

**California ReLeaf 2016  
Social Equity Tree Planting 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 January 19, 2016**

## **A Message from the Executive Director**

California Re Leaf is pleased to unveil our 2016 Urban Forest Grant Program which will support 20-35 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 public 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), but also through capturing and storing carbon in soils, trees 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 and next, California ReLeaf will be 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 will be just that: grants awarded over one or more cycles for tree-planting projects located in or providing benefit to DACs. California ReLeaf's Planting with Purpose Grant Program will also meet DAC needs, but will present grantees with an opportunity to look beyond tree planting alone to submit proposals that support community gardens, urban orchards, green roofs, and more. The Planting with Purpose Grant Program will be released in 2016.

For those that have been awarded grants from California ReLeaf's Urban Forestry Grant Program in previous 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 – 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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## **Grant Program Overview**

**Introduction:** The purpose of the California ReLeaf 2016 Social Equity Tree Planting Grant Program is to bring trees and the greenhouse gas reduction benefits of trees to disadvantaged communities by supporting nonprofit and community-based organizations with funding for urban tree planting projects. These projects must meet the critical need of reducing Greenhouse Gasses (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 may submit applications.

**Grant Funding:** Grants are for costs associated with the purchase and planting of trees, the maintenance of those trees *during the grant period*, and for community education and engagement.

**Minimum/Maximum Award:** Minimum award is \$10,000. Maximum award is \$70,000.

**Matching Fund Requirement:** A 25% cost-sharing match is required – all of which can be through volunteer assistance. In-kind donations and non-GGRF dollars can also be used as the cost share. Supporting documentation is required for all matching funds.

**Application Deadline:** Applications must be postmarked on or before January 19, 2016. **Faxed or emailed applications will not be accepted in lieu of the mailed, original proposal.**

**Grant Notification:** Notification of grant award or denial will be e-mailed by mid-February, with award letters and grant agreements to follow by mail.

**Grant Period:** Projects may be initiated upon execution of the grant agreement by the grantee and must be completed by June 30<sup>th</sup>, 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 with photos highlighting project status, trees planted, and a qualitative summary of benefits is required. A detailed final project report is required no later than September 3<sup>rd</sup>, 2019.

**Mailing Address:** Send the signed, original proposal **along with proof of applicant's or, if applicable, sponsor's nonprofit status (IRS 501(c)(3) determination letter) no later than Tuesday, January 19, 2016 to:**

California ReLeaf  
2115 J Street, Suite 213  
Sacramento, CA 95816

A digital copy must also be submitted on flash drive or e-mailed to [cmills@californiareleaf.org](mailto:cmills@californiareleaf.org) (preferred) **by the due date.**

**Inquiries:** Please direct questions regarding the program to California ReLeaf at (916) 497-0035 or email [cmills@californiareleaf.org](mailto:cmills@californiareleaf.org). Applications are available online at [www.californiareleaf.org](http://www.californiareleaf.org).

## **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 Trees for Golden State” Grant Program in 2015 are ineligible to apply in this grant cycle.**

**Eligible Projects:** Grants are for projects associated with the creation, development, and implementation of tree planting projects that maintain and/or expand healthy urban forests, the purchase and planting of those trees, the maintenance of those trees during the grant period, and the education component of the grant. **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.
- The project must demonstrate a nexus between an important community need and the benefits the project will provide.
- Trees planted and their location must be accurately recorded.
- The project must provide multiple co-benefits (i.e. improved air or water quality, job creation) 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, or provide benefits to a DAC (see Appendix for details on CalEnviroScreen and criteria for what constitutes “benefit”).
- There must be a commitment for active participation from community members and volunteers.
- 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 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 trees planted. A long term maintenance plan for trees must be demonstrated in the application and final report. Maintenance includes, but is not limited to: watering, structural pruning, fertilizing, exterminating, or controlling plant pests and diseases in order to survive.
- The applicant must comply 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).

## **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 that require excessive maintenance such as: excessive long-term watering, fertilizing, exterminating, or controlling plant pests and diseases in order to survive.
- Tree 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.
- Projects that cannot provide sufficient quantitative data to calculate GHG reductions.
- Invasive species as determined by referencing the California Invasive Plant Council website (<http://www.cal-ipc.org/>)
- Tree planting projects that conflict with overhead utilities or underground infrastructure.
- Planting on federal or private land.
- 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).

