PROCEDURAL GUIDE
FOR
CALFIRE GREENHOUSE GAS REDUCTION FUND
FOREST MANAGEMENT PROJECTS

CFIP FUELS REDUCTION

USING THE CALIFORNIA FOREST IMPROVEMENT PROGRAM (CFIP)
FOR CARBON SEQUESTRATION
AUTHORIZED BY
AB 32

California Global Warming Solutions
Act of 2006

FUNDED BY
SB 852, Budget Act of 2014

SB 862,
Committee on Budget and Fiscal Review.
Greenhouse Gases: Emissions Reduction, 2014

State of California – The Natural Resources Agency
California Department of Forestry and Fire Protection
2014

Updated February 20, 2015

Quick Start

CFIP Fuel Reduction Program

Eligibility
Private landowners with at least 20 acres of forestland but not more than 5,000 acres of forestland.

Project types
Pre-commercial thinning, pruning, release, follow-up/slash disposal.
Utilization of fire hazard vegetation for biomass or wood products.

Program Criteria
All projects shall be designed to further the objectives of AB 32 and meet some or all of the greenhouse gas emission objectives in this document. Projects that do not immediately result in a GHG benefit must be sustained at least until a net GHG benefit is realized and maintained for 10 years. meet some or all of the greenhouse gas emission objectives and include a methodology and calculate the GHG emission benefit.

Registered Professional Forester involvement in project design, CEQA and oversight/implementation.

Cost share program where landowner shares a portion of cost (10% to 25%) and State shares a portion of cost (75% to 90%).

All terms of and conditions of California Forestry Improvement Program (CFIP).

Maximum Agreement Amount of State funding - $50,000

Project completion date - September 30, 2019.

Project Application Form – Form can be found at: http://calfire.ca.gov/resource_mgt/resource_mgt_forestryassistance_cfip.php. Submit one printed copy with original signature(s) and one electronic copy and all supporting materials to: California Department of Forestry and Fire Protection, Attention: Grants Management Unit/Greenhouse Gas Reduction Fund Grants, P.O. Box 944246, Sacramento, CA 94244-2460. E-mail an electronic copy to CALFIRE.Grants@fire.ca.gov. Be sure to include all attachments.

Deadline for Project Applications – April 30, 2015

Contact - CAL FIRE CFIP Stewardship Forester: Stephen Smith, Stephen.Smith@fire.ca.gov

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Archaeological Review Procedures for CFIP Projects……..CFIP Users Guide Volume 2
http://calfire.ca.gov/resource_mgt/downloads/CFIPGuide05_06_Vol2_Arch_1.pdf

Summary of Updated Procedural Guidelines as of February 20, 2015

Quick Start – Program Criteria, Application submission instructions, deadline for Project Applications.

Greenhouse Gas (GHG) Emission Reduction Requirements - pgs. 1 -3 and 28 **-** Grantee obligation to ensure GHG benefits are achieved and maintained for 10 years; GHG benefits disclosures, Air Resource Board (ARB) project monitoring requirements;

Application Process, pgs. 5-6 – Process and formats for electronic submission requirements.

Repayment of Funds, pgs. 7-8 - Repayment of grant monies required if project fails to deliver or maintain GHG emission reductions.

Project Description, pg. 28-31 – Other disclosures added including Co-Benefits, Local Fire Plan or Other Forest Management Plan Compatibility, Collaboration and Community Support, Project inclusion of other GGRF activities, Grantee's Past Forest Management History and References, Readiness, Fire Hazard Severity Zones, Biomass Utilization, and CAL MAPPER Information.

INTRODUCTION

This procedural guide includes information for the use of funds provided by the Greenhouse Gas Reduction Fund (GGRF) and administered by the California Department of Forestry and Fire Protection (CAL FIRE). CAL FIRE is administering grants for a variety of GGRF Forest Management Project programs. This guide addresses procedures for the CFIP Fuel Reduction Program. The CFIP Fuel Reduction Program grant program is for small, non industrial landowners interested in funding for projects that reduce wildland vegetation hazards on non-federal forestlands land in the State. All projects are for fire prevention and must demonstrate the potential for a greenhouse gas (GHG) benefit through the manipulation of vegetation.

The CFIP Fuels Reduction Program is a forestry incentive program that provides cost share funds to forest landowners for management plans, Registered Professional Forester (RPF) supervision, pre-commercial thinning, pruning, release, follow-up/slash disposal and other practices. CFIP's purpose is to encourage private and public investments in forestlands and resources within the state to ensure adequate future high quality timber supplies; related employment and other economic benefits; and to protect, maintain, and enhance the forest resource for the benefit of present and future generations.

PURPOSE

The purpose of all GGRF Forest Management Projects is to ensure California's forests continue to be a significant carbon storage "sink" and to reduce or avoid GHG emissions due to wildfire, loss of forest cover and pest damage. The objectives of the CFIP Fuel Reduction Program include stabilizing or increasing carbon sequestration in trees retained on the project site, reduction of wildfire hazards to decrease wildfire emissions, utilization of biomass to offset use of fossil fuels, and use of solid wood materials to offset emissions resulting from removal of vegetation. To achieve these objectives, vegetation treatment forestry prescriptions will focus on selectively removing understory trees and brush to reduce fire hazards, improve tree growth, and increase forest health and resilience. Prudent management of forestlands can decrease the potential for large wildland fires that release greenhouse gases by creating forests that are less susceptible to ignition and that reduce the intensity of wildland fires, thereby allowing for more successful fire suppression efforts and greater survival of trees in the burned area.

GREENHOUSE GAS (GHG) EMISSION REDUCTION REQUIREMENTS

In order to be eligible for funding under this program, a project must demonstrate that it will achieve and maintain a net reduction in GHG emissions. All projects issued by the CFIP Fuels Reduction Program shall be designed to meet further the goals of the California Global Warming Solutions Act of 2006 (Assembly Bill 32, Health and Safety Code Section 38500 et seq). Additionally, projects should be designed to meet some or all of the GHG emission reduction objectives stated in this guidelines document. GHG emission reduction objectives include maintaining or increasing carbon sequestration in trees retained on the project site, reduction of wildfire hazards to reduce wildfire emissions, and utilization of biomass to offset use of fossil fuels. Projects that do not immediately result in a GHG benefit must be sustained at least until a net GHG benefit is realized and maintained for 10 years. All projects will include a methodology and calculate and quantify the GHG emission benefit resulting from the project. Factors that should be

addressed include:

- Increased direct carbon sequestration through accelerated tree growth and long-term management of the timberlands.
- Whether the project helps to protect forest stands by reducing hazardous fuel load potential that could lead to large wildfires.
- Improved forest health, reliance and resistance to wildfire and pests.
- Solid wood products or biomass generated from the project and the related contributions to long term carbon storage that offset to use of fossil use for energy production.
- Emissions resulting from implementing the project.

A suitable methodology to calculate and quantify the GHG emission benefit is described in the Air Resources Board's "Compliance Offset Protocol US Forest Projects Protocol" [1] . All projects should include a crediting period (e.g. 40 years) and project life (e.g.100 years). All treatments and growth projections will use commonly accepted methods that represent standards and practice in the forestry profession. GHG reductions will be estimated as the difference between a no project alternative and the fuels reduction project, at the end of the project crediting period.

Additional guidance is providing in the document titled Guidance and Methods for Quantifying Greenhouse Gas Emissions at www.fire.ca.gob/grants/grants.php.

GHG emission reduction information necessary for CFIP Fuels Reduction applications shall be documented in the "Project Description" portion the CFIP Application. Specific information must be provided: (See specifics on page 28, section 8 for complete details)

- A quantitative estimate of the greenhouse gas reduction, in terms of in metric tonnes of carbon dioxide equivalent (CO2e) that will result from implementing the proposed project.
- A description on how the proposed project will reduce greenhouse gas emissions or provide benefits from carbon sequestration, reducing potential wildfire impacts, offsetting fossil fuel use, or increasing forest health.
- A detailed description of the methodology that was used to calculate and quantify the greenhouse gas emission benefits resulting from the project.
- A methodology and implementation framework for pre and post-project evaluation/monitoring of site conditions and project results. The Air Resources Board (ARB) is developing funding guidelines that may require additional provisions such as additional project monitoring and reporting requirements.
- Description of any agreements and other characteristics that will take place to ensure the project goals, accomplishments, and GHG emission reduction benefits are maintained, realized, and long lasting.

[1] Air Resources Board. 2014. Compliance Offset Protocol U.S. Forest Projects. http://www.arb.ca.gov/regact/2014/capandtrade14/candtusforestprojectsoal.pdf

A Registered Professional Forester must develop the methodology and provide the calculated estimate and specific detailed steps involved in the analysis and quantification of forest carbon sequestered, and/or avoided GHG emission.

PROCEDURAL GUIDELINES AND ADDITIONAL HELP

This Procedural Guidelines document is designed to explain the CFIP Fuels Reduction Program and application procedures for foresters, forestry consultants, and forestland owners. For information on the overall administration of the CFIP Fuels Reduction Program contact:

California Department of Forestry and Fire Protection
ATTN: Stephen Smith, Stewardship Forester
P.O. Box 944246
Sacramento, CA 94244-2460
Stephen.Smith@fire.ca.gov

Contact your local CAL FIRE Forester (refer to Table of Contents for Forest Advisor/Forestry Assistance Specialist list), Registered Professional Forester (RPF) or the Forest Stewardship Helpline at 1-800-738-TREE for assistance with the CFIP application process. For purposes of this guide, the terms CAL FIRE Forester, CAL FIRE Forestry Assistance Specialist (FAS) and Project Manager are used interchangeably.

THE CFIP PROGRAM

The CFIP is a forestry improvement cost share program that can provide eligible landowners with technical and financial assistance for planning, reforestation and other resource management investments that improve the quality and value of forestland. Under current State law, CFIP can help with rebuilding forest, soil, water, fish and wildlife resources to meet our future needs for a healthy environment and productive forest and woodlands. The CFIP Fuels Reduction Program uses the CFIP model to issue cost share agreements but is limited to funding only fuels reduction projects.

- CFIP may grant up to 75 percent of the cost of your project. (90% cost share rates are available on lands substantially damaged by fire, insects and disease within ten years prior to the execution of a contract; 90% cost share rates are available for all Cooperative Forest Management Plans for agreements funded by GGRF).

- The CFIP program is non-regulatory and participation is voluntary. There is a 10-year requirement for maintenance of funded work beyond the completion of the project.

- Landowners decide who to hire and may do some of the work themselves.

MAXIMUM COST SHARE AGREEMENT AMOUNT

The CFIP Fuels Reduction Program maximum amount for an individual cost share agreement project is $50,000. This amount represents the State's portion and does not include the share from the applicant.

ELIGIBLE LANDOWNERS

To be eligible for CFIP, landowners must own at least 20 acres of forestland but not more than 5,000 acres of forestland in California. Landowners that own less than 20 acres may qualify if they submit a joint application with neighboring landowners and the combined acreage is a minimum of 20 acres of forestland.

FORESTLAND DEFINED

"Forestland" means the land:

1. Can support 10 percent or more tree cover with trees native to California, including native oaks. Generally but not always this is Site V (Dunning) and better timberland.
2. Is zoned to allow forest resource management practices.

ELIGIBLE LAND

The intent of this law is to ensure that investments in timber stand improvement funded by CFIP will yield future marketable forest products and/or improved natural resources. Land must be zoned for uses compatible with forest resource management. Land in Agricultural Preserve (Williamson Act) or Timberland Production Zone (TPZ) qualifies. Properties with conservation easements or zoned for residential and/or commercial development may be eligible, if the easements or zoning place no restriction on forest management practices. If land is not zoned for timber production, the owner must maintain funded practices for at least ten years. A notice to this effect will be filed with the County Recorder. If the land is sold this provision is binding on the new owner or the CFIP grant must be paid back with interest.

ELIGIBLE ACREAGE

Fuel reduction practices must cover five acres or more.

QUALIFYING PROJECTS

Projects proposed where timber has been harvested pursuant to the Z'berg-Nejedly Forest Practice Act of 1973 (Act) may qualify for CFIP financing if:

1. All conditions imposed by the Act have already been satisfied (i.e., logging is complete and the area has been restocked and certified by a Report of Satisfactory Stocking).
2. CFIP practices are not part of the minimal requirements of the Act and will not be used to meet those requirements.

Resource management work that is required subsequent to harvesting under the Act is not eligible for CFIP funding.

THE APPLICATION/AGREEMENT PROCESS

The application process for the CFIP Fuel Reduction Program involves a pre project consultation with your RFP, submission of a Concept Proposal to CAL FIRE, and submission of a CFIP Application and Agreement. The entire flow chart of the application and award process is shown in Addendum C.
The following represents the minimum information required for each part of the process:

Pre project – Prior to submitting any information to CAL FIRE, applicants should contact their local CAL FIRE forester or your Registered Professional Forester to discuss their project and determine if their property and project are eligible for funding.

1. Concept Proposal – Interested applicants should submit a Concept Proposal to CAL FIRE. CAL FIRE will review the Concept Proposal for general consistency with the requirements of the funding and applicant eligibility. For the proposals that meet these requirements, applicants will be asked to submit a CFIP Application and Agreement.

Concept Proposals are to be prepared on line and submitted to the CAL FIRE Grants management Unit at calfire.grants@fire.ca.gov. Concept Proposals may also be mailed to:

Department of Forestry and Fire Protection
Grants Management Unit
P.O. Box 944246
Sacramento, CA 94244-2460

An example of the Concept Proposal form is located on page 16. The on-line form can be found at http://calfire.ca.gov/resource_mgt/downloads/GHG_CFIP_ConceptProposalForm.pdf

The Concept Proposal form must be received by the Grants Management Unit by November 21, 2014.

When Concept Proposals are submitted to CAL FIRE the Grants Management Unit will log in the proposal and enter pertinent information into a database. Proposals will then be sent to the appropriate program manager for review. The program manager will review the project and notify the Grants Management Unit of which proposals meet the eligibility and funding criteria. The Grants Management Unit will notify applicants on whether their proposal met the criteria or inform them that their proposal did not meet the criteria at the end will not be evaluated further. The Grants Management Unit will email CAL FIRE Units the successful Concept Proposals.

2. CFIP Application– Applicants will be invited to submit a Project Application package for projects that meet Concept Proposal requirements. The Project Application package shall include one (1) complete hard copy and (1) electronic copy of the following documents:

CFIP Application (page 23), Project Summary (page 25), Project Description (page 27), and maps. Maps must include an accurate project boundary with a clear legend, legal description, north arrow, and other pertinent information.

The hard copy shall be mailed to:

Department of Forestry and Fire Protection
Grants Management Unit
P.O. Box 944246
Sacramento, CA 94244-2460

The electronic copy and attachments should be submitted to CALFIRE.Grants@fire.ca.gov. Be sure to include all attachments with following file names:

Attachment	electronic file name
CFIP Application	14-GHG-FMP-01-XXXX-CFIP FR-UUU-Application.pdf
Project Summary	14-GHG-FMP-01-XXXX-CFIP FR-UUU-Summary.doc
Map	14-GHG-FMP-01-XXXX-CFIP FR-UUU-MAP.pdf

Note:
Replace XXXX in the file name with the Project Tracking ID Number.
Replace UUU in the file name with the 3-letter identifier for the Unit where the project is located.

Project Application Deadline: Must be postmarked no later than April 30, 2015.

CAL FIRE (Sacramento Headquarters and Units) will evaluate the applications for meeting eligibility and application completeness. CAL FIRE will formally notify applicants of successful applications that will be awarded funding and those that will not be funded (see below).

3. Agreement Award - CAL FIRE will inform successful applicants of intent to award project agreements. Applicants will be required to prepare and submit to CAL FIRE the CFIP agreement and other related documents. CAL FIRE will sign the agreements provided by the applicant and send the completed agreement to the successful applicant, CAL FIRE local Unit, and the applicant's Registered Professional Forester (one signed original agreement for landowners, CAL FIRE Grants Management Unit, and CAL FIRE local Unit, and a copy of the agreement to the RPF).

Agreement Termination Date - All project work related to the agreement must be completed by September 30, 2019.

NOTE: Work on any practice where reimbursement is expected under a CFIP Fuels Reduction Program Agreement, including designing a management plan, cannot be started until a fully executed and signed copy of the agreement is completed. On-ground activities cannot begin until items 2 & 3 below are complete.

BEGINNING THE PROJECT (after receiving a signed agreement)

1. Hire or contract with a Registered Professional Forester (RPF) or other resource professional as required.
2. Complete and submit to CAL FIRE the Environmental Checklist along with all requirements pertaining to the Checklist, such as Tribe notification, archaeological surveys, CAL FIRE Archaeologist consultation, and biological surveys completed prior to beginning on-the-ground work (an RPF is recommended for this step).
3. Complete and submit to: CAL FIRE representative for approval the required ownership wide Management Plan (see page 55).
4. Do not begin any on-ground practices until you have been notified by your CAL FIRE Forester (Project Manager) that all conditions in 2 and 3 above have been satisfied.
5. Execute the project according to the terms of the contract. Any changes require official contract amendments. Project modifications could result in adverse environmental impacts and resulting liability problems.

COST-SHARE CAP RATES (see page 15)

Cost-share cap rates are established for Program consistency, as well as to encourage landowners to develop cost-effective projects. Several practices have multiple allowable rates. (Rates requested must be justified in the application). If the cost of a project practice exceeds the listed maximum rate, the landowner must pay the difference.

PAYMENT RECORDS AND INVOICE

NOTE: This is a reimbursement program. In order to receive reimbursement, documents must show that expenses to be reimbursed have been paid out.

Keep records of all cash expenses, as well as any contributions in personal labor and materials. When the project is complete, submit the invoice form and copies of all your expense records to the CAL FIRE Forester. For larger projects, interim invoices can be submitted when at least 5 acres of a practice/project has been completed. The State will reimburse by check. Payment generally takes two months from receipt of the invoice.

