

California Climate Investments

Department of Forestry and Fire Protection

Fire Prevention Grant Program Procedural Guide 2017-2018

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Introduction

This procedural guide includes information about the California Department of Forestry and Fire Protection (CAL FIRE) Fire Prevention Grant Program. The Program is funded with Cap-and-Trade auction proceeds appropriated by the California Legislature to agencies that administer California Climate Investments (CCI).

California's 2017-2018 budget allocated up to \$195 million to CAL FIRE's Forest Health and Fire Prevention Programs. Together, these programs improve resiliency of forested and forest-adjacent communities and upper watershed forests while achieving climate goals. For more information about the Forest Health Program or CAL FIRE's other CCI programs, please visit our website www.fire.ca.gov/grants/grants.

Fire Prevention Program Summary

CAL FIRE's Fire Prevention Grants Program (FP) provides funding for local projects and activities that address the risk of wildfire and reduce wildfire potential to forested and forest adjacent communities. Funded activities include hazardous fuel reduction, fire planning, and fire prevention education with an emphasis on improving public health and safety while reducing greenhouse gas emissions.

California's Strategic Fire Plan should serve as a roadmap for project development. The criteria that will be used to select projects include, wildfire threat, carbon storage potential, and landscapes where projects will have the greatest benefits, such as areas with elevated levels of tree mortality and opportunities for biomass use within reasonable proximity.

Projects will be ranked based on the overall benefit to reduce the threat of wildfires to the greatest number of habitable structures, State Responsibility Area, and people. Projects should be designed to reduce greenhouse gas emissions during project activities and over time through wildfire reduction. In order to be most effective, multiple funding sources should be leveraged from each of the partners involved in projects, and priority will be given to projects that contain matching funds and leverage other financial resources. Projects that benefit or focus on assisting those with special needs (i.e. low income, disabled, or elderly) will receive additional priority, as will projects that demonstrate a carbon benefit by reducing the carbon emissions during the implementation of the project. Disadvantaged communities and low-income communities as defined by Assembly Bill 1550 will also be given preference. Designation can be determined using the process in Appendix J.

CAL FIRE will provide technical expertise and management oversight of grants, but may not be the primary agency or applicant in projects.

Qualifying Project Types and Activities

The Fire Prevention Program funds three types of activities: hazardous fuel reduction, fire prevention planning and fire prevention education. Most applications will include just one of the activity types. Examples of qualifying projects and activities are listed below.

Hazardous Fuel Reduction

- Vegetation clearance in critical locations to reduce wildfire intensity and rate of spread.
- Creation or maintenance of fuel breaks in strategic locations, as identified in CAL FIRE Unit Fire Plans, a Community Wildfire Protection Plan, or similar strategic planning document.
- Removal of ladder fuels to reduce the risk of crown fires.
- Creation of community-level fire prevention programs, such as community chipping days, roadside chipping, and green waste bin programs.
- Selective tree removal (thinning) to improve forest health to withstand wildfire.
- Modification of vegetation adjacent to roads to provide for safer ingress and egress of evacuating residents and responding emergency personnel.
- Reduction of fuel loading around critical firefighting infrastructure, including, but not limited to, fire hydrants, water drafting locations, and staging areas.
- Purchase of fuel modification equipment not to exceed \$100,000.
- Removal of dead and dying trees that pose a threat to public health and safety.
 - Dead and dying trees greater than 10” in diameter and 20 feet in height; and
 - Dead and dying trees reasonably accessible by equipment/machinery; and
 - Dead and dying tree removal within 300 feet of permanent structures and that pose a structural threat to the residence. This does not include movable or temporary sheds and outbuildings, or carports.; or
 - Dead and dying tree removal within 300 feet of serviceable roadways and that pose a structural threat to roadways; or
 - Poses a threat to public or private infrastructure; or
 - Removal of dead or dying trees from existing fuel breaks; or
 - Removal of dead or dying trees from Tier 2 high hazard zones.

Fire Prevention Education

- Workshops, meetings, materials creation, and other educational activities with the purpose of increasing knowledge and awareness of information that could be used to reduce the total number of wildland fire and acres burned.

Fire Prevention Planning

- Wildfire risk or related mapping.
- Creation of Community Wildfire Protection Plans (CWPP).
- Development of evacuation plans.
- Creation or updates to wildfire mitigation plans.

Eligibility, Conditions and Important Points

Applicant Eligibility Criteria:

Eligible applicants include, but are not limited to, the following:

- State Agencies
- Native American Tribes
- Local government within or adjacent to State Responsibility Area (SRA), including
 - Incorporated Cities and Counties
 - Fire Districts
 - Community Services Districts
 - Water Districts
 - Resource Conservation Districts
 - Special districts
- Fire Safe Councils recognized by the California Fire Safe Council
- Other Non-profit organizations with a 501(c)(3) designation such as Certified Local Conservation Corps

In situations where a local government has contracted with CAL FIRE for fire protection services, it is considered a local government for purposes of this grant program.

Applicants may not be one of the following:

- Privately held for-profit company or corporation
- Individual landowners requesting a grant specifically for a project to be completed on only his/her own land.
- Homeowners associations or other associations unless they have 501(c)3 non-profit status. These groups should consider applying through a fiscal sponsor such as a county or a 501(c)3.

Examples of eligible costs include:

- Evaluation and identification of dead or dying trees posing an imminent threat to the public rights-of-way and public or private infrastructure, or Tier 2 high hazard zones by a certified arborist or Registered Professional Forester (RPF).
- Removal of dead, dying or diseased trees posing an imminent threat to public rights-of-way and public infrastructure, which may include trees on private property.
- Contracted tree removal, transportation, holding site fees, and disposal.
- Costs that are necessary and prudent to the accomplishment of the project.

Examples of non-eligible costs include:

- Removal of trees from private property that do not pose an imminent threat to public health and safety.
- Costs that are not directly associated with the project and/or in excess of 12% indirect costs.

- Costs already funded or budgeted through another source (i.e. supplanting).
- Income, fees, revenues, or wages lost or voluntarily waived by a local agency.
- Activities or costs associated with permanent work such the construction of a biomass facility.

Examples of non-qualifying project types and activities:

- Purchase of capital equipment greater than \$100,000.
- Installation, creation, upgrade, or maintenance of fire protection features, such as roads, bridges, structures or water storage facilities.
- Any project submitted by a for-profit company or corporation.
- Projects or activities utilizing CAL FIRE staff without corresponding reimbursements or requests seeking funding for services already provided by CAL FIRE.
- Removal of dead and dying trees that do not pose a threat to public health and safety, and, are not located in Tier 2 high hazard zones.

Grants must be completed by March 15, 2022.

Conditions

1. Grants can be made only to “eligible” applicants.
2. Projects must include or provide benefits to habitable structures in the State Responsibility Area (SRA). Non-SRA lands may be included within project boundaries but project activities must provide a benefit to SRA.
3. Fire Prevention qualifying projects and activities are limited to those where the proposed project or activity addresses the risk or potential impact of wildfire to communities and forested landscapes.
4. Applicants must consider greenhouse gas emissions of project activities and plan to reduce emissions as much as possible during project activities.
5. Grantees must have the ability to satisfactorily plan, administer, and complete a grant project.
6. For some projects, the grantee may be required to prepare a California Environmental Quality Act (CEQA) or National Environmental Policy Act (NEPA) document. Those projects requiring CEQA/NEPA review are required to provide documented compliance within 18 months from the grant execution. CEQA/NEPA compliance must begin immediately after grant execution.
Documented CEQA/NEPA compliance is required prior to commencing any on-the-ground activity.
7. Fire Prevention grant projects are eligible to qualify for CEQA suspension pursuant to the Governor’s 10-30-2015 Emergency Proclamation if the applicant certifies the following:

- a. The project is located within a High Hazard Zone; and
 - b. The project is removing dead and dying trees that pose a threat to public health, safety, or located in Tier 2 high hazard zones, and
 - c. The removal of dead and dying trees will comply with the Tree Mortality Task Force (TMTF) Guidelines for removal of dead and dying trees dated March 1, 2016, see Appendix A – CEQA Compliance.
8. For hazardous fuel reduction projects:
- Projects proposed on a “forested landscape” will require an RPF to design and oversee any fuel hazard reduction vegetation removal as defined in Public Resource (PRC) Code §753 and 754, copied below. The RPF will conduct at least one site visit during active project operations to ensure vegetation removal is being conducted according to the prescription. An RPF is not required to provide the general project information required in the Scope of Work during the grant application phase, but the applicant must demonstrate how CEQA/NEPA compliance will be met, including RPF involvement, in Item E4 of the Project Scope of Work and include this cost in the budget if applicable.

PRC §753 - “Forestry,” as used in this article, refers to the science and practice of managing forested landscapes and the treatment of the forest cover in general, and includes, among other things, the application of scientific knowledge and forestry principles in the fields of fuels management and forest protection, timber growing and utilization, forest inventories, forest economics, forest valuation and finance, and the evaluation and mitigation of impacts from forestry activities on watershed and scenic values, to achieve the purposes of this article. The practice of forestry applies only to those activities undertaken on forested landscapes. The professions specified in Section 772 are not practicing forestry when mitigating or recommending mitigation of impacts from previous forestry activities on related watershed or ecological values within their area of professional expertise or when recommending those mitigations for proposed timber operations. However, public and private foresters are required to be licensed pursuant to this article when making evaluations and determinations of the appropriate overall combination of mitigations of impacts from forestry activities necessary to protect all forest resources.

- Projects outside of a “forested landscape” should consider the use of a professional ecologist, biologist, certified rangeland manager, arborist, RPF, or other professional with knowledge of local ecosystem processes to develop an appropriate fuel hazard reduction removal project.
- Fuel reduction vegetation treatment prescriptions shall focus on reducing fire hazard, improving tree growth, and increasing forest resilience. Treatments shall eliminate the vertical and horizontal continuity of vegetative fuels for the purpose of reducing the rate of fire spread, duration and intensity, fuel ignitability, or ignition of tree crowns.
- Required project deliverables for all hazardous fuel reduction projects to be included in Item E3 of the Project Scope of Work:

1. Pre-and post-treatment description of site conditions and project results relative to hazardous tree or vegetative conditions, wildfire hazard reduction goal accomplishments, and pre-and post-dead and dying tree counts.
 2. GIS data files supporting the project map to allow CAL FIRE to accurately document the spatial extent of the project.
 3. Documented CEQA/NEPA compliance within 18 months of grant execution. This includes CEQA or demonstration of exemption.
 4. Documentation of at least one site visit during active project operations to ensure vegetation removal is being conducted according to the prescription.
9. Grant applications must describe the method used to determine the grant amount requested. This methodology must include the grant costs less any income from forest products or other revenues received from the grant implementation.
10. All project and activity work related to grants must be completed by March 15, 2022.
11. Projects must demonstrate all efforts to reduce greenhouse gas emissions. Projects most likely to have significant emissions reductions will be favored.

Important Points

1. Each application should focus on one or more of the following major activities:
 - Fire Prevention Education
 - Fire Prevention Planning
 - Hazardous Fuels Reduction/Removal of Dead and Dying Trees
2. **Submission of Application is due by June 6, 2018 at 3:00 PM PST.**
3. No work on the proposed Fire Prevention grant projects may commence until there is a fully executed agreement between CALFIRE and the Applicant.
4. All work on the proposed Fire Prevention grant project must be completed by March 15, 2022 if awarded.
5. No ground disturbing work may commence until the requirements of CEQA/NEPA have been satisfied or the applicant has certified the tree mortality project per Appendix A.
6. Agreements must be executed under this grant opportunity by June 30, 2020.
7. For hazardous fuel reduction and tree removal grants, the CAL FIRE Unit, or Contract County staff, or designee must be contacted to conduct an inspection of the modification efforts prior to invoicing CAL FIRE for completed work. CAL FIRE, Contract County or designee will conduct an inspection to verify that work to be invoiced has been satisfactorily completed according to the deliverable items described in the grant documentation. The invoice will be forwarded to the

CAL FIRE Unit, Contract County or designee and subsequently forwarded to Region Headquarters for the second review. The region will then forward to Sacramento Headquarters for subsequent approval of payment. Reimbursement payments are expected to be issued 45 calendar days from the time an acceptable invoice is submitted.

8. A resolution or attesting document is required for all Fire Prevention grants that involve nonprofit organizations and local government entities such as Fire Protection Districts and Resource Conservation Districts. The attestee cannot be the same individual as designated by the board to sign the agreement. Please refer to the sample resolution (Appendix B).

Note: Where the line indicates 'whereas, the Board designates (designee's title)', list the title rather than an individual's name. In the event the individual retires or leaves the organization, a new resolution designating a replacement will be required if a name is listed rather than the working title. The resolution should name the designee for not only entering into agreements on behalf of the board but also the authorized signatory for invoices.

