



# 2016/2017 Urban & Community Forestry California Climate Investment Grants

## Project Application Form



Fill out the form completely. Please see the submittal instructions at the bottom of the form. The Project Tracking Number requested is listed in the letter of invitation you received.

**CAL FIRE Project Tracking Number:**

**Name of Organization**

**Project Title**

**Project Type**

**Requested Grant \$**  **Matching \$**  **Total Project \$**

**Primary Source of Technical Advice**  **Explanation (if required):**

**Professional's First Name**  **Professional's Last Name**

**1. Applicant information** - Eligible applicants include cities, counties, qualifying districts, or nonprofit organizations qualified under section 501(c)(3) of the Internal Revenue Code.

**Type of Organization**

### 1A. Primary Project Contact information

**First Name**  **Last Name**

**Email**  **Phone Number**

**Address 1**

**Address 2**

**City**  **County**

**State**  **Zip Code**

### 1B. Secondary Project Contact information

**First Name**  **Last Name**

**Email**  **Phone Number**

**Address 1**

**Address 2**

**City**  **County**

**State**  **Zip Code**

### 1C. Correspondence Details: List any information needed for project contacts, invoicing, etc.

**2. Partner information** - List primary project partners or co-sponsors. Applicants must provide a letter of commitment from each partner organization that affirms their role in the project.

**2A. Name of Organization 1**

First Name  Last Name

Partner Contact Title

Email  Phone Number

Comments

**2B. Name of Organization 2**

First Name  Last Name

Partner Contact Title

Email  Phone Number

Comments

**2C. Additional Partners:** list additional partner organizations with contact person, email address, and phone number.

**3. Grant Period:** provide the estimated start and end dates of the grant project. This date cannot be after March 30, 2020. Final billing must be received within 30 days after the completion date.

Project Start Date

Project Completion Date

**4A. CES 2.0 Disadvantaged Communities (DACs):** Fill in the percentages below. In the larger box, describe what ARB criteria (see grant guidelines) are being met to be considered "in" or "providing benefits to" DACs. Reference Appendix L of grant guidelines.

Percentage of project meeting definition of "in" DAC

Percentage of project that "provides benefits to" DACs.

**4B. DAC census tracts:** In the box below list DAC census tracts for the project that will meet the definition of being "in". Census tracts should be listed using the 10 digit number found for each tract on the map(s) at <http://www.calepa.ca.gov/EnvJustice/GHGInvest/>.

**5. GHG Methodology:** Fill in the GHG calculated amounts below. Describe the assumptions used to quantify GHG reductions using the ARB Quantification Methodology as required in the grant guidelines and found at: <https://www.arb.ca.gov/cc/capandtrade/auctionproceeds/quantification.htm>. You are required to attach UTCC runs for species specified and the ARB calculator output.

**5A. Estimated carbon stored (MT CO<sub>2</sub>e)**

**5B. Estimated avoided emissions (MT CO<sub>2</sub>e)**

**5C. Estimated project emissions (MT CO<sub>2</sub>e)**

**5D Net GHG benefit (MT CO<sub>2</sub>e).**  $(5A + 5B) - 5C =$

**6. Narrative.** In the sections below, please follow the prompts and provide all relevant information for the project.

**6A. Background.** Describe the situation in the project area(s) and problems in the project area(s) that need attention.

**6B. Project Objectives** - What are the objectives of the proposed project? How do they address the situations and problems identified in the background section?

**6C. Scope of Work** - Describe the approach to be used, the design (methods), and implementation of the project. Include who will be involved with specific tasks and justify why the approach, methods and implementation is the most effective way to accomplish the objectives. Include a description of project sign contents and their locations. *(continued on next page)*

**6C. Scope of Work** - Continued from previous page

**6D. Project Timeline** - Provide a project timeline. Do not list specific dates or months due to uncertainty in when projects may begin. Plan on projects ending no later than March 30, 2020.

**6E. Tree Information (if applicable)** - Provide the following information about any trees or plants to be planted as part of the grant project. Include information even if the trees or plants are not to be funded by CAL FIRE.

**Species List** - Provide a list of the tree and plant species for this grant project . Include common name, Genus, and species. Include the approximate number of each species to be used. List minimum planting stock size for each species.

**Total Project Trees:**

**Total CAL FIRE Funded:**

**6F. Other deliverables.** List all other project deliverables and quantities to be funded by CAL FIRE, as well as overall project totals.

## 7. Budget Information

**7A. Budget Detail** - Provide a specific budget for work to be done. The budget should be based on bid quotes and/or estimates from vendors or on actual costs that will be incurred. The line items listed should be specific enough to adequately describe project expenses. Use the Excel format CAL FIRE has provided for your budget, and follow the guidance in the Procedural Guide. You should note that applicants, if successful in being awarded a grant, will have to follow this budget and will only have the opportunity for minor budget adjustments. The total amount of the project can not be changed later.

**7B. Vendor List** - List the vendors that have provided you quotes or estimates for this project.

**7C. Explanation of Budget and Costs** - Describe the basis for the budget amounts listed above. Applicants will be expected to adhere to this budget (*Continued on next page*).



**7D. Matching Funds** - List other non-GGRF funding sources, that will meet grant matching requirements.

Source 1  Amount

Description

Source 2  Amount

Description

Source 3  Amount

Description

Source 4  Amount

Description

Matching funds comments

**8. Project Co-Benefits** - What co-benefits will the project have? Check the boxes below for the applicable co-benefits, then describe and/or quantify them. Describe how the project will achieve the co-benefits.

