

**DRAFT**  
**PROCEDURAL GUIDE**  
**FOR**  
**CALFIRE GREENHOUSE GAS REDUCTION FUND**  
**FOREST MANAGEMENT PROJECTS**

**PROGRAM TIMBERLAND ENVIRONMENTAL IMPACT REPORT**  
**FOR CARBON SEQUESTRATION AND FUEL REDUCTION PROGRAM**

**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, 2015**



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

**2015**

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## **INTRODUCTION**

CAL FIRE has developed the *Program Timberland Environmental Impact Report (PTEIR) for Carbon Sequestration and Fuel Reduction Program*, hereinafter called the “Program”, in order to meet the goals of the Global Warming Solutions Act of 2006. The Program is designed to have the combined benefit of increasing the carbon sequestration potential of California’s nonindustrial timberlands, while decreasing carbon emissions from wildland fires. Over one-half of the privately owned, commercial timberland in California is owned by nonindustrial landowners. Long-term uneven aged management of these lands and the retention of large, old trees can increase the ability of timberlands to sequester carbon through increased growth and inventory and to convert carbon dioxide to oxygen through photosynthesis. Prudent timberland management can decrease the potential for large wildland fires, that release greenhouse gases (GHGs), 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. The Program will provide grant funds for the development of PTEIRs to facilitate these declarations.

Comment [TB1]: 4598 (a)-(d)

### **Department Mission:**

The California Department of Forestry and Fire Protection serves and safeguards the people and protects the property and resources of California.

### **Purpose:**

The purpose of the Program is to encourage private investments in, and improved long-term management of, timberlands in California to promote carbon sequestration through the following:

- Increased timber growth and inventory.
- Reduced carbon emissions from wildland fires by creating fire resiliency on private timberlands.
- Protection, maintenance, and enhancement of a productive and stable forest resource system for the benefit of present and future generations.

Comment [TB2]: 4598.1(a)

The primary emphasis of the Program is on increasing carbon sequestration in timberlands and achieving GHG reductions from wildland fires. Consistent with this primary emphasis, the Program shall also be managed to maintain or improve all forest resources, such as fish and wildlife habitat, water quality and soil resources, so that the overall effect of the Program is improvement of the total forest resource system.

Comment [TB3]: 4598.1(b)

### **Program Goals:**

The goals of the Program are as follows:

- Encourage forest resource improvements and facilitate timberland management through financial and technical assistance to smaller nonindustrial landowners and coalitions of smaller nonindustrial landowners for the development of watershed-specific PTEIRs for watersheds where the primary focus of the proposed work is reduction of greenhouse gases.
- Work cooperatively with public and private landowners, particularly smaller nonindustrial landowners, to upgrade the long-term management of their lands and, thereby improve the ability of their lands to both sequester carbon and to resist wildland fires, insects and disease that cause significant emissions of carbon dioxide..

Comment [TB4]: 4598.2(b)(1)

Comment [TB5]: 4598.2(b)(2)

## **APPLICANT ELIGIBILITY AND CONDITIONS**

All of the following must be met for a proposed Project to be eligible for funding:

1. The Project Concept Proposal and Project Application requirements are satisfied.
2. Demonstrate a potential to increase carbon sequestration, achieve GHG reductions, and improve forest resilience to large wildland fires.
3. PTEIR development shall comply with PRC §§ 4598-4598.9, 14 CCR §§ 1580 et seq., 14 CCR §§ 1092-1092.32, PRC §§ 21000-21177 and 14 CCR §§ 15000-15387. Additionally, PTEIR developers shall use the guidance document adopted by the Board of Forestry entitled, "Guidance in the Preparation and Review of Program Timberland Environmental Impact Reports" dated November 4, 2009 (minor update July 29, 2014) to inform their development of the PTEIR.
4. Grantees may utilize grant funds to contract a third-party consultant. Grant funds provided to grantees shall not exceed the direct costs to the grantees of preparing or contracting the PTEIRs.
5. Only Eligible Landowner(s) can become a Grantee.
6. Coalitions of Eligible Landowners may participate in the Program. However, if they cannot form a single Grantee, then the Department will consider assuming responsibility for the Project on their behalf.
7. If more than one (1) Eligible Landowner applies for funding within the same watershed-Project Area and they cannot form a single Grantee, then the Department will consider assuming responsibility for the Project on their behalf.
8. Where the timberland is owned jointly by more than one individual, group, association, or corporation, as joint tenants, tenants in common, tenants by the entirety, or otherwise, the joint owners shall be considered, as one landowner.
9. Parcels considered for PTEIR funding that are zoned TPZ shall not be the subject of an application for rezoning or immediate rezoning pursuant to Section 51120 or 51130 of the Government Code.
10. Applicants must agree to comply with State or federal laws applicable to the work carried out pursuant to any Program Timber Harvesting Plan (PTHP) developed pursuant to a PTEIR.
11. Applicants must agree to provide CAL FIRE, upon completion of each PTHP undertaken pursuant to a PTEIR, a report detailing GHG reductions achieved by the plan.
12. ~~Successful applicants. The parcel or parcels of timberland to which the PTEIR shall apply~~ on non TPZ lands shall be subject to deed restrictions requiring that timberlands not be developed for uses incompatible with the PTEIR for a period of 20 years following the execution of a Grant Agreement or, if the Department assumes responsibility, the execution of an Agreement.
13. Successful applicants shall provide CAL FIRE any data or metrics on GHG reductions as requested or required by law.

Comment [TB6]: 4598.8(a)(b)

Comment [TB7]: 4598.6(a)

Comment [TB8]: 4598.4

Comment [TB9]: 4598.5(b)

Comment [TB10]: Background: Read 4598.2(b)(1). DECISION POINT 1:  
 1. Use watershed, this would be in line with 4598.2(b)(1), which refers to the development of watershed-specific PTEIRs.  
 2. Use Project Area, this would be in line with supporting Projects with Project Areas that are not watershed-specific. If the Committee chooses this option, it may be wise to research further whether watershed-specific is incongruent with a Project Area that spans multiple watersheds or one that represents a small portion of a watershed.

Comment [TB11]: 4598.6(b)

Comment [TB12]: 4598.6(c)(1)

Comment [TB13]: 4598.8(c)

Comment [TB14]: 4598.8(d)

Comment [TB15]: DECISION POINT 1A  
 Background: Read 4598.8(d).  
 1. Direct staff or not to develop the contents of a reporting form to satisfy 4598.9(g). (Board Staff and the Department)  
 2. Do something else.

Comment [TB16]: Replaced language because, pursuant to PRC § 4598.6. (c)(2), the deed restriction applies to any non TPZ land to which the PTEIR applies, whether they are the single sword faller or not.

Comment [TB17]: See DECISION POINT 2 in May 2015 Staff Memo.

Comment [MR18]: Removed growing and harvesting trees to make it congruent with 4598.6 (c)(2) and deed restriction (=land use agreement).

14. PTEIRs are subject to requirements of the California Environmental Quality Act (CEQA) and its related administrative regulations. CAL FIRE is the lead agency under CEQA responsible for certifying a PTEIR.
15. By law, timber operations under a PTEIR shall not occur until (1) a final Notice of Determination is completed and filed for the project and (2) a PTHP is approved by the Director of CAL FIRE.
16. Funds may not be used to satisfy cost share requirement or repay loans received pursuant to federal law.
17. Unforeseen and unintended circumstances may prevent Grantees from achieving one or more of the Program purposes or goals. Unforeseen circumstances that would allow Grantees to request a termination following the execution of the Grant Agreement are natural events that decrease current and future carbon sequestration and increase current and future GHG emissions including: wildfire, wind, disease and insect infestations.
18. The grant cap for individual Projects will be based on the availability of funds.
19. The land owned by the Eligible Landowner must be in the watershed Project Area for which the PTEIR is proposed.

**Comment [TB19]:** 4598.7

**Comment [SLF 2nd20]:** We will need to discuss more in Committee. We will need to add more detail on this process. In ARB lingo, this is called an unintentional reversal, which is defined as any reversal not due to the Forest Owner's negligence, gross negligence or willful intent, including wildfires or disease that are not the result of the Forest Owner's negligence, gross negligence or willful intent. Instead of the timberland owner requesting termination as the result of an unintentional reversal perhaps that timberland owner could be engaged to replant and provide revised GHG reduction numbers.

**Comment [TB21]:** Stella suggested equating the cap with the Grant funds available for the Program (e.g. 1.2 million).  
MR: In the future, however, more funding could be received, which is why this generic language is used.

**Comment [TB22]:** This condition may have to be changed based on the outcome of DECISION POINT 3 in May 2015 Staff Memo.