ACCOUNTING REQUIREMENTS

The Grantee shall maintain an accounting system that accurately reflects fiscal transactions, with the necessary controls and safeguards. This system shall provide a good audit trail, including original source documents such as receipts, progress payments, invoices, purchase orders, time cards, cancelled checks, etc. The system shall also provide accounting data so the total cost of each individual project can be readily determined. These records shall be retained by the grantee for a period of three years after final payment is made by the state. 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: (Not a complete list)

- Grantee fails to obtain a Grant Agreement.
- Grantee fails to use all of its allocation.
- Grantee withdraws from the grant program.
- Grantee fails to complete the funded project.
- Grantee fails to submit all documentation within the time periods specified in the Grant Agreement.
- Grantee fails to submit evidence of CEQA compliance within one year of the execution of the agreement as specified by the Grant Agreement.
- Grantee changes the project scope without concurrence of the State.
- GHG objectives and emission reduction targets failed to be achieved.
- Grantee or the State terminates the project.

REPAYMENT OF FUNDS

If the project is not completed as proposed, or fails to deliver and maintain net reductions in greenhouse gas emissions, the grantee may be required to fully or partially repay funds from the CAL FIRE Greenhouse Gas Reduction Fund. [2]

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

STATE AUDIT

Upon completion of the project, the state may audit the project records. A project is considered complete upon receipt of final grant payment from the State. The purpose of the audit is to verify that project expenditures were properly documented. The audit would be requested by the State after the final payment request has been received and all project transactions have been completed.

If 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 receipt of final grant payment.

In an effort to expedite the audit, the recipient shall have the project records, including the source documents, and cancelled warrants readily available. The Grantee shall also provide an employee having knowledge of the project and the accounting procedure or system to assist the state

[2] Excludes failure to maintain or deliver GHG reductions due to events outside the grantee's control, such as wildfire and other natural disasters. Also excluded are project failures due to unforeseeable responses in natural ecosystems, when natural systems do not respond as expected despite reasonable management practices being implemented.

auditor. The Grantee shall provide a copy of any document, paper, record, or the like as requested by the state auditor.

All project records must be retained by the Grantee for a period of not less than one year after the state audit or 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.

APPEALS

If a project is not approved by CAL FIRE, landowners may ask the Director of the Department of Forestry and Fire Protection to reconsider the decision. To make an appeal write the Director at the address below within 10 days of being notified that the application was rejected and state the reasons why a review is in order.

Director, CFIP Appeal
California Department of Forestry and Fire Protection
P.O. Box 944246
Sacramento, California 94244-2460

A review will be conducted, and the landowner will be notified of the decision within 30 calendar days of receipt of the appeal.

REFERENCES

CFIP was created by the California Forest Improvement Act of 1978 under Sections 4790-4799.05 of the Public Resources Code (PRC). CAL FIRE has adopted official State guidelines for implementing the act under Articles 1-8, Chapter 9.5, Division 1.5, Title 14 of the California Code of Regulations (eff. 8/79). When there is a question about the program, the ultimate reference should be either from one of these two legal documents or from the California Forest Improvement Program (CFIP) Program Manager in Sacramento Headquarters, Stephen Smith, Stewardship Forester, Stephen.Smith@fire.ca.gov.

ELIGIBLE PRACTICES AND RATES

CFIP PRACTICES ELIGIBLE FOR COST-SHARING

A Project Description (see page 27) explains the forest improvement, fuels management, or conservation practices for which funding is requested and must be attached to the CFIP Application. It should provide enough detail to allow the landowner, RPF, CAL FIRE inspector, and any forestry workers hired to implement the project to have a clear understanding of where, when and how the CFIP project will be accomplished. The CFIP applicant should propose work that can be completed within the contract period. Applicants with large properties or projects may need to enter into sequential contracts to complete work in phases. Project elements that do not produce a direct GHG benefit must be linked to on the ground activities that reduce GHG emissions. The project as a whole must achieve and maintain a net reduction in GHG emissions.

ELIGIBLE PRACTICES

- Management Plan – **(RPFs developing plans for their own properties-see Item #4, page 58).**
- RPF Supervision
- Pre-commercial thinning
- Pruning
- Release
- Follow-up/slash disposal
- Land Conservation-related to fuel hazard reduction

A description of each practice follows, along with information about which cost share rate applies. Please see page 12 for a list of the practice cost share rates and cap amounts.

MANAGEMENT PLAN (see pages 55)

A long-term forest Management Plan must be prepared for applicant's total ownership including all non-forest acres. The intent of this requirement is to help the landowner develop personal land management objectives and feasible projects, based on a professional analysis of the property's potential and available opportunities. CFIP can fund preparation of a new plan, as well as revision of an existing plan, such as a Stewardship Incentives Program (SIP) or Nonindustrial Timber Management Plan (NTMP).

The Management Plan must be prepared by a Registered Professional Forester (RPF). RPF's are licensed professionals who are familiar with all aspects of forest management and have a working knowledge of applicable State and local regulations. (CAL FIRE foresters can provide a list of RPF consultants.)

The Management Plan shall include the objectives of the landowner and should be a flexible instrument that can be amended by the participant as the landowner desires or as conditions change.

Management Plans shall be written using the California Cooperative Forest Management Plan Template.

The Management Plan shall be based primarily on the participant's objectives. The plan shall provide sufficient historical and resource baseline data to formulate alternatives for forest improvement. It must compare alternatives and provide a recommended course of action to optimize forest health.

Various alternatives shall be proposed involving analysis of factors such as economics, watershed improvement, wildlife habitat, fire suppression, natural and man-made impacts to the property and surrounding ownerships, and other concerns.

Each CFIP plan will be unique. Plans for large acreage ownerships are expected to contain more information than small ownerships because of greater diversity in soil types, vegetation, wildlife habitat and participant objectives.

See Page 55 for additional information on preparing a Management Plan.

SUPERVISION

Supervision of your project by an RPF is another activity eligible for CFIP funding. Landowners who are new to forestry work or the CFIP program are particularly encouraged to take advantage of the opportunity to work with an experienced professional to ensure that their project is implemented efficiently and cost effectively.

The higher RPF Supervision rate applies to the first five acres of work. Work on the remaining acres is eligible for the lower rate.

RPF SUPERVISION
RPF supervision is the on-the-ground over-sight and direction an RPF provides the sub-contractor who is doing a particular practice.

SITE SUPERVISION
Site Supervision is the on-the-ground oversight and direction provided by an RPF's designee in absence of the RPF when such supervision is approved by the Project Manager/CDF Forester. Site supervision should be explained and justified in the Project Description.

NOTE TO RPFs: RPFs are not eligible for reimbursement for supervising work performed on their own property. However, if another RPF is hired to do the work of supervision then reimbursement for that cost (not to exceed actual cost or cap rate) may be allowable.

TIMBER STAND IMPROVEMENT (TSI) /FUELS REDUCTION

Pre-commercial thinning, release, and pruning practices qualify for cost-share assistance.

- **Pre-commercial thinning** means reducing the number of stems of small commercial tree species to a predetermined spacing to improve growth and/or to reduce fuel loads.

- **Release** involves removal of non-commercial tree species, shrubs/brush or grasses that are competing with previously planted or existing commercial tree species.

For Pre-commercial Thinning and Release, the lower rates apply on sites that are on gentle slopes with moderate stocking. The higher rates may be used for densely stocked and/or very steep sites.

- **Pruning** may be funded in conjunction with thinning or release. Rates increase based on the minimum number of trees pruned per acre. As measured from the uphill side of the tree from the level of the slash, the minimum height of pruning shall be 10 feet or ½ of the Live Crown Ratio (LCR) whichever is the lesser.

FOLLOW-UP/SLASH DISPOSAL

Follow-up is work necessary to promote the survival of seed or seedlings or for protection to or enhancement of other completed practices (e.g. fuels reduction). Follow-up covers three types of project categories:

1. The first category is Follow-up work undertaken as a continuation of a prior project. This category typically includes work, such as controlling re-growth from Thinning or Release practices that occur within five years of the original project.

2. The second category is slash disposal. This category can include mastication, chipping, or piling, burning, or removal of slash generated from Thinning, Release, or Pruning practices.

3. Lopping and scattering of slash to a height less than 30 inches from the ground is the minimum requirement for slash disposal on CFIP projects. The cost of lopping and scattering slash are covered by the cap rates allowed for the CFIP practice that generated the slash and are not eligible for Follow-up funding.

Utilization of vegetative material (i.e. removal of “biomass” from the project for use at a cogeneration energy/heating facility or use in solid wood products), is a permissible activity. The CFIP agreement funding amount will be reduced by any revenues received by the landowners.

On the Rate Sheet (see page 15) low rates apply to easier projects on level ground, or inexpensive practices such as re-scalping and chemical treatments. Higher rates apply to more difficult projects on steeper slopes, and to more labor-intensive and/or expensive practices, such as chipping or use of a masticator.

FORESTLAND CONSERVATION PRACTICES

Certain forestland conservation practices including erosion control projects, road repair, stabilization of abandoned roadbeds, and improvement of drainage facilities to reduce soil erosion and sedimentation of streams, may be included when they are directly related fuel reduction project implementation.

PRACTICES NOT ELIGIBLE FOR CFIP COST-SHARING PROGRAMS

- Work required for compliance with the Forest Practice Act and Rules.
- Construction of new roads or watercourse crossings (e.g., bridge).
- Fencing to protect stands from livestock.
- Planting of Christmas trees and greenery.
- Costs of land, water, irrigation, or purchase of tools or equipment.

2014 CFIP COST-SHARE CAP RATES

PRACTICE	CFIP CAP RATE	90% COST-SHARE[1]	75% COST SHARE
Cooperative Forest Management Plan	$5000 + $3.00/acre 1st 160 acres $2.50/acre each additional acre to 1000 acres	$4500 + $2.70/acre 1st 160 acres $2.25/acre each additional acre to 1000 acres	$3750+ $2.25/acre 1st 160 acres $1.88/acre each additional acre to 1000 acres
Rates for Management Plans larger than 1000 acres are negotiated w/CAL FIRE forester			
Mini Management Plan	$1750 + $1.40/acre	$1575 + $1.26/acre	$1313 + $1.05/acre
Rates for revisions are to be negotiated with FAS based on complexity but no higher than mini plan rate			
RPF Supervision	$150/acre 1st 5 acres $50/acre each additional acre	$135/acre 1st 5 acres $45/acre each additional acre	$112.50/acre 1st 5 acres $37.50/acre each additional acre
Site Prep			
Light	$220/acre	$198/acre	$165/acre
Moderate	$300/acre	$270/acre	$225/acre
Heavy	$400/acre	$360/acre	$300/acre
Trees & Planting			
Average	$160/acre	$144/acre	$120/acre
Moderate	$200/acre	$180/acre	$150/acre
Difficult	$240/acre	$216/acre	$180/acre
Tree Shelters	$260/acre	$234/acre	$195/acre
Pre-commercial Thinning[2]			
Light	$200/acre	$180/acre	$150/acre
Moderate	$300/acre	$270/acre	$225/acre
Heavy	$400/acre	$360/acre	$300/acre
Pruning[2]	$125 for 50 trees/acre (tpa) $200 for 100 tpa $275 for 150 tpa	$112.50 for 50 tpa $180 for 100 tpa $247.50 for 150 tpa	$93.75 for 50 tpa $150 for 100 tpa $206.25 for 150 tpa
Release[2]			
Light	$200/acre	$180/acre	$150/acre
Moderate	$300/acre	$270/acre	$225/acre
Heavy	$400/acre	$360/acre	$300/acre
Follow-up/Slash Disposal[3]			
	$200/acre	$180/acre	$150/acre
	$350/acre	$315/acre	$262.50/acre
	$600/acre	$540/acre	$450/acre
Land Conservation 3	Cost based on problem. Use EQIP rates as a guide.		

[1] The 90% rate will cover all projects on land substantially damaged by wildfire, insects, diseases, wind, floods, landslides, or earthquakes. 90% cost share rates are available for all Cooperative Forest Management Plans for agreements signed from November 1, 2011 to April 30, 2014 or until special funds expire.

2 14 CCR 1545.4 (a), "Slash that is created by the project shall be treated by chipping, piling and burning, burying, lopping, or otherwise removing as recommended by the area Fire Control Officer ." Either the FAS or Unit Fire Plan or Fire Prevention staff can act as the "Fire Control Officer". See page 8 "FOLLOW UP WORK"

3 Maximum allowable costs do not appear for land conservation or habitat improvement. In these categories activity is variable and will depend on site condition, acreage, and/or type of project. However, costs will be evaluated based on rates used for EQIP.

Concept Proposal

For CAL FIRE Administrative Use Only

Proposal Tracking #: CalMapper ID:

Department of Forestry and Fire Protection (CAL FIRE)
Greenhouse Gas Reduction Fund - Forest Management Projects
Concept Proposal
for
CFIP Reforestation and CFIP Fuels Reduction

1. Project Name/Title

2. County

3. Organization

Organization Type If Other, Please specify

Responsible Person to be Contacted Title

First Name Last Name

Address 1

Address 2

City State Zip Code

Phone Number Secondary Phone Number

Email Address Fax Number

4. From which Program(s) are funds being requested?

☐ CFIP Fuels Reduction ☐ CFIP Reforestation

5. Project Funding Requested

6. Grant Period - Please provide the estimated start date and completion date for your project. Projects **MUST** be completed by September 30, 2019. Note that final billing is due 30 days after project completion. Please use MM/DD/YYYY format.

Project Start Date Project Completion Date

7. Project Location: Please identify the Township, Range, Section(s), Base Meridian and County(s) covered in your project. *(Maximum 500 characters.)*

8. Approximate Acres to be treated

9. Is there an existing management plan on the area (NTMP, Cooperative FMP, etc.)?

☐ Yes ☐ No

10. Project Description: What are the components/parameters of the project? *(Maximum 3000 characters, including spaces.)*

11. Project Objectives: What are the project objectives? What is the project going to achieve? *(Maximum 3000 characters, including spaces.)*

Tracking #:

12. Describe how the proposed project will reduce greenhouse gas (GHG) emissions or provide GHG emission reduction benefits. All projects must be designed to meet some or all of the GHG emission objectives of AB 32 and purposes listed in the appropriate Procedural Guidelines. Include an outline of the methodology to be used to calculate and quantify the GHG emission benefit resulting from the project. *(Maximum 3000 characters, including spaces.)*

13. Describe the co-benefits of the project, if any. *(Maximum 3000 characters, including spaces.)*

Tracking #:

14. Concept Proposal completed by:

Name, Title

Date

Print Form

Submit by Email

Thank you for your Concept Proposal. Please save a copy and print a copy of the Concept Proposal for your records. Submit the Concept Proposal using the "Submit by Email" button above. You should receive a confirmation email shortly after submittal. You may also mail in the documents to the address below, however in order to evaluate your submittal in a timely fashion, it is highly recommended that your Concept Proposal be submitted via email.

Mailing Address:

CAL FIRE
Grants Management Unit
P.O. Box 944246
Sacramento, CA 94244-2460

CFIP Application

INSTRUCTIONS FOR PREPARING THE CFIP APPLICATION

The CFIP application will include an Application Form, a Project Summary, a brief Project Description and a map of the proposed project. The Application is a questionnaire asking for information necessary to determine eligibility and cost-share rates. The Project Summary, Project Description and map show what is proposed, how much funding is requested, and where the project is located. **The funding rate requested must be explained and justified in the Project Description. Failure to adequately describe the project could result in delays or denial of approval.**

FIELD INSPECTION

After the CAL FIRE Forester receives your application, he or she will meet with you and your RPF to look at your project and get an overview of your property. Any needed modifications to your project and/or revisions to the application package will be discussed at this time.

COST-EFFECTIVE PROJECTS HAVE PRIORITY

CFIP has been designed to enhance forest resources, such as timber, water, soil, recreation, fish and wildlife on privately owned timberlands in California. It is critical that we select the most cost-effective projects. Funding requests often exceed the available funding.

Because federal cost share funds are limited, a landowner may wish to combine available federal and state assistance to fund different projects on the same parcel of land. To find out more about federal programs, contact your local CAL FIRE Forester or the Natural Resource Conservation Service (NRCS).

CALIFORNIA FOREST IMPROVEMENT PROGRAM APPLICATION

CFIP Project Number: _____

1. Enter the name(s) of **all** landowners **as they appear on the deed**. (Use attachment if necessary).

Name: _____ Phone Number(s): _____ Day _____ Evening

Address: _____
Street or P.O. Box City State Zip

Name: _____ Phone Number(s): _____ Day _____ Evening

Address: _____
Street or P.O. Box City State Zip

Name: _____ Phone Number(s): _____ Day _____ Evening

Address: _____
Street or P.O. Box City State Zip

2. Responsible person to be contacted:

Name: _____ Phone Number(s): _____ Day _____ Evening

Address: _____
Street or P.O. Box City State Zip

3. (a) Does the landowner own 5,000 acres or less of forestland in California? ☐ Yes ☐ No

(b) 20 acres or more of forestland? ☐ Yes ☐ No

(c) Is the total area proposed for each ground practice 5 acres or more? ☐ Yes ☐ No ☐ N/A (Wildlife/Conservation)

(d) Number of acres under the Management Plan: _____ Total ownership size: _____

(e) Project area timber site productivity is: ☐ I ☐ II ☐ III ☐ IV ☐ V

(f) Has the project area been damaged by natural causes within the last 10 years? ☐ Yes ☐ No

4. (a) How is the project area zoned? Check one of the following and answer pertinent questions:

☐ TPZ ☐ Agriculture Preserve ☐ Other: _____

(b) Is there a Conservation Easement, CC&R's, or a petition for rezoning from TPZ to other uses, existing, underway, or contemplated, which would restrict resource management activities for the period of time during which the grant is administered (10 years)?
☐ Yes ☐ No

If yes, explain: _____

(c) List all land uses permitted under this zoning. Indicate existing land uses on Management Plan Map.

List specific use(s): _____

(d) Will the landowner agree not to put CFIP land to any use incompatible with forest resource management for 10 years?
☐ Yes ☐ No

CFIP APPLICATION

(this form available electronically)

5. Has any of the land proposed for CFIP funds been harvested subject to the 1973 Z'Berg-Nededly Forest Practice Act?

   ☐ Yes ☐ No If yes, please list THP, NTMP, SYP Number: _____

6. Is there a previously prepared Forest or Land Management Plan for the area proposed for CFIP project? ☐ Yes ☐ No

   Should the plan be revised? ☐ Yes ☐ No

   If yes, list the CFIP Project Number:

   _____

7. Are you an employee of the State of California? ☐ Yes ☐ No

   Were you an employee of the State of California within the past 12 months? ☐ Yes ☐ No

8. Does your current employment or former employment within the last 12 months with the State of California in any way relate to or affect the awarding of California Forest Improvement Program (CFIP) grants or authorization of cost-share payments for work accomplished under a CFIP grant? ☐ Yes ☐ No

Please complete the **Application Project Summary**.