9. The Fire Prevention grants are not designed nor intended to create or substantially support ongoing administrative positions.
10. A Quarterly Progress Report is required and will be due to the CAL FIRE Unit Project Manager within 30 days at the end of every calendar quarter i.e. Report covering January through March is due no later than April 30th (even if no fiscal activity has occurred):
 - The Progress Report Template.docx form found online at http://calfire.ca.gov/fire_prevention/firepreventiongrants
11. A Final Report is required and will be due to the CAL FIRE Unit Project Manager within 30 days of the grant expiration or along with the grant final invoice:
 - The Final Report Template.docx found online at http://calfire.ca.gov/fire_prevention/firepreventiongrants
12. The inclusion of an indirect or administrative charge is acceptable for these grant programs, but must not exceed 12% of the total amount of grant funds provided to the grantee.

Greenhouse Gas Emissions Requirements

California Climate Investments administered by CAL FIRE through the Forest Health, Fire Prevention, and Urban and Community Forestry Programs contribute to California's climate goals by reducing emissions from wildfires, stabilizing long-term storage of carbon in biomass, and improving carbon sequestration in California's natural and working forests.

In terms of direct emissions benefits, the objectives of the Fire Prevention Program are to:

- Reduce fire hazard in and near communities and infrastructure.

- Improved health and resilience of treated areas for increased carbon sequestration.
- Support community wildfire planning and facilitate plan implementation.
- Improve public awareness, and reduce human ignitions.

Because the intent of the Program is to reduce the likelihood of wildfire from places where fire is not tolerable on the landscape – communities, homes, infrastructure, and other highly valued resources, these objectives are achieved most directly through avoided wildfire emissions. Eliminating wildfire starts, catching wildfires before they blow into wildland areas, and facilitating firefighting efforts and safety all contribute to reduced wildfire emissions over time. The Fire Prevention Program also includes support for planning, such as development of Community Wildfire Protection Plans, and education programs that promote fire-safe communities to capture the benefits and synergy of collective, community-wide efforts.

However, fuel reduction activities also release greenhouse gas emissions at the time of treatment, and CAL FIRE must balance emissions costs and benefits of the Fire Prevention and Forest Health Programs to comply with the law. Minimizing emissions of fuel treatment activities, using disposal methods other than open burning, and optimizing vegetation health options in the development of treatment prescriptions are important steps in project development to achieve balanced emissions costs and benefits.

Awardees will be required to submit information about project size, location, and prescription so that CAL FIRE staff may complete emissions calculations for the project. Calculations will be completed using an existing methodology produced by CAL FIRE and the California Air Resources Board for the Forest Health Program. Emissions effects of activities that do not fit the existing methodology will be described in detail.

The review process will include consideration of project activities for emissions benefits.

Review and Evaluation Factors

Review Process

Applications will be reviewed by CAL FIRE for the applications involves three levels:

- **Local** – CAL FIRE Units & Contract Counties
- **Regional** – CAL FIRE Northern and Southern Regional Offices
- **Statewide** – Statewide review team. The statewide review team will prepare a list of recommended projects and activities for consideration by the Director of CAL FIRE. The Director will make decisions on approved projects and activities taking into consideration the recommendations of the statewide review team.

Emphasis at each level will be placed on projects and activities that address risk and potential impact of wildfire to communities and forested landscapes.

Additionally, to the extent possible, a project or activity will not be selected if it conflicts or competes with another proposed or approved project.

Evaluation Factors (Ranking Criteria)

In evaluating applications, CAL FIRE is seeking information that allows it to consider the following factors:

1. The grant application clearly identifies the focus of the grant as Fire Prevention Education, Fire Prevention Planning, Hazardous Fuels Reduction and Removal of Dead or Dying Trees.
2. The project/activity addresses risk and potential impact of wildfire.
 - The project/activity is fully defined with metrics to measure progress and completion.
 - The project/activity includes Fire Hazard Severity Rankings and indicates areas and their relative proportion of Very High, High and Moderate Fire Hazard Severity Zones as adopted by the Director and identified in the CAL FIRE map located at http://www.fire.ca.gov/fire_prevention/fire_prevention_wildland_zones_maps.php.
 - The proposed project/activity is located near or substantially includes communities and forests at risk to damage from wildland fire in the wildland-urban interface and adequately describes how it will address the risk and/or potential impact of wildfire.
 - The project protects other assets related to communities in wildland-urban interface at risk of impact from wildfire. This includes community infrastructure such as, buildings, domestic and community water supplies, power lines, and communications facilities. If the project/activity does involve community infrastructure, it must explain how it will address the risk and/or impact of wildfire to these assets.
3. The project/activity is related to or part of one or more strategic plans or tree removal plans:
 - The project/activity is included in or consistent with one or more of the following plans:
 - CAL FIRE Unit, Contract County Fire Plan, Local Fire Plan, a Community Wildfire Protection Plan (CWPP), tree removal plan, Fire Safe Council Action Plan, FIREWISE Community Assessment, or other local plan (identified in Scope of Work) that addresses the risk and possible impact of wildfire.
 - The project/activity proposes to create, or update, a long-term fire hazard reduction planning document affecting or involving communities in the wildland-urban interface, such as a CWPP, Community Evacuation Plan, or other strategic planning document.
 - The Fire Prevention project removes hazardous trees in collaboration with other entities, other funding sources, or as part of a larger tree mortality project.

- The project/activity takes into account other high priority projects in the last five years in the Unit/Contract County (approved – but not started, in progress, or completed) and adds to those efforts.
 - The project/activity will lead to the completion of a high priority project in one or more of these plans which will tie to other projects.
 - The project/activity strategically advances the protection of *Wildland Urban Interface* across a Region and/or the State.
4. The applicant has taken steps to reduce emissions as much as possible, such as chipping or mulching removed vegetation rather than burning it, or disposing of material through biomass markets. The applicant is willing and able to work with CAL FIRE staff during implementation to calculate project emissions.
 5. Community support exists.
 - The project/activity includes plans for external communications, such as planned press releases, project signage, community meetings or field tours that all, or in part, reach owners and residents in the wildland-urban interface.
 - Written public support has been expressed or obtained.
 - Please note that although matching funds are not required, the existence of matching funds is a positive factor.
 6. There is an implementation plan in place.
 - The project/activity includes a timeline that addresses potential limitations and includes milestones to measure its progress during project implementation.
 - The project/activity includes an accurate set of deliverables that are measurable and attainable.
 - The project/activity is fully defined with metrics to measure progress and completion.
 7. The detailed budget is clear and reasonable
 - The proposed budget shows how grant funds will be spent.
 - Administrative personnel costs are reasonable for the project/activity proposed and must be less than 12% of the total grant request.
 - Costs are reasonable for the size, scope, and anticipated benefit of the proposed project/activity.
 8. There is demonstrated capacity to administer the grant.
 - The applicant shows an acceptable amount of experience in administering grants. This is largely based on successfully administering other grant-funded projects/activities over the past five years. Project proponents having no previous experience with similar projects should discuss any past experiences that may help show a capacity to successfully complete the project being proposed. This may include partnering with a more experienced organization that can provide project support.
 - Discuss successes and administration of previously awarded CAL FIRE grants or grants administered by the applicant for other granting agencies.

Application Process and Project Administration

The overall application process for the Fire Prevention Grant is a four-stage process.

Stage 1- Project Application: Due no later than June 6, 2018 PM PST.

During the Project Application stage, applicants will submit a detailed application.

Stage 2- Grant Selection: July 2018

Successful Grant Applicants will be notified at this stage.

Stage 3- Grant Agreement: Due no later than November 30, 2018.

During the Grant Agreement stage, the project applicant will prepare and provide additional administrative detail for the complete agreement package.

Stage 4- Grant Award: October 19, 2018.

In the Grant Award stage, official signatures are submitted and the grant is awarded.

Stage 1 - Project Application - Due June 6, 2018 at 3:00 PM PST

Applicants need to request a Project Tracking Number by emailing one of the following:

CALFIRE.Grants@fire.ca.gov

Joy.Tucker@fire.ca.gov

Virginia.Hernandez@fire.ca.gov

The request shall include the applicant organization name, the name of the CAL FIRE Unit the project or activity will be located in, and the name of the project (if available). It is highly recommended that applicants request this information at least one week prior to the due date to allow for a timely response to your request.

Applicants will submit a project application package. The project application package consists of several attachments. These attachments are described in more detail in Appendix E of this Procedural Guide.

- Attachment 1 – Grant Application
- Attachment 2 – Scope of Work (refer to Appendix F)
- Attachment 3 – Proposed Project Budget (refer to Appendix G)
- Attachment 4 – Project map (refer to Appendix H)
- Attachment 6 – Articles of Incorporation including the Seal from the Secretary of State or Letter of determination or Affirmation from the Internal Revenue Service (for non-profit applicants only)
- Attachment 8 – Fire Prevention Grant Project/Treatment Area Mapping Program (refer to Appendix K) (**online submission only**).

Attachments 1-4 become part of the Grant Agreement Package in Stage 2. Complete these attachments accurately to avoid delays due to corrections and revisions prior to final approval. If revisions are necessary during Stage 2, then the revised Attachments 1 - 4 will be used in final documents agreed upon by the State and the Applicant as part of the final Grant Agreement. Two methods of delivery (email and mail) of the Grant Application Package to CALFIRE are required:

- 1) Email the completed Grant Package to CALFIRE.Grants@fire.ca.gov no later than June 6, 2018 by 3:00 PM PST. Include yourself as a cc to this email as proof of your submittal of all documents by the required deadline.
- 2) Send the original signed application with attachments to the following address postmarked no later than June 6, 2018:
California Department of Forestry and Fire Protection
Attention: Grants Management Unit Fire Prevention Grants
P.O. Box 944246
Sacramento, CA 94244-2460

Stage 2 - Grant Selection – July 2018

Sacramento staff will review the project application packages for completeness and determine if the project/activity meets the objectives of the program. Applications found to meet these criteria will be sent to the appropriate locations to start the review process. Notification of grants selected for funding is anticipated to be sent to the applicant on July 2018. The notification package for successful grant applicants will include all required grant agreement forms and instructions.

Stage 3 - Completed Grant Agreements - Due November 30, 2018

Upon receipt of the Grant Agreement package, all applicants shall print and sign the three original signature grant agreements, and submit them with a copy of Attachments 1-5, 7 and 8. Attachment 5, the Payee Data Record, form and instructions can be retrieved from the Department of General Services web site:

<http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf>.

The complete Grant Agreement package shall include a complete set of the following:

- The Grant Agreement with Terms and Conditions - 3 copies with original signatures
- Attachment 1 - Final Grant Application
- Attachment 2 - Final Scope of Work
- Attachment 3 - Final Project Budget
- Attachment 4 - Project Map
- Attachment 5 - Payee Data Record Standard Form 204
- Attachment 7 - Board Resolution or Attesting Document granting authority to sign
- Attachment 8 – Fire Prevention Grant Project/Treatment Area Mapping Program (refer to Appendix K (**online submission only**)).

Send the completed Grant Agreement package to the following address postmarked no later than November 30, 2018.

California Department of Forestry and Fire Protection
Attention: Grants Management Unit-Fire Prevention Grants
P.O. Box 944246
Sacramento, CA 94244-2460

Applicants shall return three complete, original signed agreements to the Sacramento Grants Management Unit postmarked no later than November 30, 2018, however,

applicants are strongly encouraged to turn them in as soon as possible. Grant packages not completed and/or not received by this deadline may not be eligible for funding.

Stage 4 - Grants Awarded – October 19, 2018

Once the grant agreement is received and signed by the appropriate officer at CAL FIRE, the approval process is complete. All Agreements must be signed and submitted per deadlines established by CAL FIRE.

A CAL FIRE designee will be named as the designated contact. The CAL FIRE designee will work through the Region Program Manager on issues as necessary regarding the grant project. The CAL FIRE designee will conduct periodic and final inspections to ensure compliance with the project plan and environmental rules and regulations.

CAL FIRE may perform an audit of completed projects and activities as described on page 18 under “State Audit.”

Grant Termination Date: - All project and activity work related to the grant must be completed by the Project Completion Date identified in the application and in no instance, may be later than March 15, 2022.

Project Amendments and Termination

After Project commencement, an Agreement may be amended by written consent of both the State and Grantee. An agreement may be terminated by the State or Grantee upon providing written notice thirty (30) days in advance of termination to the other party.

Changes to Approved Project

A Grantee wishing to change the scope of an approved project at any stage shall submit the proposed change in writing to CAL FIRE for review and subsequent approval in writing. Any change must be consistent with the need cited in the original application and authorizing legislation. Any modification or alteration in the Project as set forth in the Grant Project Scope of Work on file with the State must be submitted to the State for prior approval.

- Budget category modification less than five percent (5%) of an item should be addressed in quarterly progress reports.
- Budget category modification greater than five percent (5%) and up to ten percent (10%) of an item in the Project Budget may be increased or decreased through reallocation of funds from another item(s). Email notification to the Unit with a Revised Project Budget is required prior to conducting modified activities. The Grantee shall notify the REGION in writing and a revised Project Budget identifying both the item(s) being increased and those being decreased.

