CAL FIRE or another public agency will be responsible for (a) preparing the Environmental Review Report for an Exempt Project and notice of exemption; and (b) filing the notice of exemption.

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

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

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

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

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

[1] "Public agency" includes the following:
PRC § 21062. "Local agency" means any public agency other than a state agency, board, or commission. For purposes of this division a redevelopment agency and a local agency formation commission are local agencies, and neither is a state agency, board, or commission.
PRC § 21063. "Public agency" includes any state agency, board, or commission, any county, city and county, city, regional agency, public district, redevelopment agency, or other political subdivision.
14 CCR § 15368 "Local agency" means any public agency other than a state agency, board, or commission. Local agency includes but is not limited to cities, counties, charter cities and counties, districts, school districts, special districts, redevelopment agencies, local agency formation commissions, and any board, commission, or organizational subdivision of a local agency when so designated by order or resolution of the governing legislative body of the local agency.
14 CCR § 15379 "Public agency" includes any state agency, board, or commission and any local or regional agency, as defined in these Guidelines. It does not include the courts of the state. This term does not include agencies of the federal government.

Appendix B – Sample Resolution

RESOLUTION OF THE (TITLE OF GOVERNING BODY/CITY COUNCIL/BOARD OF SUPERVISOR/BOARD OF DIRECTORS) OF (CITY/COUNTY/DISTRICT), STATE OF CALIFORNIA

Resolution Number: _____

WHEREAS, the Governor of the State of California in cooperation with the California State Legislature has enacted State of California **Climate Investment**, which provides funds to the State of California and its political subdivisions for **fire prevention programs**; and

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

WHEREAS, the applicant will enter into an agreement with the State of California to carry out (PROJECT TITLE) project;

NOW, THEREFORE, BE IT RESOLVED that the (GOVERNING BODY):

1. Approved the filing of an application for **"California Climate Investment Fire Prevention Grant Program"**; and
2. Certifies that said applicant has or will have sufficient funds to operate and maintain the project; and,
3. Certifies that funds under the jurisdiction of (GOVERNING BODY) are available to begin the project.
4. Certifies that said applicant will expend grant funds prior to (GRANT DEADLINE).
5. Appoints (POSITION TITLE) or a designee, to conduct all negotiations, execute and submit all documents including, but not limited to applications, agreements, amendments, payment requests and so on, which may be necessary for the completion of the aforementioned project.

The foregoing resolution was approved and adopted the _____ day of _____, 20___ by the following vote:

AYES:

NOES:

ABSENTS:

_____
Signature

_____
Title

----CERTIFICATION OF RESOLUTION----
Please note the person attesting cannot be the person(s) appointed in (5.)

ATTEST:

I _____, (POSITION TITLE) of the (GOVERNING BODY), witness my hand or the seal of the (GORVERNING BODY) on the _____ day of _____, 20___.

_____
Signature

_____
Title

OFFICAL SEAL OR
NOTARY CERTIFICATION
(If Applicable)

Appendix C – Invoice

Invoice Guidelines

While the Grantee is not required to use the invoice template included on the FP Grants website due to differences in accounting systems used by the Grantee, the Grantee must include the following elements when submitting a payment request, either on the Grantee's invoice or as an attachment to the invoice. If a Grantee chooses to use their invoice in lieu of the invoice template provided, the invoice must be put on Grantee's official letterhead.

1. The word "Invoice" shall appear at the top of the page.

2. Grantee Information – Includes the Grantee name and address which shall match the Std. 204 - Payee Data Record submitted with the grant agreement. Payment will be submitted to this address after the invoice has been approved. Grantee shall notify CAL FIRE in writing regarding address changes and effective dates.

3. Invoice Date & Number – Date invoice was issued and unique invoice number to be determined by the Grantee for reference.

4. CAL FIRE Contact Name and Address – Name, Program, and Address of the CAL FIRE designee as identified in the Grant Agreement.

5. Grant Identification – Grant Number, Grant Performance Period, and Project Name as identified in the Grant Agreement.

6. Invoice Period – Performance start and end dates for which Grantee is invoicing CAL FIRE. Under no circumstances will an invoice period outside of the grant performance period be accepted.

7. Payment Type – Indicate whether the invoice is to request an advance payment, interim payment, or final payment.

8. Cost breakdown – Grantee costs must be broken down by the budget item consistent with the approved budget in the Grant Agreement. The Grantee must identify the amount for which CAL FIRE is being billed in the invoice period and the total amount spent and match (if applicable) from the beginning of the grant performance period through the invoice period. Advance requests should still include a breakdown of the budget items for which the Grantee is planning to expend the funds.