I certify that the above and attached is true and correct to the best of my knowledge.

Executed on _____ at _____

_____
Applicant's Signature

NOTE

Other Application Requirements:

- **Complete the Application Project Summary** (see page 3 of 3).
- **The funding rate** requested must be explained and justified in the Project Description. Failure to adequately describe the project could result in delays or denial of approval.
- **Provide maps** (scale 15 min. /7.5 min.; USGS topographic maps are best) indicating areas to be treated.
- **Provide a detailed project description** which includes an explanation and justification for the cost-share rate requested.

APPLICATION/PROJECT SUMMARY

(this form available electronically)

Name(s): _____ **PROJECT#:** _____

SUMMARY OF PRACTICES TO BE PERFORMED

PRACTICE	LAND CONSERVATION	ACREAGE OR OTHER UNIT*	COST/ACRE OR OTHER UNIT**	TOTAL ESTIMATED PROJECT COST	90% COST SHARE	75% COST SHARE
Management Plan/addendum	☐Yes ☐ No					
RPF Supervision	☐Yes ☐ No					
Site Prep	☐Yes ☐ No					
Trees & Planting	☐Yes ☐ No					
Tree Shelters	☐Yes ☐ No					
Pre-commercial thinning	☐Yes ☐ No					
Pruning	☐Yes ☐ No					
Release	☐Yes ☐ No					
Follow-up/slash disposal	☐Yes ☐ No					
Land Conservation/ Wildlife/Fisheries Projects						
Other	☐Yes ☐ No					
Other	☐Yes ☐ No					
					Box "A"	Box "B"

* Enter net acres work for partial practices (minimum of 5 acres of an individual practice except for land conservation and habitat improvement).
** Enter 100% contract cost/acre or other unit (not to exceed maximum allowable rate).

MAXIMUM REIMBURSEMENT: $ _____
Enter "Box A" + "Box B" rounded off to whole dollars

Location of the proposed project listed above, use additional sheets as necessary.

For recording purposes at your local county recorder's office:

Sub-Section	Section	Township	Range	County	Assessor's Parcel #	TPZ
						Yes☐ No☐
						Yes☐ No☐
						Yes☐ No☐
						Yes☐ No☐
						Yes☐ No☐

For non-TPZ zoned lands described above a part of that real property more fully described in that certain deed from

_____ to _____ dated _____ and
(Name appearing on deed)

recorded with the recorder of _____ County, at Book _____, Page _____

or Document Number _____.

CFIP PROJECT DESCRIPTION

INSTRUCTIONS FOR PREPARING THE CFIP PROJECT DESCRIPTION

A CFIP Project Description explains the fuels managementactivity for which funding is requested. It should provide enough detail to allow the landowner, RPF, CAL FIRE inspector, and any forestry workers hired to implement the project to have a clear understanding of where, when and how the CFIP Project will be accomplished. **The funding rate requested must be explained and justified in the Project Description. Failure to adequate describe the project could result in delays or denial of approval.**

The CFIP applicant will propose work that can be completed within the contract period. Applicants with large properties or projects may enter into sequential contracts to complete additional work.

Due to contractual requirements, the following components are considered necessary for all project descriptions for CFIP:

1. Name and address of landowner. Name of Project Description author.
2. Legal description of site(s) including section, township, range, baseline and meridian, and county, as well as the longitude and latitude.
3. Specific description to be carried out under CFIP. Each of the principal headings denoted below should have a separate statement addressing specific methods to be utilized and mitigation measures to be employed in accordance with the CFIP Regulations and Environmental Checklist. ALL DESCRIPTIONS FOR PRACTICES WITH MULTIPLE (HIGH, MEDIUM, LOW) RATES MUST INCLUDE A JUSTIFICATION FOR THE RATE REQUESTED. Address CFIP Practices as follows:

   A. Follow-up:

      I. Type, purpose, method, standards, and timing.
      II. Mitigation measures.

   B. Release:

      I. Objective, method, standards, and target. Also include disease prevention needs, equipment, numbers of trees prior/post treatment, pesticide prescription, slash treatment, spacing, timing, and treatment diameters.
      II. Slash treatment (lopping/pile and burn); include fuel loading and treatment objectives, standards and timing.
      III. Additional treatment(s) recommended.
      IV. Mitigation measures.

   C. Pre-commercial Thinning:

      I. Objective, method, and standards. Include diameter limit, disease prevention needs, spacing standards or basal area, slash treatment, timing and method.
      II. Additional treatment(s) recommended.
      III. Mitigation measures.

D. Pruning:

I. Objective and method. **Include the number of trees per acre to be pruned**, and the height to which trees will be pruned (Note that the minimum requirement is ten feet.)

II. Slash treatment.

III. Mitigation measures.

E. Land Conservation – Erosion Control or Habitat Improvement Project:

I. What improvements are intended and how they will be physically accomplished.

II. Each element of work must be broken down with an estimated cost based on the rates allowed under EQIP.

F. Supervision by a Registered Professional Forester (RPF):

I. Specific responsibilities that the RPF will administer (by practice) in order to insure quality end products are documented in the CFIP RPF Checklist RM-7.

4. Map - each practice must be keyed to a map which is considered part of the project description. The map must reference range, township, and section numbers (or other identifying method, such as assessor parcel number if the area has not been surveyed). Colored maps will not copywell and are not recommended.

   A. Topographic map scale will be at least 4 inches = 1 mile.

   B. Attach a copy of largest scale USGS map available with the project area outlined.

5. Necessary Field Work:

   A. Layout the project in the field with flagging or marked by readily identifiable existing physical feature, such as roads.

   B. Estimate the approximate net acreage of each practice and explain how the acreage was determined.

6. Pest Control Recommendation – If chemicals are going to be used for site preparation, follow-up or release, or any other activity proposed in the application, <u>include a statement</u> that a CAL FIRE approved form (page 52) completed by a licensed Pest Control Advisor will be submitted to the appropriate CAL FIRE Unit prior to commencement of any chemical application(s).

7. Conservation Practices - Certain forestland conservation practices including erosion control projects, road repair, stabilization of abandoned roadbeds, and improvement of drainage facilities to reduce soil erosion and sedimentation of streams, may be included when they are directly related reforestation project implementation.

8. In order to be eligible for funding under this program, a project must demonstrate that it will achieve a reduction in GHG emissions. When applying for GGRF include the following: All projects shall be designed to further the goals of the California Global Warming Solutions

Act of 2006 (Assembly Bill 32, Health and Safety Code Section 38500 et. seq). Additionally, projects should be designed to meet some or all of the GHG emission reduction and carbon sequestration objectives stated in this guidelines document. GHG emission reduction objectives include maintaining or increasing carbon sequestration in trees retained on the project site, reduction of wildfire hazards to reduce wildfire emissions, and utilization of biomass to offset use of fossil fuels. Projects that do not immediately result in a GHG benefit must be sustained at least until a net GHG benefit is realized and maintained for 10 years. All projects will include a methodology and calculate and quantify the GHG benefits resulting from the project. Factors that should be addressed include:

- Increased direct carbon sequestration through tree growth and long-term management of the forestlands.
- Whether the project helps to protect forest stands by reducing hazardous fuel load potential that could lead to large wildfires.
- Improved forest health, reliance, and resistance to wildfire and pests.
- Solid wood products or biomass generated from the project and the related contributions to long term carbon storage and offset the use of fossil fuels for energy production.
- Emissions resulting from implementing the project.

A suitable methodology to calculate and quantify the GHG benefits is described in the Air Resources Board's "Compliance Offset Protocol US Forest Projects" [4]. All projects should include a crediting period (e.g., 40 years) and project life (e.g., 100 years). All treatments and growth projections will use commonly accepted methods that represent standards and practice in the forestry profession. GHG reductions will be estimated as the difference between a no project alternative and the proposed project, at the end of the project crediting period. Additional guidance is provided in the document titled "Guidance and Methods for Quantifying Greenhouse Gas Emissions" at www.fire.ca.gob/grants/grants.php.

<u>Specific information which must be provided is shown below:</u>

Describe how the proposed project will reduce greenhouse gas emissions or provide benefits from carbon sequestration, reducing potential wildfire impacts, offsetting fossil fuel use, or increasing forest health.

.

Provide a quantitative estimate of the greenhouse gas reduction, in terms of in metric tonnes of carbon dioxide equivalent (CO2e) that will result from implementing your proposed project. Quantify and compare the emission reductions of the project vs. emission reductions resulting from no implementation of the project. Numerical calculations that can be reviewed and validated are required.

Provide a detailed description of the methodology that was used to calculate and quantify the greenhouse gas emission benefits resulting from the project.

[4] Air Resources Board. 2014. Compliance Offset Protocol U.S. Forest Projects. http://www.arb.ca.gov/regact/2014/capandtrade14/candtusforestprojectsoal.pdf

Provide a methodology and implementation framework for pre and post-project evaluation/monitoring of site conditions and project results. The evaluation and monitoring will address vegetation conditions, carbon flux, wildfire hazards, and other related factors. The methodology and framework demonstrates reliable estimates, assessments and verification of GHG benefits attainment. A timeframe of evaluation and monitoring activities must be included. The Air Resources Board (ARB) is developing funding guidelines that may require additional provisions such as additional project monitoring and reporting requirements.

A Registered Professional Forester must develop the methodology and provide the calculated estimate and specific detailed steps involved in the analysis and quantification of forest carbon sequestered, and/or avoided GHG emission.

Assurance of Attaining GHG Emission Reduction Benefits - Describe any agreements and other characteristics that will take place to ensure project goals, accomplishments, and GHG emission reduction benefits are maintained, realized, and long lasting. This can be demonstrated by inclusion of long term monitoring of emission reduction trends, presence of a long term forest management plan, a history of good forest stewardship practices by the landowner owner/land managers, and/or presence of a conservation easement, Timber Production Zone, or other covenants which preclude conversion to nonforest uses.

9. When applying for GGRF include the following other additional project information:

Co-Benefits - Describe the co-benefits of the project, if any**.** This includes, but is not limited to, socio-economic benefits, public health, air quality, water quality, wildlife, Threatened and Endangered species, jobs, and a project located in a disadvantaged community.

Local Fire Plan or Other Forest Management Plan Compatibility - Is the project in, consistent with, or built upon a larger plan that deals with wildfire hazard reduction, forest resiliency, or forest conservation? If so, enter a description of the plan and the project's connection to the plan.

Collaboration and Community Support - Does this project demonstrate a collaborative effort with other local partners and provides community benefits? If yes, describe any community support, agency support, partnerships, landowner commitments or collaborative efforts associated with this project that will help ensure the achievement of the GHG benefits. This includes presence of strategic planning, involvement by partners and local communities where the project is located, and funding from private and public partnerships contributing to the project.

Project Inclusion of other GGRF activities - Describe the project's inclusion and/or contribution to other CAL FIRE GGRF GHG emission reduction/carbon sequestration activities. Examples are projects which include forest pest control, biomass utilization, reforestation, or research activities within the project proposal proposal.

Grantee's Past Forest Management History and References - Describe previous forest management work by the applicant that shows a high potential for completing the project, and the ability and desire to meet the GGRF grant goals.

Readiness - How soon after the grant award can the applicant begin work on the project?

Fire Hazard Severity Zones (FHSZ) **-** What are the current Fire Hazard Severity Zones (FHSZ) for the project area? For projects in State Responsibility Area (SRA), use the SRA Fire Hazard Severity Zone ratings at:
http://calfire.ca.gov/fire_prevention/fire_prevention_wildland_zones.php
Please provide an approximate number of acres or percentage of the project area in each zone.

Biomass Utilization **-** Does the project include utilization of biomass or other solid wood products? Is there a clear greenhouse gas emission due to utilization? If so, what volumes of fuels (i.e., vegetation) treated will be utilized for biomass and other solid wood products (measured in Bone Dry Tons)? What percentage of the project's total fuels treatment will be utilized for biomass and other solid wood products (%)? Does the project include pile burning or other open burning of vegetative material generated from the project?

CAL MAPPER Information - Applicants who are awarded grants will be required to provide CAL FIRE project information to support entry in CAL MAPPER, CAL FIRE's geo spatial database framework that facilitates mapping and monitoring of GGRF and other CAL FIRE vegetation treatment projects. Information from grantees will include ARC GIS shapefiles or feature class of project boundary, project type, grantee contact information, project activities and costs, and other information. CAL MAPPER information updates from grantees will be necessary at specific times throughout the effective period of the grant in addition to the initial grant award and the periodic and final invoice billing submissions.

CFIP AGREEMENT PACKAGE

CFIP PAPERWORK TRACKING
(For CAL FIRE Forestry Assistance Specialist use only)

LANDOWER: _____

CONTRACT: _____

		Date Submitted:	Date completed or approved	FAS Signature of Approval
☐	PROJECT SUMMARY			
☐	PROJECT DESCRIPTION with RATE JUSTIFICATION			
☐	MAPS			
☐	CFIP AGREEMENT (4 ORIGINALS)			
☐	VENDOR DATA RECORD			
AGREEMENT SENT TO SACRAMENTO				
MANAGEMENT PLAN ACCEPTED				
LAND USE ADDENDUM COMPLETED				
RPF CHECKLIST INCLUDED IN FILE				
PEST CONTROL RECOMMENDATIONS				
ENVIRONMENTAL CHECKLIST				
☐	WATER QUALITY			
☐	WILDLIFE			
☐	RARE and ENDANGERED SPECIES			
☐	ARCHAEOLOGICAL RECORDS CHECK (if not exempt)			
☐	FOREST INSECTS and DISEASE			
☐	FIRE PROTECTION			
☐	CARBON CYCLE (considered in OTHER)			
ENVIRONMENTAL CHECKLIST APPROVED				

INSTRUCTIONS FOR PREPARING THE AGREEMENT PACKAGE

A complete Agreement Package consists of <u>FOUR (4) ORIGINALS</u> that include the following:

- ☐ CFIP Agreement **(with original signatures)**
- ☐ CFIP Application
- ☐ Final Project Summary
- ☐ Final Project Description
- ☐ Project and Location Maps
- ☐ Payee Data Record

CFIP APPLICATION (items 1-6) and Project Summary

1. Enter **landowner name(s)** <u>as it appears on the property deed</u>. Use the same name(s) on the CFIP Agreement, Application and the Vendor Data Record. List <u>all legal owners</u> of the property and follow with mailing address(es) and telephone number(s). If there is more than one applicant, briefly explain the legal relationship among the owners; e.g., tenants in common, joint tenants, etc. Use additional sheet if necessary. (Note: Legal owner may be the name of a limited liability corporation, trust, partnership, etc.)

   All individuals listed on the deed (including husband and wife) must sign as participants or provide a Power of Attorney to the landowner who does sign. Therefore, if both spouse's name appears on the deed, both signatures must appear on page one of the "Agreement" and "Application."

   A. For multiple landowner applicants, the following information is also needed:

   <u>Trusts</u>:
   Applicants that hold title to their property in a Trust will need to supply a copy of that portion of the trust document that lists all the trustees, or of the Quit Claim transferring title to the Trust. Trustees not signing the CFIP Application must provide a power of attorney or a notarized letter to CAL FIRE authorizing the person that is signing the CFIP paperwork and/or receiving payments for the Trust to act on their behalf.

   IMPORTANT: When the applicant is a Trust, the **Payee Data Record (STD 204)** needs to include the Federal ID number of the Trust. If the trust does not have a Federal ID number then a Social Security number needs to be used. On the Payee/Vendor Data Record check the Individual Sole Proprietor Section and specify whose Social Security number is used. The payment will be recorded against that Social Security number.

   If the landowner is a trust and they:

   - **DO have an FEIN, mark the TRUST box and insert their FEIN**
   - **DO NOT have an FEIN number, mark the INDIVIDUAL OR SOLE PROPRIETOR box and insert their Social Security Number.**

   <u>Legal Partnerships, Corporations and Limited Liability Corporations</u>:
   Applicants need to supply either a copy of the portion of the Articles of Incorporation that lists all the partners, or officers; or a copy of the Quit Claim transferring title to the entity in question; or minutes of a board meeting and accompanying resolution authorizing the signer as a responsible party or officer with the authority to enter into business agreements or contracts on behalf of the Corporation.

Informal Partnerships:
CFIP applications showing the ownership held as a partnership will require the signatures of all the partners. In lieu of all partners signing the application, a power of attorney (POA) from those partners not signing the application to the partner who does sign the application must also be submitted with the CFIP package. This power of attorney can be general in type or specific to participation in CFIP. The POA must be notarized.

Agencies, Associations or Non-profit Organizations run by Boards of Directors:
CFIP applicants of this type must supply documentation from the board of directors or governing body that the person signing the application is an officer or representative of the association or group. A resolution or letter from the board is needed to verify authority to act on behalf of the association or group. CAL FIRE must verify both issues when processing applications from associations or groups.

B. Cost Share Apportionment:

Multiple Owners:
CFIP Applications with multiple owners must include the portion of the total contract cost share payments to be made to each owner.
Therefore, please provide a separate Project Summary showing practices and cost-share for each party. This will facilitate the delivery of cost share payments to the correct parties. Each payee needs to provide a Payee/Vendor Data Record (STD 204). California is a community property state, therefore in most situations, married couples need only one spouse to sign the Payee/Vendor Data Record. For details, see the Vendor Data Record in the CFIP Agreement Package. Also, for married applicants, unless indicated differently, only one spouse will receive payment after invoicing against the contract.

2. **Responsible Person**-Absentee landowners and joint ownership should designate one representative to communicate with the CAL FIRE Forester.

3. **Acreage**-Forestland is defined to be land which is capable of supporting 10 percent or more tree cover with trees native to California, including native oaks (generally Site V (Dunning) or better) and is not zoned for uses which conflict with forest resource management. CFIP cost-sharing is available to forest landowners owning between 20 and 5,000 acres of forestland in California. The system for determining site productivity is Dunning except when explained and justified by an RPF and attached to the application.

