

# STATE RESPONSIBILITY AREA FIRE PREVENTION FUND GRANT PROGRAM

## PROCEDURAL GUIDE

State of California – The Natural Resources Agency  
Board of Forestry and Fire Protection  
and  
The California Department of Forestry and Fire Protection



Authorized by:

**Assembly Bill X1 29 (Chapter 8, Statutes of 2011-12 First Extraordinary Session)**

**PRC 4210 – 4214: State Responsibility Area (SRA) Fire Prevention Fees**

**14 CCR § 1665.8: SRA Fire Prevention Fee Grant Program**

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## INTRODUCTION

This procedural guide outlines the procedures for qualifying entities to apply for grant funds made available through the State Responsibility Area Fire Prevention Fund (SRAFPF) Grant Program. Chapters one through three of this document describe the purpose and restrictions of the SRAFPF Grant Program, an overview of the application and selection process, and how the grant funds will be distributed and accounted for during the implementation phase of an awarded grant. The appendices to this document contain all necessary documents to apply for a SRAFPF Grant.

### Program Intent

The California Governor signed ABx1 29 (PRC 4210, et seq.) into law on July 7, 2011. This law levied a fire prevention fee on the owners of structures within the State Responsibility Area (SRA) to fund fire prevention activities. One of the specified activities is to provide grants to eligible organizations to perform fire prevention projects that reduce the risk and potential impact of wildfire to habitable structures in the SRA. Projects funded by the SRAFPF Grant Program will reduce the risk of fire ignition and spread into or through communities, assist communities in their long term planning efforts to mitigate wildland fire impacts, or educate the owners of structures in the SRA about wildland fire hazards.

### Area of Service

Grants will only be awarded in those counties that contain SRA lands, and only to those projects that demonstrate a clear reduction of risk and potential impact from wildfire to habitable structures in the SRA. Additionally, the project area must be in an area of moderate, high or very high fire hazard severity as identified on the latest fire hazard severity zone maps produced by the Fire and Resource Assessment Program (FRAP). The latest FRAP fire hazard severity zone maps can be accessed on the FRAP website at:

[http://www.fire.ca.gov/fire\\_prevention/fire\\_prevention\\_wildland\\_zones\\_maps.php](http://www.fire.ca.gov/fire_prevention/fire_prevention_wildland_zones_maps.php)

### Proportional Distribution of Funds

The Public Resources Code (PRC) § 4210 et seq., requires that moneys deposited in the SRAFPF be distributed back to their communities of origin proportional to how they were collected. The Board of Forestry and Fire Protection (Board) has established spatial and temporal scales over which to evaluate this criteria for the SRAFPF Grant Program in 14 CCR § 1665.8(b). The three established criteria are:

- (1) The Cal Fire Unit/Contract County shall act as the geographic boundaries when accounting for fire prevention fees received and project expenditures.
- (2) Expenditures over a 7 year period from this Grant program in any Cal Fire Unit/Contract County will be proportional to the amount of fees collected from that Cal Fire Unit/Contract County, and the amount appropriated by the Legislature for these purposes.
- (3) Funding will be determined to have been distributed proportionally if it is within 10% of the calculated benefit amount determined in subsection (2) above.

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### **Maximum Grant Request**

To meet the proportional distribution of funds described above, the Board has also designated a cap on any individual SRAFPF Grant request in any funding year. Grant requests may be no greater than the prior year's total funding granted in the CAL FIRE Unit/Contract County, or \$250,000, whichever is less. The prior year's funding by CAL FIRE Unit/Contract County will be available on the SRAFPF Grant website prior to announcing the current year's SRAFPF Grant cycle. It is recommended that projects exceeding these maximum amounts be split into multiple, independent "phases" that can be completed with a budget less than the cap, and apply for funding over multiple grant cycles.

### **Geographic Grant Limitations**

As discussed above, the proportional distribution of SRAFPF Grants will be evaluated geographically at the scale of the CAL FIRE Unit/Contract County. To accurately account for SRAFPF Grant expenditures, projects will be limited in geographic scope to the CAL FIRE Unit/Contract County boundaries. It is recommended that projects proposing to take place in multiple CAL FIRE Units/Contract Counties be split into multiple, individual "phases" along these geographic boundaries and apply for each phase independently in the CAL FIRE Unit/Contract County the project will impact.

