

**California ReLeaf 2021
Treecovery 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 June 6, 2021

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Executive Director's Message

California faced unprecedented challenges in 2020. Repercussions from COVID-19 include over 20,000 deaths and an 10% unemployment rate in December, with businesses including nonprofits and community benefit organizations struggling to stay above water. In addition, wildfires claimed nearly 4.5 million California acres, racial injustice and racism pervaded society through repeated acts of violence and discrimination, and the radical right took a stand for Trumpism in ways few could have imagined. National division and political unrest over all of these issues pervaded 2020 and continues today.

It is no mistake that California ReLeaf changed the name of our Social Equity Grant Program to Treecovery this year. Our goal is straightforward: provide as many resources as we can to help those who want to green their communities and help build back better. We know trees alone cannot heal this State. But they can begin to help heal ourselves and our communities.

In our request for proposals and the attached guidelines for this program, California ReLeaf is doing more than we have ever been able to do before with state funds to support the communities that apply for and receive grants in 2021:

- We have over \$600,000 to distribute for tree planting grants this cycle across California – more than any single state-funded RFP in our 30-year history.
- We've increased the grant maximum to \$90,000.
- We've increased the personnel cap to 80% of direct costs.
- We've increased the indirect costs cap up to 12%.
- We've created a sliding-scale match for applicants that may not have equal access to volunteers or in-kind contributions.
- And, as always, we will focus heavily on meeting the needs of California's most underserved communities with these funds and providing the same critical technical support for species selection and GHG reduction estimates that we have for the last five years.

Finally, as advocates for environmental justice and nature-based solutions, we will continue to advocate for more fiscal resources to CAL FIRE's Urban Forestry Program and more resources for creating social equity and climate resiliency in the disadvantaged and low-income communities most impacted by the unprecedented crises and multiple adversities that 2020 unleashed.

We look forward to partnering with you in our collective efforts to move past these difficult times and collectively work to green our Golden State.

All the best,



Cindy Blain
Executive Director

Grant Program – A Quick Overview

Purpose: This program provides greenhouse gas reduction benefits by supporting nonprofit and community-based organizations with funding for tree planting projects that 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.

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

Award Range: \$10,000 - \$90,000.

Matching Fund Requirement: 10-25% (including volunteer assistance and in-kind donations).

Application Deadline: Sunday, June 6, 2021.

Grant Notification Deadline: Friday, July 30, 2021.

Grant Period End Date: Sunday, December 31st, 2023.

Grant Payments: Payments are made on a reimbursement basis quarterly 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.

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

Final Report Deadline: Sunday, January 28th, 2024.

Inquiries: Please direct questions to Chuck Mills at California ReLeaf (916) 798-6075 or email cmills@californiareleaf.org. Applications are available at www.californiareleaf.org/programs/grants.

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) are eligible to apply for funding. 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.

Eligible Projects: Projects that contain a significant shade-tree planting component that also augment, expand, or better manage healthy urban forests are eligible for funding. **All of the following conditions must be met for a proposed project to be eligible for a grant:**

- The project must significantly reduce GHGs, and accurately quantify projected reductions over a 40-year period. California ReLeaf will provide technical assistance for this part of the grant.
- The project must provide *multiple* co-benefits (i.e., improved air or water quality, workforce development, movement towards a just recovery) for the communities being served.
- All plantings and their location must be accurately recorded.
- The planted trees must be publicly accessible.
- All applicants must 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, so carefully plan the project to include a significant large-tree planting component. Each proposal should strive to reduce at least 100 metric tons of greenhouse gasses per \$10,000 in funding request (see *Planting for the 21st Century* for sample species and their GHG reductions)**
- Planting sites must be 24 square feet in area at minimum, and no less than 3 feet in width on any side. Larger is preferred.
- Tree species selected are classified as very low, low, or moderate water use species in the [WUCOLS IV](#) Classification or are justified for the planting site(s) selected.
- The project shall include an educational component. **California ReLeaf shall make available some educational materials to grantees to help fulfill this requirement.**
- 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. This can occur remotely through 2021.
- The project must demonstrate a nexus between important community needs and the project benefits. Emphasis should be placed on how the project promotes community recovery.
- 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 landowners 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 applicant has complied in all respects with all applicable local and county ordinances. This includes all state, local and regional COVID-19 restrictions in place at the time of award and through the grant duration.
- 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 tree-planting component of the project must be completed by April 30, 2022.
- All trees must be maintained through the grant cycle ending December 31, 2023.