4. **Zoning**-"TPZ" means Timberland Production Zone. Please indicate the zoning of each parcel listed in the Table on the Project Summary. If zoning varies, indicate if forest management is one of the uses permitted in any non-TPZ zones. Owners of Non-TPZ forestland proposed for a project must agree not to develop CFIP land for uses which conflict with forest resources management for at least 10 years. This agreement (Land Use Addendum) will be recorded with the county. Owners can be released from the agreement if they refund with interest any CFIP payment received.

5. Work required by the Z'berg-Nejedly Forest Practice Act or CA Forest Practice Rules is not eligible for CFIP cost-sharing. If the land is later damaged by fire, disease or other natural causes, restocking work is eligible for CFIP cost-sharing.

6. **Existing Plan**-If there is a Nonindustrial Timber Management Plan, CFIP Management Plan or another type of a Management Plan that will satisfy the requirements be sure to include the number of the plan or the State Contract number for a plan done under a past CFIP project.

Application Project Summary

On the Application Project Summary fill in the name(s) and desired practice information. Practices, acreage and rates must be consistent with the Project Description. Use the table at the bottom of the Summary to show the location of parcel(s) proposed for the project. **Project and Property Location maps, as well as a Project Description must be attached.**

Note: the name on the Project Summary can be amended for brevity and identification; e.g., Brown for Joseph and Susanne Brown, or a location designator for a summary of multiple landowners; e.g., Ponderosa Way Homeowners, although if there were separate project summaries for each of the landowners their name would appear on each of their individual project summaries.

After your agreement is signed and approved by CAL FIRE, your FAS may advise you that some or all of the additional paperwork listed below is needed before you begin work on your project.

Land-Use Addendum
Management Plan *
Environmental Checklist
RPF Checklist
Pest Control Recommendation

* See page 55 for instructions on preparing the Management Plan

The **Land-Use Addendum** is filed with the local County Recorder, and is effective for ten years. The intent is to provide constructive notice that the CFIP project exists and must be maintained. This applies only to non-TPZ zoned lands. **NOTE: THIS FORM MUST BE NOTORIZED.**

The **Management Plan** is the RPF's analysis of the potential needs and opportunities for your land, based upon your objectives. It will clarify what needs to be done, where, and when.

The **Environmental Checklist** (EC) completes the environmental analysis and documentation required by the California Environmental Quality Act (CEQA). The EC must be completed and approved prior to proceeding with contract work. This form is not required for the preparation of CFIP Management Plans.

The **RPF Checklist** clarifies what services your RPF will provide for you. It is required for any project requesting funding for RPF Supervision.

The **Pest Control Recommendation** is written advice concerning the use of pesticides. It must be completed by a Pest Control Advisor if you apply for funding for chemical application.

CFIP AGREEMENT

CFIP Project Number: _____ State Contract Number: _____

THIS AGREEMENT is made and entered into and becomes effective upon the last date of the signatories below, by and between the State of California, acting through its duly appointed and qualified Director of the Department of Forestry and Fire Protection, hereinafter called "State," and

_____
Name

hereinafter called "Participant," whose mailing address is:

_____
Street Address/PO Box

_____
City/State/Zip

_____
Telephone

This agreement expires _____

IN WITNESS WHEREOF, this agreement has been executed by the parties hereto, and becomes effective upon the last date of the signatories below:

STATE OF CALIFORNIA

Agency: Department of Forestry and Fire Protection

_____
Approval for the Director Date

Printed Name/Title

PARTICIPANT *all landowners appearing on the deed must sign or provide Power of Attorney*

_____
Signature

_____
Printed Name/Title

_____
Signature

_____
Printed Name/Title

_____
Signature

_____
Printed Name/Title

_____
Signature

_____
Printed Name/Title

Local CAL FIRE name and address:

Amount encumbered: $ _____

Program: Support Fund: General Item: 3540-001- 0001

Chapter: _____ State: 20 Fiscal Year: ____/_____-9520-418.99-PCA ____-_____

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of expenditure stated above.

_____
Signature of Accounting Officer Date

I hereby certify that all conditions for exemption have been complied with and this Contract is exempt from the Department of General Services' approval. This Contract will not exceed $50,000.

_____
Signature of Officer signing on behalf of the agency Date

Vendor Identification Number: _____

Department of General Services Use Only

7540-130-0564

CFIP AGREEMENT page 2 of 4

WHEREAS, under the provisions of the California Forest Improvement Act of 1978, State may enter into cost-sharing agreements with eligible Participants who will undertake forest improvement work upon his/her land; NOW, THEREFORE,

1. In consideration of the forest improvement work to be performed by the Participants, as described in the attached Project Summary, State will reimburse costs incurred for the purpose of undertaking forest improvement work on those lands designated. The maximum amount of reimbursement is the amount stated in Project Summary, "MAXIMUM REIMBURSEMENT". Reimbursement will be made for actual cash expenditures and for goods or services beyond Participant's matching contribution requirement. Reimbursement for such goods and services shall be made in accordance with the State's prevailing rates, provided, however, reimbursement shall not exceed the State's adopted maximum per-acre (or other unit of measure) costs or Participant's actual costs, whichever is less for the forest improvement practices. Expected revenues from products generated will reduce reimbursement and no more than 100% of out of pocket costs are to be recovered.

2. This agreement is conditional upon appropriation and availability of funds for purposes of this contract. In the event such funds are not available in the Budget Act for the fiscal year concerned or are insufficient to carry out the purpose of this agreement, each party agrees to release the other party from all obligations. Funding of the work is also subjected to annual funding decisions. IF FUNDED, NOTICE TO THE PARTICIPANT BY THE STATE WILL BE MADE**. NO WORK MAY COMMENCE WITHOUT THIS NOTICE.**

3. Participant shall promptly submit records at intervals and in such form as State may request. Payment by the State shall be made after an on-site inspection and approval of the practice(s). The Participant shall submit a CFIP Invoice for payment to the local Forestry Assistance Specialist (FAS) of the California Department of Forestry and Fire Protection. A final CFIP Invoice shall be submitted no later than 45 days after completion or expiration of this agreement, as specified on the Project Schedule.

4. The Participant agrees to make immediate monetary restitution of any paid funds for any disallowance of costs or expenditures or unauthorized activities which are disclosed through audit or inspection by the State. If Participant does not complete the five acres of minimum practice(s) of forest improvement work as described and required in Section 1527.1, Chapter 9.5, Title 14 of the California Code of Regulations (CCR) by the end of the term specified herein, all sums previously paid by State shall immediately become due and payable to State.

5. Participant shall comply with all local and State fire and safety laws.

6. The Project Description, Project Schedule, Environmental Checklist, RPF Checklist, Land-Use Addendum and Management Plan are deliverables due prior to commencement of ground practices. Work started prior to the execution of this agreement will not be eligible for funding under the terms of this agreement. Project costs eligible for assistance shall be determined upon the basis of the criteria set forth in Chapter 9.5 of Title 14 of the CCR.

7. Participant shall permit periodic site visits by a representative of the State to ensure program compliance.

8. Participant agrees to indemnify, defend, and save harmless State, its officers, agents and employees from any and all claims and losses occurring or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this contract and from any and all claims and losses occurring or resulting to any person, firm, or corporation who may be injured or damaged by the Participant or any agent or employee of Participant in the performance of this agreement.

9. The Participant, and the agents and employees of Participant, in the performance of this agreement, shall act in an independent capacity and not as officers, or employees or agents of the State.

CFIP AGREEMENT page 3 of 4

10. This agreement may be amended, or terminated by mutual consent; it may also be terminated by State or Participant upon the giving of written notice to the other party thirty (30) days in advance.

11. Failure by the Participant to comply with the terms of this agreement shall be cause for the suspension of all obligations of the State.

12. Participant certifies that title to the land upon which forest improvement work will be performed is vested in the persons named in this agreement and that land is under the control and possession of the person(s) named in this agreement.

13. Participant certifies that the parcel of forestland to which the Forest Improvement Program applies will not be developed for uses incompatible with forest resources management within 10 years following recordation date, as explained below. If the parcel of forestland is zoned other than TPZ, pursuant to provisions of Chapter 67 (commencing with Section 52200) of Part 1 of Division 1 of Title 5 of the Government Code, a Land-Use Addendum shall be signed by the Participant and shall be incorporated in and made a part of this agreement. Said Land-Use Addendum shall be recorded in the office of the County Recorder of the county of the affected land and shall be a covenant running with the land.

14. The Participant agrees to comply with the California Environmental Quality Act (CEQA), Workers' Compensation, and all other state and federal laws applicable to the work carried out pursuant to the proposed forest resource improvement project.

15. The Participant, by signing this agreement, does swear under penalty of perjury that no more than one final unappealable finding of contempt of court by a federal court has been issued against the Participant within the immediately preceding two-year period because of the Participant's failure to comply with an order of a federal court which orders Participant to comply with an order of the National Labor Relations Board (Government Code Section 14780.5).

16. Participant shall keep such records as State shall prescribe, including records which fully disclose (a) the disposition of the proceeds of state funding assistance, (b) the total cost of the project in connection with such assistance that is given or used, (c) the amount and nature of that portion of the project cost supplied by other sources, and (d) any other such records as will facilitate an effective audit. All records shall be made available to the State for auditing purposes at reasonable times. Such accounts, documents, and records shall be retained by the Participant for at least three years following project termination.

17. During the performance of this agreement, Participant and its subcontractors shall not unlawfully discriminate, harass or allow harassment, against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40), marital status, and denial of family care leave. Participant and subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Participant and subcontractors shall comply with provisions of the Fair Employment and Housing Act (Government Code, Section 12900 et. Seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285.0 et. Seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code, Section 12990 (a-f), set forth in Chapter 5 Division 4 of Title 2 of the California Code of Regulations are incorporated into this agreement by reference and made a part hereof as if set forth in full. Participant and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have collective bargaining or other agreement. The Participant shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the agreement.

18. Participant certifies under penalty of perjury under the laws of the State of California to have, unless exempted, complied with the non-discrimination program requirements of Government Code Section12990 and California Code of Regulations, Title 2 Section 8103.

CFIP AGREEMENT page 4 of 4

19. Section 7(b) of the Privacy Act of 1974 (Public Law 93-579) requires that any federal, state or local governmental agency which requests an individual to disclose his social security account number shall inform that individual whether that disclosure is mandatory or voluntary, by which statutory or other authority such number is solicited, and what uses will be made of it. The State requests each participant's social security account number on a voluntary basis. However, it should be noted that due to the use of social security account numbers by other agencies for identification purposes, the State may be unable to approve agreements without the social security account number. The State uses social security account numbers for the following purpose: reports to the Department of Fair Employment and Housing, Internal Revenue Service, Franchise Tax Board.

20. The Participant acknowledges that a conflict of interest with the State does not exist pursuant to provisions in Division 2, Chapter 2, Article 8, Sections 10410 and 10411 of the Public Contract Code.

21. The Participant states the information in the Management Plan and/or Management Plan Addendum (Project Description) is proprietary information and claims privilege against its disclosure pursuant to Evidence Code 1060.

22. The contractor or grant recipient hereby certifies compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. The contractor will:

    1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a).

    2. Establish a Drug-Free Awareness Program as required by Government Code Section 8355(b), to inform employees about all of the following:

       (a) The dangers of drug abuse in the workplace.
       (b) The person's or organization's policy of maintaining a drug-free workplace.
       (c) Any available counseling, rehabilitation and employee assistance programs, and
       (d) Penalties that may be imposed upon employees for drug abuse violations.

    3. Provide as required by Government Code Section 8355(c) that every employee who works on the proposed contract or grant:

       (a) Will receive a copy of the company's drug-free policy statement, and
       (b) Will agree to abide by the terms of the company's statement as a condition of employment on the contract or grant.

23. Contractor shall comply with all federal requirements established under 28 Code of Regulations, Part 36, Americans with Disabilities Act, in order to make programs accessible to all participants and to provide equally effective communications.

CFIP AGREEMENT AMENDMENT

CFIP Project Number: _____ State Contract Number: _____

THIS AMENDMENT is made and entered into by and between the State of California, acting through its duly appointed and qualified Director of the Department of Forestry and Fire Protection, hereinafter called "State," and

_____ ,hereinafter called "Participant."

1. Under the Agreement numbered above and (originally) dated _____ (original date) ,and as amended on _____ (date(s) or n/a)

Hereafter called "Agreement," State agreed to provide funds for forest improvement work on lands owned or managed by Participant.

1. State and Participant wish to amend the Agreement as follows (check one or more):

☐ (A) Extend the agreement expiration date to _____ to compensate for delays caused by: _____

☐ (B) Final invoice due immediately upon completion of project or amendment expiration date whichever is sooner.

☐ (C) Revise the Project Description (Exhibit A) as attached.

☐ (D) The budget outline in the Project Summary (Exhibit B) as attached.

☐ (E) Other. The Agreement is amended as follows (attach revised Exhibits and/or maps):

2. Except as amended herein, all the terms and conditions of the Agreement shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, this Amendment is executed upon the signature of both parties and effective _____
Date

AGENCY: Department of Forestry and Fire Protection

_____ _____
Approval for the Director Date

Printed Name/Title:

Agency: Department of Forestry and Fire Protection

I hereby certify that all conditions for exemption have been complied with and this document is exempt from review by the Department of General Services.

_____ _____
Signature Date

Printed Name/Title

PARTICIPANT:

_____
Signature

_____
Printed Name/Title:

_____
Signature

_____
Printed Name/Title:

_____
Signature

_____
Printed Name/Title

_____
Signature

_____
Printed Name/Title

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of these expenditures as stated on Page 2.

_____ _____
Signature of Accounting Officer Date

Department of
General Services
Use Only

7540-130-0426

CAL FIRE STAFF HEADQUARTERS STAFF USE ONLY (Sample Only)

Program: Support Fund: General Item: 3540-001-0001 Chapter: _____ Statute: _____
Fiscal Year: _____/_____-9520-418.99-PCA _____-_____
Last Approved Agreement Amount: $ _____
Amendment # _____ Increasing Encumbrance by: $ _____
Amendment # _____ Decreasing Encumbrance by: $ _____
Total Amount Encumbered Post Adjustments: $ _____

Program: Support Fund: General Item: 3540-001-0001 Chapter: _____ Statute: _____
Fiscal Year: _____/_____-9520-418.99-PCA _____-_____
Last Approved Agreement Amount: $ _____
Amendment # _____ Increasing Encumbrance by: $ _____
Amendment # _____ Decreasing Encumbrance by: $ _____
Total Amount Encumbered Post Adjustments: $ _____

Program: Support Fund: General Item: 3540-001-0001 Chapter: _____ Statute: _____
Fiscal Year: _____/_____-9520-418.99-PCA _____-_____
Last Approved Agreement Amount: $ _____
Amendment # _____ Increasing Encumbrance by: $ _____
Amendment # _____ Decreasing Encumbrance by: $ _____
Total Amount Encumbered Post Adjustments: $ _____

Program: Support Fund: General Item: 3540-001-0001 Chapter: _____ Statute: _____
Fiscal Year: _____/_____-9520-418.99-PCA _____-_____
Last Approved Agreement Amount: $ _____
Amendment # _____ Increasing Encumbrance by: $ _____
Amendment # _____ Decreasing Encumbrance by: $ _____
Total Amount Encumbered Post Adjustments: $ _____

Program: Support Fund: General Item: 3540-001-0001 Chapter: _____ Statute: _____
Fiscal Year: _____/_____-9520-418.99-PCA _____-_____
Last Approved Agreement Amount: $ _____
Amendment # _____ Increasing Encumbrance by: $ _____
Amendment # _____ Decreasing Encumbrance by: $ _____
Total Amount Encumbered Post Adjustments: $ _____

LAND USE ADDENDUM

When Recorded Return to:

CALIFORNIA DEPT. OF FORESTRY & FIRE PROTECTION

_____

_____

_____

LAND-USE ADDENDUM
Agreement Concerning Land Uses Incompatible with Resource Management

In further consideration of funds to be provided and actions to be undertaken by State under California forest Improvement Program

Agreement Project/contract Number _____ dated _____

Participant/Owner _____
agrees not to develop lands subject to the CFIP Project Agreement referenced above and shown on the attached project map for uses incompatible with forest resource management within ten (10) years commencing from the date of recording of this Agreement. In the event this Agreement is violated, State is entitled to a refund of any cost-share payments which have been made, with interest, pursuant to Section 4797.5 of Public Resources Code. This Agreement is intended to satisfy the requirements of Public Resources Code Section 4797(e)(2). This Agreement shall apply to only those lands affected by the aforementioned CFIP Agreement and shown on the attached map, which are part of the land described below as part of that real property more fully described in that certain deed from

_____

dated _____ and recorded with the Recorder of _____ County at Book _____

Page _____ or Document Number _____

Subsection	Section	Township	Range	County	Assessor's Parcel #

State shall record this Agreement in the office of the county in which the above described lands are located and upon recording the Agreement shall be binding upon any person to whom such lands are sold, assigned, devised, or otherwise transferred by agreement or operation of law. This Agreement is a state document and shall be filed for no fee at the County Recorder's Office as per Government Code Section 27383. For purposes of this Agreement, "uses incompatible with forest resource management" are defined in Public resources Code Section 4793(s) to mean "uses not listed as subdivision (h) of section 51100 of the Government Code nor listed pursuant to Section 51111 of the Government Code by the city or county in which the parcel subject to the forest improvement project lies." Government Code Section 51100 defines "compatible use" as being "any use which does not significantly detract from the use of the property for, or inhibit, growing and harvesting timber, and shall include but not be limited to…(1) management for watershed; (2) management for fish and wildlife habitat or hunting and fishing; (3) a use integrally related to the erection, construction, alteration, or maintenance of gas, electric, water, or communication transmission facilities; or (5) grazing." Government code Section 51111 authorizes city and/or county governments to adopt "compatible use" definitions in addition to the above. Compatible uses are land uses permitted in the Timberland Production Zones as established by the Forest Taxation Reform Act of 1976. The intention of the parties to this Agreement, therefore, is to limit the uses of identified lands to those which would be permitted if such lands were within a Timberland Production zone.