- Budget category modification greater than ten percent (10%) of an item in the Project Budget may be increased or decreased through reallocation of funds from another item(s). The Grantee shall notify the CAL FIRE in writing and submit a revised Project Budget identifying both the item(s) being increased and those being decreased. A formal amendment agreement will be issued to the grantee upon CAL FIRE approval.

The Grantee shall notify the STATE in writing in project progress reports when any such change and/or reallocation is made.

Accounting Requirements

The Grantee shall maintain an accounting system that accurately reflects fiscal transactions, using the necessary controls and safeguards. This system shall provide a good audit trail, including original source documents such as receipts, progress payments, invoices, purchase orders, time cards, canceled checks, etc. The system shall also provide accounting data so the total cost of each individual project can be readily determined. These records shall be retained by the Grantee for a period of three years after final payment is made by the State. **Avoid audit exceptions – keep accurate records.**

Loss of Funding

The following are examples of actions that may result in a Grantee’s loss of funding: (Not a complete list)

- Grantee fails to obtain a Grant Agreement.
- Grantee fails to use all of its allocation.
- Grantee withdraws from the grant program.
- Grantee fails to complete the funded project (conform substantially to the Agreement).
- Grantee fails to submit all documentation within the time periods specified in the Grant Agreement.
- Grantee fails to submit evidence of CEQA/NEPA compliance within 18 months of the execution of the agreement as specified by the Grant Agreement.
- Grantee changes the project scope without the concurrence of the State.
- Grantee or the State terminates the project by written notice 30 days in advance.

Eligible Costs

Project cost must be consistent with the approved project and incurred during the performance period as specified in the Grant Agreement.

Budget Item	Eligible Cost
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Salaries and Wages	Salaries and wages of employees employed by the grantee who is 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. Staff time related to accounting, business services, etc. are allowed only if those functions are not included in the grantee's overhead cost.
Benefits	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.
Contractual	Direct consultant and contractual services necessary to achieve the objectives of the grant. Examples of contractual costs will be RPF supervision/certification, professional/consultant services (the costs of consultant services necessary for project planning and implementation), fire prevention contractor, etc. Procurement of contractual services should be documented to ensure selection on a competitive basis and documentation of price analysis.
Travel	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. Absent a written policy, per diem shall not exceed the California Standard Per Diem Rate allowable by the U.S. General Services Administration. http://www.gsa.gov/portal/category/100120 Mileage rates shall not exceed the rates allowable by IRS. http://www.irs.gov/Tax-Professionals/Standard-Mileage-Rates
Supplies	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.
Equipment	Equipment is an item exceeding \$5,000 or more per unit cost and has a tangible useful life of more than one year. The cost to lease equipment to use in the grant project may be charged to the grant. Use of equipment owned by the grantee may be charged to the grant at a rate set by the California Department of Transportation "Labor Surcharge and Equipment Rental Rate" guide (http://www.dot.ca.gov/hq/construc/equipmnt.html). Purchase of equipment using grant funds is allowable only with prior approval by CAL FIRE. A cost-benefit analysis to justify the cost of purchasing equipment versus leasing must be provided. Procurement of equipment must be done on a competitive basis and include documentation of price analysis. The grantee must include in the application package the proposed use and maintenance plans for equipment after the performance period of the grant. Disposition of equipment beyond the project performance period is subject to CAL FIRE approval.

Other	Other costs that do not fit in any of the above categories. The cost must be directly related to the grant project. A cost (such as rent, utilities, phones, general office supplies, etc.) that must be apportioned to the grant is considered indirect cost unless written justification is submitted and approved by CAL FIRE.
Indirect Costs	Indirect Costs are 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 in the grant agreement, project, or activity, but are necessary for the general operation of the organization. Examples of overhead costs 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. The maximum allowable indirect charge for this grant program is 12%.

Ineligible Costs

The following are costs ineligible for reimbursement under the grant:

- Costs incurred before or after the project performance period.
- Cost of preparing a grant and application.
- Late fees, penalties, and bank fees.

Payment of Grant Funds

Funds cannot be disbursed until there is a fully executed Grant Agreement between the State and the Grantee. Except in those cases where CAL FIRE authorizes advanced payments, all payments will be made on a reimbursement basis (i.e., the Grantee is invoiced for services, products or supplies; invoices CAL FIRE for same; and is reimbursed by the State upon approval of the invoice). Grantees are instructed to use an invoice form consistent with the invoice guidance in Appendix C when requesting payment of any type.

Budget Item	Required Documentation
Salaries and Wages	Timesheets or similar documentation detailing days and hours worked on the project. Payroll documentation should show a nexus between time worked on the project and wages paid to the employee after the fact.
Benefits	Same documentation as Salaries and Wages.
Contractual	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.
Travel	Receipts identifying travel cost (i.e. lodging, rental cars). Mileage must be documented by either employee travel claims that are signed by the employee or vehicle mileage logs for vehicles owned by the Grantee. Per Diem must be documented by employee travel claims.
Supplies	Receipts identifying item purchased, cost, and date of purchase. Documentation related to price analysis of procurement of supplies exceeding \$500 shall be kept by the Grantee and made available for audit purposes.
Equipment	Cost of leased equipment charged to the grant must be substantiated with receipts identifying equipment leased, dates equipment was leased, lease rate and total cost. Use of Grantee equipment must be substantiated with an equipment usage log that identifies the equipment used, rate, and total rental cost. Cost of equipment purchased shall be substantiated by purchase receipt. Documentation related to price analysis of procurement of equipment shall be kept by the Grantee and made available for audit purposes. Disposition of the equipment must be approved by CAL FIRE in writing at the end of the grant term.
Other	Invoices or receipts identifying the item and cost charged to the grant.
Indirect Costs	Applied on a percentage (%) basis on direct costs except for equipment.

Advance Payment of Grant Funds (Pending Statutory Authority)

The State may, at its discretion, may make an advance payment to the Grantee upon written request by the Grantee. An advance payment made by the State shall be subject to the following provisions:

Where hardship circumstances exist for the Grantee, the State will consider authorizing advance payments. The State will consider the following factors in determining whether a hardship situation exists:

- Cash flow hardship of the Grantee including the need for advance funding in order to initiate a project. A written justification for advance payment is required and may include items such as the inability to pay for staff, supplies, administration expenses, and secure contractors for project work.

The following guidelines will be applied to advance payments:

- Multiple advance payments may be made to a Grantee over the life of a project.
- No single advance payment shall exceed 25% of the total grant amount.
- A request for advance payment must include the same level of expenditure detail and justification as a regular invoice.
- All work under a previous advance payment must be completed to CAL FIRE's satisfaction before another advance payment will be made.
- Any advance payment received by a Grantee and not used for project implementation shall be returned to CAL FIRE.

- Advance payments must be deposited into an interest-bearing account. Any interest earned on advance payment funds must be accounted for and must be used toward the project or returned to CAL FIRE.
- The grantee must spend advance payments within six months.

State Audit

Upon completion of the project, the State may audit the project records. A project is considered complete upon receipt of the final grant payment from the State. The purpose of the audit is to verify that project expenditures were properly documented. Any audit would be requested by the State after the final payment request has been received and all project transactions have been completed.

If your project is selected for audit, you will be contacted at least 30 days in advance. 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. Projects may be subject to an audit at any time for up to three years after project completion. In an effort to expedite the audit, the Grantee shall have the project records readily available, including the source documents, and canceled warrants. 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 (3) years following project completion and one year following an audit.

EXPLANATION OF TERMS

TERM	EXPLANATION
Agreement	A legally binding agreement between the State and another entity.
Amendment	A formal modification or a material change of the Agreement, such as term, cost, or scope of work.
Applicant	The entity who has submitted an Application requesting grant funds.
Application	The individual application form identified as Attachment 1 and its required supporting attachments for grants pursuant to the enabling legislation and/or program.
Appropriation	A Legislative budget authorization from a specific fund to a specific agency or program to make expenditures or incur obligations for a specific purpose and period of time.

Authorized Representative	The designated position identified in the Resolution as the agent to sign all required grant documents including, but not limited to, Grant Agreements, Application forms, and payment requests.
CEQA	The California Environmental Quality Act as stated in the PRC § 21000 et seq.; Title 14 California Code of Regulations (CCR) §15000 et seq. CEQA is a law establishing policies and procedures that require agencies to identify, disclose to decision makers and the public, and attempt to lessen significant impacts to environmental and historical resources that may occur as a result of the agency's proposed Project. For more information refer to http://resources.ca.gov/ceqa/ .
Consultant Services	Services which provide a recommended course of action or personal expertise, such as accounting or a Registered Professional Forester (RPF).
Contractor	An entity contracting with the grantee.
Direct Costs	Expenses of doing business that are directly attributable to the Project. Examples of direct costs are salaries and benefits of employees directly associated with a Project or expenses of items used directly by the Project.
Encumbrance	A commitment of funds guaranteeing a source of payment for a specific Agreement.
Execution of an Agreement	The act of signing an Agreement, which provides a legal basis for required performance by parties to the Agreement.
Grantee	The entity that has an executed Grant Agreement for the award of grant funds.
Indirect Costs	Expenses of doing business that are of a general nature and is incurred to benefit at least two or more functions within an 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. Examples of Indirect Costs include salaries and benefits of employees not directly assigned to a Project; functions such as personnel, business services, information technology, janitorial; and salaries of supervisors and managers.
Modification	An Agreement modification is an informal agreement that moves dollars in the line item and task budgets not to exceed 10% of total grant amount; changes deliverable due dates, or makes a minor change in the work in accordance with the intent of the legislation. It does not require a formal amendment of the grant agreement. See page 14 for further requirements.

Non-Profit Organization	Any California corporation organized under Sections 501(c) (3) of the Federal Internal Revenue Code. A letter of determination certifying non-profit status will be required prior to Project approval.
Operating Expenses (Direct Cost)	Any cost that can be specifically identified as generated by and in accordance with the provisions or activity requirements of the Agreement.
Payee Data Record (Std. 204)	Form Std. 204, "Payee Data Record" is required for all grant recipients. The form must be submitted in order to establish a vendor number for payment and to have funds encumbered.
Personnel Services	This budgeted amount includes salaries and benefits for wage-earning personnel employed by the Grantee/Contractor (not a subcontractor) and working on the Project.
Project Performance Period	The period of time that the Project Scope of Work costs may be incurred and the work described in the Project Scope of Work must be completed, billed and paid by the State. Only Eligible Costs incurred during the Project Performance Period will be paid.
Project	The term "Project" means the activity or work to be accomplished utilizing grant funds and match (if applicable).
Project Scope of Work	The term "Project Scope of Work" defines the individual scope of work or activity describing in detail the proposed tasks identified as Attachment 2, as described in enabling legislation and in the Grant Agreement.
Project Budget Detail	The term "Project Budget Detail" defines the proposed detailed budget plan identified as Attachment 3.
Resolution	The purpose of a resolution by a Grantee's governing body is to allow the entity to sign Agreements and amendments for a specific project; i.e., it allows the designated entity to enter into an agreement with the State of California, and it designates someone to sign on behalf of the Grantee's governing board. A signed resolution must be submitted at the time the signed grant agreements are returned to CAL FIRE's Grants Management Unit, Sacramento Headquarters.

APPENDICES

Appendix A: CEQA Compliance

Appendix B: Sample Resolution

Appendix C: Invoice

Appendix D: Check Lists

Appendix E: Project Application

Appendix F: Project Scope of Work

Appendix G: Project Budget Sheet

Appendix H: Project Map

Appendix I: CalMAPPER

Appendix J: Low Income and Disadvantaged Communities

Appendix A - CEQA Compliance

Prior to commencing any on-the-ground work, the California Department of Forestry and Fire Protection (CAL FIRE) requires proof of adequate compliance with the California Environmental Quality Act (CEQA). This may be accomplished by one or more of the following methods:

- a. Notice of exemption filed with the State Clearinghouse or the county clerk and completion of the associated CAL FIRE Environmental Review Report for an Exempt Project for categorically exempt projects.
- b. Initial study and negative declaration or mitigated negative declaration and all associated noticing documents filed with the State Clearinghouse or the county clerk.¹
- c. Draft and final environmental impact report and all associated noticing documents filed with the State Clearinghouse or the county clerk.²
- d. Timber harvesting permit or notice in compliance with the California Forest Practice Act and Rules, if the project undertakes timber operations per PRC § 4527.
- e. Finding of no significant impact or environmental impact statement prepared in compliance with the National Environmental Policy Act (NEPA) with accompanying documentation of compliance with 14 CCR §§ 15075(a), 15094(a) and 15225(a)³.
- f. Certification that the project qualifies for the limited suspension of requirements of the California Environmental Quality Act pursuant to the Governor's October 30, 2015, *Proclamation of a State of Emergency*.

For exempt projects where the grantee is a public agency, the grantee will be responsible for: (a) performing the necessary environmental effects analysis; (b) preparing the Environmental Review Report for an Exempt Project and notice of exemption, and (c) filing the notice of exemption. For exempt projects where the grantee is not a public agency (e.g., fire safe council), a public agency will need to file the notice of exemption. CAL FIRE, another state agency or a local agency (e.g.,

¹A Department of Fish and Wildlife filing fee will be required upon filing of the notice of determination for an initial study and negative declaration or mitigated negative declaration with the State Clearinghouse or county clerk. Grantees are advised to request funds for this fee when preparing budgets during the application phase for grant dollars.