Note: California ReLeaf will entertain residential tree plantings and publicly visible tree plantings on a cases-by-case basis.

Eligible Geography:

The total funds available in this grant cycle (\$600,000) shall be distributed as follows:

- 60% of the funds will be awarded to proposals in which the majority of the project (60%) is located in a publicly accessible area within a disadvantaged community (DAC).
- 20% of the funds will be awarded to proposals in which the majority of the project (60%) is located in a publicly accessible area within a Low-Income Community.
- 20% of the funds will be available statewide for plantings in publicly accessible areas.

See the Appendix for more information on these terms and the regulating statutes.

Eligible Costs (for both application and match requirement):

- **Personnel:**
 - Salary for staff working explicitly on the project (including educational elements).
 - Contractors and consultants working explicitly on the projects.
 - Stipends for interns.
 - Fringe-benefits (staff only) including medical insurance and Social Security contributions. Costs must be computed according to staff's current wages.
- **Contractors for 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.
 - Up to 50% of soils testing costs to determine the needs for the site.
 - Other construction costs are eligible with justification.
- **Trees and planting materials (supplies):**
 - Trees in the #15 (gallon) container size are eligible. Other sizes may be considered.
 - 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 (in limited quantity) with justification that they are appropriate for the site, provide significant benefits to the community, and complement shade tree plantings.

- **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.
 - Personal protective equipment (i.e., hand sanitizer, contactless thermometer)
 - Other related expenses (i.e., work gloves garbage bags).
- **Acknowledgement Signage** construction and material costs.
- **Educational Component**
 - Development of educational materials.
 - Educational outreach, relevant to the scope of the proposed project.
- **Administrative costs directly related to the implementation of the project:**
 - Mileage to and from project site.
 - Liability insurance for project implementation.
 - Internet access, Zoom or related interactive media subscription services
 - Materials for personnel hired solely for this project (i.e., cell phones).
- **Indirect costs (including Fiscal Sponsor fees if applicable)**

Eligible Costs Category Caps

Several of the aforementioned categories have spending caps imposed by CAL FIRE, California ReLeaf, or both, as follows:

- All costs for Personnel (including staff, interns, and contractors) combined must not exceed 80% of the total direct costs.
- All costs for all components of Education must not exceed 20% of the total direct costs.
- All indirect costs must not exceed 12% of the total direct costs. Indirect costs may be used to support fiscal sponsor fees but are still capped at 12%. Indirect costs may be split between a grantee and fiscal sponsor.
- Acknowledgement Signage may not exceed \$500.00. Educational signage (i.e., species tags or interpretive signs) do not fall into this category but are subject to the 20% cap in Education.

Therefore, it is possible to submit a proposal that consists solely of personnel costs, signage, education materials, and indirect costs provided all other materials were supported through match (see Matching Fund Requirement on Page 7). Example:

RELEAF GRANT COSTS		GRANTEE MATCH	
Program Manager	\$24,000.00	Trees	\$4,000.00
Contractor	\$11,500.00	Tree Supplies	\$3,000.00
Education consultant	\$500.00	Equipment	\$2,000.00
Education Materials	\$8,500.00	Liability Insurance	\$450.00
Acknowledgement Signage	\$500.00	Volunteers (\$31.51 x 20 hours)	\$630.20
DIRECT COSTS	\$45,000.00		
Fiscal Sponsor Fee (8%)	\$3,600.00		
Grantee Indirect Costs (4%)	\$1,800.00		
TOTAL COSTS	\$50,400.00	TOTAL MATCH (20%)	\$10,080.20

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.
- 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.
- Planting projects that conflict with overhead utilities or ground located infrastructure.
- Planting on federal 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 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 removals.

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 less than 25 feet in height, with equal crown spread, at maturity (fruit trees excluded).
- Trees that are not publicly accessible.
- Palms.