## **Eligible Expenditures (for both application and match requirement):**

- **Trees and planting materials (supplies):**
  - Trees in the #15 (gallon) container size are eligible. Other sizes will be considered on a case-by-case basis. **Fruit trees are also eligible with justification.**
  - Planting materials may be: stakes, ties, and root collar protectors proportional to the number of trees being planted; wood chip surface mulch, soil amendments in areas of hard clay soil or sandy soil; soil where needed to complete backfill.
  - Young tree establishment costs such as: structural pruning, stake adjustment and removal, and water-wise irrigation and irrigation supplies.
  - Replacement costs for trees planted in the first three years of the project.
- **Administrative costs directly related to the implementation of the project:**
  - Costs may include mileage to and from project site, liability insurance for project implementation, worker's compensation insurance for field employees working explicitly on the project.
  - Costs of tracking and reporting GHG reductions.
- **Indirect costs**

A maximum not to exceed 10% of the total grant agreement. Indirect costs include items such as payroll administration, human resources, rent, phones, computer support, and office support. A project supported by a fiscal sponsor is eligible to receive 10% of the total grant agreement to cover indirect costs **provided the primary applicant claims no indirect costs for itself.** A signed letter of acknowledgement from the fiscal sponsor is required.

- **Staff time/salaries/contractual labor:**  
Services of the applicant’s employees or contracted labor directly engaged in project execution. Costs must be computed according to the employees’ current wages, and may include fringe-benefit costs such as medical insurance and Social Security contributions. **NOTE: A maximum of 40% of the total award may be applied to staff time/salaries/contractual labor.**
- **Signage**  
Construction and material costs for acknowledgement signage not to exceed \$500. California ReLeaf will provide a template for signage for all grantees.
- **Educational Component**
  - Development of educational materials and activities may be funded, relevant to the scope of the proposed project. The maximum is not to exceed 20% of the total grant agreement. **Contracted partnerships between DAC community groups and local tree-planting groups will be strongly encouraged for this component of the project.**
- **Equipment**
  - Purchased or rented materials and tools required for tree planting and care including, but not limited to, pruning supplies (e.g., pull saws, hand clippers, and loppers), hand tools, augers, work gloves, garbage bags, watering supplies.
- **Concrete removal and other special concerns**
  - For projects where the planting of trees involves establishment of a new permanent tree planting site, the costs for removal of asphalt, concrete paving, or other hardscape are eligible (under “contractual labor”). If hardscape cuts are to be made, they must be 24 square feet in area at minimum. Larger is preferred.
  - For existing sites, expansion of planting sites is an allowable cost and encouraged.
  - Soils testing costs to determine the needs for the site are eligible.
  - Water-efficient irrigation system supplies are eligible.

**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
- Fertilizer
- Food and beverages
- Promotional items (t-shirts, stickers, etc.)
- Purchasing and storing tree stock as replacement for trees that do not survive
- Tree removal (though this could be done as match with justification)

**Matching Fund Requirement**

The portion of the project funded by California ReLeaf shall not exceed 75% of total project cost.

<b>EXAMPLE:</b>	<b>Total Project Cost = \$80,000</b> <b>California ReLeaf Request= \$60,000</b> <b>Minimum Match Required = \$20,000</b>
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Matching requirements (25%) for state funds may be met with in-kind activities or materials related to the project (see Appendix E). 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 matched by non-USDA Forest Service federal funding. We strongly encourage applicants to utilize volunteer assistance as a primary component of their overall match (currently valued at \$26.87/hour). Supporting documentation is required.

## **Supporting Information**

### **Eligible Trees:**

Use SelectTree (<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](http://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 (some fruit trees may be considered on a case-by-case basis).
- 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](http://calfire.ca.gov/resource_mgt/downloads/CALFIRE_Nursery_Standards_and_Specs11_12.pdf)

## **GHG Tracking and Reporting**

California ReLeaf will provide expert technical assistance for this component of the application upon request, and for all funded projects up through the final report. Applicants may also calculate their project's GHG reductions independently, then submit to California ReLeaf for verification.

All grant projects must track their GHG reductions and emissions, and reporting must be done for each grant project progress reporting period (quarterly). CAL FIRE has worked with the California Air Resources Board (CARB), the USDA Forest Service (USFS), and other partners to develop a methodology and tools to assist grantees with these reporting requirements. The preferred tool for tree planting projects is the USDA Forest Service Urban Tree Carbon Calculator, and can be found at [http://www.fire.ca.gov/resource\\_mgt/resource\\_mgt\\_urbanforestry.php](http://www.fire.ca.gov/resource_mgt/resource_mgt_urbanforestry.php).

