

**California ReLeaf 2016
Planting with Purpose
Grant Program**

GUIDELINES



Empowering grassroots efforts and building strategic partnerships that preserve, protect, and enhance California's urban and community forests.

In cooperation with the
California Department of Forestry and Fire Protection



Application must be postmarked by August 27, 2016

A Message from the Executive Director

California Re Leaf is pleased to continue our 2016 Urban Forest Grant Program which will support 15-30 tree planting and green innovations projects in some of California's most disadvantaged communities (DACs). We are eager to competitively distribute nearly \$1 million to nonprofit organizations and community groups across California that are committed to improving their neighborhoods, improving population health, reducing greenhouse gasses (GHGs), and creating long-term stewards of our state's essential urban forest.

Support for this Program is provided by the California Department of Forestry and Fire Protection (CAL FIRE), which received \$17.8 million from the State's Greenhouse Gas Reduction Fund (GGRF) in 2014. These projects are considered to be "California Climate Investments" with the primary objective to reduce GHGs. Natural resources, including urban forests, are the only climate investments that reduce GHGs not only through avoided emissions (such as urban heat island mitigation and energy conservation), but also through capturing and storing carbon in trees, soils and other vegetation. Consequently, urban forest projects, when coupled with other natural resources climate investments in agriculture, wetlands, and forest health, can help build a transformative landscape in California in which our trees, parks and open space lands are appreciated and revered for the tremendous benefits they provide to our communities, cities, regions and state.

This year, California ReLeaf is supporting two programs both committed to meeting the goals of AB 32 and SB 535, but with some significant differences that are highlighted in the Guidelines and Application. Our Social Equity Tree Planting Grant Program has already funded nine projects for tree-planting projects located in or providing benefit to DACs. California ReLeaf's Planting with Purpose Grant Program will also meet DAC needs, and will present grantees with an opportunity to look beyond tree planting alone and fund proposals that support community gardens, urban orchards, green roofs, and more.

For those that have been awarded grants from California ReLeaf's Urban Forestry Grant Program in past years, you will see significant changes in the Guidelines and Application that will both challenge your organization to move beyond the status quo, while also providing fiscal support for costs traditionally not covered by our grants, including staffing, administration, concrete cuts and more.

As California embarks on the first cycle of climate investments supported by the GGRF, the world is watching to see how we all come together to use these funds in a meaningful and cost-effective way that honors the spirit and intent of California's landmark climate legislation. We know the urban forest projects funded through this Program will rise to this challenge!

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What is Planting with Purpose?

California ReLeaf designed its Planting with Purpose Grant Program in direct response to questions posed by stakeholders shortly after the 2014-15 State Budget was signed. “Will we be able to plant bamboo?” “Are community gardens eligible urban forestry projects?” “What about bio swales?” These questions and others motivated California ReLeaf to develop a modest funding proposal that would allow us to support 8-10 small to medium-sized projects that focused on other elements of urban forestry often overlooked but critically important.

The Planting with Purpose Grant Program is supported through CAL FIRE’s Green Innovations category within its Urban and Community Forestry Program. Consequently, it will share many of the characteristics of that category, with specific emphasis on eligible projects and common purpose as detailed in CAL FIRE’s Grant Guidelines below:

The purpose of this grant program is to fund the development and implementation of... projects that will reduce GHG emissions and help improve greening in urban areas, arrest the decline of urban forest resources, address climate change adaptation, facilitate the planting of trees in cities, improve the quality of the environment in urban areas through establishment of, and/or improved management of urban vegetation to optimize benefits to urban areas. These projects should be forward-thinking green infrastructure projects, and must have a positive greenhouse gas benefit.

A detailed outline of what can be funded appears later in the Guidelines, but it is California ReLeaf’s intent to support local projects that fill a community need. This could be transforming a dirt patch into a community garden. Or creating a urban orchard where a vacant lot once stood. Or using plants and bio swales to remove silt and pollution from surface runoff water.

Applicants are encouraged to challenge themselves and submit transformative project proposals that will have long-lasting benefits for the impacted communities. All projects meeting minimum established criteria will be considered, but must adhere to this criteria. One of the most important things to remember when completing your proposal is that **“every individual project must have a tree planting component in it”**. This language is taken verbatim from the award letter provided to California ReLeaf by CAL FIRE and is absolutely non-negotiable.

So as you’re planning your community garden application, think about how great it will be to incorporate shade trees and a small bench into that landscape. Or how your bamboo planting project will be complemented by planting several large canopy trees.



