

# **California ReLeaf 2020 Arbor Week 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 March 22, 2020**

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## **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, etc.) outside the Southern California Edison service area 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 may serve as a fiscal sponsor for a project, but may not apply for funds directly. **NOTE: Nonprofits awarded funding under CAL FIRE’s “Urban Forest Expansion and Improvement” Grant Program in 2017 and California ReLeaf’s “Forest Improvement” Grant Program in 2018 are ineligible to apply.**

**Eligible Projects:** Projects that contain a tree planting component of not less than 15 trees that also 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 greenhouse gasses. California ReLeaf will provide technical assistance for this part of the grant.
- 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, workforce development) for the communities being served.
- All plantings and their location must be accurately mapped using a template provided by California ReLeaf..
- The project may include an educational component.
- 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, or controlling plant pests and diseases.
- 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.**

### **Eligible Geography:**

80% of the funds allocated for urban forestry in this grant cycle will be awarded to proposals in which the majority of the project (51%) is located in a publically accessible area within a disadvantaged community (DAC), and the project terms provide for maintenance of the trees and related vegetation. DACs are defined by state statute [here](#). The remaining 20% of the funds for this grant cycle will be available statewide.

### **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 proximity to homes, schools, businesses and other built structures. **Only GHG reductions from trees will be calculated.**

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

- **Trees and planting materials (supplies):**
  - Trees. Use SelecTree (<http://selectree.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.
  - 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.
  - Fruit trees and edible plants are eligible with justification that they are appropriate for the site, provide benefits to the community, and compliment shade tree plantings.
- **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).
- **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).
- **Personnel:**
  - Salary and benefits for staff working explicitly on the project.
  - Contractors and consultants working explicitly on the projects.
- **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 and other construction costs with justification.
- **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.

**All costs for Personnel in all categories (including Education and Construction and Site Preparation) combined must not exceed 60% of the total direct costs.**

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\\_mgmt/downloads/CALFIRE\\_Nursery\\_Standards\\_and\\_Specs11\\_12.pdf](http://calfire.ca.gov/resource_mgmt/downloads/CALFIRE_Nursery_Standards_and_Specs11_12.pdf)

## **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 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.
- 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 rail 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.

### **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 (fruit trees excluded).
- Palms.