9. Offset to current cost – Include the balance of advance funds given to Grantee as well as program income earned from the grant if applicable.

10. The total amount for which Grantee is requesting reimbursement from CAL FIRE.

11. Grantee contact name, phone number, and email address for questions related to the invoice.

12. All backup documentation to support the invoice (see Payment of Grant Funds).

13. Certification and signature of authorized representative - Please see sample invoice for certification language.

Appendix D – Check Lists

Project Application Package Check List

☐ Attachment 1 – Completed Project Grant Application Form
☐ Attachment 2 – Completed Project Scope of Work
☐ Attachment 3 – Completed Project Budget (Excel format)
☐ Attachment 4 – PDF Version of Project Map (formatted to 8 ½" x 11")
☐ Attachment 5 – State of California Payee Data Record form (Std. 204) – see Appendix I
☐ Attachment 6 – Articles of Incorporation, including document w/seal from Secretary of State (non-profit applicant)
☐ Attachment 7 – Board Resolution granting authority to sign (non-profits and Local Government)
☐ Attachment 8 – Project Mapping Program (online submission only)
☐ Attachment 9 – State of California Non-Discrimination Compliance (Std. 19) – see Appendix I
☐ Attachment 10 – State of California Drug-Free Workplace Certification (Std. 21) – see Appendix I
☐ Attachment 11 – Exhibit A and B of the University Model Agreement (only required for UCs, CSUs and their auxiliary entities that require the use of the University Model Agreement)

Grant Agreement Package Check List

☐ Three original signed Grant Agreements with attachments
☐ Attachment 1 – Completed Project Grant Application Form
☐ Attachment 2 – Completed Project Scope of Work
☐ Attachment 3 – Completed Project Budget
☐ Attachment 4 – PDF Version of Project Map

Appendix E – Project Application

Project Application Terms

The project application will become Attachment 1 to the Grant Agreement. Several items warrant explanation and are discussed in order as they appear on the form:

Project Tracking Number: Project tracking number is in the following format.

YY-FP-UUU-XXXX

UUU is the Unit identifier – the first three letters from Item 1 CAL FIRE Unit/Contract County. (Ex: UUU = AEU for AEU-Amador El Dorado Unit.) XXXX is a number assigned by CAL FIRE.

Applicants will request a Project Tracking Number by emailing **ONE** of the following:

CNRgrants@fire.ca.gov (Northern Region Contact)

SouthernRegionGrants@fire.ca.gov (Southern Region Contact)

CALFIRE.Grants@fire.ca.gov (Sacramento)

Applicant MUST specify the grant application for which they are requesting tracking number. The request shall include:

- The applicant organization name
- The name of the CAL FIRE Unit where the project or activity will be located.
- The name of the project (if available)
- Email address of the individuals that will need access to the CAL FIRE FP Grants SharePoint folder to submit the application

The CAL FIRE email reply will include the assigned project tracking number as well as links to the SharePoint folder and the Project Mapping Program.

It is highly recommended that applicants request this information at least one week prior to the due date to allow for a timely response to your request.

CalMAPPER ID: If you have an existing CalMAPPER ID related to the project please supply it in the appropriate box. If you do not have an existing CalMapper ID, it is not required.

Project name: Though a specific naming convention is not required, many project names include both geographical and activity information. (Ex: High Ridge Fuel Break)

Organization Type: Select the organization type of the organization responsible for the project or activity. **Fire Protection Provider:** Select under which framework the local Fire Service is governed / organized. This cannot be CAL FIRE.

Sponsoring Organization: Legal name of sponsoring organization responsible for the project or activity. If selected for an award, this will be the name of the Grantee used in the grant agreement.

Project Activity: Select the primary activity for the project. Education projects are described in terms of Public Education. Public Education includes activities designed to directly inform the public of fire prevention measures that they can take to reduce risk.

Grant Period: From the date of Execution (signed by CAL FIRE State Fire Marshal or designee) to no later than March 15, 2026. Instructions are included on the application form (pdf).

Limiting Factors: Check the box if there are any limiting factors that may affect the successful completion of the project. Describe these factors in the Scope of Work (Attachment 2).

Timber Harvest Plans (THP): For Fuels Treatment projects, check the box and provide the THP number if there are recent timber harvest plans in the treatment area for which a Notice of Completion has not been filed with CAL FIRE.

