

**REVISED August 6, 2025**

**Board of Forestry and Fire Protection**  
**Joint Institute for Wood Products Innovation**  
**Grant Guidelines**

**FY 2025-2026**



**July 1, 2025**

# JOINT INSTITUTE FOR WOOD PRODUCTS INNOVATION

The [Joint Institute for Wood Products Innovation](#) (Institute) was established pursuant to Executive Order B-52-18. It is funded by the [Timber Yield Tax](#) and is a committee of the [California Board of Forestry and Fire Protection](#) (Board).

The purpose of the Institute is to facilitate innovation and growth to develop and expand a robust and sustainable forest products market sector. Through research and analysis, the Institute identifies market and workforce gaps as well as opportunities for innovation in the forest products market sector. The Institute supports research to innovate new uses for forest products, emphasizing carbon sequestration opportunities, and makes recommendations for State and federal policy changes to serve as a force multiplier for forest products.

## ELIGIBLE ACTIVITIES

This grant program supports increasing the pace and scale of California's sustainable forest restoration activities. Grant projects must (directly or indirectly) contribute to long-term forest ecosystem sustainability; forest health; carbon storage; and wood products, biofuels, or bioenergy. Proposals are ideally near-term market-related projects; however, medium- and long-term market-related projects with the potential for a larger industry impact will be considered.

Activities eligible for funding include research and development activities that support innovative wood and biomass products, bioenergy, workforce housing, and workforce development.

Examples of potential topics include:

- Feasibility analyses
- Permitting strategies
- Feedstock supply studies
- Engineering
- Technology development
- Market analyses
- Handbooks/user guides to increase market or regulatory understanding and awareness
- Design and development of new wood, biomass, or bioenergy products
- Research into new applications for existing wood, biomass, or bioenergy products
- Testing for regulatory compliance/performance
- Affordable workforce housing design solutions in communities with economies heavily dependent on a forested landscape or forest-based activities.
- Software development related to wood, biomass, and bioenergy products
- Assessing Institute or other significantly funded public pilot project outcomes related to Institute goals
- Addressing workforce technical needs

## **Preferred Projects**

Preferred Projects are projects that the Institute has identified as current needs in advancing wood and biomass utilization in the State. Proposals incorporating preferred projects may receive additional consideration. The following are preferred project categories as of the date of this publication:

- Innovative wood, biomass, and bioenergy market research, development, and testing
- Wood- and biomass-related business innovation
- Research, education, development, and adoption of new opportunities, including forestry, wood engineering, and nanotechnology; business administration; marketing; architectural design; and forestry workforce development
- Promising wood products, markets, and technologies in partnership with existing small business development centers
- State and federal policy tools as force multipliers for businesses (e.g., incentives, subsidies, purchasing commitments)
- Innovations that enable near-term removal and utilization of hazardous fuels and vegetation thinning from California's forested lands
- Forest products research and development, analysis, education, and outreach
- Forestry and wood products workforce gap identification and solutions
- Barriers and solutions to entry and expansion of the wood products and biomass industry in California, including access to capital and capital equipment
- Science-based analysis of the environmental, economic, and social tradeoffs of forest product utilization scenarios
- Organization of wood and forest biomass utilization options via a "virtual hub"
- Maximize ongoing forestry efforts and the goal of utilizing more sustainably harvested California-grown wood and biomass

## **PROJECT ELIGIBILITY AND FUNDING AVAILABILITY**

### **Project Eligibility**

All applications will be screened for eligibility. Applications must be complete, prepared in accordance with the guidelines herein, and submitted by an eligible applicant. Applications that do not meet these criteria will not be scored against the selection criteria and will not be eligible for award.

### **Eligible Applicants**

#### **Wood, Innovative Wood, and Biomass**

Entities or organizations will be considered who have either demonstrated accomplishments related to the purpose of the Institute or have clear and credible potential to expand and support wood, innovative wood, and biomass utilization of products resulting from sustainable forest restoration, fire salvage, and tree mortality recovery activities in California. Eligible project applicants include, but are not limited to:

- Academic institutions

- Local agencies, including counties, cities, and special districts
- State agencies
- Federal agencies
- Native American tribes
- Non-profit organizations
- Private entities including businesses, foundations, researchers, or others not listed above

## **Existing Grantees**

Those who currently have a project funded by the Institute are eligible to apply for new grants; however, applications for additional grants are subject to additional review criteria, including, but not limited to:

- Progress achieved on the existing project
- Demonstrated performance on the existing project
- Potential impact of the new grant on performance of the existing project
- Administrative and technical capacity to manage and perform on multiple projects

Approval of subsequent grant applications is subject to the discretion of the Institute. If these criteria apply to your proposal, please contact Institute staff for a consultation prior to submitting your application.