Matching Fund Requirement

California ReLeaf is implementing a sliding-scale match requirement for this program in recognition of potential challenges in generating volunteers and maximizing opportunities for all prospective applicants. Match requirements are as follows:

- Grant requests between \$10,000 - \$19,999.99 require a minimum match of 10%
- Grant requests between \$20,000 - \$39,999.99 require a minimum match of 15%
- Grant requests between \$40,000 - \$59,999.99 require a minimum match of 20%
- Grant requests between \$60,000 - \$90,000.00 require a minimum match of 25%

EXAMPLE:	Total Project Cost = \$54,000 California ReLeaf Request= \$45,000 Minimum Match Required = \$9,000
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Matching requirements for state funds may be met with in-kind activities or materials related to the project. Any state funding source applied to the project that is not the same as the state source of funding used for this Program (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 consider volunteer assistance (currently valued at \$31.51/hour in California) and trees/supplies/equipment as primary components of their overall match to maximize grant funds for personnel and related labor costs.** Supporting documentation for all match is required during the reporting period for the grant.

Additional Supporting Information and Technical Assistance

California ReLeaf and our project partners are providing a wealth of additional information and resources essential to building a competitive proposal. This includes:

- The Guidelines Appendix, which provides more information on planting geography, a Sample Budget Form, Glossary of Terms, Reporting Requirements and Frequently Asked Questions.
- *Planting for the 21st Century* – An educational overview of how we should be using urban forestry funds to support strategic tree planting that meets multiple goals and objectives. The document includes a list of web-based resources that will help applicants identify eligible trees for planting, including [tree planting standards and specifications](#).
- A webinar scheduled in **March 2021** for all prospective applicants that will provide additional details about the 2021 Treecovery Grant Program and tips for success.
- Technical Assistance for GHG Tracking and Reporting. California ReLeaf works with an expert consultant who will use the information applicants provide in their proposal to calculate estimated GHG reductions and emissions for each project. Since projects awarded funds under the Treecovery 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,” **we encourage applicants to submit their proposed tree planting list and location indicator at least three weeks prior to sending a full application so we can estimate GHG reductions and provide feedback.**

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 a signed original proposal along with proof of the applicant’s or, if applicable, the fiscal sponsor’s nonprofit status by Sunday, June 6, 2021 to:

California ReLeaf
c/o Chuck Mills
5753 Monalee Avenue
Sacramento, CA 95819

An electronic copy must also be e-mailed to cmills@californiareleaf.org by the due date; or submitted on flash drive only if e-mail is unavailable. **If you are unable to upload project maps and photos as electronic attachments to your proposal, you must include three 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 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:

- How does the project meet Program intent (i.e. reduce GHGs, other benefits)? **(20 points)**
- How can quality results be expected from the proposed methods and processes? **(15 points)**
- How does the project contribute to just/economic recovery? **(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? **(10 points)**
- How does the maintenance plan maximize survivability for newly-planted trees? **(10 points)**
- How is workforce development and/or introduction to tree care jobs integrated as a component of the project? **(5 points)**
- Are the costs for materials and services reasonable? **(5 points)**
- How does the project contribute to building long-term support for urban forests within the community? **(5 points)**

RECEIVING AN AWARD

If your organization is awarded a grant, you will execute a contract with California ReLeaf that details the rules and regulations of the grant agreement, including requirements for quarterly reporting and reimbursement requests. More details about quarterly reporting can be found in Appendix C.