² A Department of Fish and Wildlife filing fee will be required upon filing of the notice of determination for a final environmental impact report with the State Clearinghouse or county clerk. Grantees are advised to request funds for this fee when preparing budgets during the application phase for grant dollars.

³ A Department of Fish and Wildlife filing fee will be required upon filing of the notice of determination for use of a finding of no significant impact or environmental impact statement document in place of an initial study and negative declaration or mitigated negative declaration or final environmental impact report with the State Clearinghouse or county clerk. Grantees are advised to request funds for this fee when preparing budgets during the application phase for grant dollars.

resource conservation district, fire district) will need to file the notice of exemption on behalf of the non-public-agency grantee. CAL FIRE and other state agencies shall file the notice of exemption with the State Clearinghouse. Local agencies shall file the notice of exemption with the county clerk. Non-CAL FIRE agencies will need to provide proof of filing.

For non-exempt projects where the grantee is a public agency, the grantee will assume the role of lead agency. The lead agency is responsible for: (a) performing the necessary environmental effects analysis; (b) preparing environmental documents, and (c) filing associated notices. For non-exempt projects where the grantee is not a public agency (e.g., fire safe council), a public agency will need to be responsible for ensuring the environmental documents adequately assess environmental effects and comply with applicable law and for filing associated notices. CAL FIRE, another state agency or a local agency (e.g., resource conservation district, fire district) will need to file the associated notices on behalf of the non-public-agency grantee. CAL FIRE and other state agencies shall file the notices at the State Clearinghouse. Local agencies shall file the notices with the county clerk. Non-CAL FIRE agencies will need to provide proof of filing.

Regardless of who files the documents or is lead agency, the grantee is responsible for performing the necessary environmental effects analysis and preparation of environmental documents for projects. Grantees should plan their budgets for this work when applying for grants. When preparing their budgets, grantees should consider the need to contract with appropriate resource professionals to do the necessary environmental effects assessment and document preparation work. This may include biologists, professional archaeologists, air quality experts, registered professional foresters, environmental planners, etc.

CAL FIRE has a responsibility to review all environmental documents and associated notices for compliance with the CEQA. This will include ensuring adherence to necessary procedures and that project activities will not cause a significant effect on the environment. In cases where CAL FIRE, in its sole discretion, determines that there has been a failure to comply with required procedures or that project activities may cause a significant effect on the environment, CAL FIRE may request for changes to documents or to the project and, in the absence of requested changes, may elect to withdraw funding from the project.

CAL FIRE will review environmental documents according to the following:

1. Exempt projects where the grantee is not a public agency:

CEQA compliance review should occur when the applicable documents are in the draft phase. Review should ensure: (a) the project activities fit within the applicable categorical exemption(s) (14 CCR §§ 15301-15333); (b) no exceptions apply (14 CCR § 15200.2(a)-(f)); and (c) the Environmental Review Report for an Exempt Project provides sufficient information to determine that the project is indeed exempt.

2. Exempt projects where another public agency prepares and files documents:

CEQA compliance review may occur when the applicable documents are in the draft phase or after the notice of exemption has been filed. Reviewing documents while they are in the draft phase may avoid problems later. The review should focus on the same items described in (1)(a)-(c).

3. Negative declarations, mitigated negative declarations and environmental impact reports where CAL FIRE is the lead agency:

CEQA compliance review should occur during all phases of document preparation, filing, review, adoption and certification. The review should ensure all applicable requirements of the CEQA related to the specific environmental document are adequately addressed, including the timely filing of applicable notices.

4. Negative declarations, mitigated negative declarations and environmental impact reports where another public agency is the lead agency:

CAL FIRE should provide the lead agency with pertinent information regarding the project and associated impacts that will allow it to produce an adequate environmental document that the department may use as a responsible agency to grant funds for the project. This may occur during consultation, scoping and review (14 CCR §§ 15063(g), 15082(b), 15083, 15086(c), 15096(b)&(d)). Comments during consultation or review should focus on the choice of appropriate environmental document and the project's environmental effects. Comments should be limited to those project activities within CAL FIRE's area of expertise and that CAL FIRE may choose to fund. Comments should be specific and substantiated. Once the lead agency has adopted or certified the environmental document, CAL FIRE will need to review the document to ensure its adequacy. CAL FIRE's review should determine whether the environmental document provides enough information about project activities that it will fund and their effect on the environment. If the environmental document appears adequate, then CAL FIRE shall adopt alternatives or mitigation measures, make findings and file a notice of determination with the State Clearinghouse. This must be done before any on-the-ground activities occur. If the environmental document does not appear adequate, then CAL FIRE may ask for changes to documents or to the project and, in the absence of requested changes, may elect to withdraw funding from the project.

5. Timber harvesting permits or notices:

CEQA compliance review should occur after approval of the permit or acceptance of the notice. The review should ensure the grant-funded activities are consistent with those allowed under the permit or notice.

6. Finding of no significant impact or environmental impact statement:

CEQA compliance review should occur after completion and approval of the NEPA environmental document and before filing of the notice of intent to use the

NEPA document per 14 CCR §15225(a). The review should ensure the environmental document complies with the provisions of the CEQA and the grant-funded activities are consistent with those evaluated therein.

For all environmental documents where CAL FIRE is the lead agency, except timber harvesting permits or notices, cultural resources must be assessed per the procedures outlined in *Archaeological Review Procedures for CAL FIRE Projects* (http://calfire.ca.gov/resource_mgt/archaeology-resources.php). This will require the project proponent to consult with the appropriate CAL FIRE archaeologist to determine if impacts to cultural resources are possible. Results of this preliminary consultation (study) will determine what, if any, additional assessment work will have to be done. CAL FIRE archaeologist must concur in writing with the determination of this preliminary consultation (study). If further archaeological work is necessary on the project, then further clearance from a CAL FIRE archaeologist may be necessary. For a timber harvesting permit or notice in compliance with the California Forest Practice Act and Rules where another public agency is the plan submitter, the public agency shall comply with all applicable provisions of the Forest Practice Act and Rules and all other laws relating to the protection of archaeological and historical resources. For other environmental documents where another public agency is the lead agency, the public agency shall comply with all provisions of the CEQA and all other laws relating to the protection of archaeological and historic resources.⁴ The methods used to assess environmental effects should provide sufficient information to demonstrate that no significant effects to cultural resources will occur during project implementation.

CAL FIRE may assist grantees in the preparation of environmental documents if necessary by answering questions and referring grantees to the appropriate guidelines for preparation of environmental documents.

CEQA compliance work must be completed within one year from date of grant award shown in the grant agreement or the agreement may be terminated.

Limited Suspension of Requirements of the California Environmental Quality Act

Certain projects may qualify for the limited suspension of the requirements of the CEQA pursuant to the Governor's October 30, 2015 *Proclamation of a State of Emergency* (https://www.gov.ca.gov/docs/10.30.15_Tree_Mortality_State_of_Emergency.pdf). The emergency proclamation suspends the requirements of the CEQA and Guidelines for purposes of carrying out, among other things, Directive 2, where the state agency with primary responsibility for implementing the directive concurs that local action is required. In order to qualify for the emergency proclamation's suspension of the CEQA, the grantee must meet the following criteria:

1. The project must be located in a high hazard zone as designated pursuant to Directive 1 (see <http://www.fire.ca.gov/treetaskforce/reports>).
2. The project must be necessary to protect the public health and safety.

⁴ Analysis of impacts to archaeological and historic resources pursuant to the CEQA may require consulting a qualified professional archaeologist. Grantees are advised to request funds for the services of a professional archaeologist when preparing budgets during the application phase for grant dollars.

3. The project involves the removal of dead or dying trees that threaten residences, critical community infrastructure, roads and other evacuation corridors.
4. The work will be conducted in accordance with the most current draft Guidelines for High Hazard Zone Tree Removal (http://www.fire.ca.gov/treetaskforce/downloads/Draft_Tree_Removal_Guidelines_3-1-16.pdf).

Grantees wishing to proceed under the emergency proclamation's suspension must certify that all of the preceding criteria are met. CAL FIRE reserves the right to reject any application for a project that is not eligible for the suspension of the requirements of the CEQA. CAL FIRE may assist applicants in determining their eligibility for proclamation's suspension of the CEQA prior to application.

Appendix B - Sample Resolution

**BEFORE THE BOARD OF DIRECTORS OF THE (NAME OF
LOCAL PUBLIC ENTITY, DISTRICT, OR NON-PROFIT)
COUNTY OF (NAME), STATE OF CALIFORNIA**

IN THE MATTER OF: Resolution Number: _____

Approving the California Department of Forestry and Fire Protection Agreement (5GS161XX) for services from the date of last signatory to (PROJECT COMPLETION DATE) under the (PROJECT TITLE).

BE IT RESOLVED by the Board of Directors of the (NAME OF LOCAL PUBLIC ENTITY, DISTRICT, OR NON-PROFIT), that said Board does hereby approve the agreement with the California Department of Forestry and Fire Protection dated (MONTH DAY, YEAR). This agreement provides (TYPE OF SERVICE) during the State fiscal year 20XX/20XX up to and no more than the amount of \$(0.00).

BE IT FURTHER RESOLVED that the (TITLE, NAME OF PERSON) of said Board be and hereby is authorized to sign and execute said agreement on behalf of the (NAME OF LOCAL PUBLIC ENTITY, DISTRICT, OR NON-PROFIT).

BE IT FURTHER RESOLVED that the (TITLE, NAME OF PERSON) of said Board be and hereby is authorized to sign and execute invoices on behalf of the (NAME OF LOCAL PUBLIC ENTITY, DISTRICT, OR NON-PROFIT).

The foregoing resolution was duly passed and adopted by the Board of Directors of the (NAME OF LOCAL PUBLIC ENTITY, DISTRICT, OR NON-PROFIT) at a regular meeting thereof, held on (MONTH DAY, YEAR) by the following vote:

AYES:

NOES:

ABSENTS:

Signature, Board Member 1

Signature, Board Member 2

Print Name and Title

Print Name and Title

----CERTIFICATION OF RESOLUTION----

Please note the person attesting cannot be the same person who is authorized to sign and execute agreements

ATTEST:

I _____, (TITLE) of the (NAME OF LOCAL PUBLIC ENTITY, DISTRICT, OR NON-PROFIT), California do hereby certify that this is a true and correct copy of the original.

Witness my hand or the seal of the (NAME OF LOCAL PUBLIC ENTITY, DISTRICT, OR NON-PROFIT), on (MONTH DAY, YEAR).

Signature

Print Name and Title

OFFICIAL SEAL OR
NOTARY CERTIFICATION
(If Applicable)

Appendix C – Invoice

Invoice Guidelines

While the grantee is not required to use the sample invoice included in the grant guidelines due to differences in accounting systems used by the grantee, the grantee must include the following elements when submitting a payment request, either on the grantee's invoice or as an attachment to the invoice. If a grantee chooses to use their invoice in lieu of the sample provided, the invoice must be put on grantee's official letterhead.

1. The word "Invoice" should appear at the top of the page.
2. Grantee Information – Includes the grantee name and address which should match the Std. 204 - Payee Data Record submitted with the grant agreement. Payment will be submitted to this address after the invoice has been approved. Grantee shall notify CAL FIRE in writing regarding address changes and effective dates.
3. Invoice Date & Number – Date invoice was issued and unique invoice number to be determined by the grantee for reference.
4. CAL FIRE Contact Name and Address – Name, Program, and Address of the CAL FIRE designee as identified in the grant agreement.
5. Grant Identification – Grant Number, Grant Performance Period, and Project Name as identified in the grant agreement.
6. Invoice Period – Performance start and end dates for which grantee is invoicing CAL FIRE. Under no circumstances will an invoice period outside of the grant performance period be accepted.
7. Payment Type – Indicate whether the invoice is to request an advance payment, interim payment, or final payment.
8. Cost breakdown – Grantee costs must be broken down by the budget item consistent with the approved budget in the grant agreement. The grantee must identify the amount for which CAL FIRE is being billed in the invoice period and the total amount spent and match (if applicable) from the beginning of the grant performance period through the invoice period. Advance requests should still include a breakdown of the budget items for which the grantee is planning to expend the funds.
9. Offset to current cost – Include the balance of advance funds given to grantee as well as program income earned from the grant if applicable.
10. The total amount for which grantee is requesting reimbursement from CAL FIRE.

11. Grantee contact name, phone number, and email address for questions related to the invoice.
12. All backup documentation to support the invoice (see Payment of Grant Funds).
13. Certification and signature of authorized representative - Please see sample invoice for certification language.