For application purposes, estimates of carbon emissions and reductions must be as accurate as possible. Any deviation from the suggested tool and methodology must be explained, and prior approval for the deviation must be approved by California ReLeaf. A GHG reductions worksheet is included in the application.

Tree planting projects must project their GHG reductions and emissions for a minimum of 40 years. An estimate of expected tree mortality rate (%) will need to be included and be justified. Direct sequestration of GHG by trees, and any avoided GHG emissions resulting from co-benefits of the trees (i.e. shading air-conditioned structures) may be taken into consideration. When reporting, the projected direct sequestration must be reported separately from the avoided emissions. In addition, emissions associated with the project must be reported and deducted from the overall estimate. A net GHG benefit must result when taking these reported numbers into account (see Appendix C for example).

## **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 one (1) signed original proposal 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 Tuesday, January 19, 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](mailto: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 will be accepted.**

### **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, which must approve all species before a grant agreement can be finalized.

The evaluation process will focus on the following questions:

- Is the proposal presented clearly and concisely? **(5 points)**
- Does the project meet the intent of the program? **(20 points)**
- Does the project provide multiple co-benefits that address community needs? **(15 points)**
- Are the costs for materials and services reasonable? **(5 points)**
- Can quality results be expected from the proposed methods and processes? **(20 points)**
- Are the objectives of the project realistic? **(10 points)**
- Are community members and volunteers significantly involved in the project activities? **(10 points)**
- Does the project contribute to building long-term support for urban forests within the community? **(5 points)**
- Does the applicant have experience to carry out the scope of work proposed? **(10 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 majority of trees to be planted use low to moderate water comparatively **(5 points)**
- The project includes a job training 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)**

## **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:

- Hired a consultant to assist applicants and awardees with GHG calculation and tracking.
- Partnered with the SB 535 Quad – a coalition of Sacramento, Oakland and LA-based environmental justice nonprofits – 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 November 2015.
- 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, GHG tracking, criteria for projects that provide benefit to DACs, and a glossary of terms.
- Prepared an FAQ that also highlights how awarded projects will be implemented over the next four 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) also 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 the allocation of at least 25% of the available proceeds go to projects that provide benefits to disadvantaged communities, CalEPA isolated the 2000 census tracts in California that scored highest on CalEnviroScreen, mapped them, and classified them as the top 25% of California's most disadvantaged communities in October 2014.

Shortly before this, the California Air Resources Board approved *The Interim Guidance to Agencies Administering Greenhouse Gas Reduction Fund (GGRF) Monies for Investments to Benefit Disadvantaged Communities*. This document provided 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.

**The Board approved a recommendation that 100% of funds directed to CAL FIRE's 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, all 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 Interim Guidance to Agencies Administering Greenhouse Gas Reduction Fund (GGRF) Monies for 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 65% of our awarded projects being located in a DAC.**

### 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 trees planted in the project are 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, and will **strongly encourage applicants to plant most, if not all of their trees 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 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 within a two-mile radius. 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 *Interim Guidance to Agencies Administering Greenhouse Gas Reduction Fund (GGRF) Monies for Investments to Benefit Disadvantaged Communities*, go to <http://www.arb.ca.gov/cc/capandtrade/auctionproceeds/final535-interim-guidance-11-3-2014.pdf>.

## APPENDIX C: Greenhouse Gas Reductions

California's Climate Investments Program is supported by revenues generated from various industrial sectors that are essentially paying for the opportunity to continue emitting greenhouse gasses (GHGs) into the atmosphere. The revenues are currently considered a fee, which means they must be used for projects that reduce GHG emissions.

The State of California invested almost \$18 million in CAL FIRE's Urban and Community Forestry Program in 2014 because trees reduce GHG emissions. Trees store carbon primarily in their trunks and help avoid GHG emissions by providing shade and even by supporting local groundwater recharge. Tree-lined streets and trails that encourage active transportation over driving also reduce GHGs by reducing vehicle miles travelled (VMTs).

Projects awarded funds by California ReLeaf under the Social Equity Tree Planting 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." This means all applicants will need to estimate their project's cumulative GHG reductions over 40 years. All funded proposals will need to project GHG reductions on a yearly basis over a 40-year time frame. But California ReLeaf is here to help.

### Minimum Applicant Requirements

Applicants who do not have the tools or technical expertise to effectively calculate the GHG reductions of their project may request technical assistance from California ReLeaf. Upon grant submission, an expert consultant will use the information applicants provide on their proposal worksheet to calculate estimated reductions. 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.