Signature of Participant/Owner(s) **All signatures must be notarized and have Acknowledgement attached.**

1. _____ Signature _____ Date
_____ Printed Name

3. _____ Signature _____ Date
_____ Printed Name

2. _____ Signature _____ Date
_____ Printed Name

4. _____ Signature _____ Date
_____ Printed Name

STATE OF CALFORNIA

DEPARTMENT OF FORESTRY & FIRE PROTECTION

CFIP ENVIRONMENTAL CHECKLIST INSTRUCTIONS

The following are instructions and information for the completion of the environmental review of projects being proposed under the California Forest Improvement Program (CFIP).

A Program Environmental Impact Report (PEIR) has been completed for the California Forest Improvement Program. The PEIR identifies standard mitigation measures to minimize adverse environmental impacts caused by CFIP projects. These mitigations and others have been incorporated into CFIP rules (Article 8, Title 14 California Code of Regulations, Sections 1545-1545.9).

Information on resources in the project area and mitigation measures are also found in the Project Description, the Management Plan for the property (if applicable), and from consulting the following individuals, groups or agencies:

- California Department of Fish and Game (F&G)
- Regional Water Quality Control Board (RWQCB)
- California Department of Parks and Recreation (DP&R)
- U.S. Fish and Wildlife Service (USF&WS)
- Native Americans
- CAL FIRE Archeologist
- California Division of Mines & Geology

Completion of the Checklist is based on questions about the project and the site, and the mitigation measures incorporated into the Project Description.

The Department of Forestry & Fire Protection staff will review projects on-site before approving an application. Other reviewing agencies (F&G, RWQCB, DP&R, USF&WS, NMFS) that want to review the project on-site, will be given the opportunity.

There is a 30-day review period for the public and agencies to review project proposals.

Instructions and Information Relating to Specific Items in the Checklist

<u>Water Quality</u>

To complete the section on water quality it is important to determine whether the project is in a watershed that has an approved set of Total Maximum Daily Load (TMDL) requirements. These requirements must be met in addition to those required by CFIP.

Item 1. Streams for the purpose of completing the Checklist are watercourses as defined and classified in the Forest Practice Rules.

Item 2. Delineate any landslide areas, potential and actual, on the project map(s). If the project will be on or adjacent to an unstable area a geologist should be consulted to determine the impacts of the project on slope stability.

Item 3. All watercourses supporting salmonoid fisheries will not have shade cover reduced except where a watercourse is being restored and except as agreed to by the

appropriate agencies. The Forest Practice Rules for retention of shade canopy will be followed as a minimum.

Item 4. The potential for watercourse turbidity and sediment load increases and mitigation to minimize the potential will be discussed in the Project Description.

Item 5. Forest Practice Rules regarding deposition of slash and debris in watercourses will be followed.

Item 7. Show any domestic water supply sources on the Management Plan/project map and delineate a protection area around such water supply sources to protect water quality. In the Project Description, discuss how project activities in the vicinity of the protection area will be carried out to prevent water quality degradation.

Item 8. Discuss in the Project Description any circumstances or project site conditions (e.g. soil type, size of project, soil moisture) that would indicate the Resource Protection Guidelines would not adequately mitigate surface erosion effects. Examples might be projects on decomposed granite soils, or actively down-cutting gullies.

Wildlife

Item 10. Habitat is altered during vegetation manipulation. Significant changes in habitat structure will be assessed in the Project Description and evaluated through the Checklist.

Item 11. If the applicant does not consult the Department of Fish and Game's Natural Diversity Data Base or the California Native Plant Society registers before submission of the application the CAL FIRE Forester reviewing the application shall consult these sources of information to assist in determining potential impacts of the project.

Delineate any sensitive areas, including wet meadow sites or significant migration routes, on the Project Map. In the Project Description, discuss how the CFIP activities influencing important habitat areas will be carried out to minimize disturbance.

If the occurrence of a listed species is likely in the project area, a consultation with the appropriate agency, DFG or USF&W, will be initiated. If such species are present, a Special Treatment Area will be designated and no forest improvement practices will be performed unless they clearly benefit the protected species.

Forest Insects and Diseases

Item 12-14. The practices required to address various insect or disease problems can change. The use of the Forest Practice Rules should not be considered the only requirements. It is suggested that forest insect and disease specialists be contacted for the latest practices. It is also suggested that the information related to the creation of a Zone of Infestation for a pest be reviewed for suggested practices.

Fire

Item 15-17. Fire is a concern of importance when undertaking resource management projects. The Project Description will address issues of control, if fire is to be used as a tool. All treatments that create slash must be treated to meet or exceed the standards described in the Forest Practice Rules.

Archaeological, Historical, and Cultural Resources

Item 18. Each project must be evaluated for potential impact to archaeological, historical, and cultural resources. This evaluation is conducted by the CAL FIRE Forester and/or the RPF assisted by a CAL FIRE Archaeologist. An archaeological survey report or clearance letter signed by a CAL FIRE Archaeologist, must be included in the project file to support the findings in the Environmental Checklist. **The CAL FIRE Archaeologist must be consulted for every project, and can provide information and assistance to complete the archaeological review tasks, or may complete them for the CAL FIRE Forester or RPF.**

Keep all information on archaeology/historical sites confidential. In the Management Plan and Project Description, indicate that archaeological/historical sites will be protected in the manner described in the confidential information.

Item 19. Effects beyond the scope of the Program EIR will have to be addressed through a negative declaration, exemption, or some other means before a project can start.

California Forest Improvement Program (CFIP)
Project Review Environmental Checklist

(This form is available electronically)

Applicant's Name: _____ CFIP Project No.: _____

The information contained in the Project Description, the Program Environmental Impact Report, the Management Plan (if applicable), contacts with Department of Fish and Game, Regional Water Quality Control Board, Department of Parks and Recreation, U.S. Fish and Wildlife Service, National Marine Fisheries Service, and the CFIP rules provide the basis for completing the checklist.

Check the appropriate effect and mitigation measures to be applied. Enter N/A where the effect is not applicable.

EFFECT	MITIGATION
Water Quality	
1. Soil deposition in streams caused by accelerated erosion due to the use of heavy equipment to remove vegetation. NOTE: For the purpose of completing the checklist streams are defined and classified as watercourses as per the Forest Practice Rules.	1a. Brush scalped off slopes will be windrowed along the contour and burned leaving effective berms of residual soil to impede surface water flow.
	1b. No heavy equipment on excessively wet soils.
	1c. As a minimum no heavy equipment operate within an equipment exclusion zone, providing a buffer strip.
	1d. Other
2. Landslides and slope failure due to heavy equipment operation on currently and potentially unstable lands. **NOTE:** See instructions for additional information.	2a. No heavy equipment on current or potentially active slide area.
	2b. Other
3. Increased water temperatures due to removal of watercourse shading. **NOTE:** The watercourse protection measures for shade canopy retention as described in the Forest Practice Rules are to be used for completing the checklist.	3a. Riparian vegetation will not be removed.
	3b. Other vegetation will be left as necessary to maintain stream temperature.
	3c. Other
4. Increased turbidity and sediment load in streams from clearing stream channels. **Note:** See note for item 1.	4a. Compliance with California Department of Fish and Game permit requirements.
	4b. Use of manual methods to substitute for winch lines and heavy equipment.
	4c. To reduce soil loss areas of bare soil greater than 500 square feet will be treated within the standard watercourse and lake protection zones as described in the Forest Practice Rules.
	4d. Other
5. Deposition of slash or debris in streams.	5a. All areas below the stream and lake transition line of Class I, II and III watercourses as described in the Forest Practice Rules will be kept free of slash and debris, except as intended for woody debris enhancement for fisheries and wildlife.
	5b. Accidental deposits will be immediately removed. Removal will be consistent with the requirements found in California's Forest Practice Rules.
	5c. Other r
6. Accidental off-target deposition of herbicides due to spills and aerial drift.	6a. Compliance with Federal, State and local rules will minimize the chance of this effect. These rules also address spills.
	6b. Other
7. Effect on domestic water supplies from sediment deposits. **NOTE:** See instructions for additional information. Also the protection of domestic water supplies shall be consistent with the requirements found in California's Forest Practice Rules.	7a. A Special Treatment Area is established around domestic water supplies to protect them.
	7b. Other

8. Unusual circumstances or project site conditions (e.g. soil type, slope, size of project, soil moisture) which could result in surface erosion effects which are not adequately mitigated by the requirements in the Resource Protection Guidelines	8a. Effects beyond the scope of the Program EIR and additional review required. **NOTE**: See instructions for additional information
	8b. Other
9. Siltation of stream caused by accelerated erosion after vegetation removal.	9a Effects beyond scope of Program EIR and additional review required.
	9b. Other
Wildlife	
10. Reduction of wildlife forage and cover from site preparation or clean and release practices.	10a. Retention of black oaks and other mast-producing plants will occur.
	10b. Retention of 1-3 acre patches of brush cover to provide "edge effect."
	10c. There will be limited brush removal from around the bases of trees.
	10d. Substitute forage will be planted and/or browse plants will be rejuvenated.
	10e. Piles of brush will be left for birds or small mammal use.
	10f. Other
Rare and Endangered Species	
11. Impact to rare, endangered or sensitive species habitat or wildlife as part of vegetation manipulation. **NOTE:** See instructions for additional information.	11a. The Department of Fish and Game's Natural Diversity Data Base and the California Native Plant Society registers were consulted for evidence of such occurrences in the project area.
	11b. No species were identified.
	11c. Species were identified, a special treatment area was designated and no forest improvement practice will be performed that will impact the species.
	11d. Snags with visual evidence of use for nesting and roosting sites for rare and endangered species shall be protected.
	11e. Other
Forest Insects and Diseases	
NOTE: See instructions for additional information.	
12. Possible infestation of residual stands of pines with Ips and Dendroctonous beetles if slash from wet season pre-commercial thinning operation not adequately disposed.	12a. The requirements described in the Forest Practice Rules Technical Rule Addendum Number 3 will be followed.
	12b. Different species of conifers will be planted on the site to minimize the recurrence of the stand conditions that favored the infestation.
	12c. Other
13. Infestation of pine stands with root rot pathogens after pre-commercial thinning.	13a. Application of borax on thinned stumps will occur.
	13b. Other

14. The project is within the Zone of Infestation for pitch canker.	14a. Infected or contaminated plant material will not be transported to areas that are free of the disease.
	14b. No disease symptoms in project area.
	14c. Tools used in cutting diseased trees will be cleaned with disinfectant before using them on uninfected trees.
	14d. Other
Fire	
15. Particulates in the air from burning brush and slash.	15a. Compliance with Air Resource Board rules and local ordinances.
	15b. Other
16. Slash build-up after pre-commercial thinning increases fire hazard.	16a. Slash will be treated to at least the standards described in the Forest Practice Rules for the area.
	16b. Other
17. Risk of fire escaping.	17a. Compliance with all state and local laws and regulations.
	17b. Other
Archaeological, Historical and Cultural Resources	
18. Potential significant disturbance of archaeological, historic, or cultural resources.	18a. A current archaeological records check was conducted at the appropriate Information Center of the California Historical Resource Information System.
	18b. Written notification was sent to local Native American groups and individuals, in the same manner as described in the Forest Practice Rules.
	18c. Written notification was sent to local Historical societies or similar organizations, requesting information about historical resources that may exist within the project.
	18d. A professional archeologist or an archaeologically-trained resource professional conducted an archaeological survey.
	18e. Archaeological, historic and cultural resource sites that exist within the project area were identified, evaluated, mapped, and recorded in accordance with professional archaeological standards.
	18f. Appropriate protection measures were developed for known archaeological, historical or cultural resource sites. These protection measures were developed in consultation with a CAL FIRE archeologist.
	18g. The archaeological investigation was documented on the CAL FIRE Project Review Report For Archaeological and Historical Resources Form, or an equivalent to it. The report was reviewed and approved by a CAL FIRE Archeologist for adequacy and concurrence of findings.
	18h. Other
Other	
19. Project may result in significant environmental effects other than those listed above.	19a. Effects beyond scope of the Program EIR. Additional review will be required.
	19b. Other

Certification

I certify that I have reviewed the pertinent information and inspected the proposed CFIP project area. After evaluating the proposed project and incorporating mitigation measures, I have determined:

- Mitigation has been incorporated into this project as necessary to avoid, reduce, or minimize impacts to less-than-significant level.
- Implementing this project will result in no significant environmental impacts and no new California Environmental Quality Act documentation is required.

Applicant or Applicant's Representative Certification

Signature: _____

Title: _____

Date: _____

California RPF License Number: _____

California Department of Forestry & Fire Protection Certification

Signature: _____

Title: _____

Date: _____

California RPF License Number: _____

Instructions for Completing the Written Pest Control Recommendation

1. Include the name and address of the grower, agency or firm for whom the recommendation is written.

2. Include the date the recommendation expires.

3. Provide information on how to locate the property or site to be treated.

4. Indicate the commodity, crop or site to be treated.

5. Indicate the total acres or units to be treated.

6. Check the box adjacent to the method of application.

7. Identification of pest to be controlled by recognized common name.

8. Name of pesticide (common name or trade name), dosage rate per acre or other units, dilution rate and volume per acre.

9. Check the box adjacent to the applicable hazard(s) and/or restriction(s).

10. Indicate the schedule, time or conditions for the application in relation to temperature, time of day, irrigation, etc. Also, include any label restrictions on use or disposition of crop or by-product.

11. Indicate any surrounding crops that may be sensitive to the recommended treatment.

12. Identify any occupied dwellings, field workers, pets or livestock in the proximity of the treatment area.

13. Indicate any non-pesticide substance, pest control method or device that will be used to control pest(s). Warning of the possibility of damages by the pesticide applicator that reasonably should have been known to exist at the time of the recommendation.

14. Check the box adjacent to the criteria used for determining the need for pest control treatment.

15. Check the box adjacent to the applicable crop and site restrictions.

16. Signature of the licensed pest control adviser or person acting in the capacity of a pest control adviser in accordance with the licensing exemption under Section 12001 of the California Food and Agriculture Code., the date the recommendation was made, and if applicable the adviser's license number. Also, include the name and address of the adviser's employer.

Map-Sketch the property or site to be treated and any surrounding hazards that are known to exist.

PEST CONTROL RECOMMENDATION

1. Operator of the property: _____ 2. . Recommendation Expiration Date: _____

Address: _____ County: _____

_____

3. Location to be treated: _____

4. Commodity to be treated: _____ 5. Acres or units to be treated: _____

6. Method of application: Air Ground Other Explain

Fumigation

7. Pest(s) to be controlled:

8.

Name of pesticide(s):	Rate per acre or unit:	Dilution Rate:	Volume per acre or unit:

9. Hazards and/or restrictions:
- ☐ Highly toxic to bees.
- ☐ Toxic to birds, fish, and wildlife.
- ☐ Do not apply during irrigation or when run-off is likely to occur.
- ☐ Do not apply near desirable plants.
- ☐ Do not allow to drift onto humans, animals, desirable plants, or property.
- ☐ Keep out of lakes, streams, and ponds.
- ☐ Birds feeding on treated area may be killed.
- ☐ Do not apply when foliage is wet (dew, rain, etc.).
- ☐ May cause allergic reaction to some people.
- ☐ This product is corrosive and reacts with certain materials (see label).
- ☐ Closed system required.
- ☐ Restricted use pesticide (California and/or Federal).
- ☐ Hazardous area involved (see maps and warnings).
- ☐ Other (see attachment).

10. Schedule, time or conditions:

11. Surrounding crop hazards:

12. Proximity of occupied dwelling, people, pets, or livestock.

13. Non-pesticide pest control, warnings, and other remarks:

14. Criteria used for determining need for pest control treatment:
- ☐ Sweep net counts ☐ Field observation
- ☐ Leaf of fruit counts ☐ Preventive
- ☐ Soil sampling ☐ History
- ☐ Pheromone or other trap
- ☐ Other

15. Crop and site restrictions:
- ☐ Worker reentry interval _____ days.
- ☐ Do not use within _____ days of harvest/slaughter.
- ☐ Posting required: ☐ Yes ☐ No _____ days.
- ☐ Do no irrigate for at least _____ days after application.
- ☐ Do not apply more than _____ application(s) per season.
- ☐ Do not feed treated foliage or straw to livestock.
- ☐ Plantback restrictions (see label).
- ☐ Other (see attachment): _____

16. I certify that alternatives and mitigation measures that would substantially lessen any significant adverse impact on the environment have been considered and, if feasible, adopted.

_____
Advisor Signature Date

_____
Advisor License Number

_____
Employer

_____
Employer Address

MAP AREA

STATE OF CALIFORNIA

PAYEE DATA RECORD

STD. 204 (REV. 6/03) Reverse

Guide to completing Payee data Record, STD. 204

1 **A completed Payee Data Record. STD. 204, is required for payments to all non-governmental entities and will be kept on file at each State agency. Since each State agency with which you do business must have a separate STD 204. on file, it is possible for a payee to receive this form from various State agencies.**

Payees who do not wish to complete the STD. 204 may elect to not do business with the State. If the payee does not complete the STD. 204 and the required payee data is not otherwise provided, payment may be reduced for federal backup withholding and nonresident State income tax withholding. Amounts reported on Information returns (1099) are in accordance with the Internal Revenue Code and the California Revenue and Taxation Code.

2 **Enter the Payee's legal business name. Sole proprietorships must also include the owner's full name. An individual must list his/her full name. The mailing address should be the address at which the payee chooses to receive correspondence. Do not enter payment address or lock box information here.**

3 **Check the box that corresponds to the payee business type. Check only one box. Corporations must check the box that identifies the type of corporation. The State of California requires that all parties entering into business transactions that may lead to payment(s) from the State provide their Taxpayer identification Number (TIN). The TIN is required by the California Revenue and Taxation Code Section 18646 to facilitate tax compliance enforcement activities and the preparation of Form 1099 and other information returns as required by the Internal Revenue Code Section 6109(a).**

The TIN for individuals and sole proprietorships is the Social Security Number (SSN). Only partnerships, estates, trusts, and corporations will enter their Federal Employer Identification Number FEIN).

4 **Are you a California resident or nonresident?**

A corporation will be defined as a "resident" if it has a permanent place of business in California or is qualified through the Secretary of State to do business in California.

A partnership is considered a resident partnership if it has a permanent place of business in California. An estate is a resident if the decedent was a California resident at time of death. A trust is a resident if at least one trustee is a California resident.