## **Transparency and Conflicts of Interest**

If an Institute member is the principal investigator (PI) or a collaborator on a proposed project, the Institute member will recuse themselves from the grant review and award process for that funding cycle. Applicants and Institute members shall disclose to the Institute any potential financial or non-financial conflicts of interest related to the proposal, including direct or indirect financial or non-financial relationships with the Institute, Board, CAL FIRE, or applicants. The Institute member with the potential conflict of interest will abstain from decision-making activities associated with any items that relate to the conflict and avoid influencing any related decision.

## **Award Limits**

Institute funding may vary depending upon the fiscal year; however, it is anticipated that most years \$450,000 will be available for projects. The minimum amount allowable for a project proposal is \$5,000 and the maximum amount allowable is \$450,000.

Fiscal year funds are available to the Institute July 1 of each year and have a 3-year spending cycle.

All eligible costs must be incurred during the project period as defined by the start and end date shown on the grant award. Any pre-award costs incurred prior to the start of the project period will not be reimbursed.

## Project Readiness

Eligible projects must complete grant-related activities within the time constraints associated with the funding source as prescribed by the California legislature. This solicitation requires grant projects to be **completed by March 31, 2028**. Where applicable, preference may be given to projects based on operational readiness.

## Solicitation Timeline

The Institute intends to accept applications each fiscal year. Project proposals will be formally reviewed with awards being issued respectively based on funding availability.

## Calendar

*Table 1. 2025 Grant Review Schedule*

Proposals Submitted by	Proposal Review	Grant Award Notification
August 8, 2025, By 5:00 pm	August - September, 2025	October 2025

The Institute reserves the right to review and offer grant awards sooner than indicated in Table 1.

## APPLICATION SCORING

Applicants are required to submit a complete project application including a detailed scope of work, project workplan and timeline, detailed budget and budget justification, and additional supporting documents as listed in the Project Application Package described below.

Upon submission, applications will be reviewed to determine if the project meets eligibility requirements. Eligible projects will be evaluated against selection criteria to determine how well the project fits the purpose and objectives of the Institute using the following Grant Selection Criteria.

### Grant Selection Criteria

Grant applications will be scored as to how well the project fits the goals and current priorities of the Institute using the following criteria:

#### Scope of Work (30 Points)

NOTE: Only the first 5 pages of the Scope of Work will be evaluated. Projects should have practical application.

##### A. Purpose

1. Include a detailed discussion of how the project will help support the expansion of sustainable wood and biomass utilization in the State.
2. Include a detailed description of how the project has the potential to positively impact the pace and scale of forest management in California.

##### B. Background of Business or Organization

1. Business or organization experience in wood products and/or wood products innovation
2. Brief description of previous related projects and outcomes.

- C. Key Staff – Brief description in the Scope of Work, with detailed information submitted as an attachment (see page 7)
  - 1. Key personnel and role in proposal activities
  - 2. Relevant experience related to proposed project activities and roles
  - 3. Description of commitments of time and resources related to the proposal
- D. Alignment
  - 1. Include a detailed discussion of how the project aligns with the goals of the Institute, such as
    - a. Focus on near-term market ready wood, innovative wood, or biomass products or projects OR medium- or longer-term products and projects that have strong potential to positively impact California wood and biomass markets, manufacturing capacity, and climate and forest health goals.
    - b. Contributes to a robust and diversified wood products industry to facilitate the economic and sustainable management of California's forests.
    - c. Contributes to making California a more competitive place to conduct forest-sector business.
    - d. Creates financial incentives for industries to invest in clean technologies, develop innovative ways to process wood products, and support the growth of a strong forest sector workforce.
  - 2. Identify additionality that would occur because of funding.
- E. Deliverables and Associated Timeline
  - 1. Describe deliverables for this project, including but not limited to, products, tools, technical reports, presentations, scientific findings, analytical methods, or other outcomes.
  - 2. Deliverables must include, but are not limited to:
    - a. Quarterly presentations to the Joint Institute (remote or in person) on project status and direction
    - b. Draft final presentations to the Institute (virtually or in person) and to the Board (in person) at publicly noticed meetings, or other appropriate forums as determined in consultation with the Joint Institute program administrator
    - c. A final ADA-compliant report/product with an executive summary
    - d. A final ADA-compliant 1-page summary document for educational outreach purposes
  - 3. Establish a timeline for each deliverable. Note for timeline planning: The Institute meets in January, March, May, July, September, and November each year. The Board meets every month except for February and October.