## IMPORTANT POINTS

1. Project work may not commence until there is a fully executed Grant Agreement between CAL FIRE and the Grantee.
2. Grant Agreements for funds approved by the Legislature must be executed (signed) within the period of availability provided in the State budget.
3. All PTEIR development invoices and supporting documentation must be submitted to CAL FIRE Sacramento staff for review and subsequent approval of payment. Expect payment to take four to eight weeks from the time an invoice is submitted.
4. A resolution "or other proof of the capacity of the signatory to bind the entity to the terms of the Grant Agreement" shall be required of nonprofit organization, a local government entity (such as Fire Protection Districts and Resource Conservation Districts), a corporation, Limited Liability Partnership (LLP), Limited Liability Company (LLC) or any other fictitious business entity. **The attestee cannot be the same individual as designated by the Board to sign the Grant Agreement.** Please refer to the sample resolution (Appendix E). As a suggestion, on the line where it indicates 'whereas, the Board designates (designee's title)' list the title rather than a name. In the event the individual retires or leaves the organization, a new resolution designating a replacement would be required if a name is listed rather than the working title. The resolution should name the designee for not only entering into Grant Agreements on behalf of the board, but also the authorized signatory for invoices.
5. This Program is not designed to make grantees eligible to sell carbon credits. The Air Resources Board "Compliance Offset Protocol US Forest Projects" provides guidance regarding becoming eligible to sell carbon credits.

## **PROJECT APPLICATION PROCESS and PROJECT ADMINISTRATION**

The project application process for the *PTEIR for Carbon Sequestration and Fuel Reduction Program* is a four stage process. During stage 1-**Project Concept Proposal**, interested applicants will submit a Project Concept Proposal that will allow CAL FIRE Sacramento staff the opportunity to review and qualify the project for stage 2-Project Application.

**Comment [TB23]:** 4598.8(a), 4598.9(c)-€

During stage 2-**Project Application**, Applicants will submit a more detailed application expanding on the components identified during the Project Concept Proposal.

**Comment [TB24]:** 4598.6(a) and 4598.8(b)

Stages 3 and 4 are administrative steps that require each Applicant to provide the complete package to develop a final Grant Agreement.

**Stage 5 is applicable only when the Department is responsible for Project implementation.**

**Comment [TB25]:** To address the track if the Department executes the Project on behalf of the eligible landowner(s) to capture what is required of Applicants.

The following represents the minimum information required for each stage of the project application process:

### **Project Application Process:**

1. **Project Concept Proposal:** The Project Concept Proposal shall set forth an analysis of timberland conditions and capabilities relative to carbon sequestration and fire resiliency. The Project Concept Proposal shall clearly describe the management objectives and how the Project shall meet the following criteria:

**Comment [TB26]:** 4598.8(a), 4598.9(c)-(e)

- Increased direct carbon sequestration through increased growth and inventory and long-term uneven aged management of the timberlands.
- Improved forest resistance to wildland fire, demonstrated through fuel reduction treatments, construction of shaded fuel breaks and improved forest health.
- Maintenance of large old trees across the watershed.
- Optimized timber growth potential of the timberland consistent with maintaining carbon additionality over the baseline.
- A description of the methodology and metrics planned for use in the PTEIR to analyze and demonstrate GHG reductions achieved by the long-term management of timberlands.

Project Concept Proposals are to be prepared on line and submitted to CAL FIRE Sacramento Grants Management Unit at [calfire.grants@fire.ca.gov](mailto:calfire.grants@fire.ca.gov). Project Concept Proposals may also be mailed to:

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

The Project Concept Proposal form template is located in Appendix A. The on-line form can be found at [http://calfire.ca.gov/resource\\_mgt/downloads/GHG\\_ConceptProposalForm.pdf](http://calfire.ca.gov/resource_mgt/downloads/GHG_ConceptProposalForm.pdf)

The Project Concept Proposal form must be submitted to CAL FIRE Sacramento no later than **XXXXXXXX, 2015**.

When Project Concept Proposals are submitted to CAL FIRE Sacramento, the Grants Management Unit will log the proposal and pertinent information into a database. Project Concept Proposals will then be sent to the CAL FIRE Sacramento program manager for review. CAL FIRE Sacramento staff will review the Project Concept Proposal for completeness, for consistency with the requirements of the funding and the *Applicant Eligibility and Grant Selection Criteria* (See Appendix H). Applicants with Project Concept Proposals that are approved will be asked to develop a complete Project Application. Applicants that do not meet the eligibility and criteria will be informed their projects will not be evaluated further.

Applicants are encouraged to consult with their local CAL FIRE Unit in developing their Project Concept Proposals.

2. **Project 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 one (1) electronic copy of [each of](#) the following documents in one (1) attachment:

Comment [TB27]: 4598.6(a) and 4598.8(b)

Project Application. (Appendix B)  
Project Scope of Work. (Appendix B)  
Project Budget Detail. (Appendix D)  
Map  
Supplemental Information  
Project location GIS data file  
Non-Profit Applicants: Articles of Incorporation including the Seal from the Secretary of State.

The hard copy shall be mailed to:

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

The electronic copy and attachment should be submitted to [CALFIRE.Grants@fire.ca.gov](mailto:CALFIRE.Grants@fire.ca.gov). Be sure to include all the documents required to be in the attachment with the following file names:

Attachment	electronic file name
Project Application Form	14-GHG-FMP-01-XXXX-GGRF ID-UUU-Application.pdf
Scope of Work	14-GHG-FMP-01-XXXX-GGRF ID-UUU-SOW.doc
Map	14-GHG-FMP-01-XXXX-GGRF ID-MAP.pdf
Budget	14-GHG-FMP-01-XXXX-GGRF ID-Budget.xls
Supplemental Information	14-GHG-FMP-01-XXXX-GGRF ID-UUU-Supplemental.pdf
Project location GIS data file	14-GHG-FMP-01-XXXX-GGRF ID-UUU-Project Area.kmz
Articles of Incorporation for non profits	14-GHG-FMP-01-XXXX-GGRF ID-non profit.pdf

Note:  
 Replace XXXX in the file name with the Project Tracking ID Number.  
 Replace GGRF ID in the file name with the appropriate program name acronym (DSFR, FPC, FR, PTEIR or WRR)  
 Replace UUU in the file name with the 3-letter identifier for the Unit where the project is located. Unit identifiers are listed in the item #1 drop down list in Project Application.

The attachment will become part of the final Grant Agreement between the State and the Grantee. Therefore, complete all required documents as accurately as possible to avoid delays with revisions at final signing. Revisions to the attachment during stage 2 will result in final documents agreed upon by the State and the Grantee becoming part of the final Grant Agreement (stage 3).

CAL FIRE Sacramento staff will review the Project Applications for completeness, for consistency with the requirements of the funding and the *Applicant Eligibility and Grant Selection Criteria* (See Appendix H). ~~Then Project Applications will be scored based on the Grant Review Sheet (See Appendix H).~~ The highest scoring applications that meet all threshold requirements shall be recommended to the Director for consideration. Final approval will be made at the discretion of the Director based on the ability of the Project to achieve the objectives of the Program. Successful Applicants shall be notified by Sacramento Grant Program Manager. Successful Applicants that qualify to be a Grantee will be required to conform with stages 3 and 4. If the Department is responsible for the Project implementation then Applicants must conform to stage 5.

**Comment [TB28]:** DECISION POINT 4:  
 1. Do not include the Grant Review Sheet. No other Programs are providing Applicant score sheets (=Grant Review Sheet). See Chief Reischman's comment below.  
 2. Include the Grant Review Sheet.  
 3. Include the Grant Review Sheet without the points.

DECISION POINT 4a: if the Committee decides to include the Grant Review Sheet:  
 1. Direct staff to continue developing the Grant Review Sheet (which is where points will be assigned) and insure that it captures each item listed in the Eligibility and Grant Selection Criteria (the ranking criteria are now called "Eligibility and Grant Selection Criteria").  
 2. Do something else.

**Comment [MR29]:** We shouldn't include this sheet.

**3. Grant Agreement:** After project selection is complete, and all documents are found to be in order for signing, the CAL FIRE Sacramento Grants Management Unit will prepare a Grant Agreement and forward it to the Grantee. Upon receipt of the Grant Agreement package, the Grantee shall sign the three (3) original signature Grant Agreements and add the Attachment, Standard Form 204 and, if the Grantee is a fictitious business entity, a resolution “or other proof of the capacity of the signatory to bind the entity to the terms of the Grant Agreement”. The Grant Agreement package shall include a complete set of the following:

- 3 copies of the Grant Agreement with Terms and Conditions with original signatures
- Final Project Application.
- Final Project Scope of Work.
- Final Project Budget Detail.
- Standard Form 204.
- Board Resolution or Attesting Document granting authority to sign (for fictitious business entities).