PROPOSAL CHECKLIST

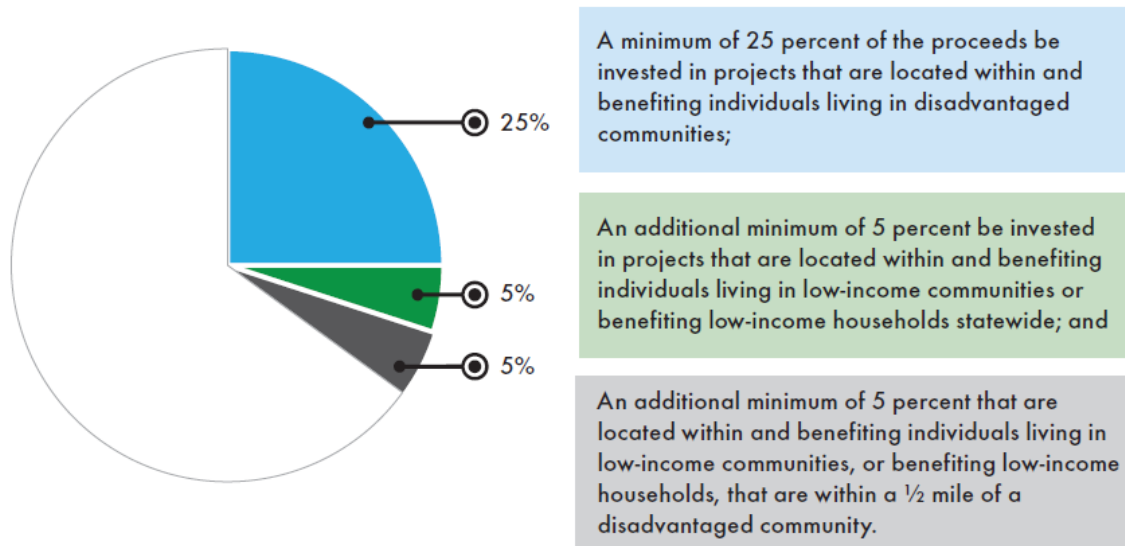
All funding proposals must include the following to be eligible for consideration:

- California ReLeaf 2021 Treecoverage Grant Program Application**
- Project Timeline**
- Permission to Plant Form**
- Arborist Certification Form**
- Proposal Budget Preparation Form**
- GHG Tree Tracking spreadsheet in Excel form (not PDF)**
- Project location maps and site photos**
- Proof of Project location (within a pre-designated Air Resources Board map)**
- Fiscal Sponsor Acknowledgement Letter (if working with a fiscal sponsor)**
- IRS 501(c)(3) Determination Letter (non-profits only)**

APPENDIX A: Eligible Planting Geography

Since 2012, the State Legislature has passed multiple bills designed to ensure some dollars allocated from the Greenhouse Gas Reduction Fund (GGRF) go to projects that are located in disadvantaged communities (DACs), and provide benefit to DACs and/or low-income communities.

The legislation governing for the California ReLeaf Treecovery Grant Program is Assembly Bill 1550 (Gomez, Chapter 369, Statutes of 2016). This statute increases the percent of funds for projects located in disadvantaged communities and added a focus on investments in low-income communities and households as follows:



CAL FIRE and California ReLeaf have committed to exceeding minimum statutory requirements in their respective grant programs. Consequently, no less than 80% of the award dollars from the 2021 Treecovery Grant Program will be for projects meeting the statutory requirements of AB 1550. The remaining 20% is available for statewide competition, and may include, but is not limited to, projects that provide direct benefit to DACs and low-income communities.

Furthermore, California ReLeaf will strongly encourage applicants to plant most, if not all of their trees and related vegetation in a DAC or low-income community if the project is to be considered located within those boundaries. The two major exceptions will be for projects in which the non-DAC trees are planted at Title I schools within a two-mile radius of a DAC; or public parks and green spaces heavily utilized by DAC residents. Supporting documentation will be required.

The California Air Resources Board has developed a map which captures all of the above information in a color-coded schematic which will be utilized by California ReLeaf to determine if a project is located within a DAC or low-income community. Go to <https://www.arb.ca.gov/cc/capandtrade/auctionproceeds/communityinvestments.htm> to access the map and get more information on disadvantaged and low-income community investments.