Sample invoice

INVOICE

Grantee Name

Street Address
 Street Address2
 City, ST ZIP Code

Submit invoice and supporting documentation to:

California Department of Forestry & Fire Protection (CAL FIRE)
 ATTN: NAME, PROGRAM
 Street Address2
 City, ST ZIP Code

DATE: Month DD, YYYY
INVOICE #: 100

Grant Number: 8XX14XXX
 Grant Period: MM/DD/YYYY to MM/DD/YYYY
 Project Name:

Invoice Period: MM/DD/YYYY to MM/DD/YYYY

Payment Type: Advance Request Interim Payment Final Payment

BUDGET ITEM	BUDGETED AMOUNT	CURRENT COST	EXPENDED TO DATE	MATCH TO DATE
Salaries and Wages				-
Employee Benefits				-
Contractual				-
Travel				-
Supplies				-
Equipment				-
Other				-
Indirect Cost 10%				-
TOTAL	-	\$ -	\$ -	\$ -
Less Outstanding Advance		\$ -		
Less Program Income		\$ -		
CURRENT DUE		\$ -		

Check all those that apply:

- Supporting documentation attached (required for Interim & Final Payment)
- Project Progress Report (Interim) or Project Completion Report (Final)

Direct questions to: Name
 XXX-XXX-XXXX Ext. XXXX
 Email address

CERTIFICATION: I certify that I have the full authority to execute this payment request on behalf of the Grantee. I declare under penalty of perjury, under the laws of the State of California, that this request and accompanying documents for the above referenced grant is true and correct to the best of my knowledge, and represents actual allowable disbursements made for the work performed in accordance with the conditions of the grant.

Signature of Authorized Official Date Printed Name Title

CAL FIRE USE ONLY

Payment approval signature (Unit/Field Staff)	Title	Date
Payment approval signature (Program Manager)	Title	Date
Payment approval signature (Grants Management Unit)	Title	Date
CAL FIRE Coding:	FY Index Object PCA Amount	Vendor #

Appendix D - Check Lists

Project Application Package Check List

- Attachment 1 - Completed Project Grant Application Form
- Attachment 2 - Completed Project Scope of Work
- Attachment 3 - Completed Project Budget
- Attachment 4 - PDF Version of Project Map
- Attachment 6 – Articles of Incorporation, including document w/seal from Secretary of State (non-profit applicant)
- Attachment 8 – Fire Prevention Grant Project/Treatment Area Mapping Program (online submission only).

Grant Agreement Package Check List

- Three original signed Grant Agreements with attachments
- Attachment 1 – Completed Project Grant Application Form
- Attachment 2 – Completed Project Scope of Work
- Attachment 3 – Completed Project Budget
- Attachment 4 – PDF Version of Project Map
- Attachment 5 – Std. 204 Payee Data Record
- Attachment 7 – Board Resolution or Attesting Document granting authority to sign

Appendix E - Project Application

Project Application Form



California Department of Forestry and Fire Protection (CAL FIRE)
California Climate Investment
Fire Prevention Program Grant Application
Fiscal Year 2017-18 Funding Opportunity



Please fill out this form completely. Be sure to save a copy of this form for your records. Submit 1 printed copy with original signature(s) and 1 electronic copy and all supporting materials to: **California Department of Forestry and Fire Protection, Attention: Grants Management Unit - Fire Prevention Program, P.O. Box 944246, Sacramento, CA 94244-2460.** E-mail an electronic copy to CALFIRE.Grants@fire.ca.gov. Be sure to include all attachments.

1. Project Tracking #: CalMapper ID:

Project Name/Title:

County: CAL FIRE Unit/Contract County: Please use this 3-letter Unit identifier for file naming (see questions 6 & 17)

2. Organization Type: If Other, please specify:

If Non-Profit, are you a registered 501(c)(3)? **Fire Protection Provider:**

3. Sponsoring Organization:

Project Manager Title:

First Name: Last Name:

Address 1:

Address 2:

City: State: Zip Code:

Phone Number: Secondary Phone Number:

Email Address: Fax Number:

4. For which primary activity is funding being requested?

5. Grant Period: Please provide the estimated start date and completion date for your project. Projects **MUST** be completed by March 15, 2022. Note that final billing is due 30 days after project completion. Please use MM/DD/YYYY format.

Project Start Date:

Project Completion Date:

Tracking #: 17-FP-UUU-XXXX

Project Name:

6. Project Location: Identify a central point that identifies the general area of project activities. Enter the information in NAD 83 - degrees, minutes and seconds in whole numbers. Enter Longitude as a positive number.

A **REQUIRED** component of the application is the usage of the Fire Prevention Grant Project/Treatment Area Mapping Program. The mapping program and directions can be found here: http://calfire.ca.gov/fire_prevention/firepreventiongrants

Latitude N ° ' " Longitude W ° ' "

Latitude must be between 32 and 42 degrees. Longitude must be between 114 and 125 degrees. Latitude and Longitude minutes and seconds must be between 0 and 60. For planning or public education projects, use a central point in the WUI for the general area covered by the project.

Please attach a Project map in PDF format with geographic information describing your project location. The map should show the surrounding area in relation to the project. **File naming convention:** Features should be named with the Tracking # and Feature Type. Example: 17-FP-UUU-XXXX-MAP.pdf

"Project Area" is the general area where project activities will reduce wildfire risk and/or damage. All projects must have a project area. For planning or public education grants or other projects that don't have well-defined boundaries, provide a map that generally covers the area. For example, for a county-wide public education project, the map should identify the populated portion of the WUI in the county.

7. Project Area Statistics:

For all projects, give an estimate of the project area size and include an estimate of the number of habitable structures impacted by the project. Provide the size of the treatment area for projects that include fuels treatment.

	LRA	FRA	SRA
Habitable Dwellings (# of dwellings):	<input type="text"/>	<input type="text"/>	<input type="text"/>
Project Area (acres):	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fuels Treatment Area (acres):	<input type="text"/>	<input type="text"/>	<input type="text"/>

8. SRA Fire Hazard Severity Zones (FHSZ):

What SRA Fire Hazard Severity Zones (FHSZ) are in the project area? SRA Fire Hazard Severity Zone ratings are available at: http://calfire.ca.gov/fire_prevention/fire_prevention_wildland_zones.php

Please provide an approximate number of acres or percentage of the project area in each zone.

FHSZ Rating	Acres	Percent
Very High	<input type="text"/>	<input type="text"/> %
High	<input type="text"/>	<input type="text"/> %
Moderate	<input type="text"/>	<input type="text"/> %
Non SRA (Federal or Local Area)	<input type="text"/>	<input type="text"/> %
TOTAL		%

*Acres Note: Total acres must be the same as Item 7 Project Area (Acres).
Percent Note: Total % must be 100%*

Tracking #: 17-FP-UUU-XXXX

Project Name:

9. Limiting Factors:

Are there any existing forest or land management plans; Conservation Easements; Covenant, Conditions & Restrictions (CC&R's); matters related to zoning; use restrictions, or other factors that can or will limit the fire prevention proposed activity?

If checked, describe existing plan(s) and the limitations, if any, in the attached Scope of Work.

10. Timber Harvest Plans:

For fuel reduction projects, is there a timber harvesting document on any portion of the proposed project area for which a "Notice of Completion" has not been filed with CAL FIRE?

If checked, provide the THP identification number and describe the relationship to the project in the attached Scope of Work document.

THP ID Number:

11. Communities at Risk: Is the project associated with a community that is listed as a Community At Risk?

See http://osfm.fire.ca.gov/fireplan/fireplanning_communities_at_risk.php Yes No

If yes, what is the name of the community(ies)? If none, enter "none".

Number of Community(ies) at Risk:

12. Disadvantaged/Low Income Community(ies): Does the project contain a Disadvantaged and/or Low Income Community?

See <https://www.arb.ca.gov/cc/capandtrade/auctionproceeds/communityinvestments.htm> Yes No

If yes, select all that applies: Disadvantaged Low Income Both Buffer Zone

13. Describe how your proposal would reduce the total amount of wildfire (and thereby reduce wildfire emissions) around communities, homes, infrastructure, and other highly valued resources. Please focus on GHG benefits. (limited to space provided):

14. Project Budget:

What is the proposed budget? Please include a discussion of the project budget in the Scope of Work and enter the amount from the Project Budget workbook (.xls).

Budget Item	Amount
Grant Portion of project (\$)	<input type="text"/>
Equipment Purchases (\$)	<input type="text"/>
Partners (\$)	<input type="text"/>
Total Project Budget (\$)	<input type="text"/>

15. Local Wildland Fire Risk Reduction Plans:

Is the project in, consistent with, or build on a larger plan that deals with the risk and potential impact to habitable structures in the WUI covered by this project? If so, discuss in the Scope of Work. **Select all that apply.**

- CAL FIRE Unit Strategic Fire Plan
- Homeowners' Association Plan
- Fire Safe Council Action Plan
- County Fire Department Strategic Fire Plan
- Local Fire Department Plan
- FIREWISE Community Assessment
- Other Local Plan (Identify in Scope of Work)
- Local Hazard Mitigation Plan
- Community Wildfire Protection Plan

Tracking #: 17-FP-UUU-XXXX

Project Name:

16. CEQA Compliance:

Describe how compliance with the California Environmental Quality Act (CEQA) will be achieved in the Scope of Work. Is there an existing (CEQA) document that addresses this project or can be used to meet CEQA requirements?

Please indicate the CEQA document type: For planning, education and other projects that are exempt from CEQA, select "Not Applicable".

Document Identification Number

17. Application Submission:

NOTE TO APPLICANT: If you modify the language contained in any part of this document, other than to fill in the blanks, or to provide requested information, your application will be rejected.

Note: Replace XXXX in the file name with the project's ID Number.

Note: Replace UUU in the file name with the 3-letter identifier for the Unit where the project is located. Unit identifiers are listed in the instructions for this application form.

US Mail	Email	Attachments	File Name
<input type="checkbox"/>	<input type="checkbox"/>	Application Form (.pdf)	17-FP-UUU-XXXX-Application.pdf
<input type="checkbox"/>	<input type="checkbox"/>	Scope of Work	17-FP-UUU-XXXX-SOW.doc
<input type="checkbox"/>	<input type="checkbox"/>	Project Budget	17-FP-UUU-XXXX-Budget.xls
<input type="checkbox"/>	<input type="checkbox"/>	Project Map (.pdf)	17-FP-UUU-XXXX-MAP.pdf
<input type="checkbox"/>	<input type="checkbox"/>	Articles of Incorporation (.pdf)	17-FP-UUU-XXXX-AOI.pdf

I certify that the above and attached information is true and correct:

Original Signature Required: Grantee's Authorized Representative _____ Date Signed _____

Printed Name Title

Executed on: at

Date City

Please fill out this form completely. Be sure to save a copy of this form for your records. Submit one (1) electronic copy in fillable PDF format with all supporting materials to CALFIRE.Grants@fire.ca.gov. Please use "Fire Prevention Program Project Application" in the E-mail subject line and include yourself as a cc. Your CC will be proof of your submittal. In addition, submit one (1) hard copy with signatures and all supporting materials to : **California Department of Forestry and Fire Protection, Attention: Grants Management Unit - Fire Prevention Program, P.O. Box 944246, Sacramento, CA 94244-2460**. Hard copy will need to be postmarked no later than **June 6, 2018**. Electronic copy must be submitted no later than **June 6, 2018 at 3:00 pm PST**. Applications postmarked after this date and time will be considered late.

If you would like to mail the hard copy via expedited/overnight mail, please E-mail CALFIRE.Grants@fire.ca.gov for the physical mailing address.

Tracking #: 17-FP-UUU-XXXX

Project Name:

Project Application Instructions

The project application will become Attachment 1 to the Grant Agreement. Most of the information asked for is self-explanatory. Several items warrant explanation and are discussed in order as they appear on the form:

Item 1 Project Tracking Number: Project tracking number is in the following format. YY-FP-UUU-XXXX

UUU is the Unit identifier – the first three letters from Item 1 CAL FIRE Unit/Contract County. (Ex: UUU = AEU for AEU-Amador El Dorado Unit.) XXXX is a number assigned by CAL FIRE.

Applicants will request a Project Tracking Number by emailing one of the following:

CALFIRE.Grants@fire.ca.gov

Joy.Tucker@fire.ca.gov

Virginia.Hernandez@fire.ca.gov

The request shall include the applicant organization name, the name of the CAL FIRE Unit the project or activity will be located in, and the name of the project (if available). It is highly recommended that applicants request this information at least one week prior to the due date to allow for a timely response to your request.

CalMAPPER ID: If you have an existing CalMAPPER ID related to the project please supply it in the appropriate box. If you don't, it is not required.

Project name: Though a specific naming convention is not required, many project names include both geographical and activity information. (Ex: High Ridge Fuel Break)

Item 2 Organization Type: Select the organization type of the organization responsible for the project or activity. **Fire Protection Provider:** Select under which framework the local Fire Service is governed / organized. Do not include CAL FIRE Schedule B (SRA).

Item 3 Sponsoring Organization: Legal name of sponsoring organization responsible for the project or activity. If selected for award, this will be the name of the grantee used in the grant agreement.