For individuals and sole proprietors, the term "resident" includes every individual who is in California for other than a temporary or transitory purpose and any individual domiciled in California who is absent for a temporary or transitory purpose. Generally, an individual who comes to California for a purpose that will extend over a long or indefinite period will be considered a resident. However, and individual who comes to perform a particular contract of short duration will be considered a nonresident.

Payments to all nonresidents may be subject to withholding. Nonresident payees performing services in California or receiving rent, lease, or royalty payments from property (real or personal) located in California will have 7% of their total payments withheld for State income taxes. However, no withholding is required if total payments to the payee are $1,500 or less for the calendar year.

For information on Nonresident Withholding, contact the Franchise Tax Board at the numbers listed below:
Withholding services and Compliance Section: 1-888-792-4900 E-Mail Address: wscs.gen@ftb.ca.gov
For hearing impaired with TDD, call: 1-800-822-6268 Website: www.ftb.ca.gov

5 **Provide the name, title, signature, and telephone number of the individual completing this form. Provide the date the form was completed.**

6 **This section must be completed by the State agency requesting the STD. 204.**

PRIVACY STATEMENT

Section 7(b) of the Privacy Act of 1974 (Public Law 93-579) requires that any federal, state or local governmental agency which requests an individual to disclose their social security account number shall inform that individual whether that disclosure is mandatory or voluntary, by which statutory or other authority such number is solicited, and what uses will be made of it.

It is mandatory to furnish the information requested. Federal law requires that payment for which the requested information is not provided is subject to federal backup withholding and State law imposes noncompliance penalties of up to $20,000.

You have the right to access records containing your personal information, such as your SSN. To exercise that right, please contact the business services unit or the accounts payable unit of the state agency(ies) with which you transact that business.

All questions should be referred to the requesting State agency listed on the bottom front of this form.

1.	**INSTRUCTIONS:** Complete all information on this form. Sign, date and return to the State agency (department/office) address shown at the bottom of this page. Prompt return of this **fully completed** form will prevent delays when processing payments. Information provided in this form will be used by State agencies to prepare Information Returns (1099). See reverse side for more information and Privacy Statement. **NOTE:** Governmental entities, federal, State, and local (including school districts) are not required to submit this form.

2.

PAYEE'S LEGAL BUSINESS NAME (*Type or Print*)	
SOLE PROPRIETOR-ENTER NAME AS SHOWN ON SSN (*Last, First, M.I.*)	E-MAIL ADDRESS
MAILING ADDRESS (*Number and Street or P.O. Box Number*)	BUSINESS ADDRESS
CITY, STATE, ZIP CODE	CITY, STATE, ZIP CODE

3.

PAYEE ENTITY TYPE

CHECK ONE BOX ONLY

ENTER FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN): ___ ___ - ___ ___ ___ ___ ___ ___ ___

☐ **PARTNERSHIP**

☐ **ESTATE OR TRUST**

CORPORATION:

☐ MEDICAL (e.g., dentistry, psychotherapy, chiropractic, etc.)

☐ LEGAL (e.g., attorney services)

☐ EXEMPT (nonprofit)

☐ ALL OTHERS

☐ **INDIVIDUAL OR SOLE PROPRIETOR ENTER SOCIAL SECURITY NUMBER:** ___ ___ ___ - ___ ___ - ___ ___ ___ ___

(SSN required by authority of California Revenue and Tax Code Section 18646)

NOTE: Payment will not be processed without an accompanying taxpayer I.D. number.

4

PAYEE RESIDENCY STATUS

☐ California Resident – Qualified to do business in California or maintains a permanent place of business in California.

☐ California nonresident (see reverse side) – Payments to nonresidents for services may be subject to State income tax withholding.

- ☐ No services performed in California.
- ☐ Copy of Franchise Tax Board waiver of State withholding attached.

5.

I hereby certify under penalty of perjury that the information provided on this document is true and correct. Should my residency status change, I will promptly notify the State Agency below.

AUTHORIZED PAYEE REPRESENTATIVE'S NAME (*Type or Print*)	TITLE	
SIGNATURE	DATE	TELEPHONE (*Include Area Code*)

6.

Please return completed form to:

Department/Office: _____

Unit/Section: _____

Mailing Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____

E-Mail Address: _____

California Cooperative Forest Management Plan

INSTRUCTIONS FOR PREPARING

California Cooperative Forest Management Plan

BACKGROUND

The enabling legislation for the California Forest Improvement Program (CFIP) requires that a Forest Management Plan be prepared and approved prior to a forest resource improvement project being started. The Plan shall describe, in general:

a. the condition and capabilities of the forestland property, including original forest type if determinable;
b. the participant's long-range management objectives, including provisions for eventual harvest of saw timber; and
c. needed forest resource improvement work consistent with protecting, enhancing, and maintaining forest productivity.

SCOPE

A CFIP Management Plan shall be written to cover all forestland within the same ownership surrounding or contiguous to the parcel proposed for the CFIP project. The Management Plan should include the objectives of the participant and should be a flexible instrument that can be amended by the participant as needs and economic conditions change. Additionally the CFIP Management Plan is a plan that addresses individual landowner objectives while adhering to National and State Forest Stewardship Management Plan guidelines.

INSTRUCTIONS

Management Plans shall be constructed using the California Cooperative Forest Management Plan. **(See Addendum B)**

The California Cooperative Forest Management Plan shall be based primarily on the participant's objectives. The plan shall provide sufficient historical and resource baseline data to formulate alternatives for forest improvement, compare alternatives, and provide a recommended course of action to optimize forest productivity.

Various alternatives will be proposed involving analysis of factors such as economics, product markets, impacts to the property, and surrounding ownerships.

Each plan will be unique. Plans for large acreage ownerships are expected to contain more information than small ownerships because of items like additional soil types, vegetation diversity, wildlife habitat etc.

MINI MANAGEMENT PLAN

CFIP User Guide "Mini Plan" Policy

1. The Mini Plan format is available for use for all authorized CFIP forest improvement projects for landowners who own less than 50 acres of forest land contiguous with their project, or for ownerships less than 5000 acres for projects addressing substantially damaged forest lands with conditions described in the Forest Practice Rules in 14 CCR 895.1. For substantially damaged land in need of immediate restoration, the plan would be for the project area only. The Mini Plan may also be used for those instances when landowners combine ownerships in order to meet the "20-acre" requirement, even if the "collective acreage exceeds or is equal to 50 acres, as long as no group member owns 50 acres or more of forestland."

2. Costs of the Mini Plan are to be based on complexity of the plan and size of the ownership. Cost may be negotiated lower but not in excess of the maximum Mini Plan cap rate.

3. Cost share payment to a landowner who uses the Mini Plan to satisfy CFIP requirements is a one-time occurrence. If the Mini Plan is used on a property, and paid for with CFIP cost-share funding, no CFIP cost share funds will be allowed in the future to update the plan or convert it to a California Cooperative Forest Management Plan template (full plan).

4. RPFs developing full plans or Mini Plan on their own property will only be paid at the Mini Plan rates. RPFs developing full plans on their own property will be allowed to negotiate above the Mini Plan rate if negotiations are supported by cost estimates for paying employees who are working on plan development. CFIP Invoices for reimbursement must be supported by proof of payments to employees.

5. RPFs and landowners who elect to prepare a Mini Plan will be advised by the appropriate CAL FIRE Forestry Assistance Specialist (FAS) as to the format and information required. A Mini Plan will not qualify the landowner for federal project funding.

6. Prior to submitting the CFIP application and agreement to Sacramento for funding, estimated plan costs must be reviewed by the Unit FAS who will be signing the management plan as accepted and approving and submitting the invoice for payment.

7. Upon recommendation from the Northern or Southern Resource Management Forestry and Fire Protection Administrator, the Mini Plan format may be used for projects/landowners who do not meet the criteria of #1 above. However, this is on a case by case basis and must be explained and justified as well as accompanied by a budget as per #2 above and approved by the Deputy Director of Resource Management. All other limitations of a mini plan will apply as per above.

FORMAT FOR CFIP MINI-MANAGEMENT PLANS

I. LANDOWNER

NAME: _____

ADDRESS: _____ **PHONE(Home):** _____

_____ **BUSINESS:** _____

_____ **FAX:** _____

II. LOCATION

A. COUNTY: _____

B. ASSESSOR'S PARCEL # _____

C. LEGAL DESCRIPTION: _____

D. GENERAL AREA LOCATION: _____

E. QUAD MAPS ON WHICH PROPERTY IS LOCATED: _____

III. FORESTLAND CONDITIONS

OWNERSHIP SIZE: _____ ACRES OF FORESTLAND: _____

A. LAND USE HISTORY

B. PRESENT LAND USE:

C. VEGETATION TYPE DESCRIPTION:

E. TIMBER STAND DESCRIPTION (Basal area, vigor, site/age class, growth potential rehabilitation possibilities, current silviculture practice):

F. SOILS (Series and discussion, slope, exposure, elevation,)

G. DESCRIBE PROPERTY BOUNDARIES AND CORNERS (Flagging colors, corner location, availability of survey notes)

H. TRANSPORTATION SYSTEM (Including location to drainages, condition, drainage structures, maintenance requirements, etc.)

IV. **LANDOWNERS PERSONAL MANAGEMENT OBJECTIVES as well as Land Use Alternatives**

V. **FUTURE HARVEST PLANS, MARKET CONDITIONS/LOCATIONS, AND BRIEF ECONOMIC ASSESSMENT**

VI. **FIRE PROTECTION PLANS**

VII. **INSECT AND DISEASE PROBLEMS**

VIII **SECURITY CONCERNS**

IX. **RECREATION POTENTIAL, PROJECTS**

X. **AESTHETIC CONSIDERATIONS, IMPACTS**

XI. **ARCHAEOLOGICAL, HISTORICAL, CULTURAL CONSIDERATIONS**

XII. **COMMUNITY/AGENCY COOPERATION MECHANISMS**

XIII **FORESTRY ASSISTANCE MANAGEMENT RECOMMENDATIONS**

XIV. **WETLANDS**

XV. **CARBON CYCLE & CLIMATE CHANGE**

XVI. FOREST RESOURCE IMPROVEMENT NEEDS/POTENTIAL PROJECT DESCRIPTIONS

Attach maps that refer to information included in the Management Plan as an exhibit or

A. SITE PREP

B. TREE PLANTING

C. TREE SHELTERS

D. PRE-COMMERCIAL THINNING/CLEAN and RELEASE

E. PRUNING

F. FOLLOW-UP

G. RELEASE

H. LAND CONSERVATION MEASURES

I. FISH and WILDLIFE IMPROVEMENTS

ttachment at the back of the plan. Maps will include a USGS quadrangle map at a minimum scale of 4 inches = 1 mile that identifies the ownership as well as the location of proposed project, roads, watercourses, and all other pertinent information that will help with property management issues.

CFIP INVOICE

CFIP INVOICE INSTRUCTIONS

When work is completed on all or a portion of your project, sign the invoice and submit it to the CAL FIRE Forester with copies of bills, invoices, cancelled checks or other proof of payment and, except in the case of an invoice for a management plan, a map showing the areas of where the practices occurred. The map should be clear and labeled to reflect those items being invoiced. If you provided labor, equipment or materials for the project, complete and sign the Cost Accounting Worksheet. Check with your CAL FIRE Forester regarding the allowable rates for in-kind labor.

Reimbursement will be made for actual cash expenditures and for goods or services beyond Participant's matching contribution requirement. Reimbursement for such goods and services shall be made in accordance with the State's prevailing rates, provided, however, reimbursement shall not exceed the State's adopted maximum per-acre (or other unit of measure) costs or Participant's actual costs, whichever is less.

What this means is that you can't be reimbursed for more money per practice than the contract allows.

For Example:

If your contract allows for 75% of $200 per acre, but the final cost was actually $210 per acre, the state will only pay $180 per acre (75% of $200). Also, if your actual cost was $150 per acre, and the contract allowed 75% of $200, the state will only pay $112.50 per acre (75% of $150).

Instructions for filling out the Invoice Form:

1. Fill in your name and address as it appears on the CFIP contract.
2. Put in the CFIP Project number and the contract number at it appears on your Agreement.
3. Check (✓ or X) whether this is an interim or the final invoice. Final invoice means that you will be billing for no additional work against this contract.
4. ON THE LEFT SIDE OF THE INVOICE in each of the appropriate categories enter the date that the work, for which you are billing, was completed.
5. Put the total acres you or your forester calculated was accomplished or for which you were billed from the contractor.
6. Enter the total actual cost for which you were billed.
7. Add the totals (optional)
8. Enter the amount of the total from this invoice that you attribute to your own labor.
9. Sign and attach copies of all pertinent bills and, if you provided labor, equipment or materials to any of the costs associated with the invoice, show breakdown of your actual expenses. If this invoice is for a new or revised management plan, include a copy. You can use the Cost Accounting Worksheet as shown on page 68 or some similar method. If the invoice is for a new or revised management plan, include a copy of the plan
10. Send invoice package as per 9 above to the local CAL FIRE Unit with which you have the agreement in order to get an inspection.
11. Final invoice must have a completed RM9 that shows Total Acres of Fuel Reduction for the project.

12. DO NOT PUT ANYTHING IN THE BOX ON THE RIGHT SIDE OF THE FORM WHICH STATES: **For CAL FIRE Use Only**.

EXAMPLE A: You have a contract that includes 20 acres of site preparation, 20 acres of trees and planting and 20 acres of follow-up. You contract allows for Site Preparation at $300/acre, planting at $200/acre and follow-up for $150/acre. Your reimbursement rate is 75%.

You have completed 10 acres of site preparation on 10/16/04 which totaled $2700.00, 8 acres of planting on 2/10/05 costing $1800.00 and 8 acres of follow-up on 6/01/05 at $1200.00. You have done none of the work yourself.

You still have plans to finish the contract in the future so when you fill out your invoice form you check INTERIM.

Your form would look like the one on page 65.

The contract rate is 75% so you would enter ($5700 x 75% =) $4275.00 as your reimbursement.

EXAMPLE B: After receiving a copy of the invoice the CAL FIRE Forestry Assistance Specialist (FAS) inspects the area and determines that the site preparation, planting and follow-up activities have been done and agrees with the acreage calculations. However, the contract only allows $200 per acre for planting costs. So CAL FIRE would only be able to approve costs totaling (8 acres x $200 =) $1600.00. The FAS would enter that amount in the cost column. The revised total would be $5500. (see Example for FAS, page 66.)

The “TOTAL PAYABLE BY THE STATE” would be based on the revised total or $4125.00. The FAS signs the invoice and sends it in for payment.

CFIP INVOICE #1 EXAMPLE A

EXAMPLE

Make Warrant Payable to: John Landowner

(Use exact names and address as on CFIP Agreement)

PO Box 1

Anytown, CA 95555

04-CCR-HUM-09
CFIP Project #

8CA03999
State Contract #

TO: California Department of Forestry and Fire Protection

Attention: Forestry Assistance Specialist

I certify work has been completed in full compliance with my CFIP Agreement specifications and request interim ☒ OR final ☐ payment for the following expenses incurred:

PROJECT CATEGORY	DATE COMPLETED	ACRES	TOTAL* ACTUAL COST	For CAL FIRE Use Only: ELIGIBLE ACRES	For CAL FIRE Use Only: COSTS*
Management Plan/Addendum					
RPF Supervision					
Site Preparation	10/16/04	10	2700		
Trees and Planting	2/10/05	8	1800		
Tree Shelters					
Thinning					
Pruning					
Follow-up	6/01/05	8	1200		
Release					
Land Conservation Wildlife/Fisheries Projects					
Other					
TOTAL		26	5700		

Of the above, $ 0 is for my own labor.

COPIES OF MY BILLS AND A BREAKDOWN OF MY ACTUAL EXPENSES ARE ATTACHED.

The State's share should be $4275

Cost share rate: %

TOTAL PAYABLE BY THE STATE:

$ xxxxxxxxxxxxxxxxxxx

Approved by: CAL FIRE sign here

Approved by: CAL FIRE sign here

CalStars Coding:
-9520-418.99-06116-

Vendor Identification Number:

Participant Sign Here:

Date:

CFIP INVOICE #1 EXAMPLE B For FAS

EXAMPLE

Make Warrant Payable to: John Landowner

(Use exact names and address as on CFIP Agreement)

PO Box 1

Anytown, CA 95555

04-CCR-HUM-09
CFIP Project #

8CA03999
State Contract #

TO: California Department of Forestry and Fire Protection

Attention: Forestry Assistance Specialist

I certify work has been completed in full compliance with my CFIP Agreement specifications and request interim ☒ OR final ☐ payment for the following expenses incurred:

PROJECT CATEGORY	DATE COMPLETED	ACRES	TOTAL* ACTUAL COST	For CAL FIRE Use Only: ELIGIBLE ACRES	For CAL FIRE Use Only: COSTS*
Management Plan/Addendum					
RPF Supervision					
Site Preparation	10/16/04	10	2700	10	2700
Trees and Planting	2/10/05	8	1800	8	1600
Tree Shelters					
Thinning					
Pruning					
Follow-up	6/01/05	8	1200	8	1200
Release					
Land Conservation Wildlife/Fisheries Projects					
Other					
TOTAL		26	5700		5500

$200 /ac

Of the above, $ 0 is for my own labor.

COPIES OF MY BILLS AND A BREAKDOWN OF MY ACTUAL EXPENSES ARE ATTACHED.

The State's share should be $4275

Cost share rate: 75%

TOTAL PAYABLE BY THE STATE:

$ 4125

Approved by: CAL FIRE sign here

Approved by: CAL FIRE sign here

CalStars Coding:
-9520-418.99-06116-

Vendor Identification Number:

Participant Sign Here:

Date:

CFIP INVOICE *(form available electronically)*

Make Warrant Payable to: _____

(Use exact names and address as on Payee Data Record: STD- 204) _____

_____

_____

CFIP Project # _____

8CA
State Contract # _____

TO: California Department of Forestry and Fire Protection

Attention: Forestry Assistance Specialist

I certify work has been completed in full compliance with my CFIP Agreement specifications and request interim ☐ OR final ☐ payment for the following expenses incurred (check "final" only if this is the last invoice for contract):

PROJECT CATEGORY	DATE COMPLETED	ACRES	TOTAL ACTUAL COST	For CAL FIRE Use Only: ELIGIBLE ACRES	For CAL FIRE Use Only: ELIGIBLE COSTS*
Management Plan/Addendum					
RPF Supervision					
Site Preparation					
Trees and Planting					
Tree Shelters					
Thinning					
Pruning					
Follow-up					
Release					
Land Conservation Wildlife/Fisheries Projects					
Other					
TOTAL					

Of the above, $ _____ is for my own labor.