• ~~Articles of Incorporation (for nonprofit organizations).~~

**Comment [TB30]:** Deleted in the Grant Agreement stage because it is already required in the Application stage.

**4. Grant Award:** The Grantee shall return three (3) complete, original, signed Grant Agreements to the CAL FIRE Sacramento Grants Management Unit no later than sixty (60) days after receiving the Grant Agreement package. Funding is encumbered by CAL FIRE Accounting Officers and the Grant Agreement is signed by the Deputy or Assistant Deputy Director for Resource Management, completing the approval process.

All Grant Agreements must be signed and returned to CAL FIRE prior to the established deadline.

CAL FIRE may perform an audit of completed projects as described under “State Audit.”

Grant Termination date – All project work related to the grant must be completed by the termination date of the grant agreement.

**Comment [MR31]:** The current funding is available until June 30, 2020. This language works well because if additional funds become available, this date will change.

**5. When the Department is responsible for Project Implementation, Applicants shall be required to do the following:**

Conform to the same requirements, as specified in stages 3 and 4, with the exception of the funding component, including the following:

- Sign an Agreement
- Permit Access to the Project Area
- Commit to Utilize the PTEIR and have the sincere intent to implement the PTEIR for the long-term management of timberlands for GHG reduction.
- Comply with State and federal laws applicable to the work carried out pursuant to any Program Timber Harvesting Plan (PTHP) developed pursuant to a PTEIR.

**Comment [TB32]:** 4598.8(c)

- Provide the Department, upon completion of each PTHP undertaken pursuant to a PTEIR, a report detailing GHG reductions achieved by the plan.
- Provide the Department any data or metrics on GHG reduction as requested or required by law.
- Sign a deed restriction agreeing not to develop the parcel of timberland (not zoned TPZ) for uses incompatible with the PTEIR ~~growing and harvesting timber for a period of 20 years following execution of an Agreement.~~

Comment [TB33]: 4598.8(d)

Comment [TB34]: 4598.8(e)

Comment [MR35]: Removed growing and harvesting trees to make it congruent with 4598.6 (c)(2) and deed restriction (=land use agreement).

### Project Amendments and Termination:

After Project commencement, a Grant Agreement may be amended by written consent of both the State and Grantee. A Grant Agreement may be terminated by the State or Grantee upon the giving of written notice thirty (30) days in advance of termination to the other party.

### Changes to Approved Project:

A Grantee wishing to change the scope of an approved project shall submit the proposed change in writing to CAL FIRE Sacramento for review and subsequent approval. Any change must be consistent with the authorizing legislation.

### 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 sufficient audit trail to determine a total project cost, 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 (3) years after final payment is made by the State. **Avoid audit problems– keep accurate records.**

### Loss of Funding: (Not a complete list)

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

- Grantee fails to obtain a Grant Agreement.
- Grantee fails to use all of its allocation.
- Grantee withdraws from the Program.
- Grantee fails to complete the funded Project.
- Grantee fails to submit all documentation within the time periods specified in the Grant Agreement.
- Grantee changes the project scope without concurrence of the State.
- Grantee or the State terminates the Project.

**Repayment of Funds:**

If the project is not completed as proposed in the PTEIR, 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.

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.

**Eligible Costs:**

Project cost must be consistent with the approved Project Application and incurred during the performance period as specified in the Grant Agreement. The following are Budget Items and eligible costs under those items. Use the information below to complete Attachment C – Project Budget Detail (template).

Budget Item	Eligible Cost Description
Salaries and Wages	Salaries and wages of employees employed by the grantee who are DIRECTLY engaged in the execution of the grant project. Limited to actual time spent on the grant project. Examples of expenditures would be time related to site visits, project monitoring and completion of reporting related to the grant project. Staff time related to accounting, business services, etc. are allowed only if those functions are not included in the grantee's overhead cost. Overtime costs may be allowed under the recipients established policy provided the regular work time was devoted to the same project and is based on actual cost incurred.
Employee Benefits	Employer contribution share of fringe benefits associated with employees (paid from salaries and wages Budget Item) who are directly engaged in the execution of the grant project. This will include Social Security, Medicare, Health Insurance, Pension Plan costs, etc. as applicable for the specific employee.
Contractual	Direct consultant and contractual services necessary to achieve the objectives of the grant. Examples of contractual costs are accounting, professional forestry services from a Registered Professional Forester (RPF), GHG verification services, or other professional natural resources services from, for example, a biologist, botanist, geologist or an archaeologist. Procurement of contractual services should be documented to ensure selection on a competitive basis and documentation of price analysis.

**Comment [TB36]:** Background: There is no provision in the PTEIR statutes for the state to recover grant funds when the grantee violates the agreement. However, ARB has suggested the inclusion of 'cost recovery' language and the Department of Finance has requested that this language be removed from the other program procedural guides. See Chief Reichman's comment below.

**DECISION POINT 5:**  
1. Include a provision that funds are subject to recovery.  
2. Do not include a provision that funds are subject to recovery.  
3. Do something different.

**Comment [MR37]:** Department of Finance has requested that this language be removed from the other program procedural guides. Can we develop a rule to address repayment of funds when acting incompatible with the PTEIR?

Travel	Travel cost associated with travel to and from project sites, meetings, etc. directly related to the grant project and must be considered reasonable and necessary for the completion of the project. Reimbursement rates shall be consistent with the grantee's written travel policy. Absent a written policy, per diem shall not exceed the California Standard Per Diem Rate allowable by the U.S. General Services Administration ( <a href="http://www.gsa.gov/portal/category/100120">http://www.gsa.gov/portal/category/100120</a> ). Mileage rates shall not exceed the rates allowable by IRS ( <a href="http://www.irs.gov/Tax-Professionals/Standard-Mileage-Rates">http://www.irs.gov/Tax-Professionals/Standard-Mileage-Rates</a> ).
Supplies	Supplies that are used in the direct support of the project are allowable. Supplies exceeding \$500 per unit cost shall be documented to ensure procurement of supplies on a competitive basis and documentation of price analysis.
Other	Other costs that do not fit in any of the above categories. Cost must be directly related to the grant project. Costs such as rent, utilities, phones, general office supplies, etc.) that must be apportioned to the grant are considered indirect cost unless written justification is submitted and approved by CAL FIRE.

**Ineligible Costs:**

The following are costs ineligible for reimbursement under the grant.

- Indirect Costs – Costs associated with doing business that are of a general nature and are incurred to benefit two or more functions within the grantee organization. These costs are not usually identified specifically within the Grant Agreement, project, or activity, but are necessary for the general operation of the organization. Examples of overhead costs include salaries and benefits of employees not directly assigned to a project; functions such as personnel, accounting, budgeting, audits, business services, information technology, janitorial, and salaries of supervisors and managers; and rent, utilities, supplies, etc. Functions included as direct versus indirect costs must be applied consistently for all activities within the grantee organization, regardless of fund source.
- Cost incurred before or after the project performance period.
- Cost of preparing grant proposal.
- Late fees, penalties and bank fees.
- Cost associated with forming a fictitious business entity.

**Payment of Grant Funds:**

Funds cannot be disbursed until there is a fully executed Grant Agreement between the State and the Grantee. Except in those cases where CAL FIRE authorizes advanced payments, all payments will be made on a reimbursement basis (i.e., the Grantee pays for services, products or supplies; invoices CAL FIRE for same; and is reimbursed by the State upon approval of the invoice). Grantees are instructed to use an invoice form consistent with invoice guidance in Appendix G when requesting payment of any type. Supporting documentation for the invoice should be as follows:

<b>Budget Item</b>	<b>Required Documentation</b>
Salaries and Wages	Timesheets detailing days and hours worked on the project. Timesheet must be signed by the employee after the fact. Payroll documentation showing wages and hours paid to the employee.
Employee Benefits	Timesheets detailing days and hours worked on the project. Timesheet must be signed by the employee after the fact. Payroll documentation showing wages and hours paid to the employee and associated fringe benefits.
Contractual	Invoices from Consultant/Contractor identifying expenditure, services performed and period of services. Documents related to consultant/contractor selection analysis shall be kept by the grantee, but available for audit purposes.
Travel	Receipts identifying travel cost (i.e., lodging, rental cars). Mileage must be documented by either employee travel claims that are signed by the employee or vehicle mileage logs for vehicles owned by the grantee. Per Diem must be documented by employee travel claims.
Supplies	Receipts identifying item purchased, cost and date of purchase. Documentation related to price analysis of procurement of supplies exceeding \$500 shall be kept by the grantee, but available for audit purposes.
Other	Invoices or receipts identifying the item and cost charged to the grant.

### **Advance Payment of Grant Funds (Non-Profits Only):**

The State may, at its discretion make advance payment to the Grantee upon written request by the Grantee. Advance payment made by the State shall be subject to the provisions listed below. Where hardship circumstances exist for the Grantee, the State will consider authorizing advance payments. The State will consider the following factors in determining whether a hardship situation exists:

- Modest reserves and potential cash flow problems of the Grantee, including the need for advance funding in order to initiate a project. A justification for advance payment may include items such as the inability to pay for staff, supplies, administration expenses, and secure contractors for project work.