Applicants who choose to calculate the GHG-reduction benefits of the project themselves are encouraged to do so, and may use VMTs and other reductions tools to complement the carbon sequestration and energy conservation avoidance estimates projected through the Urban Tree Carbon Calculator. These GHG reduction estimates will be verified by California ReLeaf upon receipt of application. All applicants will need to deduct 8% from their GHG reduction benefits estimates to account for emissions connected to tree planting, tree care and maintenance. Tree mortality rate will be calculated at 35% unless applicant provides justification for a different calculation in their proposal.

### Shortcut to Significant Reductions

The fastest road to significant GHG reductions is planting large canopy trees. Depending on location, 90 evergreen ash trees can sequester and avoid almost 900 metric tons of GHGs over a 40-year period. In comparison, 90 smaller Chinese pistache may reduce GHGs by up to 100 metric tons over 40 years, depending on location.

## APPENDIX D: Trees and Drought

California may be entering its 5<sup>th</sup> consecutive year of drought in 2016. We are in a state of emergency.

Water-use efficiency should be a component of all projects supported by the California Climate Investments Program, and trees require water. All projects supported by this Program should also achieve maximum GHG reductions to the extent possible, and large trees are best suited for this purpose. So we must strike a balance.

California ReLeaf is encouraging applicants to achieve that balance by consulting the Water Use Classification of Landscape Species (WUCOLS) when determining which trees to plant.

The WUCOLS project was initiated and funded by the Water Use Efficiency Office of the California Department of Water Resources, and produced its first water use classification guide in 1992. Since then, three editions have been published, with WUCOLS IV released in 2014. Visit <http://ucanr.edu/sites/WUCOLS/> for more information and to download the latest guide.

WUCOLS IV provides evaluations of the irrigation water needs for over 3,500 plants, shrubs and trees used in California landscapes. It is based on the observations and extensive field experience of thirty-six landscape horticulturists and provides guidance in the selection and care of landscape plants relative to their water needs. Species were evaluated as needing high (H), moderate (M), low (L), and very low (VL) amounts of irrigation water.

The category High contains species requiring the greatest amount of water during the summer months to maintain acceptable health, appearance, and growth, such as white alder and arroyo willow.

**Applicants should avoid planting trees in the High water use category when possible.**

Species in the category Moderate need lesser amounts of water in comparison, such as California bay and modesto ash. **Please note that several large canopy, GHG-reducing trees will fall into either the High or Moderate water use category, so use best judgment when striking that balance.**

Species in the category Low are considered to be water conserving because they perform well with relatively small amounts of irrigation water, such as Oregon white oak and foothill ash.

Species assigned to the category Very Low were classified as needing no irrigation (after establishment) except during years of below average rainfall for the region, such as blue oak and interior live oak. Planting trees from Low and Very Low will help address the state's serious drought. Please also keep in mind minimum height requirements and overall purpose of the grant.

Finally, consider how your tree planting will maximize shade and support innovation and design.

Shade from trees reduces the landscape water use of other landscape elements. Losses of water by plants (due to transpiration) and soil water loss (due to evaporation) are lessened in the shade. Trees in urban areas actually improve the resilience of urban landscapes to climate change and more specifically, drought.

Similarly, careful community planning and design will help expand the urban forest while avoiding excessive water use. Consider opportunities to leverage innovation as a component of your project. This may include utilizing recycled water as the primary source of water for tree irrigation; or vertical mulching (the drilling and filling of holes at regular spacing in the soil throughout the area directly beneath the canopy, starting from the trunk and extending just beyond the drip line).