COPIES OF MY BILLS AND A BREAKDOWN OF MY ACTUAL EXPENSES ARE ATTACHED.

The State's share should be $ _____

Cost share rate: %

TOTAL PAYABLE BY THE STATE:

$ _____

Approved by: CAL FIRE FAS sign here & date

* Eligible costs are total actual or contract costs, whichever are lower.

Participant Sign Here: _____ **Date:** _____

To request a review of the work completed to date, contact our local CAL FIRE FAS. After a satisfactory review, submit this invoice for payment to CAL FIRE.

Approved by: CAL FIRE sign here

-9520-418.99-

Vendor Identification Number:

CFIP PARTICIPANTS COST ACCOUNTING WORKSHEET

(Form available electronically)

(This form is supplied for your convenience in accounting for CFIP expenditures. If not used, some other method of accounting for CFIP expenditures will be required.)

Participant: _____ **CFIP Project#** _____

Equipment Used	Date Worked Month / Day	Hours Worked	Rate Per Hour	TOTALS	Practice*	Date Worked Month / Day	Hours Worked	Rate Per Hour	TOTAL
				$					$
			TOTAL	$				TOTAL	$

MATERIALS and SUPPLIES					CONTRACTS				
Material Used	Quantity	Rate	TOTAL		Practice*	Vendor	Kind of Work	Rate	TOTAL
		TOTAL	$					TOTAL	$

EQUIPMENT: $ _____

LABOR: $ _____

MATERIALS: $ _____

CONTRACTS: $ _____

TOTAL: $ _____

*** Breakdown per practice as shown in Exhibit B of CFIP Agreement.**

WHO TO CONTACT

Contact a CAL FIRE Forester/Forestry Assistance Specialist In Your Area

County	Forest Advisor	Phone Number	Address, City, Zip Code
Alameda	Jill Butler	(707) 576-2935	135 Ridgway Avenue, Santa Rosa, CA 95401
Alpine	Tom Tinsley or Patrick Mc Daniel	(530) 647-5200	2840 Mt. Danaher Road, Camino, CA 95709
Amador	Tom Tinsley or Patrick Mc Daniel	(530) 647-5200	2840 Mt. Danaher Road, Camino, CA 95709
Butte	Ken Kendrick	(530) 872-6334	Butte Unit, 176 Nelson Avenue, Oroville, CA 95954
Calaveras	Adam Frese	(209) 754-2706	785 Mountain Ranch Road, San Andreas CA 95249
Colusa	Jill Butler	(707) 576-2935	135 Ridgway Avenue, Santa Rosa, CA 95401
Contra Costa	Jill Butler	(707) 576-2935	135 Ridgway Avenue, Santa Rosa, CA 95401
Del Norte	Jason Butcher	(707) 726-1258	118 Fortuna Blvd., Fortuna, CA 95540
El Dorado	Tom Tinsley or Patrick Mc Daniel	(530) 647-5200	2840 Mt. Danaher Road, Camino, CA 95709
Fresno	Ed Simpson	(559) 493 4307	210 S Academy Sanger, Ca 93657
Glenn	Brook Darley (CFIP)	(530) 224-2438	6105 Airport Road, Redding, CA 96002
Humboldt	Jason Butcher	(707) 726-1258	118 Fortuna Blvd., Fortuna, CA 95540
Imperial	vacant	(619) 590-3103	2249 Jamacha Road, El Cajon, CA 92019
Inyo	Glenn Barley	(909) 881-6955	3800 North Sierra Way, San Bernardino, CA 92405
Kern	David Shy	(559) 732-5954	1968 S. Lovers Lane, Visalia, CA 93292
Kings	Ed Simpson	(559) 493 4307	210 S Academy Sanger, Ca 93657
Lake - North	Jill Butler	(707) 576-2935	135 Ridgway Avenue, Santa Rosa, CA 95401
Lake South	Jill Butler	(707) 576-2935	135 Ridgway Avenue, Santa Rosa, CA 95401
Lassen	Brook Darley (CFIP)	(530) 224-2438	6105 Airport Road, Redding, CA 96002
Los Angeles	Glenn Barley	(909) 881-6955	3800 North Sierra Way, San Bernardino, CA 92405
Madera	Len Nielson	(209) 966-3622 ext:218	5366 Highway 49 North, Mariposa, CA 95338
Marin	Jill Butler	(707) 576-2935	135 Ridgway Avenue, Santa Rosa, CA 95401
Mariposa	Len Nielson	(209) 966-3622 ext:218	5366 Highway 49 North, Mariposa, CA 95338
Mendocino	Jill Butler	(707) 576-2935	135 Ridgway Avenue, Santa Rosa, CA 95401
Merced	Len Nielson	(209) 966-3622 ext:218	5366 Highway 49 North, Mariposa, CA 95338
Modoc	Brook Darley (CFIP)	(530) 224-2438	6105 Airport Road, Redding, CA 96002
Mono	Glenn Barley	(909) 881-6955	3800 North Sierra Way, San Bernardino, CA 92405
Monterey	Jonathan Pangburn	(831) 333-2600	2221 Garden Road, Monterey, CA 93940
Napa	Jill Butler	(707) 576-2935	135 Ridgway Avenue, Santa Rosa, CA 95401
Nevada	vacant	(530) 889-0111	13760 Lincoln Way, Auburn, CA 95603
Orange	Gregg Bratcher	(951)-659-3335	25380 Franklin Dr., P.O. Box 2097, Idyllwild, CA 92549
Placer	vacant	(530) 889-0111 ext 128	13760 Lincoln Way, Auburn, CA 95603

Plumas	Al Klem	(530) 283-1792	LMU Quincy Area Office. Quincy, CA 95971
Orange	Gregg Bratcher	(951)-659-3335	25380 Franklin Dr., P.O. Box 2097, Idyllwild, CA 92549
Sacramento	Tom Tinsley or Patrick McDaniel	(530) 647-5200	2840 Mt. Danaher Road, Camino, CA 95709
San Benito	Jonathan Pangburn	(831) 333-2600	2221 Garden Road, Monterey, CA 93940
San Bernardino	Glenn Barley	(909) 881-6905	3800 North Sierra Way, San Bernardino, CA 92405
San Diego	vacant	(619) 590-3103	2249 Jamacha Road, El Cajon, CA 92019
San Francisco	Jill Butler	(707) 576-2935	135 Ridgway Avenue, Santa Rosa, CA 95401
San Joaquin	Adam Frese	(209) 532-7424	18440 Striker Ct., Sonora, CA 95370
West	Jill Butler	(707) 576-2935	135 Ridgway Avenue, Santa Rosa, CA 95401
San Luis Obispo	Alan Peters	(805) 543-4244	635 N. Santa Rosa, San Luis Obispo, CA 93405
San Mateo	Jill Butler	(707) 576-2935	135 Ridgway Avenue, Santa Rosa, CA 95401
Santa Barbara	Alan Peters	(805) 543-4244	635 N. Santa Rosa, San Luis Obispo, CA 93405
Santa Clara	Jill Butler	(707) 576-2935	135 Ridgway Avenue, Santa Rosa, CA 95401
Santa Cruz	Jill Butler	(707) 576-2935	135 Ridgway Avenue, Santa Rosa, CA 95401
Shasta	Brook Darley	(530) 224--1420	6105 Airport Road, Redding, CA 96002
Sierra	vacant	(530) 889-0111	13760 Lincoln Way, Auburn, CA 95603
Siskiyou	Damon Denman	(530) 842-3516	1809 Fairlane Road, Yreka, CA 96097
Solano	Jill Butler	(707) 576-2935	135 Ridgway Avenue, Santa Rosa, CA 95401
Sonoma	Jill Butler	(707) 576-2935	135 Ridgway Avenue, Santa Rosa, CA 95401
Stanislaus-East	Adam Frese	(209) 532-2706	18464 Striker Court, Sonora, CA 95370
West	Jill Butler	(707) 576-2935	135 Ridgway Avenue, Santa Rosa, CA 95401
Sutter	Brook Darley	(530) 224--1420	6105 Airport Road, Redding, CA 96002
Tahoe Basin	vacant	(530) 573-2321	3141 Highway 50, Suite B, South Lake Tahoe, CA 96150
Tehama	Brook Darley	(530) 224--1420	6105 Airport Road, Redding, CA 96002
Trinity	Brook Darley	(530) 224--1420	6105 Airport Road, Redding, CA 96002
Tulare	David Shy	(559) 732-5954	1968 S. Lovers Lane, Visalia, CA 93292
Tuolumne	Adam Frese	(209) 532-2706	18464 Striker Court, Sonora, CA 95370
Ventura	Alan Peters	(805) 543-4244	635 N. Santa Rosa, San Luis Obispo, CA 93405
Yolo	Jill Butler	(707) 576-2935	135 Ridgway Avenue, Santa Rosa, CA 95401
Yuba	vacant	(530) 889-0111 ext 128	13760 Lincoln Way, Auburn, CA 95603

Staff list updated 2-25-15

CFIP RPF CHECKLIST

CFIP Project Number: _____ State Contract Number: _____

Supervision is a category to help landowners pay for the services of a consulting forester from project beginning to end. The objective is to improve the quality of the projects and to promptly complete projects. Supervision will involve forestry services of a Registered Professional Forester. The Project Description will list the specific responsibilities the RPF is engaged to provide. To satisfy this requirement, the RPF must complete this form. Responsibilities noted with an * are optional, all others required. RPF to check "Accept Responsibility" spaces provided as appropriate. Also complete this form, checking the appropriate boxes for "Items Completed" and include with CFIP Invoice, RM-14, when billing for supervision services.

Specific Responsibilities for Registered Professional Forester Supervision (Check appropriate item)

	Accept Responsibility	Item Completed
Site Preparation		
1. Implement project description.	☐	☐
2. Recommend contractor to Participant.	☐	☐
3. Monitor, coordinate and recommend corrective actions to contractor.	☐	☐
4. Field inspect project during and after work completed.	☐	☐
5. Prepare invoice and documentation for submittal to Participant and State	☐	☐
6. If CAL FIRE inspection required additional work, take corrective action.	☐	☐
7. All of the above.	☐	☐
8. Other, attach explanation	☐	☐
Tree and Planting		
1. Implement project description	☐	☐
2. Recommend appropriate nursery, transportation system for delivery & Storage	☐	☐
3. Order stock or negotiate with contract nursery for stock.	☐	☐
4. Recommend tree planting contractor.	☐	☐
5. Coordinate, monitor and recommend corrective action.	☐	☐
6. Field inspect during and after planting.	☐	☐
7. Prepare invoice and documentation for submittal to Participant and State	☐	☐
8. If CAL FIRE inspection requires additional work, take corrective action.	☐	☐
9. All of the above.	☐	☐
10. Other, attach explanation.	☐	☐
Tree Shelters		
1. Implement project description.	☐	☐
2. Recommend a contractor to the Participant.	☐	☐
3. Coordinate, monitor, and recommend corrective actions to contractors.	☐	☐
4. Field inspect during work and after completion.	☐	☐
5. Prepare invoice and documentation for submittal to Participant and State	☐	☐
6. If CAL FIRE inspection requires additional work, take corrective action.	☐	☐
7. All of the above.	☐	☐
8. Other, attach explanation.	☐	☐
Follow-up		
1. Implement project description.	☐	☐
2. Recommend specific tasks upon planting and for the next growing season.	☐	☐
3. Recommend a contractor, coordinate, monitor and recommend corrective action to follow-up	☐	☐
4. Field inspect during work and after completion.	☐	☐
5. Prepare invoice and documentation for submittal to Participant and State	☐	☐
6. If CAL FIRE inspection requires additional work, take corrective action.	☐	☐
7. All of the above.	☐	☐
8. Other, attach explanation.	☐	☐

	Accept Responsibility	Item Completed
Pre-Commercial Thinning		
1. Implement project description.	☐	☐
2. Recommend a contractor to the Participant.	☐	☐
3. Coordinate, monitor, and recommend corrective actions to contractors.	☐	☐
4. Field inspect during work and after completion.	☐	☐
5. Prepare invoice and documentation for submittal to Participant and State	☐	☐
6. If CAL FIRE inspection requires additional work, take corrective action.	☐	☐
7. All of the above.	☐	☐
8. Other, attach explanation.	☐	☐
Pruning		
1. Implement project description.	☐	☐
2. Recommend a contractor to the Participant.	☐	☐
3. Coordinate, monitor, and recommend corrective actions to contractors.	☐	☐
4. Field inspect during work and after completion.	☐	☐
5. Prepare invoice and documentation for submittal to Participant and State.	☐	☐
6. If CAL FIRE inspection requires additional work, take corrective action.	☐	☐
7. All of the above.	☐	☐
8. Other, attach explanation.	☐	☐
Release		
1. Implement project description.	☐	☐
2. Recommend a contractor to the Participant.	☐	☐
3. Coordinate, monitor, and recommend corrective actions to contractors.	☐	☐
4. Field inspect during work and after completion.	☐	☐
5. Prepare invoice and documentation for submittal to Participant and State.	☐	☐
6. If CAL FIRE inspection requires additional work, take corrective action.	☐	☐
7. All of the above.	☐	☐
8. Other, attach explanation.	☐	☐
Land Conservation		
1. Implement project description.	☐	☐
2. Recommend a contractor to the Participant.	☐	☐
3. Coordinate, monitor, and recommend corrective actions to contractors.	☐	☐
4. Field inspect during work and after completion.	☐	☐
5. Prepare invoice and documentation for submittal to Participant and State.	☐	☐
6. If CAL FIRE inspection requires additional work, take corrective action.	☐	☐
7. All of the above.	☐	☐
8. Other, attach explanation.	☐	☐
Wildlife/Fisheries		
1. Implement project description.	☐	☐
2. Recommend a contractor to the Participant.	☐	☐
3. Coordinate, monitor, and recommend corrective actions to contractors.	☐	☐
4. Field inspect during work and after completion.	☐	☐
5. Prepare invoice and documentation for submittal to Participant and State.	☐	☐
6. If CAL FIRE inspection requires additional work, take corrective action.	☐	☐
7. All of the above.	☐	☐
8. Other, attach explanation.	☐	☐

I certify that the above checked items ☐ will be or ☐ have been completed.

RPF Name, Printed	Signature	RPF Number	Date

ADDENDUMS

RESCISSION OF LAND USE ADDENDUM

When Recorded Return to:

CALIFORNIA DEPARTMENT OF FORESTRY
AND FIRE PROTECTION
Resource Management
Attn: CFIP Coordinator, Room 1516-22
P.O. Box 944246
Sacramento, CA 94244-2460

RESCISSION OF LAND USE ADDENDUM

The previously recorded Land Use Addendum for California Forest Improvement Program Agreement Project Number _____ dated _____ between the Participant, _____, and the State of California, Department of Forestry and Fire Protection, as recorded in book _____, page _____, dated _____, record number _____, is hereby rescinded. This rescission applies to lands described as below:

Signature: _____ Dated: _____.

Printed name, title:_____
Agent for the State of California, Department of Forestry and Fire Protection

California Cooperative Forest Management Plan

(Version 1-22-14)

Property Name: _____

Property Location Address: _____

Owner Name (s): _____

Plan Author:

Signature:_____

Phone: _____ RPF#: _____

This management plan outlines the conditions and capability of property resources, documents the landowner's objectives and decisions and identifies potential resource improvement projects. It is meant to be a flexible and educational document that considers a planning horizon of at least 5 years but may include objectives that require a much longer time period.

This management plan template meets management plan requirements for grant agreements and other provisions available through CAL FIRE, NRCS, USFS, and the American Tree Farm Association. Signature Pages are provided to document acceptance of this management plan in meeting those requirements.

This management plan is a tool for and belongs to the landowner. Signatures are only required for that entity providing funding as requested by the landowner.

SIGNATURES AND APPROVALS

This Forest Management Plan is provided as a guide to help you accomplish the objectives that you have for your forest. This Forest Management Plan will guide you in achieving the benefits of managing your forest and forest related resources. With this Forest Management Plan, you are eligible to participate in the California Department of Forestry and Fire Protections California Forest Improvement Program (CFIP), US Forest Service's Forest Stewardship Program (USFS), the American Forest Foundation's American Tree Farm System (ATFS) and The Natural Resources Conservation Service (NRCS) programs. This plan will need to be reviewed and approved by representatives for each of the programs that are providing funding.

I have reviewed this plan and approve its content.

_____ _____

Landowner (s) **Date**

USFS Forest Stewardship Program

I certify that this Forest Management Plan meets the requirements of the federal Forest Stewardship Program.

_____ _____

Plan Preparer Date

I certify that this Forest Management Plan meets the requirements of the federal Forest Stewardship Program.

_____ _____

Stewardship Forester Date

Forest Stewardship Tracking Number: _____

NRCS Cost Share Programs including EQIP

I certify that this Forest Management Plan meets the requirements of the USDA-NRCS Programs and/or the Quality Criteria for forest activity plans in Section III of the USDA NRCS Field Office Technical Guide.

_____ _____ _____

Technical Service Provider Date RPF Number

I certify that this Forest Management Plan meets the requirements of the USDA-NRCS Programs and/or the Quality Criteria for forest activity plans in Section III of the USDA NRCS Field Office Technical Guide.

_____ _____

District Conservationist Date

ATFS Program

I certify that this Forest Management Plan meets the requirements of the American Forest Foundation's American Tree Farm System.

_____ _____ _____

ATFS Inspecting Forester Date Number

Certified Tree Farm Number: (e.g. AL 1234) _____ Date of ATFS Certification: _____

CAL FIRE CFIP MANAGEMENT PLAN CERTIFICATION PAGE

California Registered Professional Forester (RPF) Certification: I certify that I, or my supervised designee, personally inspected this California Forest Improvement Program (CFIP) plan area, and that the plan fully complies with the CFIP and Professional Foresters Law, and meets Federal Forest Stewardship Management Plan Standards. I further certify that this plan is based upon the best available site and landowner information, and if followed, will not be detrimental to the productivity of the natural resources associated with this property.