APPENDIX B: Sample Budget Form

Organization Name:	Date		
<p>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. Matching funds from in-kind donations, volunteer assistance, or monetary contributions from sources other than the California Climate Investments Program are required. Volunteer assistance in California is currently valued at \$31.51/hour.</p>	Grant Amount Request	Matching Funds Proposed	
PERSONNEL <i>(Includes staff, consultants, contractors, etc.)</i>			
Note: all personnel costs (including Education personnel) may not exceed 80% of total direct costs			
Project Director (120 hours at \$49.00/hr)	\$	5,880.00	
Project Manager (300 hours at \$32.00/ hr)	\$	9,600.00	
Concrete Cuts Contracting (52 cuts at \$200/cut)	\$	10,400.00	
Local Conservation Corps (9 members for 30 hours each at \$15/hr)	\$	4,050.00	
Total Personnel	\$	29,930.00	\$ -
TREES			
35 Cedrus deodara at \$75/each			\$ 2,625.00
26 Ginkgo biloba at \$65/each	\$	1,690.00	
44 Platanus hybrida at \$62/each	\$	2,728.00	
Total Trees	\$	4,418.00	\$ 2,625.00
OTHER VEGETATION			
Native shrubs and understory			\$ 630.00
Total Other Vegetation	\$	-	\$ 630.00
SUPPLIES AND MATERIALS <i>(Includes stakes, materials and tools for tree care and planting, maintenance supplies)</i>			
210 tree stakes at \$5.00/each	\$	1,050.00	
110 tree ties at \$1.10/each	\$	121.00	
30 yards mulch at \$11.00/yd	\$	330.00	
Total Supplies & Materials	\$	1,501.00	\$ -
EQUIPMENT <i>(Includes leased, rented and purchased equipment)</i>			
Note: purchase price of any single piece of equipment cannot exceed \$5,000.00			
Skid Steer with auger attachment for 60 hours at \$35.00/hr	\$	2,100.00	
Trencher for 19 hours at \$18.00/hr	\$	342.00	
20 pruners at \$12.00 each	\$	630.00	
35 shovels at \$18.00 each			
Total Equipment	\$	3,072.00	\$ -
SIGNAGE <i>(Not to exceed \$500 total for signage; required at each planting site)</i>			
(2) 2' x 3' Partner Recognition Signs with posts at \$240 each	\$	480.00	
Total Signage	\$	480.00	\$ -
EDUCATION <i>(Includes costs of educational materials, education outreach activities, etc.)</i>			
300 Proper Tree care brochures at \$1.33 each	\$	399.00	
1000 Tree Fair Event Flyers at \$.75 each	\$	750.00	
Total Education	\$	1,149.00	\$ -
PROJECT ADMINISTRATION COSTS			
<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 \$.56/mile	\$	168.00	
Total Project Administration Costs	\$	1,368.00	\$ -
TOTAL DIRECT COST	\$	41,918.00	\$ 3,255.00
Indirect Costs for either applicant or fiscal sponsor, if applicable <i>(includes telecommunications, rent, office supplies, etc.)</i>	\$	5,030.16	
Note: match funds cannot be applied to Indirect Costs			
INDIRECT COSTS: 12% MAXIMUM OF DIRECT COSTS	\$	5,030.16	
VOLUNTEERS <i>(match at \$31.51/hour)</i>			
65 volunteers at 3 hours each			\$ 6,144.45
Total Volunteers		\$	6,144.45
TOTAL DIRECT AND INDIRECT	\$	46,948.16	\$ 9,399.45

APPENDIX C: Grant Reporting Requirements

Required reporting forms, templates and spreadsheet will be distributed to grantees. Reporting will be done quarterly unless otherwise noted.

Each reporting period, the grantee will be required to report the following information by the 10th day of the month after the quarter end (April 10, July 10, October 10 and December 10):

Planting data

- The number of trees planted in the reporting period and to date for the grant.
- Any other plants planted in the reporting period and to date for the grant.
- Mapping trees planted for the quarter and entering information in the Minimum Data Collection Attributes Spreadsheet (MDCA), which will be provided to grantees.
- MDCA tree data to be reported for each reporting period and for the project to date includes: unique tree number identifier, tree funder, scientific name, street address, other location information, city or urban area, ownership type, latitude and longitude (x/y coordinate), census tract, priority population (DAC/LIC) status, date planted, tree stock size, and growing space.
- A description of all tree and plant maintenance activity completed during the reporting period.

Project Benefits

- The net GHG benefit (metric tonnes CO₂e) for the reporting period and for the grant to date.
- Quantification (when possible) and description of co-benefits for the reporting period.

NOTE: GHG reduction calculations are performed by California ReLeaf on behalf of each grantee upon receipt of a complete MDCA spreadsheet each quarter.

Partnerships

- A description of the role of project partners during the reporting period and any challenges or successes derived from the partnerships.

Priority Populations

- A list of the disadvantaged and/or low income census tracts worked in during the reporting period (per CARB Guidance, where applicable).

Scope of Work

- A general description of activities, events, or milestones completed during the reporting period.
- Any planned events or milestones expected for the next reporting period.
- A description of any challenges faced and if the challenges were overcome. Any assistance needed.