## APPENDIX E: 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 25% match is required. Matching funds from in-kind donations, volunteer assistance, or non-GGRF monetary contributions are required. California volunteer assistance is currently valued at \$26.87/hour.	Grant Amount Request	Matching Funds Proposed
<b>PERSONNEL:</b> <i>(Includes staff, consultants, contactors, etc.)</i>		
<b>NOTE: A maximum of 40% of the total award may be applied to staff time and/or salaries</b>		
Project Manager (160 hours at \$26.00/hr)	\$ 3,600.00	\$ 560.00
Concrete Cuts contracting (20 cuts at \$200/cut)	\$ 4,000.00	
Local Conservation Corps (5 members for 8 hours each at \$10/hr)	\$ 400.00	
<b>TREES</b> <i>(includes tree stock)</i>		
20 Cedrus deodara at \$60/each	\$ 1,200.00	
22 Ginkgo biloba at \$55/each	\$ 1,210.00	
21 Platanus hybrida at \$50/each	\$ 1,050.00	
23 Platanus hybrida at \$62/each	\$ 1,426.00	
<b>TREE SUPPLIES AND MATERIALS</b> <i>(Includes stakes, materials and tools for tree care and planting, maintenance supplies)</i>		
110 tree stakes at \$5.00/each	\$ 900.00	
90 tree ties at \$.70/each	\$ -	\$ 63.00
300 yards mulch at \$11.00/yd	\$ 3,300.00	
<b>EQUIPMENT</b> <i>(Includes leased, rented and purchased equipment)</i>		
<b>Note: purchase price of any single piece of equipment cannot exceed \$500.00</b>		
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	
<b>ENVIRONMENTAL EDUCATION MATERIALS AND PRINTING (not to exceed 20% of grant)</b> <i>(Includes costs of printing flyers, brochures, educational materials, etc.)</i>		
300 Proper Tree care brochures at \$1.00/each	\$ 300.00	
1000 Tree Fair Event Flyers at \$.35/each	\$ 350.00	
<b>SIGNAGE (Not to exceed \$500 total for signage; required at each planting site)</b>		
(2) 2' x 3' Partner Recognition Sign with posts at \$240/each	\$ 480.00	
<b>PROJECT ADMINISTRATION COSTS</b> <i>(includes mileage to and from project site, project facility rental, project staff insurance, etc.)</i>		
Project Liability Insurance	\$ 1,200.00	
300 miles at \$.575/mile	\$ 172.50	
<b>INDIRECT COSTS -- 10% MAXIMUM OF GRANT (for either applicant or fiscal sponsor, if applicable)</b> <i>(includes phone, copying, postage, rent, office supplies, etc.)</i>		
Printer toner for color copies	\$ 200.00	\$ 22.00
Cell phone for project manager	\$ 225.00	
Office rent	\$ 1,950.00	\$ 250.00
<b>VOLUNTEERS (match at \$26.87/hour)</b>		
100 volunteers at 3 hours each		\$ 8,061.00
<b>TOTAL</b>	<b>\$ 25,155.50</b>	<b>\$ 8,956.00</b>

## APPENDIX F: 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. The law states that California 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, job training, improved economic climate, and social equity.

**DACs** refer to the disadvantaged communities that will be serviced under this grant program as defined by CalEnviroScreen.

**Drought-tolerant species** are trees that have low water requirements and are more 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 other 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 three 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 cannot be statistically summarized. Qualitative results stemming from urban forest projects in this program could include, but not be limited to, the environmental justice and social equity benefits conveyed to DACs as a result of a tree-planting in a park or along city streets.

**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 G: 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 tree-planting projects completed within the first 21 months of the grant, followed by another 18 months of care and maintenance for the trees planted. If the tree planting component of your project is completed early in the grant cycle, that may reduce the duration of the overall project, but preference will be given to projects that have an active establishment plan integrated into the project cycle.

**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 \$500,000 in great project proposals are received in 2015, 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 2015-16 before we have issued grant awards, California ReLeaf may hold back some funds to allow for a second cycle of awards in 2016.

**Q: Will all project proposals compete equally?**

A: California ReLeaf has designed this program to provide funding opportunities for small and medium-sized nonprofit organization with different capacity levels and technical expertise. We believe the best opportunity to support a broad diversity of projects is to group applications into small and medium-sized proposals. Applications for \$10,000 - \$20,000 will compete against like applications for a total pot of \$110,000. Similarly, applications for \$21,000 - \$70,000 will compete for funding from a total pot of \$400,000.

**Q: Will grantees be able to replant trees that are not establishing or have been compromised?**

A: Yes. The last several months of the 3.3 year grant cycle will allow for re-planting of new trees 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?**

A: No. CalEnviroScreen is the DAC tool applied universally to all projects funded by the Climate Investments Program. And for fiscal year 2015, 100% of all urban forestry funds must be spent to meet the goals of SB 535 using CalEnviroScreen as the DAC indicator. Future allocation 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: Are fruit and nut trees considered an "eligible expense?"**

A: Yes. Some nut trees grow very large, and can sequester significant amounts of GHGs. Many also require a lot of water, so that should be taken into consideration as you prepare your application. Fruit trees do not typically sequester as much carbon, but offer tremendous co-benefits that include fresh local produce. Applicants including fruit or nut trees in their proposals should also include several large canopy species for GHG emission reductions, and be mindful of California's ongoing drought.

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

A: All applications located in the top 25% of DACs as identified by CalEnviroScreen 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.