Name (print or type): _____

Signature:_____ Date: _____

Organization or Company: _____

Address: _____

Phone: _____ RPF#:_____

CAL FIRE Unit Certification: I certify that I, or my supervised designee, personally inspected this California Forest Improvement Program (CFIP) plan area, and that the plan fully complies with the CFIP and Professional Foresters Law, and meets Federal Forest Stewardship Management Plan Standards.

Name (print or type): _____

Signature:_____ Date: _____

California Department of Forestry and Fire Protection

Unit: _____

Address: _____

CAL FIRE STATE OR REGION CFIP COORDINATOR: I certify that the plan fully complies with the CFIP and Professional Foresters Law, and meets Federal Forest Stewardship Management Plan Standards.

Name (print or type): _____ RPF#: _____

Signature:_____ Date: _____

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This Multi-Agency Cooperative Forest Management Plan was developed for use in California by CAL FIRE, the US Forest Service and Natural Resources Conservation Service using information from a national joint Forest Stewardship, American Tree Farm System, NRCS Planning Process and the California Forest Improvement Act.

Landowner Information

Landowner(s):_____

Mailing:

Phone: _____ **E-Mail: _____**

Landowner's Representative (if applicable): _____

RPF# (if applicable): _____

Mailing Address: _____

Phone: _____E-Mail: _____

Management Plan History

Does a Management Plan exist for this property?: Yes _____ No _____

If Yes:

Type of Plan: (CFIP, EQIP, NTMP, FSP, CAP, Other): _____

Date of Original Plan Completion: _____ **Revision Dates: _____**

NOTE: Past Plans and Current Amendments are referred to in Appendix #3.

PROPERTY FACTS

Legal Property Description: _____

Nearest city or Town: _____ **County:_____**

Assessor's Parcel Number: _____

GPS Coordinates: _____

Total ownership acreage: _____ **Total forested acreage: _____**

Does Landowner reside on the property?: Yes _____ No _____

Describe the overall topography including slope, aspect and elevation:

Estimate percent of total acreage that is:

Simple topography (few ravines and changes of aspect) _____%

Percent of Land: Flat (<5% grade) _____ Gentle (< 20% grade) _____ Steep (> 35% grade) _____

Transportation System:

Vehicle Access (check): _____ <u>Excellent</u> (80% accessible) _____ <u>Good</u> (at least 50%)

_____ <u>Fair</u> (at least 25%) _____ <u>Poor</u> (less than 10%)

Estimated improved road length (rock surface): _____

Estimated unimproved road length: _____

Watershed Information:

CALWATER 2.2 planning watershed: _____ Acres within this watershed: _____

Is there a 303d listing on watershed?: _____ what are the factors?: _____

Tract and Farm number (if suitable): _____

NOTE: Use as much space as needed to answer the remainder of this document. A bullet point (●) is for the plan developer to use in understanding and writing the section intent and is not necessary to include with the final submitted plan.

PROPERTY HISTORY

- **This section is based on personal knowledge from landowner, neighbors and others, property records, and local information sources as well as evidence seen on the ground; stumps, skid trails, etc.**

- **Discuss past management history including past timber harvests (include THP # after 1970s), conservation practices (include those completed under public incentive agreements) and catastrophic events.**

CURRENT PROPERTY CONDITIONS

Property Infrastructure

- **Discuss existing improvements (including dwellings, roads and access, outbuildings, fencing, water improvements, tanks including stock ponds, wells, power lines, etc).**

Forest Infrastructure

- **Discuss overall forest structure, percent of productive forest soils, regeneration levels and current silvicultural practices.**
- **Note current conservation practices for forest lands, including insect or disease problems.**

Roads

- **Describe road system including major trails (see Road System in Map Section. Discuss stream crossings and drainage improvements. Are culverts and other crossings are adequately sized for 100 year storm events?**
- **Describe current road maintenance for erosion reduction, road surface condition, weed control, and time-of-year (seasonal) use.**

Access and Security

- **Are property boundaries identified including fences, gates, and boundary or corner markers?**
- **Discuss trespass problems.**
- **Review how current property management interacts with neighboring properties.**

Recreation

- **Describe current recreational opportunities including supporting resources.**

Invasive Species

- **Discuss invasive species found and current eradication measures.**

Soils:

- **Describe and map (in map section) soil types, site class, estimated growth/acre/year, erosion hazard ratings, equipment limitations, known geological hazards and landslides. Place supporting soil data and any other available ecological site descriptions (ESDs) in Appendix 4.**

Streams, Wetlands, and Ponds

- **Describe water resources present including streams, wetlands and ponds. Show State and Federal classifications.**
-

Air Resources

- **Discuss how unwanted vegetation is currently treated or removed from property.**

Fish & Aquatic Species

- **Identify fish streams and note streams with anadromous fish or listed fish species as well as other significant aquatic species using the water resources and riparian area(s)**
- **Describe general condition of the fish habitat including large wood, pools, riparian cover, migration barriers and current or desired buffer widths.**

Upland Wildlife

- **Identify bird and animal species observed or known to be present**
- **Describe general condition of habitat and the habitat elements such as den sites, snag retention, downed wood, migration corridors and water sources.**

Threatened or Endangered Species - plants or animals

- **In Appendix #5, discuss T&E species observed or known and provide the results of the California Department of Fish and Game NDDB and BIOS information sites for three miles of the property.**

LANDOWNER MANAGEMENT OBJECTIVES

Desired Forest Condition:

Fire protection objectives

Forest Health objectives

- **Insects and disease concerns**
- **Invasive plant and animal, concerns**
- **Trespass concerns.**

Wildlife:

- **Desired species habitat improvement**
- **R and E species habitat concerns:**

Additional Objectives:

Aesthetics:

Income:

Family Legacy:

Livestock (optional):

Other (optional):

MANAGEMENT PLAN IMPLEMENTATION

Constraints and Proposed Alternatives:

- **List land use alternatives to current use and landowner objectives.**
- **Discuss the desired alternative including a cost/benefit analysis of property improvement investments**
- **Discuss the "no action" alternative.**
- **If Forest Vegetation Simulation (FVS) or CRPTOS is executed, the generated results of the alternative selection should be appended to help document the alternative decision.**

Economic Sustainability:

- **Discuss the value of a business plan and potential resource development.**
- **Discuss tax liability and tax saving opportunities (see appendix #2).**

Soils:

- **Discuss conservation practices for steep slopes, woody debris retention, nutrient cycling, vehicle travel, soil compaction, flood runoff, and livestock issues.**

Desired Forest Condition (Reforestation and Afforestation):

- **Discuss areas desired for regeneration practices with specifications for natural seedling recruitment, site preparation, planting and/or follow-up.**
- **Forest Stand Improvement**
- **Describe the area to be improved including practice specifications for fire protection, thinning pruning and regeneration.**

Roads:

- **Point out possible access and road location improvements including stream, wetland and pond issues. Map improvement areas including water crossings and other needed drainage improvements.**
- **Describe conservation practices for general maintenance, erosion reduction, road surface condition, drainage-dips, culverts, stream crossings, weed control, and time-of-year use. Size replacement culverts for 100 year storm events**

Pests:

- **Note known and/or potential insects, diseases, animals, weeds, and invasive species on property.**
- **Discuss prevention guidelines including how to inventory, control, and monitor infestations.**
- **Describe the range of integrated pest management tools, including mechanical, physical, biological, cultural or chemical management.**

Fire Protection:

- **Discuss fire protection practices and specifications for mechanical, hand work, herbicide application and/or broadcast burning for stand/habitat improvement, fuel reduction and fire-wise safety.**
- **Describe and discuss local fire history, potential sources of fire ignition, fuel hazards, and infrastructure for protection including access and evacuation routes.**
- **Discuss the values of shaded fuel breaks, fuel breaks in strategic locations, and potential to connect with neighbors or a community effort.**

Security:

- **Discuss fencing, gating, signing and other forms of trespass control.**
- **List local protection agencies for landowner contact.**

Streams, Wetlands, and Ponds:

- **Discuss conservation practices for riparian habitat, wetlands road crossings, and water protection zones.**
-

Wildlife:

- **Discuss potential fish and aquatic habitat improvement including water quality and quantity as well as riparian habitat. Include other wildlife and endangered species concerns and habitat improvement.**
- **Discuss potential habitat improvements such as access, nest boxes, hunting potential, water development and domestic animal control.**

Recreation and Aesthetics:

- **Discuss potential recreational opportunities including supporting resources. Discuss aesthetic qualities of property.**

Air Resources:

- **Discuss smoke management issues with prescribe fire or pile burning and unwanted biomass removal alternatives. List air quality entities and permit requirements.**

Climate Considerations and Carbon Sequestration:

- **Discuss practices for the possibility of implementing carbon sequestration and climate amelioration activities.**

Family Legacy:

- **Discuss opportunities for family legacy including conservation easements and other ways to keep property safe from development.**

Livestock (optional):

- **Discuss livestock plan(s) and issues.**

Other (optional):

PLANNED MANAGEMENT ACTIVITIES AND REQUIRED PERMITS

- **In the Forest Management Unit Information found on the following page(s) include discussion of project specifications, priorities, feasibility and alternatives. Provide a project map for each Unit in the map section. Include the Unit(s) as part of an orderly timeline**
- **Schedule proposed activities covering at least five years in the MANAGEMENT ACTIVITY DECISIONS, SCHEDULE AND TRACKING form below.**
- **Identify which management unit/stand you are describing for your activities with a symbol, letter or number on the Unit Information and on the Unit and Management Plan map. If a subset of the stand is being treated, the area can be also be described and/or identified on the project map.**
- **There are no CEQA/NEPA requirements for this Management Plan.**
- **If there are CEQA or NEPA documents available from past practices, they should be included in Appendix 5.**
- **However, once an on the ground practice or conservation project is funded, the site specific environmental/cultural (CEQA/NEPA) documentation will need to be completed with the schedule of activities, project map and project specifications.**

Harvest Documents:

Most commercial biomass removal activities need a CAL FIRE permit or other entity permit. Identify needed or current Cal Fire THP, NTMP and/or Categorical Exclusion for proposed timber management activities. Other agency permits may be necessary for proposed management activities related to other types of conservation projects such as but not limited to water drafting, ponds, road maintenance, crossing replacements and dust control.

Monitoring:

Discuss both proactive and required monitoring for regulatory compliance.

RESOURCE MANAGEMENT UNIT INFORMATION:

Add as many pages of this section as there are management units designed for the ownership

For each management unit, write management objectives and a brief description of the management unit and its condition. Further detailed inventory/plot data can be included if desired. FVS or CRPTO forest modeling outputs can be appended to each unit description.

Name or Unit # _____ Acres _____

Location (describe and map):

_____

Objectives: (Describe type of silvicultural treatment including pre/post harvest activities and slash management if pertinent).

Forest Description:

Stand history, age and desired rotation cycle:

Tree species present, forest type and/or ecological site description (ESD):

Site index, soil type, elevation, slope:

DBH/size class, basal area, trees/acre, stocking, growth/yield potential:

Regeneration and stand improvement needs:

Discussion of Other Resources:

Riparian, meadows, aquatic habitat, stream and other watercourses:

Understory, downed woody debris, snags, wildlife habitat:

Unit Management Resource Concerns and Recommendations:

- **Erosion concerns:**
- **Domestic uses:**
- **Other conservation issues:**

MANAGEMENT ACTIVITY DECISIONS, SCHEDULE AND TRACKING

(Copy additional pages if needed)

Management Unit	Acres/ feet	NRCS Practice Code (optional)	Treatment Activity Short Description	Dates		Cost Share Used? Type?	Net Cash Flow	
				Planned	Completed		Cost	Income

California Environmental Quality Act (CEQA) and National Environmental Protection Act (NEPA) information

Forest management activities including conservation practices may impact special environmental and/or cultural values such as threatened or endangered species and archaeological sites. Landowners need to know their locations and what they can do to protect them. Landowners also need to know that environmental and cultural reviews by regulatory agencies are required when a ground practice is proposed, and a permit and/or government assistance becomes part of the project.

- In this section the Plan Preparer should summarize, discuss, and show on a map those "known" historical, archaeological, and cultural sites. Furthermore there should be a discussion to inform the landowner about the process of "discovery" or survey for unknown sites and discuss possible mitigations that should occur if ground disturbing events are prescribed in the future. **(If available, please attach existing record checks or surveys in a Confidential Archaeological Report in Appendix #5)**

- Additionally, the Plan Preparer should summarize, discuss, and show on a map any threatened and/or endangered species that are known to exist. Furthermore there should be a discussion to inform the landowner about the process of "discovery" or survey for unknown species that have the potential to reside on the property and discuss possible mitigations that should occur if ground disturbing events are prescribed in the future.

For this management plan, the following confidential information is required in Appendix #5.

Environmental

- Map the location of **known** geological, biological or ecological values sites.
- Discuss T&E species observed or known and provide the results of the California Department of Fish and Game NDDB and BIOS information sites for within three miles of the property boundaries.
- Provide guidelines on how proposed practices might effect or be affected by observed or known species.
- Provide possible mitigation practices to protect those species.

Archaeological

- Include landowner information about **known** archeological, cultural, or historical sites along with location maps.
- If available from the landowner, attach existing record checks, surveys, ,or Confidential Archaeological Report(s).
- Provide guidelines on how proposed practices might effect or be affected by observed or known sites.
- Provide possible mitigation practices to protect those sites.

ADDITIONAL CEQA/NEPA NOTIFICATION FOR GROUND PRACTICES

Any future ground practice to implement this plan using public entity reimbursement funds requires a signed CAL FIRE CFIP Environmental Checklist (CEQA) or an NRCS CPA-52 (NEPA) Checklist. Along with this checklist a process of "discovery" or survey for unknown values along with a discussion of possible mitigations is required. Additionally the checklist must be filled out by an RPF or Certified Planner. Archaeological values require an Archaeological Records Check, an entity Archaeologist review and Native American notification for the practice area.

PROVIDE A PROJECT NOTIFICATION TO THE FOLLOWING AGENCIES

- **County Clerk**
- **CA Department of Fish and Game**
- **Regional Water Quality Control Board**
- **If the project adjoins public land (for example, the US Forest Service, US Fish and Wildlife Service, BLM, National, State, or local parks, etc.) notify that agency**
- **If the project adjoins a State Highway, contact CALTRANS**
- **If the project is in the Coastal Zone, contact the Coastal Commission**

FOR GROUND-DISTRUBING PROJECTS, PROVIDE A PROJECT NOTIFICATION TO

- **Native American Heritage Commission**
- **Tribal contacts**
- **Local Historical Society**

ADDITIONAL PROFESSIONAL ASSISTANCE

Management Recommendations and Assistance for other lands or non-forested areas

List agencies and individuals that owner has or may consult for special sites, threatened and endangered species, desired species, livestock specialists, Native American cultural values, etc.

Community/Agency Cooperation Mechanisms

List agencies and NGOs such as the local office of CAL FIRE, NRCS, the local RCD, Fire-safe Council, and etc. with current contact names and numbers the owner can contact for guidance and help.

MAPS

All management plan map(s) shall contain the following elements as a minimum:

- **On a recent USGS Topographical or GIS map include property and management unit boundaries at a scale of 4 inches = 1 mile (1 inch = 1320 feet minimum).**
- **Title, north arrow, scale, legend (including road layout, water resources, infrastructure identification, timber land, other land uses, unit boundaries, and etc. as necessary to show activities).**

Maps Required:

1. **Property Location Map: Delineate property boundaries, access roads, nearest town or well-known land mark.**
2. **Parcel Map including property boundaries, road layout, water resources, infrastructure identification,**
3. **Management Unit map showing location of forest type and management unit boundaries.**
4. **Soil Types Map: Show name and location of soil types present. Soil maps are available from NRCS Web Soil Survey: http://websoilsurvey.nrcs.usda.gov/app/HomePage.htm , or from your local NRCS office.**
5. **Water Resources Map: Show name, location and classification of streams and other water resources.**
6. **Road Assessment Map: Show locations of roads and major skid trails. Indicate map points where projects such as road rehabilitation and culvert replacement are proposed**
7. **Project Map: Show location of proposed management activities**
8. **Other maps: As needed, other areas, including threatened and endangered species and archeological sites may be noted on a separate, confidential map.**

Aerial Photos are encouraged and may be used in addition to the Main Management Plan Map.

Appendix 1

Selected Standards and Specifications

- **NRCS Standards are located in:**
  http://efotg.sc.egov.usda.gov/

- **CAL FIRE CFIP Guidelines**

Appendix 2

Tax and Business Management

- **This section includes a series of statements related to tax and business management that should be included in plans.**

Property tax –

- **The forest management plan should document the current tax status of the property. Your state might have specific property tax programs that you may be eligible to participate in. Please be aware of the program rules and regulations.**

Income tax –

- **Include a statement that timber harvest and other revenue generating activities generally produce a federal and state income tax liability. Tax credits may be available for some management activities.**

Estate tax –

- **Include a statement that good estate planning can help to lessen tax liability when passing land to heirs and that landowners should seek good planning and tax advice.**

Record keeping –

- **Include a statement that good record keeping can help landowners manage their assets; increase their revenues; and minimize their tax liability.**

Land Use –

- **Document the land use classifications of the property from the county land use plan.**

Appendix 3

Past Plans, Amendments and Updates

Appendix 4

- **Supporting data and modeling outputs.**
- **Alternative Deduction References.**
- **Soil Survey Data and/or Ecological Site Descriptions (ESDs)**
- **Other References**

Appendix 5

Confidential Addendums

CFIP Fuels Redction Application and Agreement Award Process

9/12/2014

1) Concept Proposal	-	**Applicant Sends Concept Proposal (CP) to CAL FIRE Grant Management Unit (GMU)**
2) CP to Program Manager	-	**GMU sends CP to CAL FIRE Program Manager (PM)**
3) Concept Proposal Review	-	**PM reviews CP and approves or denies and Notifies GMU**
5) Application Request	-	**GMU requests Application and Agreement from successful applicants**
6) Application to CAL FIRE	-	**Application and Agreement received by CAL FIRE for ranking.**
7) Project review/selection	-	**CAL FIRE Review and Selects Applications**
8) Notice of successful applicants	-	**CAL FIRE notifies successful applicants**
9) Grant Awarded	-	**GMU awards CFIP funding to applicant**