Community at Risk: Enter the number (count) of communities in the project area. Communities at Risk are listed on the Office of the State Fire Marshal website.

Disadvantaged/Low Income Community: Using the Disadvantaged and Low-Income Community maps, select the corresponding boxes that apply to the project.

Describe how your proposal would reduce the total amount of wildfire (and thereby reducing wildfire emissions) around communities, homes, infrastructure, and other highly valued resources, with focus on GHG benefits: Describe in the space provided how your project or activity will reduce GHG emissions.

Federal Responsibility Area: Select the corresponding boxes that apply to the project. If the Project includes work on Federal Lands, provide the total acres.

Project Area Statistics: Determine the proportion of acres in the project area. For the Project Influence Zone, the total acres should encompass all treatment areas or could include a buffer area around the planning/public target. For the Treatment Influence Zone, the total acres should equal the total project acres.

Project Budget: The project budget is provided in the Excel spreadsheet (attachment 3). Enter the grant funding amount being requested, minus any Grantee or partner funds.

Local Wildland Fire Risk Reduction Plans: Check all that apply. Discuss the relationship in the Scope of Work.

Environmental Compliance: Select the appropriate CEQA document type for the project. If the project does not require CEQA compliance, then select "not applicable" from the list. If a CEQA document has been previously completed, then enter the identification number. If an exemption is being used in place of CEQA, list the type of exemption.

Application Submission: Applications are to be submitted by uploading the documents to the CAL FIRE FP Grants SharePoint folder. The electronic application with the attachments will provide greater utility for CAL FIRE review as employees in various offices will be tasked with portions of the application review. A checklist is provided for each of the attachments that are included in the submission package. Enter the file name for each of the files attached that are being submitted. The application, the Project Mapping Program submission, and all associated documents must be uploaded to the CAL FIRE FP Grants SharePoint folder by February 9, 2022 at 3:00 PM PST.

Please use this file naming structure for the attachments:

- 21-FP-UUU-XXXX-Application.pdf
- 21-FP-UUU-XXXX-SOW.doc
- 21-FP-UUU-XXXX-Budget.xls
- 21-FP-UUU-XXXX-MAP.pdf

Where *XXXX* is the project number from Item 1 Tracking ID and UUU is the Unit identifier – the first three letters from Item 1 CAL FIRE Unit/Contract County.

- AEU-Amador-Eldorado
- BDU-San Bernardino
- BEU-San Benito-Monterey
- BTU-Butte
- CZU-San Mateo-Santa Cruz
- FKU-Fresno-Kings
- HUU-Humboldt-Del Norte
- KRN-Kern
- LAC-Los Angeles
- LMU-Lassen-Modoc
- LNU-Sonoma-Lake-Napa
- MEU-Mendocino
- MMU-Madera-Mariposa-Merced
- MRN-Marin
- MVU-San Diego
- NEU-Nevada-Yuba-Placer
- ORC-Orange
- RRU-Riverside
- SBC-Santa Barbara
- SCU-Santa Clara
- SHU-Shasta-Trinity
- SKU-Siskiyou
- SLU-San Luis Obispo
- TCU-Tuolumne-Calaveras
- TGU-Tehama-Glenn
- TUU-Tulare
- VNC-Ventura
- SAC-Statewide Only*
  *Projects with statewide benefit shall have a SAC Unit identifier

Appendix F – Project Scope of Work

Scope of Work Instructions

- Use the Scope of Work template from the Fire Prevention grant program website.
- The instructions in the Scope of Work template are provided to prompt the project applicant to fully describe the proposed project. Please be sure to address each item listed so that the full impact of your project can be considered during the project evaluation and selection phase of this grant process. The document contains boxes for your response. The boxes will expand as needed for a full response. Please provide responses that clearly describe your project while being concise and brief.
- For clarity to the reviewer, it is suggested that you utilize the headers and prompt numbers provided below in the narrative discussion of your proposed project.
- This Scope of Work template should clearly describe your proposed project and reflect the Project Budget Sheet (PBS).
- Further instructions for the Scope of Work are found in the Scope of Work template.
- Upload this Scope of Work to the project application as a separate document with the file name *21- FP-UUU-XXXX-SOW.doc*.