Item 4 Project Activity: Select the primary activity for the project. Education projects are described in terms of Public Education - Public includes activities designed to directly inform the public of fire prevention measures that they can take to reduce risk Education. If "Other" is selected from the list, provide a concise description of the activity. A more detailed explanation should be provided in the Scope of Work document.

Item 5 Grant Period: From the date of Execution (signed by CALFIRE representative) to no later than March 15, 2022. Instructions are included on the application form (pdf).

Item 6 Project Location: Instructions are included on the application form (pdf). Prepare a project map of the project area. The map should show the surrounding area in relation to the project. Please pick a central point or prominent point in the project area for the Latitude and Longitude. Please note that specific and correct values must

be entered into the Latitude and Longitude fields on the form. Enter Longitude as a positive number. They are as follows:

Latitude Degrees Between	Latitude Minutes Between	Latitude Seconds Between	Longitude Degrees Between	Longitude Minutes Between	Longitude Seconds Between
32-41	0-60	0-60	114-124	0-60	0-60

A REQUIRED component of the application is the usage of the Fire Prevention Grant Project/Treatment Area Mapping Program. The mapping program and directions can be found here: http://calfire.ca.gov/fire_prevention/firepreventiongrants.

Item 7 Project Area Statistics: Estimate the number of habitable dwellings in the project area. This information may be derived from US Census Data. Total acres within the project area and acres to be treated are often the same. However, in some cases, the area impacted by a project (project area) may be larger than the area that actually receives work. Use these two items to make this distinction.

Item 8 Fire Hazard Severity Zones (FHSZ): Determine the proportion of each Fire Hazard Severity Zone in the project area. Use either the acres method or the percentage method. If acres are used, total acres should equal the project area acres. If the percentage method is used, the total should equal 100%. FHSZ may be determined by accessing the county maps on the website at: http://calfire.ca.gov/fire_prevention/fire_prevention_wildland_zones_maps.php. Additional information regarding your project’s fire hazard designation or importance to wildfire prevention can be obtained from your local CAL FIRE or County Fire Department representative (see Item 1 above).

Item 9 Limiting Factors: Check the box if there are any limiting factors that may affect the successful completion of the project. Describe these factors in the Scope of Work (Attachment 2).

Item 10 Timber Harvest Plans (THP): For Fuels Treatment projects, check the box and provide the THP number if there are recent timber harvest plans in the treatment area for which a Notice of Completion has not been filed with CAL FIRE.

Item 11 Community at Risk: List the communities from the Community at Risk list that are included in the project area. Enter the number (count) of communities in the project area. Communities at Risk are listed on the Office of the State Fire Marshal website at http://osfm.fire.ca.gov/fireplan/fireplanning_communities_at_risk.

Item 12 Disadvantaged/Low Income Community: Using the Disadvantaged and Low-Income Community maps located here: <https://www.arb.ca.gov/cc/capandtrade/auctionproceeds/communityinvestments.htm>, select the corresponding boxes that apply to the project.

Item 13 Describe how your proposal would reduce the total amount of wildfire (and thereby reducing wildfire emissions) around communities, homes, infrastructure, and other highly valued resources. Please focus on GHG benefits: Describe in the space provided how your project or activity will reduce GHG emissions.

Item 14 Project Budget: The project budget detail is provided in the Excel spreadsheet (attachment 3). There are four totals that need to be entered in the project application. Equipment Purchases total comes from the body of the Project Budget (Sub-Total Equipment for Grant).

Total Direct Costs		\$ -	\$ -	\$ -	\$ -
Indirect Costs	0%	\$ -			\$ -
Total Project Costs		\$ -	\$ -	\$ -	\$ -
Less Program Income		\$ -			\$ -
Total Grant Proposed Costs		\$ -	\$ -	\$ -	\$ -

A ↗
B ↗
C ↗

The sample above shows:

- A. Grant Portion of project
- B. Partners
- C. Total Project Budget

Item 15 Local Wildland Fire Risk Reduction Plans: Check all that apply. Discuss the relationship in the Scope of Work.

Item 16: Environmental Compliance: Select the appropriate CEQA document type for the project. If the project does not require CEQA compliance, then select “not applicable” from the list. If a CEQA document has been previously completed then enter the identification number. If an exemption is being used in place of CEQA, list the type of exemption.

Item 17: Application Submission: Applications are to be submitted by mail **and** by email. The mailed copy will be used to prepare the official file for the grant. The emailed application with the attachments will provide greater utility for CAL FIRE review as employees in various offices will be tasked with portions of the application review. A checklist is provided for each of the attachments that are included in the submission package. It is recommended that you “cc” yourself when emailing, then you will have a copy of the sent information. A printed copy with original signature(s) is to be mailed (US Postal Service or other delivery service). Enter the file name for each of the files attached that are being submitted through email. The electronic and postal mail Project Application submittals must be postmarked (or sent in the case of email) by June 6, 2018 at 3:00 PM PST.

Please use this file naming structure for the attachments:

- 17-FP-UUU-XXXX-Application.pdf
- 17- FP-UUU-XXXX-SOW.doc
- 17- FP-UUU-XXXX-Budget.xls
- 17- FP-UUU-XXXX-MAP.pdf
- 17- FP-UUU-XXXX-AOI.pdf

Where XXXX is the project number from Item 1 Tracking ID and UUU is the Unit identifier – the first three letters from Item 1 CAL FIRE Unit/Contract County.

- AEU-Amador-Eldorado
- BDU-San Bernardino
- BEU-San Benito-Monterey
- BTU- Butte
- CZU-San Mateo-Santa Cruz
- FKU-Fresno-Kings

- HUU-Humboldt-Del Norte
- KRN-Kern
- LMU- Lassen-Modoc
- LNU- Sonoma-Lake-Napa
- MEU- Mendocino
- MMU-Madera-Mariposa-Merced
- MRN-Marin
- MVU-San Diego
- NEU-Nevada-Yuba-Placer
- ORC-Orange

- RRU-Riverside
- SBC-Santa Barbara
- SCU-Santa Clara
- SHU-Shasta-Trinity
- SKU-Siskiyou
- SLU-San Luis Obispo
- TCU-Tuolumne-Calaveras
- TGU-Tehama-Glenn
- TUU-Tulare
- VNC-Ventura

Appendix F - Project Scope of Work

Scope of Work Instructions

- Use the Scope of Work document from the grant program web site.
- The instructions in the Scope of Work document are provided to prompt the project applicant to fully describe the proposed project. Please be sure to address each item listed so that the full impact of your project can be considered during the project evaluation and selection phase of this grant process. The document contains boxes for your response. The boxes will expand as needed for a full response. Please provide responses that clearly describe your project while being concise and brief.
- For clarity to the reviewer, it is suggested that you utilize the headers and prompt numbers provided below in the narrative discussion of your proposed project.
- This Scope of Work document should clearly describe your proposed project.
- Further instructions for the Scope of Work are found in the Scope of Work document.
- Give your project Scope of Work a filename as described in item 17 of the Project Application. Attach this Scope of Work to the project application as a separate document with the file name *17- FP-UUU-XXXX-SOW.doc*.

Project Scope of Work



California Department of Forestry and Fire Protection
(CAL FIRE) California Climate Investments
Fire Prevention Grants Program
Project Scope of Work



Project Name: [Click or tap here to enter text.](#)

Project Tracking Number: 17-FP-UUU-XXXX

Project Description Summary: Please provide a paragraph summarizing proposed project including the location, habitable structures, acres treated, etc.

(Expandable Text Box)

A. **Scope of Work**

This item is broken into project specific criteria depending on the type of project being proposed: planning, education or hazardous fuel reduction. Please **answer one section of questions** that pertain to the primary activity type for your project.

Section 1: Hazardous Fuel Reduction/Removal of Dead or Dying Tree Projects

1. Describe the geographic scope of the project, including an estimate of the number of habitable structures and the names of the general communities that will benefit.
2. Describe the goals, objectives, and expected outcomes of the project.
3. Provide a clear rationale for how the proposed project will reduce the risks associated with wildfire to habitable structures in the WUI.
4. Identify any additional assets at risk to wildfire that will benefit from the proposed project. These may include, but are not limited to, domestic and municipal water supplies, power lines, communication facilities and community centers.
5. Is the scale of the project appropriate to achieve the stated goals, objectives and outcomes discussed in Item 2 above?
6. How will the project/activity utilize the left over woody biomass? Will the project/activity use a biomass facility to reduce greater greenhouse gas emissions?

Section 2: Planning Projects

1. Describe the geographic scope of the project, including the communities that will benefit, and an estimate of the number of structures within the project area.
2. Describe how the project will assess the risks to residents and structures in the WUI and prioritize projects to reduce this risk over time.
3. Does the proposed plan add or build upon previous wildfire prevention planning efforts in the general project area?
4. Identify a diverse group of key stakeholders, including local, state, and federal officials where appropriate, to collaborate with during the planning process. Discuss how the project proponent plans to engage with these targeted stakeholders.
5. Describe the pathways for community involvement that will be incorporated in the planning process.

Section 3: Education

1. Describe the specific message of the education program and how it relates to reducing the risk of wildfire to owners of structures in the WUI.
2. Describe the target audience of the education program and how information will be distributed to this audience.
3. Will the education program raise the awareness of homeowner responsibilities of living in a fire prone environment?
4. Identify specific actions being advocated in the education material that is expected to increase the preparedness of residents and structures in the WUI for wildfire.
5. Describe the expected outcome of the education in terms of increased or changed public awareness about wildfire.

Answer only 1 set of questions from above, depending on your project; Fuel Reduction, Planning or Education.

(Expandable Text Box)

B. Relationship to Strategic Plans

Does the proposed project support the goals and objectives of the California Strategic Fire Plan, the local CAL FIRE Unit Fire Plan, a Community Wildfire Protection Plan (CWPP), County Fire Plan, or other long term planning document?

(Expandable Text Box)

C. Degree of Risk

1. Discuss the location of the project in relation to areas of moderate, high, or very high fire hazard severity zone as identified by the latest Fire and Resource Assessment Program maps. Fire hazard severity zone maps by county can be accessed at: http://www.fire.ca.gov/fire_prevention/fire_prevention_wildland_zones_maps.php
2. Describe the geographic proximity of the project to structures at risk to damage from wildfire in the WUI.

(Expandable Text Box)

D. Community Support

1. Does the project include any matching funds from other funding sources or any in-kind contributions that are expected to extend the impact of the proposed project?
2. Describe plans for external communications during the life of the project to keep the effected community informed about the goals, objectives and progress of the project. Activities such as planned press releases, project signage, community meetings, and field tours are encouraged.
3. Describe any plans to maintain the project after the grant period has ended.
4. Does the proposed project work with other organizations or agencies to address fire hazard reduction at the landscape level?

Project Tracking Number: 17-FP-UUU-XXXX

(Expandable Text Box)

E. Project Implementation

1. Discuss the anticipated timeline for the project. Make sure to take seasonal restrictions into account.
2. Verify the expected timeframes to complete the project will fall under the March 15, 2022 deadline.
3. Describe the milestones that will be used to measure the progress of the project.
4. Describe measurable outcomes (i.e. project deliverables) that will be used to measure the project's success.
5. If applicable, how will the requirements of the California Environmental Quality Act (CEQA) be met?

(Expandable Text Box)

F. Administration

1. Describe any previous experience the project proponent has with similar projects. Include a list of recent past projects the proponent has successfully completed if applicable. Project proponents having no previous experience with similar projects should discuss any past experiences that may help show a capacity to successfully complete the project being proposed. This may include partnering with a more experienced organization that can provide project support.
2. Identify who will be responsible for tracking project expenses and maintaining project records in a manner that allows for a full audit trail of any awarded grant funds.

(Expandable Text Box)

G. Budget

A detailed project budget should be provided in an Excel spreadsheet attached to this grant application. The space provided here is to allow for a narrative description to further explain the proposed budget.

1. Explain how the grant funds, if awarded, will be spent to support the goals and objectives of the project. If equipment grant funds are requested, explain how the equipment will be utilized and maintained beyond the life of the grant.
2. Are the costs for each proposed activity reasonable for the geographic area where they are to be performed? Identify any costs that are higher than usual and explain any special circumstances within the project that makes these increased costs necessary to achieve the goals and objectives of the project.
3. Is the total project cost appropriate for the size, scope, and anticipated benefit of the project?

Project Tracking Number: 17-FP-UUU-XXXX

4. Identify all Indirect Costs and describe why they are necessary for a successful project implementation. Administrative expenses to be paid by the Fire Prevention Grants must be less than 12% of the total grant request (excluding equipment).
5. Explain each object category in detail and how that would support meeting the grant objectives.

(Expandable Text Box)

H. California Climate Investments

The space provided here is to allow for a narrative description to further explain how the project/activity will reduce Greenhouse Gas emissions.

1. How will the project/activity reduce Greenhouse Gas emissions?
2. Is the project located in a Low-Income or Disadvantaged Community? If not, does the project benefit those communities. Please explain.
3. What are the expected co-benefits of the project/activity (i.e. environmental, public health and safety, and climate resiliency)?
4. When are the Greenhouse Gas emissions and/or co-benefits expected to occur and how will they be maintained?