### **Project Impact (25 Points)**

- A. Address this in Scope of Work (only the first 5 pages of the Scope of Work will be evaluated).
- B. Project goals align with the Institute areas of interest.
- C. Project outcome measures are clearly defined and realistically achievable, such as tons of additional biomass utilized, economic impact to rural economies and/or the state.
  - 1. Where applicable, an estimate of the annual acres of forest treatment that could result from proposed project activities. For example:
    - a. Annual forest-derived feedstock consumption and type of feedstock on an annual basis.

- b. Preference may be given to projects that will use generally under-utilized feedstock (e.g., smaller diameter logs, slash, and other residues of forest management treatments or the residuals remaining after a log is processed).

### **Project Readiness (20 Points)**

- A. Address in Scope of Work attachment (only the first 5 pages of the Scope of Work will be evaluated).
- B. Provides clear timelines and realistically achievable objectives sufficient to complete the grant project during performance period.
- C. Demonstrates administrative capacity.
- D. Demonstrates support from key partners.
  - 1. Letters of Support for the project shall be included with the application submission.
  - 2. Where applicable, letters of intent to provide services, materials or other items necessary for the successful completion of the proposal shall be included in the application submission.
- E. If applicable, a realistic statement or disclosure concerning technology readiness level (TRL) or other measure of reliability/commercial readiness is required.

### **Budget (15 Points)**

- A. Applicants **must** submit an itemized budget worksheet that clearly depicts how grant funds will be spent. Note that indirect costs may not exceed 15% of the direct cost total.
- B. Costs are justified and reasonable in proportion to the proposed deliverables and scope of work. The Institute reserves the right to request documentation supporting the reasonable need for an expense, or to show proof of expenditure. Break each "category" into as many sub-categories as needed to fully describe the budget.
- C. The budget specifies the number of employees and contractors funded under the grant and the cost basis for each. The budget or budget narrative should also include the names of personnel that will be paid out of the grant.
- D. Budget worksheet clearly depicts how grant funds will be spent.
  - 1. Total Costs. Sum of items in Table 2 below.
  - 2. Matching or in-kind contributions, if any. Greater consideration may be given to proposals with match funding, including in-kind contributions.
  - 3. Total Institute Funding Requested
  - 4. Note: Applicants may propose in their budgets reasonable funding for preparing and presenting at Institute and BOF meetings, developing the required reports and presentations, and satisfying reporting requirements as part of fulfilling the terms and conditions of the grant.

### **Applicant Qualifications (10 Points)**

- A. Provided as detailed attachment
  - 1. Key personnel and role in proposal activities
  - 2. Relevant experience related to proposed project activities and roles
  - 3. Description of commitments of time and resources related to the proposal
  - 4. Applicant and Project Partner resumés

## APPLICATION PROCESS

Applicants must submit an application and all required associated documentation. Incomplete applications may be disqualified.

### Project Proposal

Complete applications must be received by Friday, **August 8, 2025 at 5:00 pm**.

The proposal package must include all information listed below. See the [sample proposal template](#) provided in the Institute Grant Guidelines. Applicants must submit **all parts of the application in one email** (including any tables, figures, or photos as needed). Any documents submitted separately will not be accepted or considered. Proposals will not be accepted by fax machine or hard copy. **Information on how to submit your proposal is found below in the General Grant Conditions and Project Administration Section under Proposal Submission and Contact Information.** Components that must be included in the Proposal are the following (in the order provided):