The following provisions will be applied to advance payments:

- Multiple advance payments may be made to a Grantee over the life of a project.
- No single advance payment shall exceed 25% of the total grant amount and must be spent on eligible costs within six months of the advance payment request.
- A request for advance payment must include the same level of expenditure detail and justification as a regular invoice.
- All work under a previous advance payment must be fully liquidated via an invoice and supporting documentation and completed to the State's approval before another advance payment will be made.
- The balance of unspent advance payment funds not liquidated within the six month spending period will be billed for the return of advance funds to the State. The amount will be returned to the grant balance.
- Any advance payment received by a grantee and not used for project eligible costs shall be returned to the California Department of Forestry and Fire Protection.
- Advance payments must be deposited into an interest-bearing account. Any interest earned on advance payment funds must be accounted for and reported as Program Income used toward offsetting the project cost or returned to the State.

**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 (3) years after project completion.

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 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 (1) 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 (1) year following an audit.

**California Environmental Quality Act:**

PTEIRs are subject to requirements of the California Environmental Quality Act (CEQA) and its related administrative regulations. CAL FIRE is the lead agency under CEQA; responsible for certifying a PTEIR. All PTEIRs must be submitted to the State Clearinghouse for the prescribed review period of 45 days prior to final adoption. PTEIRs may require California Department of Fish and Wildlife filing fees for review and filing of the Notice of Determination with the State Clearing House. Grantees are advised to budget for all PTEIR review and filing fees when preparing the budget during the project application stage.

## EXPLANATION OF TERMS

TERM	EXPLANATION
<b>Agreement</b>	A legally binding agreement between the State and another entity.
<b>Additionality</b>	Carbon sequestration beyond what would otherwise be required by law, regulation, or legally binding mandate, and that exceed what would otherwise occur in a conservative business-as usual scenario.
<b>Amendment</b>	A formal modification or a material change of the agreement, such as term, cost, or scope of work.
<b>Applicant</b>	An entity that is proposing a Project for inclusion in the Program and has met the eligibility and conditions of the Program.
<b>Appropriation</b>	A Legislative budget authorization from a specific fund to a specific agency or program to make expenditures or incur obligations for a specific purpose and period of time.
<b>Authorized Representative</b>	The designated position identified in the Resolution as the agent to sign all required grant documents including, but not limited to, Grant Agreements, Project Application forms (Attachment A) and payment requests.
<b>Baseline Stocks</b>	<u>Expressed in metric tons of CO<sub>2</sub>-equivalent.</u>
<b>California Environmental Quality Act (CEQA)</b>	The California Environmental Quality Act as stated in the Public Resources Code Section 21000 et seq.; Title 14 California Code of Regulations Section 15000 et seq. CEQA is a law establishing policies and procedures that require agencies to identify, disclose to decision makers and the public, and attempt to lessen significant impacts to environmental and historical resources that may occur as a result of the proposed Project. For more information refer to <a href="http://ceres.ca.gov/ceqa/">http://ceres.ca.gov/ceqa/</a> .
<b>Co-benefits</b>	Additional benefits that are realized as a result of strategy implementation for a different purpose. Increased carbon sequestration co-benefits may include enhanced wildlife habitat, increased biodiversity, reduced soil erosion, improved water quality, enhanced aesthetics and reduced energy usage. Fuel reduction co-benefits may include the promotion of public safety and reduction of the potential loss of life and property, reduced suppression costs, reduced forest pests, invasive weed control, avoided emissions through the decrease in wildfire severity and acres burned, airshed improvements in non-attainment air basins and offsetting the use of fossil fuels if harvested material is fed to a biomass plant.
<b>Contractor (third-party consultant)</b>	An entity contracting with CAL FIRE or the Grantee.
<b>Department</b>	The California Department of Forestry and Fire Protection, also known as CAL FIRE.
<b>Director</b>	The Director of CAL FIRE or his/her authorized representative.
<b>Eligible Landowner</b>	Pursuant to PRC § 4598.3 this terms means any person who meets the conditions set forth in PRC §§ 4598.6 and 4598.8. Where ownership of timberland and timber are not held by the same person, "landowner" means either the person or persons owning the land or the person or persons owning the timber. Pursuant to PRC § 4598.2(b)(1), coalitions of eligible landowners may participate in the Program. An Eligible Landowner can be a nonprofit organization, a local government entity (such as Fire Protection Districts and

**Comment [TB38]:** This may change depending on the outcome of the DECISION POINT 6 relative to baseline.

**Comment [TB39]:** DECISION POINT 6:  
 1. Use the definition the Department is using for its other Programs, that baseline is equivalent to the existing "in forest" carbon stocks.  
 2. Base the definition of baseline off of a modified approach to the method found in Section 6.2 Improved Forest Management Projects of the Air Resources Board Compliance Offset Protocol Forestry Projects, US Forest Projects dated October 20, 2011. For example, perhaps baseline is defined as equivalent to the Common Practice as defined by ARB.

**Comment [TB40]:** 4598.3(a)

	Resource Conservation Districts), a corporation, Limited Liability Partnership (LLP), Limited Liability Company (LLC) or any other fictitious business entity.
<b>Encumbrance</b>	A commitment of funds guaranteeing a source of payment for a specific agreement.
<b>Execution of an Agreement</b>	The act of signing an agreement, which provides a legal basis for required performance by parties to the agreement.
<b>Fiscal Year</b>	The twelve month period beginning July 1 of one calendar year and ending June 30 of the following calendar year.
<b>Fuel Reduction Treatments</b>	14 CCR §§ 913.4(c), 1038(c), 1038(i) and 1052.4 describe what, in certain areas, constitutes effective fuel reduction treatments including reducing surface fuel loads, removing ladder fuels, adding fuel breaks, and reducing stand density.
<b>GHG</b>	Greenhouse Gas
<b>Grant Agreement</b>	A legally binding agreement between the State and another entity wherein the entity agrees to complete a project and in return the Director agrees to grant funding for the project and is assigned a unique Grant Agreement number, such as 8XX14XXX.
<b>Grant Funds</b>	The money provided by the State to the Grantee pursuant to the Grant Agreement.
<b>Grantee</b>	An applicant who has signed a Grant Agreement for the award of grant funds.
<b>Large Old Trees</b>	A tree that existed before 1800 A.D and is greater than sixty (60) inches in diameter at stump height for Sierra or Coastal Redwoods, and forty-eight (48) inches in diameter at stump height for all other tree species.
<b>Modification</b>	A Grant Agreement modification is an informal agreement that moves dollars in the line item, task budgets and phases, not to exceed 10% of total grant amount, changes deliverable due dates, or makes a minor change in the work in accordance with the intent of the legislation. It does not require a formal amendment of the Grant Agreement.
<b>Monitoring</b>	Update of the project's forest carbon inventory.
<b>Non-Profit Organization</b>	Any California corporation organized under Sections 501(c) (3) of the Federal Internal Revenue Code. A letter of determination certifying non-profit status will be required prior to project approval.
<b>Other Sources of Funds</b>	All matching fund sources that are used to complete the project beyond the grant funds provided by the Grant Agreement.
<b>Parcels</b>	A unit of land delineated by a County Assessor for tax purposes in the county(ies) where the project is located.
<b>Payee Data Record (Std. 204)</b>	Form Std. 204, "Payee Data Record" is required for Grantees. The form must be submitted in order to establish a vendor number for payment and to have funds encumbered.
<b>Program</b>	Program Timberland Environmental Impact Report (PTEIR) for Carbon Sequestration and Fuel Reduction Program.
<b>Program Timberland Environmental Impact Report (PTEIR)</b>	A planning mechanism prepared pursuant to 14 CCR §1092 et seq. CEQA provides the opportunity for lead agencies to prepare programmatic EIRs (14 CCR §15168) that analyze the potential impacts of a series of actions that can be characterized as one large, ongoing project. For more information refer to: <a href="http://www.fire.ca.gov/resource_mgmt/resource_mgmt_EPRP_PTEIR.php">http://www.fire.ca.gov/resource_mgmt/resource_mgmt_EPRP_PTEIR.php</a> . Pursuant to 14 CCR § 895.1, Program Timberland Environmental Impact Report

Comment [TB41]: Make definition commensurate with expectation. See bullet 7 on page 1 of Appendix H.