Grant Program – A Quick Overview

Purpose: Provide greenhouse gas reduction benefits to Disadvantaged Communities (DACs) by supporting nonprofit and community-based organizations with funding for innovative urban forest projects that meet the critical need of reducing Greenhouse Gases (GHGs) while simultaneously addressing other statutory and regulatory requirements developed by CAL FIRE, the California Air Resources Board, the State Legislature, and other state agencies.

Eligible Applicants: Incorporated nonprofit organizations and unincorporated community-based groups (with a fiscal sponsor) located in California.

Eligible Costs: Purchases for the planting of trees and related vegetation, the maintenance of these project plantings during the grant period, community education and engagement costs, personnel, contractors and consultants, direct and indirect administrative costs.

Minimum award: \$20,000.

Maximum award: \$60,000.

Matching Fund Requirement: 20% (all of which can be through volunteer assistance).

Application Deadline: Saturday, August 27th, 2016.

Grant Notification Deadline: Friday, October 14th, 2016.

Grant Period End Date: Sunday, June 30th, 2019.

Grant Payments: Payments are made on a reimbursement basis and will be for actual expenses incurred based on receipts. Grant recipients will be required to use their own operating funds to cover expenses until invoices are reimbursed by California ReLeaf, which may take up to 45 days. Reimbursements will be made on a quarterly basis, but may occur monthly under special circumstances.

Reporting: Quarterly reports highlighting project status, trees planted, and a qualitative summary of benefits and GHG emissions are required. Report formats will be provided.

Final Report Deadline: Tuesday, September 3rd, 2019.

Inquiries: Please direct questions regarding the program to Chuck Mills at California ReLeaf (916) 497-0035 or email cmills@californiareleaf.org. Applications are available online at www.californiareleaf.org.

Grant Program Detail: ELIGIBILITY

Eligible Applicants: Nonprofit organizations, incorporated and qualified under Internal Revenue Code 501(c)(3), and unincorporated groups (e.g., neighborhood associations, tree advisory boards, beautification commissions, etc.) are eligible to apply for funding under this program. Applicants that are not incorporated as nonprofit organizations must have an incorporated nonprofit organization or a public agency to act as the fiscal sponsor for the project. Public entities, such as cities, counties, and school districts, may serve as a fiscal sponsor for a project, but may not apply for funds directly.

NOTE: Nonprofits awarded funding under CAL FIRE’s “Green Innovations” Grant Program in 2015 are ineligible to apply in this grant cycle.

Eligible Projects: Projects that augment, expand, or better manage healthy urban forests. **All of the following conditions must be met for a proposed project to be eligible for a grant:**

- The project must reduce GHGs, and accurately quantify projected reductions over a 40-year period. California ReLeaf will provide technical assistance for this aspect of the grant.
- There must be a commitment for active participation from community members and volunteers in the neighborhood where work is being completed. Community members must be involved in both the planning and implementation of projects.
- The project must demonstrate a nexus between important community needs and the benefits the project will provide.
- The project must provide *multiple* co-benefits (i.e. improved air or water quality, job creation within DACs, access to fresh local produce) to one or more disadvantaged communities.
- The project must be located in an urban area designated as a disadvantaged community (DAC) as defined by CalEnviroScreen 2.0, or provide benefits to a DAC (see Appendix for details on CalEnviroScreen 2.0 and criteria for what constitutes “benefit”).
- All plantings and their location must be accurately recorded.
- The project must display a sign with the logos and names of all organizations participating in the project, including CAL FIRE and California ReLeaf. The sign must also cite the California Climate Investments Program as the funding source. **California ReLeaf will provide a template to all successful grantees for signage and appropriate logos.**
- The project shall include an educational component. **California ReLeaf shall make available educational materials to grantees to help fulfill this requirement.**
- The applicant has complied in all respects with all applicable local and county ordinances.
- The applicant must comply with all applicable state and federal laws and regulations, including the California Environmental Quality Act (CEQA).
- The applicant must have entered into an agreement with the land owners to **allow for access to the land for a minimum of three (3) years after project completion for the designated entity(ies) providing maintenance on all plantings.** Maintenance includes, but is not limited to: watering, structural pruning, mulching, fertilizing, exterminating, or controlling plant pests and diseases in order to survive.