- A. Date Submitted
- B. Project Title
- C. Project # (leave blank; to be assigned by Institute)
- D. Applying Entity
- E. Principal Investigator/s (PI/s)
- F. PI/s Contact Information, including phone number/s and email/s
- G. Name/s and Affiliation/s of Collaborator/s
- H. Scope of Work (Only the first 5 pages of the Scope of Work will be evaluated.)
  1. Provide project purpose information as outlined in the Grant Selection Criteria, Scope of Work, A, noted above.
  2. Provide background of the business or organization as outlined in the Grant Selection Criteria, Scope of Work, B, noted above.
  3. Provide a brief description of key staff information as outlined in the Grant Selection Criteria, Scope of Work, C, noted above.
  4. Identify alignment with the goals of the Institute as outlined in the Grant Selection Criteria, Scope of Work, D, noted above.
  5. Provide project deliverables and associated timeline as outlined in Grant Selection Criteria, Scope of Work, E, noted above.
  6. Provide project impact information as outlined in Grant Selection Criteria, Project Impact, A-C, noted above.
  7. Provide project readiness information as outlined in the Grant Selection Criteria, Project Readiness, A-E, noted above.
- I. Detailed Budget
  1. Provide the total requested amount of funding along with a line-item budget as outlined in Grant Selection Criteria, Budget, A-D, noted above. The Institute reserves the right to request documentation supporting the reasonable need for the expense, or to show proof of expenditure. Use the [budget template](#) to capture requested funding.
    - a. See Eligible Costs in Table 2, below. When submitting invoices, use the [standard invoice template](#).
    - b. Ineligible Costs: The following are ineligible for reimbursement under the grant:
      - i. Advances.



- ii. Costs incurred before or after the Project Performance Period.
- iii. Cost of preparing the Project Application or other grant proposals.
- iv. Overtime, sick time, paid time off or vacation pay for employees and/or contractors. Overtime hours will be reimbursed at the straight time rate.
- v. Late fees, penalties, and bank fees.
- vi. Any indirect costs applied as a percentage of equipment purchase costs.
- vii. Any practice or activity that, in the Institute's judgment, does not demonstrate good management practices or that could be harmful to the environment.

Table 1. Budget Items, Eligible Costs, and Documentation.

<b><i>Eligible Cost</i></b>	<b><i>Documentation</i></b>
<b><i>Salaries and Wages</i></b>	
<b><i>Identify all personnel costs including field technicians, graduate students, Principal Investigators, etc. Show these values as individual rates per unit of time. Include salaries and wages of employees employed by the grantee who are DIRECTLY engaged in the execution of the grant project. Limited to actual time spent on the grant project. Examples of expenditures include time related to site visits and project monitoring, and completion of reporting related to the grant project.</i></b>	Timesheets or similar documentation detailing days and hours worked on the project may be required to support invoicing. If requested, payroll documentation should show a nexus between time worked on the project and wages paid to the employee after the fact. A standard invoice template can be found <a href="#">here</a> .
<b><i>Benefits</i></b>	
<b><i>Cite as actual benefits or a percentage of personnel costs. Include only the employer contribution share of fringe benefits associated with employees (paid from salaries and wages Budget Item) who are directly engaged in the execution of the grant project. This will include Social Security, Medicare, Health Insurance, Pension Plan costs, etc. as applicable for the specific employee.</i></b>	Same documentation as Salaries and Wages. If requested, payroll documentation showing wages and hours paid to the employee and associated fringe benefits.
<b><i>Contractual Expenses</i></b>	
<b><i>Direct consultant and contractual services necessary to achieve the objectives of the grant. Examples of contractual costs will be professional/consultant services (the costs of consultant services necessary for project planning and implementation), etc. Procurement of contractual services should be documented to ensure selection on a</i></b>	Invoices from Consultant/Contractor identifying expenditure, services performed and period of services. Documents related to consultant/contractor selection analysis shall be kept by the grantee but available for audit purposes.