Comment [TB42]: 4598.3(c)

	(PTEIR), means a Program Environmental Impact Report in compliance with CEQA for ongoing management of timberlands, including timber operations and related land management practices which require permits from public agencies. Subsequent PTHPs shall be tied to a PTEIR.
<b>Project</b>	The work or other activity described in the "Project Scope of Work" and detailed as Program Timberland Environmental Impact Report to be accomplished utilizing grant funds and match (if applicable).
<b>Project Application</b>	The term "Application" means the individual application form identified as Attachment A and its required supporting attachments for grants pursuant to the enabling legislation and/or program.
<b>Project Area</b>	The acres to be included in the PTEIR.
<b>Project Concept Proposal</b>	An analysis of timberland conditions and capabilities relative to carbon sequestration and fire resiliency reviewed for consistency with the requirements of the funding, applicant eligibility and the Eligibility and Grant Selection Criteria found in Appendix H.
<b>Project Performance Period</b>	The period of time that the Project Scope of Work costs may be incurred, and the work described in the Project Scope of Work must be completed, billed and paid by the State. Only Eligible Costs incurred during the Project Performance Period will be paid.
<b>Project Scope of Work</b>	The individual scope of work describing in detail the proposed tasks identified as Attachment B, as described in enabling legislation and in the Grant Agreement.
<b>Project Budget Detail</b>	The proposed detailed budget plan identified as Attachment C.
<b>Resolution</b>	The purpose of a resolution, made by a Grantee's governing body, is to allow the entity to sign agreements and amendments for a specific project; i.e., it allows the designated entity to enter into a Grant Agreement with the State of California, and it designates someone to sign on behalf of the Grantee's governing board. A signed resolution must be submitted at the time the signed Grant Agreements are returned to CAL FIRE's Grants Analyst, Sacramento Headquarters.
<b>Smaller Nonindustrial Landowner</b>	Pursuant to PRC § 4598.3 this term means an owner of 5,000 acres or less of timberland within California.
<b>State</b>	State of California, Department of Forestry and Fire Protection, also known as CAL FIRE.
<b>Timberland</b>	See PRC § 4526.
<b>Timberland Production Zone (TPZ)</b>	Pursuant to GOV § 51104, an area which has been zoned pursuant to Section 51112 or 51113 and is devoted to and used for growing and harvesting timber, or for growing and harvesting timber and compatible uses, as defined in subdivision (h).
<b>Unevenaged Management</b>	The management of a specific forest, with the goal of establishing a well stocked stand of various age classes and which permits the periodic harvest of individual or small groups of trees to realize the yield and continually establish a new crop. 14 CCR § 913.2 [933.2, 953.2] further defines uneven aged management, which can be congruent with carbon sequestration.
<b>Watershed</b>	

Comment [TB43]: Insert definition based on DECISION POINT 3.

Comment [TB44]: 4598.3(d)

Comment [TB45]: 4598.3(b)

Comment [TB46]: DECISION POINT 7:  
 1. Do not define and rely on Merriam-Webster's definition " the area of land that includes a particular river or lake and all the rivers, streams, etc., that flow into it"  
 2. Use another definition.

**APPENDICES**

## **APPENDIX A**

**Project Concept Proposal**

**Comment [TB47]:** 4598.8(a), 4598.9(c)-(e)

**Comment [MR48]:** Under development to be consistent with the other programs. See "GHG\_ConceptProposalForm" and "Proposed Modifications to Concept Proposal and Application.docx" to be woven together.

**APPENDIX B**

**Project Application**

Comment [TB49]: 4598.6(a) and 4598.8(b)

**ATTACHMENT A**

**Project Application**

**Comment [TB50]:** Restructure, to reduce confusion regarding appendixes and attachments.

**Comment [TB51]:** Under development to be consistent with the other programs. See "GHG\_Grant\_Application\_Fillable 022015" and "Proposed Modifications to Concept Proposal and Application.docx" to be woven together.

## Project Scope of Work

### Guidance on Completing Attachment B, Project Scope of Work:

With a separate attached document titled “Attachment B, Project Scope of Work,” provide a detailed description of the work proposed. Be specific. The Project Scope of Work requires quality of information, not quantity.

GHG reduction: The use of the funds is dependent upon demonstrating a GHG reduction. Your Project Scope of Work must describe the importance of the Project through the lens of GHG reduction. All Projects shall be designed to meet some or all of the specified long-term forest and land management goals and objectives for the proposed PTEIR. All applications shall include a methodology to calculate and quantify the GHG reduction resulting from the Project. Be specific in the description of the methodology to be used.

Program Specific Questions, specific to the Project Scope of Work, have been provided in the Project Application to help Applicants develop the Project Scope of Work. The Project Scope of Work must include an adequate description of the Project with clearly defined goals and objectives developed in consideration of the Eligibility and Grant Selection Criteria provided in Appendix H. The Project Scope of Work should demonstrate how each objective and associated tasks correlates to the development of the PTEIR and the expected effect on GHG reduction, once implemented. The grant investment is to develop a PTEIR that is important because the practices that it enables, once implemented, will yield a GHG reduction.

The Project Scope of Work may be adjusted during the life of the Grant Agreement by amendment.

Comment [TB52]: 4598.8(a)(5) and (e) and 4598.9 (f)

Comment [TB53]: Compare to bullet 6 on page 1 of Appendix H.

**Attachment B**

**Project Scope of Work**

**Comment [TB54]:** Content has been moved to "Proposed Modifications to Concept Proposal and Application.docx" The application, including the Project Scope of Work" is under development and is being made consistent with the other programs.

See "GHG\_Grant\_Application\_Fillable 022015" and "Proposed Modifications to Concept Proposal and Application.docx, which are to be woven together.

## APPENDIX C

### STATE OF CALIFORNIA DEPARTMENT OF FORESTRY & FIRE PROTECTION [\(CAL FIRE\)](#)

#### TERMS AND CONDITIONS OF [GRANT AGREEMENT](#)

**Comment [TB55]:** The content of the Grant Agreement, in this Procedural Guide, has not been updated and has not been for several versions because an updated version of the New Grant Agreement to be used for most Programs is Under Development.

#### I. RECITALS

1. This agreement is entered into between the State of California, by and through the California Department of Forestry and Fire Protection (CAL FIRE), hereinafter referred to as "STATE" and \_\_\_\_\_, hereinafter referred to as "GRANTEE".
2. The STATE hereby grants to GRANTEE a sum (hereinafter referred to as "GRANT FUNDS" not to exceed \_\_\_\_\_ (\$\_\_\_\_\_)).
3. In addition to the terms and conditions of this agreement, the STATE and GRANTEE agree that the terms and conditions contained in the documents set forth below are hereby incorporated and made part of this agreement.
  - a. *Procedural Guide for PTEIRs for Carbon Sequestration and Fuel Reduction.*
  - b. The submitted [PTEIR-Project](#) Application-Attachment A, [Project](#) Scope of Work-Attachment B and [Project](#) Budget Detail-Attachment C.

#### II. SPECIAL PROVISIONS

1. Recipients of GRANT FUNDS pursuant to Public Resources Code (Section 4598.6) shall abide by provisions provided in this agreement, including the provision that work shall not commence prior to the execution of this Grant Agreement. Any work started prior to the execution of this agreement will not be eligible for funding under the terms of this agreement.
2. As precedent to the State's obligation to provide funding, Grantee shall provide to the State for review and approval a [Project Concept Proposal, Project Application and Project detailed Budget Detail, specifications, and project description](#). Approval by [the](#) State of such [plans and specifications items](#), or any other approvals provided for in this Grant Agreement, shall be for scope and quality of work, and shall not relieve Grantee of the obligation to carry out any other obligations required by this Agreement, in accordance with applicable law or any other standards ordinarily applied to such work or activity.

3. All informational products (e.g., data, studies, findings, management plans, manuals, photos) relating to California’s natural environment and produced with the use of public funds shall be available for public use.
4. Grants provided must be for the purpose of preparing a PTEIRs for projects that demonstrates a potential to increase carbon sequestration, decrease atmospheric carbon dioxide levels, and reduce the potential for large wildland fires.
5. Grant funds provided to eligible landownersgrantees must not exceed the direct costs to the eligible landownersgrantees of preparing the PTEIRs.
6. The department shall pay the costs of preparing the PTEIRs, or provide grant funds to eligible landownersgrantees, from funds appropriated to the department from the Greenhouse Gas Reduction Fund, pursuant to Section 39718 of the Health and Safety Code.

### III. GENERAL PROVISIONS

#### 1. Definitions

- a. The term “Grant Agreement” is a legally binding agreement between the State and another entity wherein the entity agrees to complete a project and in return the Director agrees to grant funding for the project and is assigned a unique Grant Agreement number, 8XX14XXX.
- b. The term “Project Scope of Work” as used herein means the individual scope of work describing in detail the proposed tasks identified as Attachment B.
- c. The term “Project Budget Detail” as used herein defines the proposed detailed budget plan identified as Attachment C.
- d. The term “Grant Funds” means the money provided by the State to the Grantee in this Agreement.
- e. The term “Grantee” means an applicant who has a signed Agreement for the award of grant funds.
- f. The term “Other Sources of Funds” means all matching fund sources that are ~~required~~ or used to complete the project beyond the grant funds provided by this Agreement.
- g. The term “Project” means the development or work or other activity described in the “Project Scope of Work” and detailed as Program Timberland Environmental Impact Report to be accomplished utilizing grant funds and match (if applicable).
- h. The term “State” means the State of California, Department of Forestry and Fire Protection, also known as CAL FIRE.