Eligible Costs (for both application and match requirement):

- **Trees and planting materials (supplies):**
 - Trees in the #15 (gallon) container size are eligible. Other sizes may be considered.
 - Drought-appropriate non-invasive plants conducive to the local climate and other site related limitations.
 - Stakes, ties, and root collar protectors proportional to the number of trees planted.
 - Wood chip surface mulch, soil amendments in areas of hard clay soil or sandy soil.
 - Soil where needed to complete backfill.
 - Structural pruning, stake adjustment and removal for newly-planted trees.
 - Water-wise or hydro-zone irrigation and supplies.
 - Replacement costs for trees planted in the first two years of the project.

Fruit trees, bamboo and edible plants are eligible with justification that they are appropriate for the site and will provide significant benefits to the community.
- **Administrative costs directly related to the implementation of the project:**
 - Mileage to and from project site.
 - Liability insurance for project implementation.
 - Worker's comp insurance for field employees working explicitly on the project.
 - Materials for personnel hired solely for this project (i.e. cell phones).
- **Indirect costs (not to exceed 10% of the total grant agreement)**
 - Payroll administration.
 - Human resources.
 - Rent and telecommunications (i.e. phones, internet).
 - Computer support and office support.
 - Fiscal sponsor fees (if applicable) not to exceed 10% of the total grant agreement (provided the primary applicant claims no indirect costs for itself).
- **Personnel (not to exceed 60% of the total grant agreement):**
 - Salary and benefits for staff working explicitly on the project.
 - Contractors and consultants working explicitly on the projects.
 - Fringe-benefits (staff only) including medical insurance and Social Security contributions. Costs must be computed according to employee's current wages.
- **Construction and Site Preparation (subset of Personnel – see above)**
 - Asphalt removal, concrete paving, or other hardscape for projects where plantings involve establishment of a new permanent planting site.
 - Hardscape cuts (at least 24 square feet for trees). Larger is preferred.
 - Expansion of existing planting sites is allowed and encouraged.
 - Soils testing costs to determine the needs for the site.
 - Other construction costs are eligible with justification.

All costs for Personnel and Construction and Site Preparation *combined* must not exceed 60% of the total grant agreement.
- **Educational Component (not to exceed 20% of the total grant agreement)**
 - Development of educational materials.
 - Educational outreach, relevant to the scope of the proposed project.

Partnerships between DAC local community groups and urban forestry groups are strongly encouraged for this component of the project.
- **Equipment**
 - Purchased or rented materials and tools required for project purposes.
 - Pruning and gardening supplies (i.e., pull saws, hand clippers, and loppers).
 - Hand tools, augers and watering supplies.
 - Other related expenses (i.e. work gloves, garbage bags).
- **Acknowledgement Signage** construction and material costs (not to exceed \$500).

Grant Program Detail: INELIGIBILITY

Ineligible Projects:

- Any project designed to take the place of a regular or ongoing fiscal commitment to a program or project by a local government.
- Planting trees or other vegetation that require excessive maintenance such as: excessive long-term watering, fertilizing, mulching, exterminating, or controlling plant pests and diseases in order to survive.
- Planting projects in which no public, nonprofit or private entity has agreed in writing to provide maintenance for at least three (3) years after project completion. Maintenance includes, but is not limited to: watering, fertilizing, exterminating, or controlling plant pests and diseases in order to survive.
- Projects that cannot provide sufficient quantitative data to calculate GHG reductions.
- Projects that include invasive species. A list of invasive species can be found at California Invasive Plant Council website (<http://www.cal-ipc.org/>)
- Planting projects that conflict with overhead utilities or ground located infrastructure.
- Planting on federal or residential land. Private land may be eligible with restrictions.
- The following are ineligible, unless proof of prior clearance under CEQA or a Negative Declaration is submitted with the proposal:
 - projects in natural, wildland, or previously undeveloped urban settings.
 - projects on railway rights-of-way (public land located directly adjacent to railroad tracks).
 - projects in riparian zones (within 100 feet of a stream, lake, or wetland).

Ineligible Costs (and Ineligible for Match Requirement):

- Root barriers – chemical or solid.
- Tree grates and decorative tree guards.
- Disposal costs of woody debris.
- Inefficient irrigation valves, pumps, sprinkler control timers or elaborate irrigation systems.
- Food and beverages.
- Promotional items (t-shirts, stickers, etc.).
- Purchase and storage of replacement trees and plants for those that don't survive.
- Tree removal, unless the tree is dead or dying and will be replaced.

Matching Fund Requirement

The portion of the project funded by California ReLeaf shall not exceed 80% of total project cost.