(Expandable Text Box)

Project Tracking Number: 17-FP-UUU-XXXX

Specific cell entries:

- Cell B1: **Tracking #** Cell B2: **Project Name** that was given to the project
- Rows 6 – 13 **Salaries and Wages:** Salaries for wage-earning personnel employed by the grantee/contractor (not a subcontractor) and working on the project.
- Rows 16 – 23 **Employee Benefits:** Benefits for personnel employed by the grantee/contractor (not a subcontractor) and working on the project.
- Rows 26 – 30 **Contractual:** List contracts used to achieve the objectives of the project. Equipment that is rented would be included in this section.
- Rows 33 – 36 **Travel and Per Diem:** Expenses for travel (mileage, motel, meals, and incidentals) to off-project locations.
- Rows 39 – 43 **Supplies:** Various identifiable supplies needed for the project. Purchase of equipment costing less than \$5,000 per unit is considered minor equipment and is included in this section of the budget.
- Rows 46 – 50 **Equipment:** Equipment costing more than \$5,000 and typically having a lifespan longer than the term of the grant.
- Rows 53 – 62 **Other Costs:** Other miscellaneous costs.
- Cell H65 **Indirect Costs:** Expenses of doing business that are of a general nature and is incurred to benefit at least two or more functions within an 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. Examples of Indirect Costs include salaries and benefits of employees not directly assigned to a Project; functions such as personnel, business services, information technology, and janitorial; and salaries of supervisors and managers. Indirect costs are capped at 12% of the grant amount for this grant (excludes Equipment).

Certain values in your budget will be needed to complete the project application form. The following list of Cell IDs corresponds to the information requested in Item 13 of the Project Budget section of the Project Application form. If the worksheet is modified and additional columns or rows are added, then the Cell IDs may no longer correlate directly with Item 13.

- Cell I68 – Grant portion of the project
- Cell I51 – Equipment Purchases
- Cell K68 – Partners
- Cell L68 – Total Project Budget

When saving the project budget, give it a file name as described in item 17 of the Project Application. The format is: 17-FP-UUU-XXXX-Budget.xls

Where: XXXX is the project number

And: UUU is the 3-letter identifier (see item 1 on the Project Application form)

Appendix H - Project Map

Include a map or maps of the project with the project application. The maps shall meet the following requirements:

- Electronic Format of PDF.
- Printed Format(s) should measure 8 ½ by 11 inches.
- The scale should be 1:24,000 scale or greater. The maps should show enough of the surrounding area so that the application review team can get a sense of the relationship of the project to the surrounding area.
- The map(s) should clearly show:
 - Project boundaries
 - treatment area(s) by type
 - roads
 - watercourses
 - Parcels
 - City/County/Unit
 - SRA/LRA/FRA
 - any other necessary information
- Legend: Include a map legend that identifies:
 - the features on the map
 - the project tracking number
 - project name
 - project proponent

Appendix I – CalMAPPER

All California Climate Investments (CCI) funded projects will be recorded in CAL FIRE’s Management Activity Project Planning & Event Reporter (CalMAPPER). To achieve this, grantees will need to provide spatial information about where the project is occurring on the landscape, identify an appropriate treatment objective or category for their project, and identify what activities occurred under the category to their local CAL FIRE Unit.

Spatial data requirement

The grantee will work with the local CAL FIRE Unit to provide spatial data that allows CAL FIRE to enter the project into CalMAPPER. Spatial data can include but is not limited to shapefiles, gpx files, KML/KMZ files, etc. The grantee will work with the local unit to identify the most appropriate format for their data to be submitted, based on the capabilities of the grantee and the needs of the local Unit.

Grant Categories

CCI grants are divided into two categories for CalMAPPER entry:

1. Hazardous Fuels Reduction,
2. Fire Prevention Planning and Education.

Hazardous Fuels Reduction

Hazardous Fuels Reduction projects funded under CCI should fall into one of the following treatment objectives:

- Fuels Reduction: Work conducted in an area where the primary objective is to reduce fuel loads.
- Fuel Break: Work conducted to modify flammable vegetation to create defensible space in an attempt to reduce fire spread to structures and/or natural resources, and to provide a safer location to fight the fire. Fuel breaks are strategically placed along a ridge, valley bottom, access road, or around a subdivision.
- Right of Way Clearance: Work conducted along the right of way of fire roads, county roads, or highways for purposes of improved ingress and egress. This includes the removal of dead trees resulting from insect or drought. Right of Way Clearance is not done with the intent of stopping a fire at the location of work but instead focuses on ingress and egress enhancement.
- Other: If the grantee’s project does not fall into one of the previously identified treatment objectives, the grantee will need to work with the local unit to identify an appropriate objective for entry into CalMAPPER.

Fire Prevention Planning and Education

Fire Prevention Planning and Education projects funded under CCI should fall into one of the following categories:

- CWPP,
- Education Outreach (includes Public Service Announcements),
- Public Meetings,
- Signage,
- WUI Pre-Planning,
- Wildfire Risk Mapping,

- Evacuation Plans,
- Other: If the grantees project does not fall into one of the previously identified categories, the grantee will need to work with the local unit to identify an appropriate category for entry into CalMAPPER.

Grant Activities

Below is a list of appropriate activities based on the Hazardous Fuels Reduction Treatment Objectives identified above, if the grantee is completing an activity that is not listed below consult with the local CAL FIRE unit to identify an appropriate activity for entry into CalMAPPER.

Fuels Reduction

- Air Curtain Burner,
- Biomass Removal,
- Boundary Mapping,
- Chaining,
- Chipping
- Crushing,
- Erosion Control,
- Grazing,
- Herbicide,
- Lop and Scatter,
- Mastication,
- Milling,
- Pile Burning,
- Piling (Mechanical),
- Piling (Manual),
- Project Administration,
- Pruning,
- Planning Meeting,
- Public Contacts,
- Public Meetings,
- RPF Supervision,
- Site Assessment,
- Thinning,
- Trees Felled (>6" dbh).

Fuel Break

- Biomass Removal,
- Boundary Mapping,
- Chaining,
- Chipping
- Crushing,
- Dozer Line,
- Erosion Control,
- Grazing,
- Hand Line,
- Herbicide,
- Lop and Scatter,

- Mastication,
- Pile Burning,
- Piling (Mechanical),
- Piling (Manual),
- Project Administration,
- Pruning
- Planning Meeting,
- Public Contacts,
- Public Meetings,
- RPF Supervision,
- Site Assessment,
- Thinning,
- Trees Felled (>6" dbh).

Right of Way Clearance

- Biomass Removal,
- Boundary Mapping,
- Chaining,
- Chipping
- Crushing,
- Erosion Control,
- Grazing,
- Herbicide,
- Lop and Scatter,
- Mastication,
- Pile Burning,
- Piling (Mechanical),
- Piling (Manual),
- Project Administration,
- Pruning
- Planning Meeting,
- Public Contacts,
- Public Meetings,
- RPF Supervision,
- Site Assessment,
- Thinning,
- Trees Felled (>6" dbh)

Appendix J – Low Income and Disadvantaged Communities

California Climate Investments are required to meet minimum levels of investments to projects that benefit residents of disadvantaged communities, low-income communities, and low-income households collectively referred to as “priority populations” and defined by Assembly Bill 1550.

CAL FIRE’s Fire Prevention Program and Forest Health Program will fund a combined \$20 million in projects that benefit Low-Income Communities or Households. This is not a requirement for eligibility, but preference will be given to projects that benefit a priority population.

Achieving “Low-Income Community or Household” designation requires 3 steps:

Step 1: Identify the Priority Population(s). Be located within a census tract identified as a disadvantaged community or low-income community, or directly benefit residents of a low-income household. California Air Resource Board’s community Investments webpage may be used for this:

<https://www.arb.ca.gov/cc/capandtrade/auctionproceeds/communityinvestments.htm> ;

Step 2: Address a Need. Meaningfully address an important community or household need for the disadvantaged community, low-income community, or low-income household; and

Step 3: Provide a Benefit. Using the evaluation criteria, identify at least one direct, meaningful, and assured benefit that the project provides to priority populations.

The following tables will assist you in achieving the steps and can be found on the California Air Resources Board webpage:

<https://ww2.arb.ca.gov/resources/documents/cci-quantification-benefits-and-reporting-materials>

**Evaluation Criteria for Providing Benefits To Priority Populations
LAND RESTORATION AND FOREST HEALTH**

Project Type: Projects will increase carbon storage through restoration and management of natural lands.

Projects must satisfy the applicable criteria through Step 3 to be considered to provide direct, meaningful, and assured benefits to priority populations and count toward statutory investment minimums.

Step 1 – Identify the Priority Population(s).¹ Evaluate the project against each of the following criteria. Check all boxes that apply.

- A. Is at least a majority of the project located **within the boundaries of a disadvantaged community census tract**?
- B. Is at least a majority of the project located **within the boundaries of a low-income community census tract**?
- C. Is at least a majority the project located outside of a disadvantaged community, but **within ½-mile of a disadvantaged community and within a low-income community census tract**?
- D. Does the project, regardless of project location, provide jobs or job training to residents of low-income households?²

If a project does not meet at least one of the qualifying criteria in Step 1, the project does not count toward statutory investment minimums and no further evaluation is needed. If the project meets at least one Step 1 criterion, continue the evaluation in Step 2.

Step 2 – Address a Need. Identify an important community or household need and evaluate whether the project provides a benefit that meaningfully addresses that need.

To identify a need that the project will address, agencies and/or applicants can use a variety of approaches:

- A. Host community meetings, workshops, outreach efforts, or public meetings as part of the planning process to engage local residents and community groups for input on community or household needs, and document how the received input was considered in the design and/or selection of projects to address those needs;
- B. Look at the individual factors in the latest version of CalEnviroScreen that are most impacting an identified disadvantaged or low-income community (i.e., factors that score above the 75th percentile), and confirm that the project will reduce the impacts of at least one of those factors;

¹ An online mapping tool of identified disadvantaged communities and low-income communities, and a "look-up" tool list of "low-income" thresholds by county and household size are available at: <https://www.arb.ca.gov/cc/capandtrade/auctionproceeds/communityinvestments.htm>.

² If selected, project must provide job or job training benefits consistent with criteria E and F in Step 3.

Evaluation Criteria for Providing Benefits To Priority Populations
LAND RESTORATION AND FOREST HEALTH

Step 2 – Address a Need (continued). *Identify an important community or household need and evaluate whether the project provides a benefit that meaningfully addresses that need.*

- C. Receive documentation of support from local community-based organizations and/or residents (e.g., letters, emails) identifying a need that the project addresses and demonstrating that the project has broad community support; or
- D. Refer to the list of common needs for priority populations in CARB's Funding Guidelines Table 5 and confirm that the project addresses at least one listed need.

If the project addresses a community or household need as described in Step 2, proceed to Step 3. If the project does not address a community or household need, it will not count toward statutory investment minimums and no further evaluation is needed.

Step 3 – Provide a Benefit. *Evaluate the project against each of the following criteria to determine if it provides direct, meaningful, and assured benefits to priority populations.*

Project must meet at least one of the following benefit criteria:

- A. Project restores a site that allows public access;
- B. Project significantly reduces flood risk to households within one or more disadvantaged or low-income communities;
- C. Project significantly reduces fire risk to households within one or more disadvantaged or low-income communities;
- D. Project provides regular and ongoing educational opportunities through partnerships with schools or non-profit organizations located in disadvantaged or low-income communities and site access to residents of these communities;
- E. Project includes recruitment, agreements, policies, or other approaches that are consistent with federal and state law and result in at least 25 percent of project work hours performed by residents of a disadvantaged or low-income community, or by residents of low-income households; or
- F. Project includes recruitment, agreements, policies, or other approaches that are consistent with federal and state law and result in at least 10 percent of project work hours performed by residents of a disadvantaged or low-income community, or by residents of low-income households, participating in job training programs which lead to industry-recognized credentials or certifications.

If the project meets the criteria in Steps 1, 2, and 3, it will be considered as providing direct, meaningful, and assured benefits to priority populations and will be counted toward statutory investment minimums.

Appendix K – Fire Prevention Grant Project/Treatment Area Mapping Program

To complete this section please follow the instructions listed below.

Does your agency have an organizational account with NIFC?

If yes, please provide the username at FPGrants@fire.ca.gov to be added to the Fire Prevention Grants group. Once added follow the instructions on page 56 to draw a polygon shape.

If no, please follow the below instructions to get the NIFC/AGOL account.

Instructions to request an account for the NIFC ArcGIS Online Organization

NOTE: Does your agency have an organizational account? If yes, please provide the username at FPGrants@fire.ca.gov to be added to the Fire Prevention Grants group. If no, please follow the below instructions to get the NIFC/AGOL account.

NOTE: It might take a day or more to generate the NIFC/AGOL.