Appendix G – Project Budget Spreadsheet

Project Budget Spreadsheet Instructions:

- **Project Name**
- **Salaries and Wages:** Salaries for wage-earning personnel employed by the Grantee/contractor (not a subcontractor) and working on the project.
- **Employee Benefits:** Benefits for personnel employed by the Grantee/contractor (not a subcontractor) and working on the project.
- **Contractual:** List contracts used to achieve the objectives of the project. Equipment that is rented or leased would be included in this section.
- **Travel and Per Diem:** Expenses for travel (mileage, motel, meals, and incidentals) to off-project locations.
- **Supplies:** Various identifiable supplies needed for the project. Purchase of minor equipment costing less than $5,000 per unit is categorized as supplies and is to be included in the supply section of the budget. Chainsaws are an example of a supply item because the chainsaw is minor piece of equipment generally costing less than $5,000 per unit.
- **Equipment:** Equipment costing more than $5,000 and has a lifespan of more than one year.
- **Other Costs**: Other miscellaneous costs.
- **Indirect Costs**: Expenses of doing business that are of a general nature and is 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, and janitorial; and salaries of supervisors and managers. Indirect costs are capped at 12% of the grant amount for this grant for all entities including UC's and CSU's (excludes Equipment).

Upload this Project Budget Sheet to the project application as a separate document with the file name: 21-FP-UUU-XXXX-Budget.xls

- Where: XXXX is the project number
- And: UUU is the 3-letter identifier (see item 1 on the Project Application form)

Appendix H - PDF Project Map

In addition to the online project and treatment maps, Include a pdf map(s) of the project with the project application. The maps shall meet the following requirements:

- Electronic format of PDF.
- Printed format(s) should measure 8 ½ by 11 inches.
- The scale should be 1:24,000 scale or greater. The maps should show enough of the surrounding area so that the application review team can get a sense of the relationship of the project to the surrounding area.
- The map(s) should clearly show:
    - Project boundaries
    - Treatment area(s) by type
    - Roads
    - Watercourses
    - Parcels
    - City/County/Unit
    - Proximity to wildfire threatened communities
    - Other necessary information
- Legend: Include a map legend that identifies:
    - The features on the map
    - The project tracking number
    - Project name
    - Project proponent

Appendix I – Standard Required Forms

These standard forms are required to be submitted with the Project Application.

Payee Data Record form (STD. 204): CAL FIRE utilizes this form internally for all Grantees. This form is required for all applicants, including local governments, despite the language on the form. Payee Data Record STD. 204

Nondiscrimination Compliance Statement form (STD. 19): Nondiscrimination Compliance Statement STD. 19

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

Appendix J – CalMAPPER for Awarded Grants

All California Climate Investments (CCI) funded projects will be recorded in CAL FIRE's Management Activity Project Planning & Event Reporter (CalMAPPER). To achieve this, Grantees will need to provide spatial information about where the project is occurring on the landscape, identify an appropriate treatment objective or category for their project, and identify what activities occurred under the category to their local CAL FIRE Unit.

Spatial data requirement

The Grantee will work with the local CAL FIRE Unit to provide spatial data that allows CAL FIRE to enter the project into CalMAPPER. Spatial data can include but is not limited to shapefiles, gpx fires, KML/KMZ files, etc. The Grantee will work with the local unit to identify the most appropriate format for their data to be submitted, based on the capabilities of the Grantee and the needs of the local unit.

Grant Categories

CCI grants are divided into two categories for CalMAPPER entry:

1. Hazardous Fuels Reduction or
2. Wildfire Prevention Planning and Education

Hazardous Fuels Reduction

Hazardous Fuels Reduction projects funded under CCI should fall into one of the following treatment objectives:

- Fuels Reduction: Work conducted in an area where the primary objective is to reduce fuel loads.
- Fuel Break: Work conducted to modify flammable vegetation to create defensible space to reduce fire spread to structures and/or natural resources, and to provide a safer location to fight the fire. Fuel breaks are strategically placed along a ridge, valley bottom, access road, or around a subdivision.
- Right of Way Clearance: Work conducted along the right of way of fire roads, county roads, or highways for purposes of improved ingress and egress. This includes the removal of dead trees resulting from insect or drought. Right of Way Clearance is not done with the intent of stopping a fire at the location of work but instead focuses on ingress and egress enhancement.
- Other: If the Grantees project does not fall into one of the previously identified treatment objectives, the Grantee will need to work with the local unit.

CALMAPPER, continued

Fire Prevention Planning and Education

Fire Prevention Planning and Education projects funded under CCI should fall into one of the following categories:

- Community Plans Developed or Revised
- Education Outreach (includes Public Service Announcements)
- Public Meetings
- Signage
- WUI Pre-Planning
- Wildfire Risk Mapping
- Evacuation Plans
- Other: If the Grantees project does not fall into one of the previously identified categories, the Grantee will need to work with the local unit. to identify an appropriate category for entry into CalMAPPER.