#### 2. Project Execution

- a. Subject to the availability of Grant monies, the State hereby grants to the Grantee a sum of money (Grant Funds) not to exceed the amount stated on Section I. RECITALS, Paragraph 32 in consideration of and on the condition that the sum be expended in carrying out the purposes as set forth in the description of Project in this Agreement and its attachments and under the terms and conditions set forth in this Agreement.
- b. Grantee shall assume any obligation to furnish any additional funds that may be necessary to complete the Project. Any modification or alteration in the Project as set forth in the Application on file with the State must be submitted to the State for approval.
- c. Grantee shall complete the Project in accordance with the time of Project performance set forth on the signature page, unless an amendment has been formally granted by the State and under the terms and conditions of this Agreement. Amendments may be requested in advance and will be considered in the event of circumstances beyond the control of the Grantee, but in no event less than 90 days from the Grant Agreement expiration date. Approval of amendment is at the State's discretion.
- d. Grantee shall comply with PRC §§ 4598-4598.9 (this Program), 14 CCR §§ 1580 et seq.(this Program), 14 CCR §§ 1092-1092.32 (PTEIR), PRC §§ 21000-21177(CEQA) and 14 CCR §§ 15000-15387(CEQA) the California Environmental Quality Act (Public Resources Code, Section 21000, et. seq. Title 14, California Code of Regulations, Section 15000 et. seq.) and other environmental laws.
- e. Grant funds will be made available in advance of CEQA compliance for PTEIR project activities that do not have the potential to cause a direct environmental impact (e.g., project planning, contacting and signing up landowners, locating and marking property or project boundaries, ~~contacting and signing up landowners, mapping, inventory, surveys, etc.~~).
- f. Grantee certifies that the Project Scope of Work complies with all local and State laws and regulations.
- g. Grantee shall permit periodic site visits by representative(s) of the State to ensure Pprogram compliance and ~~if that~~ work is in accordance with the approved Project Scope of Work, including a final inspection upon Project completion.
- h. Grantee agrees to submit in writing to the State for prior approval any deviation from the approved Project Scope of Work, ~~per Attachment B and the Application identified as Attachment A.~~
- i. Changes in Project Scope of Work must continue to meet the need cited in the original Project A application or they will not be approved. Any modification or alteration in the Project as set forth in the Grant Proposal Project Scope of Work on file with the State must be submitted to the State for prior approval.
- j. The Ggrantee, and the agents and employees of Grantee, in the performance of this Agreement, shall act in an independent capacity and not as officers, or employees or agents of the State.
- k. Work obligated to be completed under the requirements of the California Forest Practice Rules, ~~(Title 14, California Code of Regulations Chapters 4, 4.5, and 10),~~ and the

Comment [TB56]: Signatures will be captured on the cover page and become part of the Grant Agreement.

Z'Berg-Nejedly Forest Practices Act, Division 4, Chapter 8 of the Public Resources Code), is not eligible for funding under this Agreement.

### 3. Project Costs and Payment Documentation

The Grant Funds to be provided to Grantee under this Agreement ~~shall~~ will be disbursed for eligible costs as follows, but ~~shall~~ not ~~to~~ exceed, in any event, the amount set forth on Section I. RECITALS, Paragraph ~~23~~ of this Agreement:

- a. Payment by the State shall be made after receipt of an acceptable invoice and approval by a duly authorized representative of the State. The Grantee shall submit an invoice for payment to the Grant Officer of the State. A final invoice shall be submitted no later than 30 days after completion or expiration of this Agreement, as specified in this Agreement.
- b. For services satisfactorily rendered, and upon receipt and approval of invoices for payment, the State agrees to compensate the Grantee for actual expenditures incurred in accordance with the ~~rates specified herein~~ Project Budget Detail, which is attached hereto and made a part of this Agreement.
- c. Grantee shall submit, in arrears, not more frequently than once a month, and no less than quarterly, an invoice to the State for costs paid by the Grantee pursuant to this Agreement. Each invoice shall contain the following information: The Agreement number; the dates or time period during which the invoiced costs were incurred; expenditures for the current invoice and cumulative expenditures to date by major budget category (e.g., salaries, benefits, supplies); appropriate supporting documentation; project progress reports and the signature of an authorized representative of the Grantee, as detailed in the Invoice Guidelines of the *Procedural Guide for PTEIR Carbon Sequestration and Fuel Reduction*.
- d. Grant Funds in this award have a limited period in which they must be expended. All Grantee expenditures must occur prior to the end of the ~~Project Grant~~ Performance Period of this Agreement.
- e. Except as otherwise provided herein, the Grantee shall expend Grant Funds in the manner described in the Project Budget ~~Detail~~ approved by the State. The dollar amount of an item in the Project Budget ~~Detail~~ may be increased or decreased by up to ten percent (10%) of the Budget Item through reallocation of funds from another item or items, without approval by the State; however, the Grantee shall notify the State in writing when any such reallocation is made, and shall identify both the item(s) being increased and those being decreased. Any increase or decrease of an item of more than ten percent (10%) of the Budget Item must be approved in writing by the State. A formal approved amendment is required to increase the total amount of Grant Funds.
- f. Grantee shall promptly submit records at intervals and in such form as ~~the~~ State may request. Payment by the State shall be made after approval of the project. The Grantee shall submit each Invoice for Payment with supporting documentation and progress reports to the Grant Officer of the State. Invoices shall be signed and dated by

Comment [TB57]: Where are rates? Not necessary now that the Project Budget Detail is referenced instead.

Comment [TB58]: The Grant Performance Period, the Grant Number and Project Name are captured on the cover page and become part of the Grant Agreement.

an authorized Grantee representative and include the Agreement Number and shall be submitted not more frequently than monthly in arrears to:

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

- g. Final invoice for payment must be presented upon completion of Agreement and no later than 30 days after the termination of the Agreement.
- h. Advance Payment: Notwithstanding any of the provisions stated within this Agreement, the State may at its discretion make advance payment to the Grantee, upon written request by the Grantee. Advance payment made by the State shall be subject to these provisions below.

Where hardship circumstances exist for the Grantee, the State will consider authorizing advance payments. The State will consider the following factors in determining whether a hardship situation exists:

- Modest reserves and potential cash flow problems of the Grantee including the need for advance funding in order to initiate a project. A justification for advance payment may include items such as the inability to pay for staff, supplies, administration expenses, and secure contractors for project work.

The following guidelines will be applied to advance payments:

- Multiple advance payments may be made to a Grantee over the life of a project.
- No single advance payment shall exceed 25% of the total grant amount and must be spent on eligible costs within six months of the advance payment request.
- A request for advance payment must include the same level of expenditure detail and justification as a regular invoice.
- All work under a previous advance payment must be fully liquidated via an invoice and supporting documentation and completed to the State's satisfaction before another advance payment will be made.
- The balance of unspent advance payment funds not liquidated within the six month spending period will be billed for the return of advance funds to the State. The amount will be returned to the grant balance.

Comment [TB59]: replace

- Any advance payment received by a grantee and not used for project eligible costs shall be returned to the California Department of Forestry and Fire Protection.
- Advance payments must be deposited into an interest-bearing account. Any interest earned on advance payment funds must be accounted for and reported as Program Income used toward offsetting the project cost or returned to the State.

#### 4. Budget Contingency Clause

- If funding for any fiscal year is reduced or deleted for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an Agreement amendment to Grantee to reflect the reduced amount.

#### 5. Project Administration

- Grantee shall promptly submit written Project reports as the State may request. In any event, Grantee shall provide the State a report showing total final Project expenditures and matching funds, if applicable.
- Grantee agrees to use any Grant Funds reimbursed by the State under the terms of this Agreement solely for the Project herein described.
- Grantee shall submit all documentation for Project completion and final reimbursement within 30 days of Project completion.
- After Project commencement, this Agreement may be amended only by written consent of both the State and Grantee. Any request by the Grantee for amendments must be in writing, stating the amendment request and reason for the request. The Grantee shall make requests in a timely manner and in no event less than sixty (60) days before the effective date of the amendment.
- Grantee must report to the State all sources of other funds for the Project. The State will request an audit of any Project that does not fully comply with this provision.

#### 6. Financial Records

- Grantee shall maintain satisfactory financial accounts, documents and records for the Project and agrees to make them available to the State for auditing at reasonable times. Grantee shall also retain such financial accounts, documents and records for three (3) years after final payment and one (1) year following an audit.
- Grantee and State agree that during regular office hours each of the parties hereto and their duly authorized representative(s) shall have the right to inspect and make copies of any books, records or reports of the other party pertaining to this Agreement or matters related thereto. Grantee shall maintain and make available for inspection by the State

accurate records of all of its costs, disbursements and receipts with respect to its activities under this Agreement.