EXAMPLE:	Total Project Cost = \$50,000 California ReLeaf Request= \$40,000 Minimum Match Required = \$10,000
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Matching requirements (20%) for state funds may be met with in-kind activities or materials related to the project. Any state funding source related to the project that is not the same as the state source of funding used for CAL FIRE awards (e.g. Climate Investment Program funds) may be used as match. In addition, USDA Forest Service funds granted by the Urban and Community Forestry Program can be used as match (as can other Federal funds). **We encourage applicants to utilize volunteer assistance as a primary component of their overall match** (currently valued at \$27.59/hour in California). Supporting documentation (i.e. sign-in sheets) is required.

Supporting Information

Eligible Trees:

Use SelecTree (<http://selecttree.calpoly.edu>) and the Water Use Classification of Landscape Species Plant List (<http://ucanr.edu/sites/WUCOLS/>) to find trees that are appropriate for your planting site. Trees need to be suitable to the local climate, with available water and conditions of the planting site. 15-gallon trees are eligible for consideration, with other sizes eligible on a case-by-case basis.

Ineligible Trees:

- Species that are ill-adapted to the local climate.
- Species that are short-lived, pest-prone, a nuisance or otherwise undesirable.
- Invasive species; see California Invasive Plant Council at www.caleppc.org.
- Trees that rely upon excessive amounts of water to survive.
- Trees that are inappropriate for the chosen site or require excessive maintenance.
- Trees that will be less than 25 feet in height, with equal crown width, at maturity (fruit trees excluded).
- Palms.

Tree Planting Standards and Specifications:

The standards, specifications and requirements contained within CAL FIRE's Nursery Standards and Technical Specifications will be a condition of all awarded grants, must be met to qualify for reimbursement, and can be downloaded at http://calfire.ca.gov/resource_mgt/downloads/CALFIRE_Nursery_Standards_and_Specs11_12.pdf

Technical Assistance for GHG Tracking and Reporting

California ReLeaf has hired an expert consultant who will use the information applicants provide in their proposal to calculate estimated GHG reductions and emissions for each project. Applicants will be required to provide explicit details about the species selected for planting, their exact location, and their proximity to homes, schools, businesses and other built structures. **Only GHG reductions from trees will be calculated, so carefully plan your project to include a significant tree-planting component.**

Projects awarded funds under the Planting for Purpose Grant Program must "lead to sequestration of significant amounts of GHG and/or avoid emissions of significant amounts of GHG over a 40 year period." California ReLeaf will provide the expert technical assistance for calculating GHG reductions and emissions for each project through the entire grant period.

Proposal Application Procedure

All proposals should be completed using the official California ReLeaf application and budget form. Keep your responses limited to the space provided for each question and do not attach unsolicited materials. *Project location maps and site photos are required.*

Once completed, each applicant must submit two (2) signed original proposals along with proof of the applicant's or, if applicable, the fiscal sponsor's nonprofit status (IRS 501(c) (3) determination letter) no later than August 27th, 2016 to:

California ReLeaf
2115 J Street, Suite 213
Sacramento, CA 95816
Attn: Chuck Mills

An electronic copy must also be submitted on disc or flash drive by the due date; or e-mailed to cmills@californiareleaf.org (preferred). **If you are unable to upload project maps and photos as electronic attachments to your proposal, you must include four hard copies of all maps and photos with the original signed proposal mailed to California ReLeaf.**

E-mailed applications will not be accepted in lieu of the mailed, original proposal. **No faxes.**

PROPOSAL CHECKLIST

All funding proposals must include the following to be eligible for consideration:

- California ReLeaf 2016 Tree Planting Grant Program Application**
- Proposal Budget Preparation Form**
- IRS 501(c)(3) Determination Letter (non-profits only)**
- GHG Tracking and Methodology spreadsheet**
- Proof of Project location within a DAC or how project will provide DAC benefits**
- Fiscal Sponsor Acknowledgement Letter (if working with a fiscal sponsor)**
- Project location maps and site photos**

Proposal Application Review Procedure

Eligibility Review

California ReLeaf will review each proposal upon receipt to determine if the minimum eligibility requirements have been met. If the proposal is found to be incomplete in a material way or the proposed project is not eligible for a grant, the applicant will be informed that the proposal is ineligible, and it will be disqualified from further consideration.

Full Proposal Review and Scoring

All eligible proposals will be scored on a 100-point system and will be evaluated by a California ReLeaf grant review committee that includes at least one arborist and one member of the environmental justice community. All selected proposals will be reviewed *for appropriate species selection* by CAL FIRE, who must approve all species before a grant agreement can be finalized.