<b>Eligible Cost</b>	<b>Documentation</b>
<b><i>competitive basis and documentation of price analysis.</i></b>	
<b><i>Travel</i></b>	
<b><i>Express as per diem rates specified by <a href="#">CalHR</a>,<sup>1</sup> <a href="#">DGS</a>, or the <a href="#">U.S. General Services Administration</a>, or verification that such rates are not available to you, such as applying entities travel policies and rates. Travel cost associated with travel to and from project sites, meetings, etc. directly related to the grant project and must be considered reasonable and necessary for the completion of the project. Reimbursement rates shall be consistent with the grantee's written travel policy where eligible. Travel costs are applicable only to the grantee and their employees. Contractors' travel costs must be billed to the "Contractual" category.</i></b>	Receipts identifying travel cost (i.e. lodging, rental cars). Mileage must be documented by either employee travel claims signed by the employee or vehicle mileage logs for vehicles owned by the grantee. Per Diem must be documented by employee travel claims. The Institute reserves the right to request a copy of the applying entities' written travel policies.
<b><i>Supplies</i></b>	
<b><i>Supplies that are used in the direct support of the project are allowable. Supplies exceeding \$500 per unit cost shall be documented to ensure procurement of supplies on a competitive basis and documentation of price analysis. Supply costs are only applicable to supplies purchased directly by the grantee. Supplies purchased by contractors must be charged to the "Contractual" category. Supplies of \$5,000 or more per unit must be listed under the Equipment category.</i></b>	Receipts identifying items purchased, cost and date of purchase. Documentation related to cost analysis of procurement of supplies exceeding \$500 shall be kept by the grantee and made available for audit purposes, upon request.
<b><i>Equipment</i></b>	
<b><i>Equipment/Infrastructure is an item exceeding \$5,000 per unit cost and has a tangible useful life of more than one year. Up to \$10,000 for equipment, excluding vehicles, that is used in direct support of the project is allowable. Equipment shall be documented to ensure procurement on a competitive basis and documentation of price analysis. Equipment costs are only applicable to equipment</i></b>	Receipts identifying equipment purchased, cost and date of purchase. Documentation related to cost analysis of procurement shall be kept by the grantee and made available for audit purposes, upon request.

<sup>1</sup> <https://hrmanual.calhr.ca.gov/Home/ManualItem/1/2203>

<b>Eligible Cost</b>	<b>Documentation</b>
<i><b>purchased directly by the grantee. Equipment purchased by contractors must be charged to the “Contractual” category.</b></i>	
<b>Other Costs</b>	
<i><b>Costs (such as rent, utilities, phone, general office supplies, etc.) that must be apportioned to the grant are considered <u>Indirect Costs</u> unless written justification is submitted and approved by the Institute. Cost must be directly related to the grant project.</b></i>	Invoices or receipts identifying the item and cost charged to the grant.
<b>Indirect Costs</b>	
<i><b>Costs associated with doing business that are of a general nature and are incurred to benefit two or more functions within the grantee organization. These costs are not usually identified specifically within the grant agreement, project, or activity, but are necessary for the general operation of the organization. Examples include salaries and benefits of employees not directly assigned to a project; functions such as personnel, accounting, budgeting, audits, business services, information technology, janitorial, and salaries of supervisors and managers; and rent, utilities, supplies, etc. Functions included as direct versus indirect costs must be applied consistently for all activities within the grantee organization, regardless of fund source.</b></i>	Documentation related to the determination of the grantee’s indirect cost rate may be requested by the Institute and must be retained by the grantee for audit purposes.  Not to exceed 15%. Indirect cost rate is applied as a percentage of total direct costs, excluding <del>supplies and</del> equipment.

J. Additional Required Forms/Attachments

1. **Employer Identification Number (EIN).** Non-profit applicants shall provide Articles of Incorporation including the Seal from the Secretary of State. Business applicants shall provide proof of active business registration with the California Secretary of State.
2. **Applicant Qualifications.** Provide detailed information on key personnel as outlined in the Grant Selection Criteria, Applicant Qualifications, page 7, noted above. (NOTE: Only a brief description should be included in the body of the scope of work, with the bulk of the information provided as an attachment.)
3. **Letters of Support.** If collaborations or partnerships are noted in the proposal, letters of support or other forms of evidence that partners are aware of and in support of the proposed project should be provided. Applicants may work

cooperatively with local partners to implement projects and achieve an outcome that is larger than the sum of the individual projects that may have been undertaken by each partnering organization independently. Applicants should clearly indicate what work will be completed with partners with funds from this solicitation if partnerships are noted.

## **Application Review and Awards**

### **Evaluation Criteria**

A list of applications received will be posted on the Institute [webpage](#) at least 10 business days prior to announcing planned grant offers.

The Institute will review completed applications that meet the Project Eligibility Criteria. Eligible applications will be evaluated by the Institute program administrator and Institute members against the Grant Selection Criteria. Final grant offers will be determined based on project scores and project need.

The Institute reserves the right to offer funding in total or in part, whichever best serves Institute objectives. Project applicants that are selected to receive partial funding will be provided additional information on their revised funding amount, project performance period, and any other changes to their application as needed.

Project applicants will be notified via email whether they have, or have not been, selected to receive offers for funding.