Grant Activities

Below is a list of appropriate activities based on the Hazardous Fuels Reduction Treatment Objectives identified above, if the Grantee is completing an activity that is not listed below consult with the local CAL FIRE Unit to identify an appropriate activity for entry into CalMAPPER.

Fuels Reduction

- Air Curtain Burner
- Biomass Removal
- Boundary Mapping
- Chaining
- Chipping
- Crushing
- Erosion Control
- Grazing
- Hand Line
- Herbicide
- Lop and Scatter
- Mastication
- Milling
- Pile Burning
- Piling (Mechanical)
- Piling (Manual)
- Project Administration
- Pruning
- Planning Meeting
- Public Contacts
- Public Meetings
- RPF Supervision
- Site Assessment
- Thinning
- Trees Felled (>10” dbh>20’ tall)

CALMAPPER Grant Activities, continued

Fuel Break

- Biomass Removal
- Boundary Mapping
- Chaining
- Chipping
- Crushing
- Dozer Line
- Erosion Control
- Grazing
- Hand Line
- Herbicide
- Lop and Scatter
- Mastication
- Pile Burning
- Piling (Mechanical)
- Piling (Manual)
- Project Administration
- Pruning
- Planning Meeting
- Public Contacts
- Public Meetings
- RPF Supervision
- Site Assessment
- Thinning
- Trees Felled (>10” dbh>20’ tall)

Right of Way Clearance

- Biomass Removal
- Boundary Mapping
- Chaining
- Chipping
- Crushing
- Erosion Control
- Grazing
- Herbicide
- Lop and Scatter
- Mastication
- Pile Burning
- Piling (Mechanical)
- Piling (Manual)
- Project Administration
- Pruning
- Planning Meeting
- Public Contacts
- Public Meetings
- RPF Supervision
- Site Assessment
- Thinning
- Trees Felled (>10” dbh>20’ tall)

Appendix K – Low-Income and Disadvantaged Communities

California Climate Investments are required to meet minimum levels of investments to projects that benefit residents of disadvantaged communities, low-income communities, and low-income households collectively referred to as "priority populations" and defined by Assembly Bill 1550.

CAL FIRE's Fire Prevention Grants Program and Forest Health Program has a goal of funding a percentage of projects that benefit Low-Income Communities or Households. This is not a requirement for eligibility, but preference will be given to projects that benefit a priority population.

Achieving "Low-Income Community or Household" designation requires 3 steps:

Step 1: Identify the Priority Population(s). Located within a census tract identified as a disadvantaged community or low-income community, or directly benefit residents of a low-income household. California Air Resource Board's Community Investments webpage may be used to identify the census tract.

Step 2: Address a Need. Meaningfully address an important community or household need for the disadvantaged community, low-income community, or low-income household; and

Step 3: Provide a Benefit. Using the evaluation criteria, identify at least one direct, meaningful, and assured benefit that the project provides to priority populations.

The following tables will assist you in achieving the designation and can be found on the California Air Resources Board CCI Quantification, Benefits, and Reporting Materials webpage.

Table 1 LAND RESTORATION & FOREST HEALTH: Projects will increase carbon storage through restoration and management of natural lands.

Projects must satisfy the applicable criteria through **Step 3** to be considered to provide direct, meaningful, and assured benefits to priority populations and count toward CCI's statutory investment minimums. *Only those projects that satisfy all three Steps will be given full credit (10 points) for the Forest Health Grant Selection Criteria, "Disadvantaged and/or Low Income Community Benefit."*

Step 1 – Identify the Priority Population(s). *Evaluate the project against each of the following criteria. Check all boxes that apply.*

Note: For this project type, the majority of the project must be located within a disadvantaged or low-income community census tract. An online mapping tool and a "look-up" tool list of "low-income" thresholds by county and household size are available at: https://www.arb.ca.gov/cci-communityinvestments.

- ☐ A. Is the project located within the boundaries of a **disadvantaged community census tract**?
- ☐ B. Is the project located within the boundaries of a **low-income community census tract**?
- ☐ C. Is the project located outside of a disadvantaged community, but **within ½-mile of a disadvantaged community and within a low-income community census tract**?
- ☐ D. Is the project located within the boundaries of a **low-income household**?