The evaluation process will focus on the following questions:

- Are the costs for materials and services reasonable? **(5 points)**
- Is the proposal presented clearly and concisely? **(5 points)**
- How does the project contribute to building long-term support for urban forests within the community? **(5 points)**
- How are the objectives of the project realistic? **(10 points)**
- Does the applicant have experience to carry out the scope of work proposed? If not, how is the applicant proposing to successfully complete the project? **(10 points)**
- How are community members/volunteers significantly involved in the project? **(10 points)**
- How does the project provide multiple co-benefits that address community needs? **(15 points)**
- How does the project meet the intent of the program? **(20 points)**
- How can quality results be expected from the proposed methods and processes? **(20 points)**

Preferences

All applicants have an opportunity to have bonus points awarded to their proposal by including one or more the following attributes in the application:

- Project is located in a DAC. **(5 points)**
- The project includes a workforce training and education component for DAC residents. **(5 points)**
- The project includes a contracted partnership between an urban forestry group and a local community group for the education component of the proposal. **(5 points)**
- The project utilizes the largest canopy tree possible for the selected planting sites and shows a preference for planting sites that can support large canopied trees. **(5 points)**
- The project includes a detailed long-term stewardship plan for the health and sustainability of the newly planted trees and other vegetation. **(5 points)**

Proposal Resources

California ReLeaf is committed to ensuring all community groups and nonprofits interested in growing healthy urban forests in DACs have an equal opportunity to compete for funding under this grant program. In order to achieve this objective, California ReLeaf has done the following:

- Partnered with the SB 535 Coalition – a coalition dedicated to effective implementation of SB 535 – to help disseminate the Request for Proposals in an effort to maximize applications from DACs.
- Prepared a webinar to complement the request for proposals, which will be hosted by California ReLeaf and the SB 535 Quad in June 2016.
- Included funding in our grant award from CAL FIRE to prepare education materials that can be provided to all awarded grantees to help meet their education requirement.
- Included comprehensive appendices with the guidelines that include detailed information on water-wise species, CalEnviroScreen 2.0, criteria for projects that provide benefit to DACs, and a glossary of terms.
- Prepared an FAQ that also highlights how awarded projects will be guided by California ReLeaf over the next three years.

APPENDIX A: CalEnviroScreen 2.0

In 2012, the State Legislature passed SB 535 and directed that, in addition to reducing greenhouse gas emissions, 25% of the moneys allocated from the Greenhouse Gas Reduction Fund (GGRF) must go to projects that provide a benefit to disadvantaged communities (DACs). A minimum of 10% of the funds must be for projects located within DACs.

Though the bill did not define what constitutes a DAC, the California Environmental Protection Agency (CalEPA) was given the responsibility for identifying disadvantaged communities for purposes of this legislation based on geographic, socioeconomic, public health and environmental hazard criteria. The result was named CalEnviroScreen, which uses a quantitative method to evaluate multiple pollution sources and stressors, and vulnerability to pollution, in California's approximately 8000 census tracts. Each census tract was evaluated and assigned a score. These scores were then compiled to identify which of these 8000 census tracts were most disadvantaged based on the scores assigned to them. The higher the score, the more the census tract is considered proportionally "disadvantaged." CalEnviroScreen 2.0 was adopted in August 2014.

Since SB 535 requires that at least 25% of the available proceeds go to projects that provide benefits to disadvantaged communities, CalEPA identified the 2000 census tracts in California that scored highest on CalEnviroScreen 2.0, mapped them, and classified them as the top 25% of California's most disadvantaged communities in October 2014.

In 2015, the California Air Resources Board (CARB) approved *The Funding Guidelines for Agencies that Administer California Climate Investments* which includes a volume guiding *Investments to Benefit Disadvantaged Communities*. This document provides criteria for evaluating projects against the goals of SB 535 (See Appendix B for urban forestry criteria), as well as guidance on how much of each state program's 2014-15 GGRF allocation should go to meet SB 535 goals.

CARB approved a recommendation in 2014 that 100% of funds directed to CAL FIRE's 2014-15 Urban and Community Forestry Program should be used to provide benefits to DACs, with 55% of that sum allotted to projects located directly in DACs. Consequently, money in this California ReLeaf grant cycle will be awarded to proposals that meet one or both of these criteria.