Successful applications will be summarized and posted to the Institute's [webpage](#) within two weeks of the decision to offer funding. Applications, including all submitted materials, will be treated in accordance with the Public Records Act requirements, and certain information, subject to those requirements, may be publicly disclosed.

### **Anticipated Grant Program Dates**

<b>Approximate &amp; Actual Deadlines</b>	<b>Action</b>
<b>July 1, 2025</b>	Anticipated Issuance of Request for Proposals
<b>August 8, 2025 at 5:00 pm</b>	Project Proposal submission deadline
<b>October 2025</b>	Grants awarded
<b>March 31, 2028</b>	Work must be completed, with all projects, reports, and documentation received
<b>March 31, 2028</b>	Contract Expires
<b>April 30, 2028</b>	Final invoices due

## **GENERAL GRANT CONDITIONS AND PROJECT ADMINISTRATION**

### **Project Performance Period**

- A. The Project Performance Period is from the time the Grant Agreement is signed to the Agreement expiration date. The current solicitation requires grant projects to be

completed by **March 31, 2028**. Only eligible costs incurred during the Project Performance Period will be reimbursed by the State.

- B. Grant Agreements will be executed as soon as feasible and no later than June 30, 2026.
- C. Final invoices for all grant-related work must be submitted to the Institute no later than 30 days after the Project Performance Period ends on **March 31, 2028**.

## Project Reporting

Presentations (virtually or in person) to the Institute regarding project activity and progress toward completion of the Scope of Work are required quarterly at scheduled Institute meetings. Any written information for an Institute presentation is due 14 days prior to the quarterly meeting at which the presentation will be given. PowerPoints are due 5 working days prior to the meeting presentation.

Monthly progress reports are due to the Institute program administrator ([katie.harrell@bof.ca.gov](mailto:katie.harrell@bof.ca.gov)) by the 5<sup>th</sup> of each month.

Information to be submitted includes, but is not limited to:

- A. Project accomplishments
- B. Challenges and obstacles
- C. Before and after photographs (where applicable)
- D. Progress towards deliverables and identified timelines

Where applicable, grantees may be required to provide project information to the Institute for entry into state-maintained databases that facilitate mapping and monitoring of wood, biomass, and bioenergy projects. Information from grantees will include spatial data (project latitude/longitude (DD format)), project type, grantee contact information, project activities, activity costs, and other information. Project information will be publicly available on the Institute [website](#).

All grantees are required to:

- B. Submit monthly progress reports to the Institute program administrator ([katie.harrell@bof.ca.gov](mailto:katie.harrell@bof.ca.gov)) by the 5<sup>th</sup> of each month. See details above.
- C. Provide quarterly presentations (in person or remotely) to the Institute regarding project activity and progress toward completion of the Scope of Work. See details above.
- D. Present a final draft report/product with an executive summary to the Institute (virtually or in person) at a publicly noticed meeting. The draft report/product is due 14 days prior to the meeting for online posting, with the presentation due 2 working days prior to the meeting. Feedback received from the Institute will be incorporated into the final report/project prior to presenting to the Board.
- E. Present the Institute-approved draft report/product with an executive summary in person to the Board at a publicly noticed Board meeting. The Institute-approved draft report/product and executive summary are due 14 days prior to the Board meeting for online posting, with the presentation due 5 working days prior to the meeting. Feedback received from the Board will be incorporated into the draft report/project prior to the Institute finalizing the work and closing out the grant.
- F. Submit a draft one-page project summary handout for education and outreach use

to the Institute program administrator ([katie.harrell@bof.ca.gov](mailto:katie.harrell@bof.ca.gov)) for review and vetting to Joint Institute members for review. Incorporate all feedback and finalize the handout in ADA compliant format.

- G. Submit a final, ADA-compliant report/product with an executive summary (and photographic documentation of project activities and outcomes, where appropriate) to the Institute following final draft presentations to the Institute and Board.
- H. Submit a final invoice.

## **Amendments to an Approved Project**

Once signed, a Grant Agreement may only be amended with advance written consent of the Institute and the grantee. A grantee wishing to change the scope of work, budget, or project performance period of an approved project must request the change in writing, on company letterhead. Proposed changes must be consistent with the guidance governing the Board. Requested budget changes may not increase the amount of funds awarded by the Institute, unless such changes are initiated by the Institute. The Institute reserves the right to reject requested amendments.

## **Project Termination**

A Grant Agreement may only be terminated by the Institute or the grantee upon 30-days advance written notice to the other party. Further details on this process will be provided in the Terms and Conditions of the Grant Agreement.