- c. Grantee shall keep such records as [the](#) 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 Grantee for at least three (3) years following final payment.
- d. Grantee shall use any generally accepted accounting system.

#### 7. Project Termination

- a. This Agreement may be terminated by State or Grantee upon the giving of written notice to the other party thirty (30) days in advance.
- b. If either party terminates the Agreement prior to the completion of the project, the Grantee shall take all reasonable measures to prevent further costs to the State under the Agreement and the State shall be responsible for any reasonable and non-cancelable obligations incurred by the Grantee in the performance of this Agreement prior to the date of the notice to terminate, but only up to the undisbursed balance of funding authorized in this Agreement.
- c. Failure by the Grantee to comply with the terms of this Agreement may be cause for suspension of all obligations of the State hereunder.
- d. Failure of the Grantee to comply with the terms of this Agreement shall not be cause for the suspension of all obligations of the State hereunder if in the judgment of the State such failure was due to no fault of the Grantee. At the discretion of the State, any amount required to settle at minimum cost any irrevocable obligations properly incurred shall be eligible for reimbursement under this Agreement.
- e. Final payment may not be made until the Project conforms substantially to this Agreement.

#### 8. Hold Harmless

- a. Grantee shall defend, indemnify and hold State, its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorney's fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorney's fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of Grantee, its officers, agents or employees. The duty of the grantee to indemnify and hold harmless includes the duty to defend as set forth in Civil Code Section 2778. This Agreement supersedes the grantee's right as

a public entity to indemnify (see Government Code Section 895.2) and contribution (see Government Code Section 895.6) as set forth in Government Code Section 895.4.

b. The grantee waives any and all rights to any type of express or implied indemnity or right of contribution from the State, its officers, agents or employees, for any liability resulting from, growing out of, or in any way connected with or incident to this Agreement.

b-c. Nothing in this Agreement is intended to create in the public or in any member of it rights as a third-party beneficiary under this Agreement.

#### 9. Indemnification Clause

##### FEDERAL:

The United States shall be liable, to the extent allowed by the Federal Tort Claims Act 28 United States Code 2671-2680, for claims of personal injuries or property damage resulting from the negligent or wrongful act or omission of any employee of the United States while acting within the scope of his or her employment, arising out of this Agreement.

##### STATE:

The State of California shall be liable, to the extent allowed by law and subject to California Government Code, Division 3.6, providing for the filing of tort claims against the State of California, for personal injuries or property damage resulting from the negligent or wrongful act or omission of State employees while acting within the scope of his or her employment, arising out of this Agreement.

#### 10. Nondiscrimination

a. The State prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, sex, marital status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. The grantee shall not discriminate against any person on any of these bases.

#### 11. Incorporation

a. The ~~Grant Guidelines and the Project Scope of Work, Budget Detail~~ documents listed in [Section I., RECITALS, paragraph 3](#) and any subsequent changes or additions to the ~~m, Project Scope of Work, Budget Detail~~ approved in writing by the State, are hereby incorporated by reference into this Agreement ~~as though set forth in full in this Agreement.~~

## 12. Severability

- a. If any provision of this Agreement ~~or the Project Scope of Work~~ thereof is held invalid, that invalidity shall not affect other provisions or applications of this Agreement which can be given effect without the invalid provision or application, and to this end the provisions of this Agreement are severable.

## 13. Waiver

- a. No term or provision hereof will be considered waived by either party, and no breach excused by either party, unless such waiver or consent is in writing and signed on behalf of the party against whom the waiver is asserted. No consent by either party to, or waiver of, a breach by either party, whether expressed or implied will constitute consent to, waiver of, or excuse of any other, different, or subsequent breach by either party.

## 14. Assignment

- a. This Agreement is not assignable by the Grantee either in whole or in part.

## **Project Budget Detail**

### **Guidance on Completing Attachment C, Project Budget Detail:**

Use the Project Budget Detail template found in Appendix D to construct the project budget. Label the budget “Attachment C, Project Budget Detail”.

The format as specified in Attachment C shall be used by Grantees when developing Project budgets. Attachment C must show the total amount funded, matching funds (if applicable), and the total project cost. Matching funds are not a prerequisite; however, they may influence the decision to approve a project during periods when funding is limited. A budget amendment will be required to redirect dollars from one line item to another or from one task to another, unless it constitutes a modification, after execution of the Grant Agreement. The amendment should include information regarding all line items and task changes that are affected. See the sections on “Eligible Costs” and “Explanation of Terms” for guidance.

**APPENDIX D**

Attachment C

**Project Budget Detail (template)**

**Comment [TB60]:** From KC: Consider providing this as a downloadable excel file.

PHASE 1: PLANNING/IS-NOP					PHASE 2: DRAFT 1 PTEIR					PHASE 3: DRAFT 2 PTEIR					PHASE 4: FINAL PTEIR					TOTAL	
Budget Item	Description	Cost Basis	CAL FIRE Grant Share	Total	Budget Item	Description	Cost Basis	CAL FIRE Grant Share	Total	Budget Item	Description	Cost Basis	CAL FIRE Grant Share	Total	Budget Item	Description	Cost Basis	CAL FIRE Grant Share	Total		
<b>A. Salaries and Wages</b>					<b>A. Salaries and Wages</b>					<b>A. Salaries and Wages</b>					<b>A. Salaries and Wages</b>						
	Project Lead	125 hours x \$30/hour	3,750.00	3,750.00		Project Lead	125 hours x \$30/hour	3,750.00	3,750.00		Project Lead	125 hours x \$30/hour	3,750.00	3,750.00		Project Lead	125 hours x \$30/hour	3,750.00	3,750.00		
	Admin. Staff	1 staff x 75 hrs x \$20/hr	1,275.00	1,275.00		Admin. Staff	1 staff x 75 hrs x \$20/hr	1,275.00	1,275.00		Admin. Staff	1 staff x 75 hrs x \$20/hr	1,275.00	1,275.00		Admin. Staff	1 staff x 75 hrs x \$20/hr	1,275.00	1,275.00		
<b>B. Employee Benefits</b>					<b>B. Employee Benefits</b>					<b>B. Employee Benefits</b>					<b>B. Employee Benefits</b>						
	Project Lead	125 hours x \$10.16/hour	1,270.00	1,270.00		Project Lead	125 hours x \$10.16/hour	1,270.00	1,270.00		Project Lead	125 hours x \$10.16/hour	1,270.00	1,270.00		Project Lead	125 hours x \$10.16/hour	1,270.00	1,270.00		
	Admin. Staff	1 staff x 75 hrs x \$9.82/hr	473.25	473.25		Admin. Staff	1 staff x 75 hrs x \$9.82/hr	473.25	473.25		Admin. Staff	1 staff x 75 hrs x \$9.82/hr	473.25	473.25		Admin. Staff	1 staff x 75 hrs x \$9.82/hr	473.25	473.25		
<b>C. Contractual</b>					<b>C. Contractual</b>					<b>C. Contractual</b>					<b>C. Contractual</b>						
	Planning		12,000.00	12,000.00		Phase 2-Draft PTEIR		40,000.00	40,000.00		Phase 3-Draft PTEIR		40,000.00	40,000.00		Phase 4-Final PTEIR		40,000.00	40,000.00		
	Phase 1-IS/NOP		20,000.00	20,000.00		WSP Supervisor Certification		5,000.00	5,000.00		WSP Supervisor Certification		5,000.00	5,000.00		WSP Supervisor Certification		5,000.00	5,000.00		
	OHG Calculation/Verification		15,000.00	15,000.00																	
	RFS Supervisor/ Certification		5,000.00	5,000.00																	
<b>D. Travel</b>					<b>D. Travel</b>					<b>D. Travel</b>					<b>D. Travel</b>						
	Mileage	500 miles x \$0.36/mile	280.00	280.00		Mileage	500 miles x \$0.36/mile	280.00	280.00		Mileage	200 miles x \$0.70/mile	140.00	140.00		Mileage	200 miles x \$0.70/mile	140.00	140.00		
<b>E. Supplies</b>					<b>E. Supplies</b>					<b>E. Supplies</b>					<b>E. Supplies</b>						
	Office		500.00	500.00		Office		500.00	500.00		Office		500.00	500.00		Office		500.00	500.00		
<b>G. Other</b>					<b>G. Other</b>					<b>G. Other</b>					<b>G. Other</b>						
	Environmental Filing Fees		5,500.00	5,500.00												Postage		25.00	25.00		
	Postage		25.00	25.00																	
<b>TOTAL DIRECT COSTS</b>					<b>TOTAL DIRECT COSTS</b>					<b>TOTAL DIRECT COSTS</b>					<b>TOTAL DIRECT COSTS</b>					<b>222,463.00</b>	
<b>TOTAL PROJECT COSTS</b>					<b>TOTAL PROJECT COSTS</b>					<b>TOTAL PROJECT COSTS</b>					<b>TOTAL PROJECT COSTS</b>					<b>222,463.00</b>	
<b>TOTAL PROGRAM INCOME</b>					<b>TOTAL PROGRAM INCOME</b>					<b>TOTAL PROGRAM INCOME</b>					<b>TOTAL PROGRAM INCOME</b>					<b>222,463.00</b>	
<b>TOTAL NET COSTS</b>					<b>TOTAL NET COSTS</b>					<b>TOTAL NET COSTS</b>					<b>TOTAL NET COSTS</b>					<b>222,463.00</b>	