- Click the link below and follow the instructions to register
https://docs.google.com/forms/d/e/1FAIpQLSdYM5TnbcmKUGiUSb98x1LpBcKfhclx0Hu-UtsG_82Cjlx7fw/viewform
- **Page 1 - Enter**
 - Your *First Name*
 - Your *Last Name*
 - Your *Email Address*
 - Professional Title - *Fire Prevention*
 - On an active incident? - *No*
 - Agency/Company - *CAL FIRE*
 - GACC – Select from the list e.g *SC- Southern California or NC -Northern California.*

See below for the breakdown:

Unit Name	Unit ID	Region		Unit Name	Unit ID	Region
Amador-El Dorado	AEU	Northern		Fresno-Kings	FKU	Southern
Butte	BTU	Northern		Kern County	KRN	Southern
Humboldt-Del Norte	HUU	Northern		Los Angeles County	LAC	Southern
Lassen-Modoc	LMU	Northern		Madera-Mariposa-Merced	MMU	Southern
Marin County	MRN	Northern		Orange County	ORC	Southern
Mendocino	MEU	Northern		Riverside	RRU	Southern
Nevada-Yuba-Placer	NEU	Northern		San Benito-Monterey	BEU	Southern
San Mateo-Santa Cruz	CZU	Northern		San Bernardino	BDU	Southern
Santa Clara	SCU	Northern		San Diego	MVU	Southern

Shasta-Trinity	SHU	Northern	San Luis Obispo	SLU	Southern
Siskiyou	SKU	Northern	Santa Barbara County	SBC	Southern
Sonoma-Lake-Napa	LNU	Northern	Tulare	TUU	Southern
Tehama-Glenn	TGU	Northern	Tuolumne-Calaveras	TCU	Southern

- Home unit identifier – *CA FPG* (Fire Prevention Grants)
- The primary use of account - *Treatment*

- Click NEXT

- **Page 2 – Enter**
 - Position - *FOBS*
 - IC – *None*
 - IMT Type - *None*
 - IMT Identifier – *None*

- **Page 3 – Enter**
 - I have read and understand the NIFC Organization Rules of Behavior- Yes
(Please refer to the link <https://goo.gl/ouZD2j> for more details)

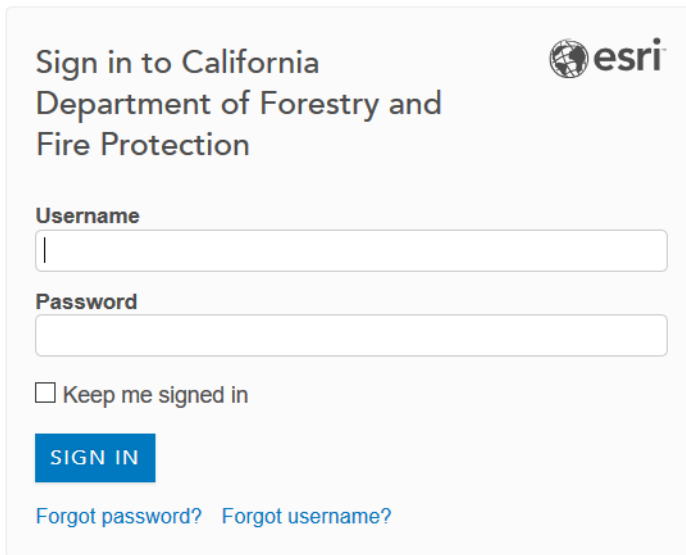
NOTE: Once the account is created, wait for an email from **ArcGIS Notifications**. Please forward the account setup email at FPGGrants@fire.ca.gov to be added to the “Fire Prevention Grants” group.

The information in this form will be used to assign an account. You will receive an email from ArcGIS Notifications with your login information as soon as this form is processed. If you have a roster of users accounts to fill, please email it to wildfireresponse@firenet.gov

For password reset fill out this form: <https://goo.gl/hMf1Js>

Instructions to draw a polygon shape using the below link

- Click the link below to draw a polygon shape
 - <http://calfire-forestry.maps.arcgis.com/apps/webappviewer/index.html?id=3d041aaaf1444a57bf01af7467449d9d>
- Please Log in with your NIFC/AGOL credentials



Sign in to California
Department of Forestry and
Fire Protection

esri

Username

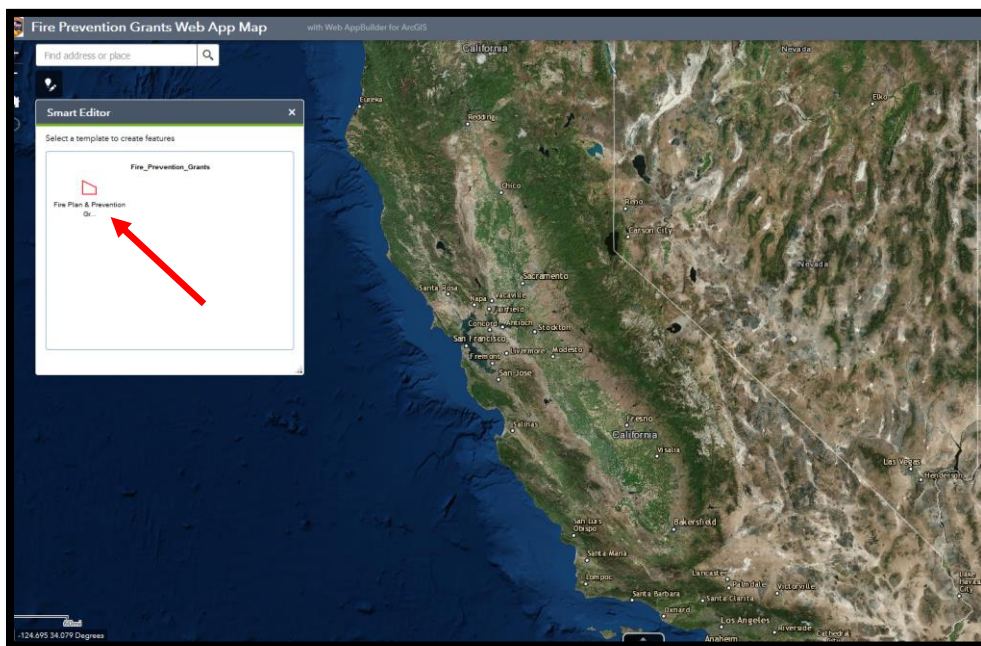
Password

Keep me signed in

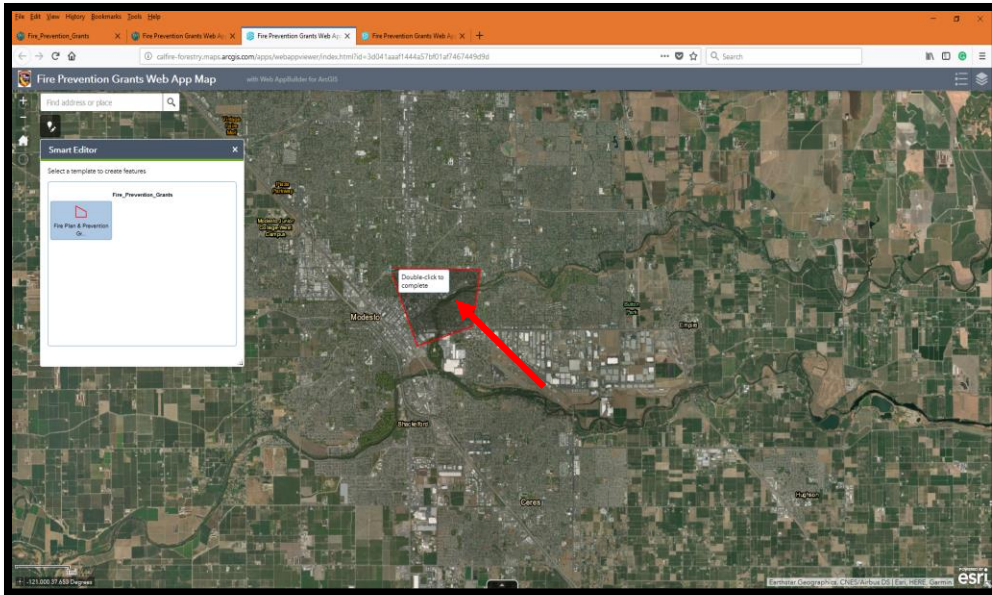
SIGN IN

[Forgot password?](#) [Forgot username?](#)

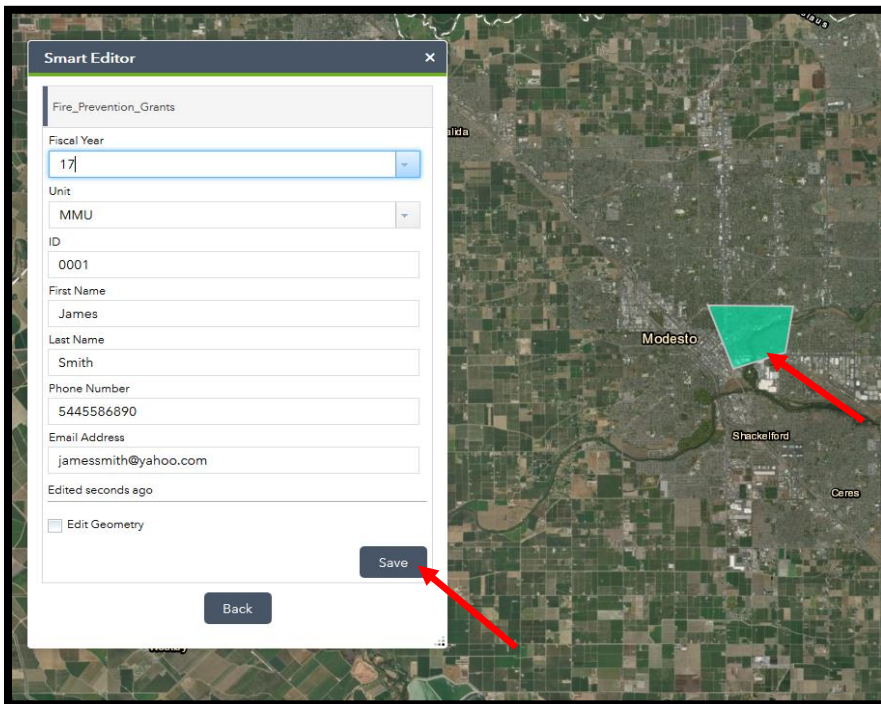
- Click the “Fire Plan & Prevention to draw a polygon on the area getting a treatment



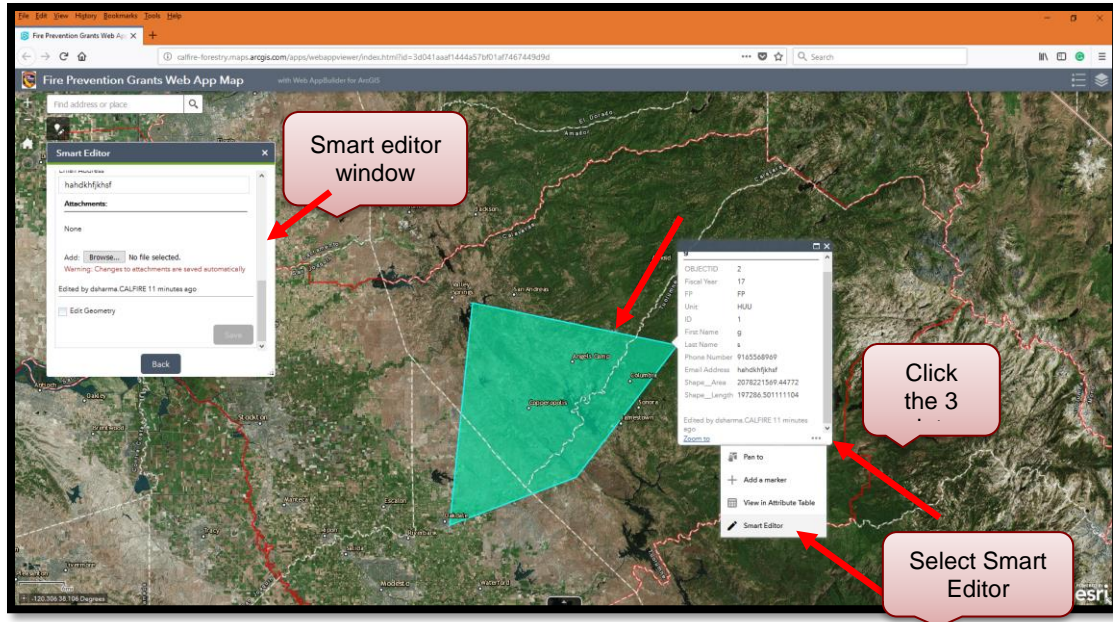
- Draw the polygon and double click to finish the polygon in the projected area



- Enter all the required fields shown below



- To make edits, select the polygon and make sure smart editor window is open or click the outer line of the polygon, and select smart editor to make changes or add an attachment (i.e. if your agency has a “zipped” GIS shape of the proposed project, attach it here).



- Hit the save button
- The user should be able to edit the information entered.

For any further questions contact FPGGrants@fire.ca.gov