## **Loss of Funding**

The Institute reserves the right to withdraw a funding award if stated requirements are not met. The following are examples of actions that may result in a grantee's loss of funding. This is not a complete list and is intended only to show examples.

- A. Failure to execute a Grant Agreement within three months of award offer or within a timeline that does not allow for the project to be completed within the agreed upon grant timeline, whichever comes first.
- B. Grantee has not satisfied all legal requirements (e.g., ancillary contracts, agreements, MOUs, etc.) necessary to initiate project work within the proposed timeline.
- C. Grantee fails to use all the grant funds.
- D. Grantee withdraws from the grant program.
- E. Grantee fails to complete the funded project described in the Grant Agreement Scope of Work or fails to meet scheduled milestones.
- F. Grantee fails to submit all documentation within the time periods specified in the Grant Agreement.
- G. Grantee changes the Project Scope of Work or project implementation without prior written approval from the Institute via the amendment process.
- H. Grantee or the Institute terminates the Agreement.

## **Payment of Grant Funds**

All funding awards will be distributed through state procurement processes. Funds may be disbursed only once there is a fully executed Grant Agreement between the Institute and the grantee. Only costs incurred consistent with the approved scope of work and budget will be reimbursed. Payments will be made on a **reimbursement basis** (i.e., the grantee pays for services, products, or supplies; invoices the Institute for the same,



including supporting documentation of actual costs incurred; and the State reimburses the grantee upon approval of the invoice). No work prior to or after the grant period will be reimbursable. The invoice will then be forwarded to Sacramento Headquarters for review and subsequent approval of payment. Expect payment to be issued 45 to 60 calendar days from the time an acceptable invoice is received. If an invoice is incomplete or non-reimbursable, it will be returned to the grantee. Invoices must be timely submitted, as provided in the formal grant agreement. The grantee is responsible for paying any fees incurred as a result of untimely invoice submission, including, but not limited to, a \$25 government claims processing fee and penalty of 15% of the approved invoice amount.

Invoices are due quarterly and no more frequent than monthly. No cost invoices are required even if no charges were incurred during the invoice period.

## **Publicity**

Communication about all press releases, media events, activities, and reports generated by the award should be coordinated with and provided to Board Institute staff (Katie Harrell; [katie.harrell@bof.ca.gov](mailto:katie.harrell@bof.ca.gov); (916) 698-1035) in advance of the event, media release, or release to the public. All materials will need to be approved by the Institute prior to release.

## **Conflict of Interest**

Grantee must establish conflict of interest policies and procedures and maintain adequate controls to ensure that the grantee or anyone acting on behalf of the grantee does not have any conflicting personal and/or financial interest associated with activities funded by the grant project. The Institute may request additional documentation during the performance of the grant, including during review of financial and/or progress reporting, or during State Audit to verify that a conflict of interest does not exist.

Failure to comply with conflict-of-interest laws, including business and financial disclosure provisions, will result in the Project Proposal being rejected and any subsequent grant agreement being declared void. Other legal actions may also be taken. Applicable statutes include, but are not limited to, California Government Code section 1090 and Public Contract Code sections 10365.5, 10410, and 10411.

All applicants and individuals who participate in the review of submitted Project Proposals are subject to state and federal conflict of interest laws. Any individual who has participated in planning or setting priorities for a specific solicitation over and above the public comment process and tribal consultation or who will participate in any part of the grant development and negotiation process on behalf of the public is ineligible to receive funds or personally benefit from funds through that solicitation.

## **Prevailing Wage Requirements**

The Institute provides no opinion as to whether projects may be subject to prevailing wages. For determination for prevailing wages, please contact the [Department of Industrial Relations](#). It is the applicant's responsibility to budget for prevailing wages in their project cost when applicable.

Please note: Beginning July 1, 2026, certain fuel reduction work, including but not limited to residential chipping, rural road fuel breaks, and fire breaks funded by the State will be subject to prevailing wage, record keeping, and registration requirements. ([California Public Resources Code section 80200](#) et seq.). While the requirements do not apply to any contract, subcontract, or grant agreement that is fully executed before July 1, 2026, the requirements will apply if a contract, subcontract, or grant agreement is renewed or re-signed as part of an amendment after July 1, 2026.