**Important Note: Submission of invoices should correspond to the completion of a phase. Invoices shall only be paid upon receipt of the product associated with completion of the phase for which the invoice was submitted.**

**APPENDIX E**

**Sample Resolution**

**BEFORE THE BOARD OF DIRECTORS OF THE  
(NAME OF COUNTY, CITY, DISTRICT, OR OTHER LOCAL PUBLIC ENTITY)  
COUNTY OF (NAME), STATE OF CALIFORNIA**

**IN THE MATTER OF:**

RESOLUTION NO: \_\_\_\_\_  
APPROVING THE **DEPARTMENT OF FORESTRY AND FIRE  
PROTECTION AGREEMENT/GRANT AGREEMENT (NUMBER)**  
FOR SERVICES FROM **DATE TO DATE**

**BE IT RESOLVED** by the Board of Directors of the **(NAME OF COUNTY, CITY, DISTRICT, OR OTHER LOCAL PUBLIC ENTITY)**, that said Board does hereby approve the ~~agreement~~**Grant Agreement** with the California Department of Forestry and Fire Protection dated **(Month, day, year)**. This agreement provides **(Type of service)** during the State fiscal year **(i.e., 2002/2003)**.

**BE IT FURTHER RESOLVED** that the **(Position of officer (Director, Treasurer, etc) or Name of person and Title)** of said Board be and hereby is authorized to sign and execute said ~~agreement~~**Grant Agreement** on behalf of the **(NAME OF COUNTY, CITY, DISTRICT, OR OTHER LOCAL PUBLIC ENTITY)**.

The foregoing resolution was duly passed and adopted by the Board of Directors of the **(NAME OF COUNTY, CITY, DISTRICT, OR OTHER LOCAL PUBLIC ENTITY)** at a regular meeting thereof, held on the \_\_\_\_\_ day of \_\_\_\_\_, Month \_\_\_\_\_, Year by the following vote:

AYES:  
NOES:  
ABSENT:

\_\_\_\_\_  
Signature, Board of Directors Member

\_\_\_\_\_  
Print Name and Title

**ATTEST:**

I \_\_\_\_\_, Clerk of the **(NAME OF COUNTY, CITY, DISTRICT, OR OTHER LOCAL PUBLIC ENTITY)**, California does hereby certify that this is a true and correct copy of the original.  
Print Name

\_\_\_\_\_  
Signature

SEAL OR NOTARY CERTIFICATON

**Comment [TB61]:** Toby: Should this be changed to include corporation, LLP, LLC or any fictitious business entity and adding language the language you suggested "or other proof of the capacity of the signatory to bind the entity to the terms of the Grant Agreement"

Does executing the Grant Agreement include signing invoices?

**APPENDIX F**

**Payee Data Record**

**State of California Standard Form 204**

**Comment [TB62]:** From KC: Provide the PDF online for download as well.



**PAYEE DATA RECORD**

STD. 204 (REV. 6/03) REVERSE

1	<p><b>Requirement to Complete Payee data Record, STD. 204</b></p> <p>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.</p> <p>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.</p>
2	<p>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.</p>
3	<p>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).</p> <p>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).</p>
4	<p><b>Are you a California resident or nonresident?</b></p> <p>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.</p> <p>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.</p> <p>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, an individual who comes to perform a particular contract of short duration will be considered a nonresident.</p> <p>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.</p> <p>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: <a href="mailto:wscs.gen@ftb.ca.gov">wscs.gen@ftb.ca.gov</a>          For hearing impaired with TDD, call: 1-800-822-6268 Website: <a href="http://www.ftb.ca.gov">www.ftb.ca.gov</a></p>
5	<p>Provide the name, title, signature, and telephone number of the individual completing this form. Provide the date the form was completed.</p>
6	<p>This section must be completed by the State agency requesting the STD. 204.</p>
	<p><b>PRIVACY STATEMENT</b></p> <p>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.</p>

## **APPENDIX G**

### **Invoice Guidelines and Sample Invoice**

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

1. The word "Invoice" should appear at the top of the page.
2. Grantee Information – Includes the grantee name and address which should match the Std. 204 - Payee Data Record submitted with the Grant Agreement. Payment will be submitted to this address after the invoice has been approved. Grantee shall notify CAL FIRE in writing regarding address changes and effective dates.
3. Invoice Date & Number – Date invoice was issued and unique invoice number to be determined by grantee for reference.
4. CAL FIRE Contact Name and Address – Name, Program and Address of the CAL FIRE Sacramento staff invoice and back-up documents should be submitted to as identified in the Grant Agreement.
5. Grant Identification – Grant Number, Grant Performance Period and Project Name as identified in the Grant Agreement.
6. Invoice Period – Performance start and end dates for which Grantee is invoicing CAL FIRE. Invoices shall be submitted congruent with the completion of the Phases identified in the Scope of Work and the Project Budget Detail. Submission of invoices must correspond to the completion of a Phase. Invoices shall only be paid upon receipt of the product associated with completion of the Phase for which the invoice was submitted.- Under no circumstances will an invoice period outside of the grant performance period be accepted.
7. Payment Type – Indicate whether the invoice is to request an advance payment, interim payment or final payment.
8. Cost breakdown – Grantee costs must be broken down by the budget item consistent with the approved Project Budget Detail in the Grant Agreement. Grantee must identify the amount CAL FIRE is being billed for in the invoice period, the total amount spent and match (if applicable) from the beginning of the grant performance period through the invoice period. Advance requests should still include a breakdown of the budget items the grantee is planning to expend the funds on.
9. Offset to current cost – Include the balance of advance funds given to grantee as well as Program income earned from the grant.
10. Total amount grantee is requesting reimbursement from CAL FIRE.
11. Grantee contact name, phone number and email address for questions related to the invoice.
12. Certification and signature of authorized representative - Please see sample invoice for certification language.

**Grantee Name**

Street Address  
 Street Address2  
 City, ST ZIP Code

# INVOICE

**Submit invoice and supporting documentation to:**  
 California Department of Forestry & Fire Protection (CAL FIRE)  
 ATTN: NAME, PROGRAM  
 Street Address2  
 City, ST ZIP Code

**DATE:** Month DD, YYYY  
**INVOICE #:** 100

Grant Number: 8XX14XXX  
 Grant Period: MM/DD/YYYY to MM/DD/YYYY  
 Project Name:

Invoice Period: MM/DD/YYYY to MM/DD/YYYY  
 Payment Type:  Advance Request  Interim Payment  Final Payment

BUDGET ITEM	BUDGETED AMOUNT	CURRENT COST	EXPENDED TO DATE	MATCH TO DATE
Salaries and Wages				-
Employee Benefits				-
Contractual				-
Travel				-
Supplies				-
Equipment				-
Other				-
Indirect Cost 10%				-
<b>TOTAL</b>	-	\$ -	\$ -	\$ -
<b>Less Outstanding Advance</b>		\$ -		
<b>Less Program Income</b>		\$ -		
<b>CURRENT DUE</b>		<b>\$ -</b>		

Check all those that apply:  Supporting documentation attached (required for Interim & Final Payment)  Project Progress Report (Interim) or Project Completion Report (Final)

Direct questions to: Name \_\_\_\_\_  
 XXX-XXX-XXXX Ext. XXXX  
 Email address \_\_\_\_\_

**CERTIFICATION:** I certify that I have the full authority to execute this payment request on behalf of the Grantee. I declare under penalty of perjury, under the laws of the State of California, that this request and accompanying documents for the above referenced grant is true and correct to the best of my knowledge, and represents actual allowable disbursements made for the work performed in accordance with the conditions of the grant.

Signature of Authorized Official \_\_\_\_\_ Date \_\_\_\_\_ Printed Name \_\_\_\_\_ Title \_\_\_\_\_

CAL FIRE USE ONLY						
Payment approval signature (Unit/Field Staff)	Title		Date			
Payment approval signature (Program Manager)	Title		Date			
Payment approval signature (Grants Management Unit)	Title		Date			
CAL FIRE Coding:	FY	Index	Object	PCA	Amount	Vendor #

**Comment [TB63]:** From KC: Provide this online for download as well.