A wealth of information on CalEnviroScreen 2.0 can be found at <http://oehha.ca.gov/ej/ces2.html>. The downloadable maps and tools available at this website will be essential for determining whether or not your project falls within a DAC. In particular, California ReLeaf encourages all applicants to look at the following at this website:

- The Microsoft Excel spreadsheet showing raw data and calculated percentiles for individual indicators and combined CalEnviroScreen scores for individual census tracts with additional demographic information. This database can be downloaded and sorted by city, census tract, or CalEnviroScreen score to help you quickly identify where your proposed project lies in relation to the identified DACs. This is the best resource if you know the census tract number of your project. Remember, the top 25% are those with a score of 76% or more.
- The Google Earth interactive file which color codes the DAC through an overlay across California. **Note: this file breaks down DACs in 10% brackets. Consequently, color-coded areas that rank between 71% and 80% may or may not qualify as a DAC (76% or higher).**
- Other Mapping applications. A shortcut to the statewide mapping application that allows for address searches and census tract summaries can be found at: <http://oehha.maps.arcgis.com/apps/MapJournal/index.html?appid=4b03ebe3789a445b90cb166dbbabf821&webmap=279ecb0d5c7d470496d116a6ab6586c0>

APPENDIX B: Urban Forestry Project Criteria and DACs

The Funding Guidelines for Agencies that Administer California Climate Investments and accompanying volume guiding *Investments to Benefit Disadvantaged Communities* provides guidance to each state agency receiving GGRF dollars as to what should constitute a project **located in** a DAC and what should constitute a project that **provides benefit to** a DAC. Since 100% of the funds allocated for urban forestry for 2014-15 have to meet one or the other of these criteria, these guidelines are critical for your project proposal. California ReLeaf has committed to 70% of our awarded projects being located in a DAC. These are the communities with low canopy cover that are in the highest need of shade trees.

Located Within a DAC

CARB guidance to CAL FIRE on this issue is straightforward and comes down to one critical condition: the entire urban forest project is considered to be located in a DAC if the majority of the project is in a publically accessible area within a DAC and the project terms provide for maintenance of the trees and related vegetation.

As this is the only criteria established for urban forestry projects located in a DAC, California ReLeaf will utilize the criteria. We will strongly encourage applicants to plant most, if not all of their trees and related vegetation in a DAC if the project is to be considered located in a DAC. The two major exceptions will be for projects in which the majority of trees and related vegetation (51%) are planted in a DAC, and the rest are planted at Title I schools within a two-mile radius of a DAC; or public parks and green spaces that are heavily utilized by DAC residents. Supporting documentation will be required.

Provides Benefits to a DAC

CARB guidance to CAL FIRE on this point covers a spectrum of possibilities as all of the following criteria are considered to provide benefits to a DAC (only one must be met to qualify):

- The majority of trees planted by the project are accessible by walking within ½ mile of a DAC and the project terms provide for maintenance of the trees and related vegetation; or
- The project significantly reduces flood risk to one or more adjacent DACs; or
- The project includes recruitment, agreements, policies or other approaches that are consistent with federal and state law and result in at least 25% of project work hours performed by residents of a DAC; or
- The project includes recruitment, agreements, policies or other approaches that are consistent with federal and state law and result in at least 10% of project work hours performed by residents of a DAC participating in job training programs which lead to industry-recognized credentials or certifications.

While California ReLeaf believes there are other opportunities to provide benefits to DACs through urban forestry (such as the aforementioned Title I schools), these criteria will be used as the guidance for determining if your proposal provides benefits to a DAC. However, California ReLeaf will closely scrutinize all proposals that rely solely on the ½ mile marker to qualify and will require applicants to explain how trees planted ½ mile outside a DAC provide direct and meaningful benefit to that DAC.

To access CARB's complete *Funding Guidelines for Agencies that Administer California Climate Investments* and accompanying *Investments to Benefit Disadvantaged Communities*, go to <http://www.arb.ca.gov/cc/capandtrade/auctionproceeds/arb-funding-guidelines-for-ca-climate-investments.pdf>.