Grant Products

- Representative project photos and/or maps.
- Grant products produced (educational materials, event fliers, etc.)

REIMBURSEMENT REQUESTS

Grantees are encouraged to submit quarterly reimbursement requests in order for California ReLeaf to reimburse grantees for quarterly costs incurred by the grantee in a timely fashion. However, this is not required quarterly. If submitting a reimbursement request, grantees will need to provide the following:

- Grant funds expended for the reporting period, and supporting documentation for those expenditures.
- Matching funds expended for the reporting period and supporting documentation where applicable.
- Total funds expended for the reporting period and to date for the grant.

APPENDIX D: Glossary of Terms

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

California Climate Investments Program is the state program that supports GHG reduction projects and programs through the allocation and expenditure of cap-and-trade proceeds. The program is administered by the California Air Resources Board, and received its primary statutory authority through AB 32 (Nuñez), which was signed into law by Governor Arnold Schwarzenegger in 2006, thereby creating the Global Warming Solutions Act.

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 meaningful attributes 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, energy conservation, urban heat island mitigation, and workforce development.

DACs refer to the disadvantaged communities that will be served as defined by the Disadvantaged and Low-income Community Maps provided by the California Air Resources Board.

Drought-appropriate species are trees that have lower 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.

Low-income communities are census tracts with median household incomes at or below 80% of the statewide median income; or with median household incomes at or below the threshold designated as low income by the Department of Housing and Community Development's list of state income limits.

Match requirement is the portion of project cost responsibility placed upon the project applicant. 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 that 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.

APPENDIX E: Frequently Asked Questions

Q: Do all awarded projects need to continue through 2023?

A: Yes. California ReLeaf has designed this program with the goal of funding planting projects early in the grant cycle, followed by almost two years of care and maintenance for those projects through the grant. Consequently, all projects have an end date of December 31st, 2023.

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

A: No. California ReLeaf will have a second cycle of Treecover grants in 2022. However, guidelines may change with regard to spending caps, award limits, and match. Cycle 2 projects will still need to be completed by December 31, 2023.

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

A: Yes. Replanting of trees and related vegetation planted earlier in the grant cycle that have not established is permissible as needed. However, the emphasis in this grant cycle is to plant all trees early to maximize maintenance time and minimize replanting. Still, applicants are strongly encouraged to take some replanting into consideration when preparing project budgets and timelines.

Q: Will CalEnviroScreen 3.0 be utilized to determine project eligibility?

A: Not directly. CalEnviroScreen – the tool developed by the California Environmental Protection Agency for identifying disadvantaged communities -- has been incorporated into maps developed by the California Air Resources Board (CARB) that identify all disadvantaged and low-income communities in California (often referred to as the AB 1550 maps). These are the maps California ReLeaf will use to verify the type of community where a proposed project is located.

Q: Does every project have to include tree planting?

A: Yes. The funding source used for this program requires that all projects supported with these dollars must reduce GHGs. The scientific community 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, nor is it yet recognized by CARB. Therefore, the focal point for these projects is tree planting to ensure GHG reductions. **This is critical to the viability of your proposed project.** While California ReLeaf encourages applicants to evaluate opportunities for other green infrastructure in your proposal, all funded projects must significantly reduce GHGs through tree plantings.

Q: What are the reporting requirements for projects awarded a grant under this Program?

A: All grantees will need to submit a mandatory progress report quarterly, along with a voluntary reimbursement request. The progress report consists of several questions regarding the current status of the project, and includes additional forms that must be completed in order for California ReLeaf to accurately track your project emissions and GHG reductions on a quarterly basis.

Q: Are the GHG reduction targets identified in the Guidelines a requirement for all projects?

A: No. However, we have learned over the years that providing a rough target for prospective grantees gives everyone a sense of what is expected of California ReLeaf by CAL FIRE. Some projects will exceed this target while others will have less. Our goal is to fund a suite of projects that, combined, hit the GHG reduction goal for this grant cycle while also providing myriad co-benefits for communities across California that may or may not be measured.

Q: Are there opportunities for advance payments on projects under this Program?

A: The statute authorizing CAL FIRE to make advance payments on some projects will allow us to expedite reimbursement requests but does not allow for California ReLeaf to make advance payments.