## **State Audit**

The State may audit the project records at any time over the Project Performance Period and three years following Project completion. A project is considered complete upon receipt of final grant payment from the State. The purpose of the audit is to verify that project expenditures were properly documented and consistent with the project scope of work.

If your project is selected for audit, you will be contacted at least 30 days in advance to the audit commencing. To expedite the audit, the grantee shall have the project records, including the source documents, cancelled checks and written policies and procedures readily available. The audit should include all books, papers, accounts, documents, or other records of the grantee, as they relate to the project for which State funds were granted.

The grantee shall also provide an employee having knowledge of the project and the accounting procedure or system to assist the State auditor. The grantee shall provide a copy of any document, paper, record, or the like as requested by the State auditor. All project records must be retained by the grantee for a period of not less than one year after the State audit or after final disposition of any disputed audit findings. Grantees are required to keep source documents for all expenditures related to each grant for at least three years following Project completion and one year following an audit unless the grantee has a longer retention policy.

## **Proposal Submission and Contact Information**

Interested applicants should carefully review these grant guidelines and the [Institute's webpage](#). **Proposals must be received by Friday, August 8, 2025 at 5:00 pm.** Please direct all questions and requests for further information via email to Katie Harrell ([katie.harrell@bof.ca.gov](mailto:katie.harrell@bof.ca.gov)). **All application materials should be submitted as one compiled file and emailed to: [katie.harrell@bof.ca.gov](mailto:katie.harrell@bof.ca.gov).**



## APPENDIX A – EXPLANATION OF TERMS

TERM	EXPLANATION
<b>Agreement</b>	A legally binding agreement between the State and another entity.
<b>Amendment</b>	A modification or a change of the agreement, such as term, cost, or scope of work. This may include minor amendments or major amendments (see below).
<b>Application</b>	The information required to apply for the grant that is provided in the Project Proposal as well as supporting attachments for grants required by the enabling legislation or program, or both.
<b>Authorized Representative</b>	The designated position identified in a resolution as the agent to sign all required grant documents including, but not limited to, grant agreements, application forms and payment requests.
<b>Contractor</b>	An entity contracting with the grantee for services and generally receives a Form 1099 for tax purposes.
<b>Employee</b>	Individuals employed directly by the grantee and generally receives a W-2 for tax purposes.
<b>Indirect Costs</b>	Expenses of doing business that are of a general nature and are incurred to benefit two or more functions within the grantee organization. These costs are not usually identified specifically with a grant, grant agreement, project or activity, but are necessary for the general operation of the organization. Indirect costs include salaries and benefits of employees not directly assigned to a project, which provide functions such as personnel, business, information technology or janitorial services, and salaries of supervisors and managers. Indirect costs may only be applied as a % of total direct costs within the agreement subject to the limitations as specified in Eligible Costs.
<b>Invoices</b>	A report that tracks spending and reimbursement requests that the grantee will submit to the Institute.
<b>Major Amendment</b>	A formal agreement of changes that exceeds the limitations of minor amendments. These changes require formal re-signings of the grant agreement and typically take six or more weeks.

TERM	EXPLANATION
<b>Minor Amendment</b>	A grant change request that the Institute approves in writing but that does not require formally re-signing the grant agreement. May include changes to the grant scope, budget, timeline, etc. No budget categories change by more than 10% of the total award amount. No significant changes to grant deliverables. The grantee submits an amendment request letter and receives an approval letter from the Institute. These typically take 2-4 weeks.
<b>Non-profit Organization</b>	An organization formed for a non-profit purpose that is recognized by the federal Internal Revenue Service as being tax exempt.
<b>Progress Report</b>	Monthly written updates to the Institute program administrator and quarterly presentations at Institute meetings.
<b>Payee Data Record (Std. 204)</b>	A form required to establish a supplier number to encumber funds and subsequent payment.
<b>Project Performance Period</b>	The Project Performance Period is from the time the Grant Agreement is fully signed to the Agreement termination date. Only eligible costs incurred during the project performance period will be paid by the State.
<b>Project</b>	The activity, activities, or work to be accomplished utilizing grant and matching funds (if applicable).
<b>Scope of Work</b>	The project purpose, background of the business or organization applying for the grant, key staff, alignment with Institute goals, deliverables and associated timeline, project impact, and project readiness as outlined in the Grant Selection Criteria of the Grant Guidelines.
<b>Budget</b>	The proposed detailed budget plan identifying costs to be funded by the grant and matching funds.