APPENDIX C: Itemized Sample Budget

Your itemized budget should include the best estimate of costs and matching funds to carry out the proposed project and should include only eligible expenses as set forth in the guidelines. For tree planting costs, contact nurseries to get estimates of tree stock costs as they vary from region to region. A 20% match is required. Matching funds from in-kind donations, volunteer assistance, or monetary contributions from sources other than the California Climate Investments Program are required. Volunteer assistance is currently valued at \$27.59/hour.	Grant Amount Request	Matching Funds Proposed
PERSONNEL: <i>(Includes staff, consultants, contractors, etc.)</i>		
NOTE: A maximum of 60% of the total award may be applied to this category		
Project Manager (160 hours at \$26.00/hr)	\$ 3,900.00	\$ 260.00
Concrete Cuts contracting (15 cuts at \$200/cut)	\$ 3,000.00	
Local Conservation Corps (5 members for 8 hours each at (\$10/hr)	\$ 400.00	
TREES <i>(includes tree stock)</i>		
20 Cedrus deodara at \$60/each	\$ 1,200.00	
10 Ginkgo biloba at \$55/each	\$ 550.00	
OTHER VEGETATION <i>(i.e. ground cover, garden stock, shrubbery)</i>		
3 zucchini seed packs		\$ 10.00
5 blueberry shrubs	\$ 50.00	
20 starter tomato plants	\$ 60.00	
SUPPLIES AND MATERIALS <i>(Includes stakes, materials and tools for tree care and planting, maintenance supplies)</i>		
60 tree stakes at \$5.00/each	\$ 300.00	
80 tree ties at \$.70/each	\$ -	\$ 56.00
100 yards mulch at \$11.00/yd	\$ 1,100.00	
600 cu feet steer manure blend	\$900.00	
20 planter boxes	\$520.00	
1400 ft deer barrier	\$ 130.00	
EQUIPMENT <i>(Includes leased, rented and purchased equipment)</i>		
Note: purchase price of any single piece of equipment cannot exceed \$500.00		
Skid Steer with auger attachment for 60 hours at \$35.00/hr	\$ 2,100.00	
Trencher for 19 hours at \$18.00/hour	\$ 342.00	
10 pruners at \$12.00/each	\$ 120.00	
35 shovels at \$18.00 each	\$ 630.00	
10 garden trowels	\$ 50.00	
ENVIRONMENTAL EDUCATION COMPONENT <i>(not to exceed 20% of grant)</i> <i>(Includes costs of educational materials, education outreach activities, etc.)</i>		
300 Proper Planting and Care brochures at \$1.00/each	\$ 300.00	
Educational outreach at community Earth Day event	\$ 800.00	
SIGNAGE <i>(Not to exceed \$500 total for signage; required at each planting site)</i>		
(2) 2' x 3' Partner Recognition Sign with posts at \$240/each	\$ 480.00	
PROJECT ADMINISTRATION COSTS <i>(includes mileage to and from project site, project facility rental, project staff insurance, etc.)</i>		
Project Liability Insurance	\$ 1,400.00	
400 miles at \$.575/mile	\$ 230.00	
Cell phone for project manager	\$ 225.00	
INDIRECT COSTS -- 10% MAXIMUM OF GRANT <i>(for either applicant or fiscal sponsor, if applicable)</i> <i>(includes telecommunications, copying, postage, rent, office supplies, etc.)</i>		
Printer toner for color copies	\$ 100.00	\$ 122.00
Office rent	\$ 1,900.00	\$ 100.00
VOLUNTEERS <i>(match at \$27.59/hour)</i>		
88 volunteers at 3 hours each		\$ 7,283.76
TOTAL	\$ 20,787.00	\$ 7,831.76

APPENDIX D: Glossary of Terms

Note: All definitions are provided solely for the purpose of this grant program, its guidelines, application, and other written materials.

AB 32 is legislation signed into law by Governor Arnold Schwarzenegger in 2006 creating the Global Warming Solutions Act. State law requires California to reduce its greenhouse gas emissions to those recorded in 1990 by the year 2020. The legislation also allowed for the creation of a market-based mechanism to help achieve those reductions, which ultimately funds the Climate Investments Program.

CalEnviroScreen 2.0 is the tool created by the Office of Environmental Health Hazard Assessment on behalf of Cal EPA to determine what constitutes a disadvantaged community in California.

Carbon Sequestration is the process of capture and long-term storage of atmospheric carbon dioxide. It is one way to slow the atmospheric accumulation of greenhouse gases.

Co-benefits are any meaningful attributes that a project provides above and beyond the reduction of greenhouse gasses. The most common co-benefits for urban forest projects are improved air quality, stormwater management, groundwater recharge, energy conservation, urban heat island mitigation, quality job opportunities for DAC residents, workforce and education opportunities for DAC residents, contracting opportunities for diverse small businesses particularly those located within DACs, improved economic climate, and social equity.

DACs refer to the disadvantaged communities that will be served as defined by CalEnviroScreen 2.0.