*If a project does not meet at least one of the qualifying criteria in **Step 1**, the project does not meet the "Disadvantaged and/or Low Income Community Benefit," and no further evaluation is needed. If the project meets at least one **Step 1** criterion, continue the evaluation in **Step 2**.*

Step 2 – Address a Need. *Identify an important community or household need and evaluate whether the project provides a benefit that meaningfully addresses that need.*

To identify a need that the project will address, agencies and/or applicants can use a variety of approaches:

- ☐ A. ***Recommended Approach:*** Host community meetings, workshops, outreach efforts, or public meetings as part of the planning process to engage local residents and community groups for input on community or household needs, and document how the received input was considered in the design and/or selection of projects to address those needs;
- ☐ B. ***Recommended Approach:*** Receive documentation of support from local community-based organizations and/or residents (e.g., letters, emails) identifying a need that the project addresses and demonstrating that the project has broad community support;

Table 1 Cont'd: LAND RESTORATION & FOREST HEALTH

Step 2 – Address a Need (continued). *Identify an important community or household need and evaluate whether the project provides a benefit that meaningfully addresses that need.*

- ☐ C. ***Alternative Approach:*** Where direct engagement is infeasible, look at the individual factors in CalEnviroScreen 3.0 that are most impacting an identified disadvantaged or low-income community (i.e., factors that score above the 75th percentile), and confirm that the project will reduce the impacts of at least one of those factors; or
- ☐ D. ***Alternative Approach:*** Where direct engagement is infeasible, refer to the list of needs for priority populations in CARB's Funding Guidelines Table 5 (see attached) and confirm that the project addresses at least one listed need.

Describe identified community or household need(s):

If the project addresses a community or household need as described in ***Step 2****, proceed to* ***Step 3****. If the project does not address a community or household need, it will not meet the "Disadvantaged and/or Low Income Community Benefit," and no further evaluation is needed.*

Step 3 – Provide a Benefit. *Evaluate the project against each of the following criteria to determine if it provides direct, meaningful, and assured benefits to priority populations. The benefit provided must directly address the identified need.*

Project must meet at least one of the following benefit criteria:

- ☐ A. Project restores a site that allows public access;
- ☐ B. Project significantly reduces flood risk to households within one or more disadvantaged or low-income communities;
- ☐ C. Project significantly reduces fire risk to households within one or more disadvantaged or low-income communities;
- ☐ D. Project provides regular and ongoing educational opportunities through partnerships with schools or non-profit organizations located in disadvantaged or low-income communities and site access to residents of these communities.

If the project meets the criteria in ***Steps 1, 2, and 3****, it will be considered as providing direct, meaningful, and assured benefits to priority populations and will be given full credit (10 points) for the Forest Health Grant Selection Criteria, "Disadvantaged and/or Low Income Community Benefit."*

Appendix L – How to Apply

Applicants are strongly encouraged to work with their local CAL FIRE Unit for guidance in developing project plans before applying. CAL FIRE Units are staffed with skilled professionals who possess knowledge of local area Fire Prevention needs. A relationship with the local CAL FIRE Unit enhances the potential for a successful application and project award.

Applicants will request a Project Tracking Number by emailing **ONE** of the following:

CNRgrants@fire.ca.gov (Northern Region Contact)

SouthernRegionGrants@fire.ca.gov (Southern Region Contact)

CALFIRE.Grants@fire.ca.gov (Sacramento)

Applicant MUST specify the grant application for which they are requesting tracking number. The request shall include:

- The applicant organization name
- The name of the CAL FIRE Unit where the project or activity will be located.
- The name of the project (if available)
- Email address of the individuals that will need access to the CAL FIRE SharePoint Folder to submit the application

It is highly recommended that applicants request this information at least one week prior to the due date to allow for a timely response to your request. **The CAL FIRE email reply will include the assigned Project tracking number as well as links to the SharePoint folder and the Project Mapping Program**. All application forms, instructions, and attachments can be found on the CAL FIRE FP Grants Website.

The Instructions on how to draw and submit Geo Point and Polygons in the Project Mapping Program can also be found at CAL FIRE FP Grants. There is a video and a quick reference guide with screenshots of the online mapping program. **Hazardous Fuel Reduction applications without online Geo Points *and* Polygons will not be accepted. Fire Prevention Planning and Education grants will submit the Geo Point only.**

Grantees are required to include the California Climate Investments funding boilerplate and logo with the CAL FIRE logo on all outreach and public-facing materials including but not limited to press releases, media advisories, printed collateral, event invitations, signs, and project/program websites.