2014/2015 Urban & Community Forestry GGRF Grant Programs PROJECT APPLICATION

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

CAL FIRE Project Tracking Number:

Name of Organization

Project Title

Project Type

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

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

Professional's First Name Professional's Last Name

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

Type of Organization

Primary Project Contact information

First Name Last Name

Email Phone Number

Address 1

Address 2

City County

State CA Zip Code

Secondary Project Contact information

First Name Last Name

Email Phone Number

Address 1

Address 2

City County

State CA Zip Code

2. Location information - List the cities/neighborhoods served by the project.

3. Partner information - List primary project partners or co-sponsors

Name of Organization 1

First Name | Last Name

Partner Contact Title

Email | Phone Number

Comments

Name of Organization 2

First Name | Last Name

Partner Contact Title

Email | Phone Number

Comments

List Any Additional Partner Organizations

4. Narrative - Describe the project by answering the questions below. Please be thorough, but concise with your answers. You should refer to the grant guidelines document, grant program Request For Proposals (RFP), the CA Urban Forestry Act (PRC Sections 4799.06 - 4799.12) and the CAL FIRE website for guidance on parts 4A - 4E.

A. GHG Methodology, reporting and tracking. Describe the methods used to quantify GHG reductions over at least 40 years. How will GHG be reported and tracked for this project? Continued on next page.

A. GHG Methodology, reporting and tracking. Continued from previous page. Additional discussion, calculations, and examples should be attached.

GHG that will be sequestered by the project (t)	
GHG emissions that will be avoided by the project (t)	
GHG that will be emitted by the project (t)	
Total GHG Reduction by the project (t)	

B. Background and Rationale - What is the situation, condition, or problem to be addressed by the project?

C. Project Objective - What are the objectives of the proposed project?

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

D. Scope of Work - Continued from previous page

E. Project Timeline - Provide a project timeline. Do not list specific dates or months due to uncertainty in when projects may begin. Plan on projects ending no later than December 19, 2019.

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

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

Total Project Trees: ☐ **Total *CAL FIRE Funded:*** ☐

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

5. Budget Information

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

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

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

C. Explanation of Budget and Costs - Continued from previous page

D. Matching Funds - List other funding sources, grants, etc., that will meet grant matching requirements.

Source 1 Amount

Description

Source 2 Amount

Description

Source 3 Amount

Description

Source 4 Amount

Description

Matching funds comments

6. Other Project Benefits - List other quantifiable benefits of the project (co-benefits). Please show how the measurement of these co-benefits was derived. Attachments can be provided as necessary.

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

A. Certification of Party Responsible For Maintenance (if trees/plants to be planted or cared for in project)

I, Appropriate representative

certify that the Appropriate agency

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

Signature _____ Date

Title Phone Number

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

I, Appropriate representative

certify that the Appropriate agency

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

Signature _____ Date

Title Phone Number

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

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

Signature _____ Date _____

Title _____ Phone Number _____

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

- ☐ ***CAL FIRE*** Urban Forestry Program Environmental Checklist
- ☐ State of California Payee Data Record (Std. 204)
- ☐ Governing Body Resolution (must follow sample format)
- ☐ Representative project area maps w/ sign locations shown
- ☐ Project sign schematic (including ***CAL FIRE*** logo)
- ☐ Other:
- ☐ State of California Non-Discrimination Compliance (Std. 19)
- ☐ State of California Drug-Free Workplace Certification (Std. 21)
- ☐ 5-10 representative site photos
- ☐ Letters of participation from listed partners
- ☐ Urban and Community Forestry Project Budget
- ☐ Additional GHG Methods, Calculations, Tracking information.

☐ **Proof of CalEnviroScreen 2.0 community designation.**

List other attachments: _____

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

Signature _____

Printed Name _____

Title _____ **Date** _____

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