Drought-appropriate species are trees that have low water requirements and are better adapted to the Mediterranean climate. These retain water more efficiently than other species and can tolerate drier conditions due to multiple characteristics such as smaller leaves and reduced growth in summer.

Education refers to the process of utilizing urban forestry as a mechanism to inform Californians about the benefits of trees. The depth of education can range from generating awareness in the target audience regarding the benefits of trees to creating new and long-term stewards of the urban forest.

GHGs refers to greenhouse gasses, which are emitted into the atmosphere by burning fossil fuels, but can be pulled out of the atmosphere and contained through the carbon sequestration attributes of trees and other natural resources.

Match requirement is the portion of project cost responsibility placed upon the project applicant. California ReLeaf requires project applicants to contribute one dollar towards the overall project for every four dollars granted under this program. Match can take the form of money, in-kind contributions (i.e. materials and equipment) or services provided by volunteers.

Qualitative results are the benefits and outcomes from a project than can't be statistically summarized. Qualitative results stemming from urban forest projects in this program could include, but not be limited to, the social equity benefits conveyed to DACs as a result of a tree-planting on a trail that encourages active transportation, or the availability of local produce from a community garden.

Quantitative results are those benefits and outcomes which can be captured through data and analysis. All projects funded under this grant will be required to provide quantitative results on the GHG reduction benefits of each project. Other quantitative results may include data on air quality impacts or groundwater capture, depending on each project type.

SB 535 is legislation signed by Governor Brown in 2012 that mandates 25% of the funds available in the Climate Investments Program be used to provide benefit to DACs. 10% of the funds must be used for projects located in DACs.

APPENDIX E: Frequently Asked Questions

Q: Do all awarded projects need to continue through June 2019?

A: No. California ReLeaf has designed this grant program with the goal of funding planting projects to be completed within the first 17 months of the grant, followed by another 17 months of care and maintenance for those projects. If the planting component of your project is completed early in the grant cycle, that will reduce the duration of the overall project (but no less than 16 months of tree care and maintenance will still be required before completing the project).

Q: Will all funds be awarded in one grant cycle?

A: California ReLeaf's goal is to fund the best projects put forth by applicants. If \$430,000 in great project proposals are received in 2016, we will likely exhaust all of our fiscal resources for this program immediately. If the Legislature and Administration do not allocate additional funds for CAL FIRE's Urban and Community Forestry Program in fiscal year 2016-17 before we have issued grant awards, California ReLeaf may hold back some funds to allow for a second cycle of awards in 2017.

Q: Will all project proposals compete equally?

A: Yes. California ReLeaf has designed this program to provide funding opportunities for small and medium-sized nonprofit organizations with different capacity levels and technical expertise. Since the nature of this program is to encourage innovative projects that meet a specific purpose within the community, not all projects will be similar. However, all projects will be equally scored using the same questions and criteria detailed in these Guidelines.

Q: Will grantees be able to replant trees and other related vegetation that are not establishing or have been compromised?

A: Yes. The last several months of the 3 year grant cycle will allow for re-planting of new trees and related vegetation planted earlier in the grant cycle that have not established. Applicants are strongly encouraged to take this into consideration when preparing their project budgets and timelines.

Q: Will California ReLeaf consider project proposals that provide benefits to disadvantaged communities not identified by CalEnviroScreen 2.0?

A: No. CalEnviroScreen 2.0 is the DAC tool applied universally to all projects funded by the Climate Investments Program. 100% of all urban forestry funds awarded to California ReLeaf in this grant cycle must be spent to meet the goals of SB 535 using CalEnviroScreen as the DAC indicator. Future allocations for urban forestry from the Climate Investments Program should allow for some competitive funding outside DACs, but the majority will continue to be allocated to support social equity in DACs through urban forestry.

Q: Why does every project have to include tree planting?

A: Statutory requirements for the funding source used for this program require that all projects supported with these dollars must reduce GHGs. The scientific community generally agrees that trees sequester carbon, and that this can be quantified. The science supporting carbon sequestration in plants and other related vegetation is not as sophisticated, so a decision was made to include tree planting in every project to ensure GHG reductions.

Q: Will preference be given to projects located in the most disadvantaged communities per CalEnviroScreen 2.0?

A: All applications located in the top 25% of DACs as identified by CalEnviroScreen 2.0 will be awarded bonus points in scoring over projects that solely provide benefit to DACs. These projects will be awarded the same bonus points whether they are located in the top 5% or top 25% of DACs.