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Stormwater reduction           | <input type="checkbox"/> Improved public health           | <input type="checkbox"/> Jobs created                   |
| <input type="checkbox"/> Improved water quality         | <input type="checkbox"/> Enhanced active transportation   | <input type="checkbox"/> Job training conducted         |
| <input type="checkbox"/> Improved air quality           | <input type="checkbox"/> Reduced vehicle miles travelled  | <input type="checkbox"/> Community outreach conducted   |
| <input type="checkbox"/> Energy savings                 | <input type="checkbox"/> Vacant lot(s) acquired           | <input type="checkbox"/> Education tools/media produced |
| <input type="checkbox"/> Biomass diverted from landfill | <input type="checkbox"/> Improved urban forest management | <input type="checkbox"/> Other co-benefits              |

**8. Project Co-Benefits** - continued from previous page.

**9. Certifications & Forms-** The following certifications must be filled out and signed by the appropriate person.

**9A. Certification of Party Responsible For Maintenance**

I, Appropriate representative

certify that the Appropriate agency

will provide or be responsible for 100% of the maintenance for a minimum of 3 years after the end of the grant period in accordance with ANSI A-300 tree care standards, the accompanying ISA Best Management Practices and the standards outlined in the grant agreement and/or grant attachments with the California Department of Forestry and Fire Protection.

**Signature** \_\_\_\_\_ **Date**

**Title**  **Phone Number**

**9B. Statement of Compliance With All Applicable Laws (all projects must fill out and sign)**

I, Appropriate representative

certify that the Appropriate agency

will abide by all applicable federal, state, and local laws, ordinances, regulations and policies in carrying out this State bond-funded project. Failure to do so will lead to cancellation of the grant award.

**Signature** \_\_\_\_\_ **Date**

**Title**  **Phone Number**

**9C. Recycling Certification (all projects must fill out and sign)** - This certification applies to all state contracts and, to the extent feasible, all federally funded contracts.

Contractor certifies under penalty of perjury that percent  of the minimum, if not exact, percentage of recycled content, both post consumer waste and secondary waste as defined in the Public Contract Code, Sections 12616 and 12200, in materials, goods, or supplies offered or products used in performance of this Agreement, regardless of whether the product meets the required recycled product percentages defined in the Public Contract Code, Sections 12161 and 12200. Contractor may certify that the product contains zero recycled content. (PCC 10233, 10308.5, 10354)

Signature \_\_\_\_\_

Date

Title

Phone Number

**9D. Checklist of Necessary Forms To Be Completed.** Some may not be applicable to your project.

- |   |  |
|---|--|
| <input type="checkbox"/> CAL FIRE Urban Forestry Program Environmental Checklist          | <input type="checkbox"/> State of California Non-Discrimination Compliance (Std. 19)     |
| <input type="checkbox"/> Proof of CalEnviroScreen 2.0 community designation.              | <input type="checkbox"/> State of California Drug-Free Workplace Certification (Std. 21) |
| <input type="checkbox"/> Governing Body Resolution (must follow sample format)            | <input type="checkbox"/> State of California Payee Data Record (Std. 204)                |
| <input type="checkbox"/> Representative project area maps with DAC information.           | <input type="checkbox"/> Signed letters of participation from listed partners.           |
| <input type="checkbox"/> Project sign schematic (including <b>CAL FIRE</b> and CCI logos) | <input type="checkbox"/> Urban and Community Forestry Project Budget                     |
| <input type="checkbox"/> 5-10 representative site photos                                  | <input type="checkbox"/> UTCC runs for assumptions used, ARB Calculator filled in.       |

Other:

List other attachments:

**SIGNATURE: The authorized primary project contact for the applying organization must sign below. This must be the person, or person holding the position, that is mentioned in the required governing body resolution, and the same person or position signing all of the other required forms. The signature indicates that, to the best of the signer's knowledge, all of the information provided in this application and all attached required forms and documents is accurate and correct. The signer additionally acknowledges that they have read and understand the grant program RFP and the Procedural Guide common to all of the CAL FIRE Urban & Community Forestry grant programs.**

Signature

\_\_\_\_\_

Printed Name

Title

Date

Please fill out this form completely. Be sure to save a copy of this form for your records. Submit one (1) electronic copy in the fillable PDF format with all supporting materials to [CALFIRE.Grants@fire.ca.gov](mailto:CALFIRE.Grants@fire.ca.gov). Please use "U&CF GGRF Project Application" in the E-mail subject line and include yourself as a cc. Your CC will be proof of your submittal. In addition, submit one (1) hard copy with signatures and all supporting materials to : California Department of Forestry and Fire Protection, Attention: Grants Management Unit/Urban and Community Forestry Greenhouse Gas Reduction Fund Grant, P.O. Box 944246, Sacramento, CA 94244-2460. Both hard copy and electronic copy must be postmarked no later than the due date in the invitation letter you received. If you would like to mail the hard copy via expedited/overnight mail, please E-mail [CALFIRE.Grants@fire.ca.gov](mailto:CALFIRE.Grants@fire.ca.gov) for the physical mailing address.

**CAL FIRE Urban & Community Forestry Program GHG Reduction Grants**