### **Eligibility**

Eligible applicants may be local entities including, but not limited to, the following:

- Local government\*, including
  - counties,
  - fire protection districts,
  - community services districts,
  - water districts,
  - resource conservation districts, and
  - other special districts with SRA within their jurisdiction;
- Fire safe councils;
- Certified local conservation corps;
- Other nonprofit organizations. PRC § 30910(c) defines "Nonprofit organization" as any California corporation organized under Section 501(c)(3) of the federal Internal Revenue Code.

\*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:

- State or federal agencies;
- Privately held for profit companies or corporations;
- Individual landowners proposing a project to be completed on only his/her own land;
- Tribes or tribal entities unless they have nonprofit status as described above.

### **Project Types**

Qualifying projects include those related to hazardous fuel (vegetation) reduction, fire

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prevention education, and fire prevention planning that reduce risk and potential impact of wildfire to habitable structures in the SRA. Examples of qualifying project types include the following:

### Hazardous fuel reduction

Using manual, mechanical, prescribed fire, herbivory, or herbicide treatments to meet at least one of the following objectives:

- Create or maintain fuel breaks;
- Remove ladder fuels and thin crown fuels to reduce the risk of crown fires and the production of flying embers that can cause spot fires during wildfire activity;
- Reduce fuel loading in locations identified in the CAL FIRE Unit/Contract County Fire Plan, Community Wildfire Protection Plan, or other strategic fire plan, to reduce wildfire intensity and rate of spread;
- Community level fire prevention programs such as community chipping days, roadside chipping, and green waste bin programs;
- Modify vegetation adjacent to roads to provide for safer ingress and egress of evacuating residents and responding emergency personnel during wildfire activities;
- Reduce fuel loading around critical community infrastructure, including, but not limited to, domestic and municipal water supplies, powerlines, and communications facilities.

### Fire prevention education

- Fire prevention public education campaigns addressing wildland fire risks to SRA communities;
- Defensible space education.

### Fire prevention planning

- Wildfire risk or related mapping;
- Creation of strategic wildfire planning documents, such as a Community Wildfire Protection Plan (CWPP) or Community Evacuation Plan.

### Other

This category is included to allow applicants to propose activities designed to reduce the risk and potential impact to habitable structures in the SRA that do not fit cleanly into the categories above. Projects submitted in this category will need to clearly explain the projects' wildfire risk reduction benefits to habitable structures in the SRA.

Examples of non-qualifying project types include the following:

- Purchase of capital equipment greater than \$5,000 with a life expectancy beyond the term of the grant;
- Installation, creation, upgrades, or maintenance of fire protection features, such as roads, bridges, or water storage facilities;
- Any project submitted by a State or Federal agency, or a for profit company or corporation;
- Grant requests greater than the maximum allowable grant to the CAL FIRE Unit/Contract County the project is in.
- Projects with administrative costs greater than 12% of the total grant request.

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## **CEQA Compliance**

Prior to commencing any on-the-ground work CAL FIRE requires review and approval of California Environmental Quality Act (CEQA) documents by Cal Fire Headquarters staff. Compliance may be accomplished by one of the four methods described below.

- a. Notice of Exemption filed with the State Clearinghouse if the Project is categorically exempt.
- b. Negative Declaration or Mitigated Negative Declaration and initial study including the checklist and Notice of Determination filed with the State Clearinghouse.
- c. Final Environmental Impact Report with initial study including the checklist and Notice of Determination filed with the State Clearinghouse.
- d. Timber harvest permit or notice in compliance with the Forest Practice Act and Rules. This method will be required if the project undertakes "Timber Operations" as defined in California Public Resources Code Section 4527.
- e. Demonstrated compliance with a programmatic environmental impact report (PEIR). CAL FIRE and the Board are in the process of developing a PEIR that analyzes the impacts of CAL FIRE's Vegetation Treatment Program. If approved, this PEIR will provide CEQA coverage for many of the hazardous fuel reduction projects undertaken by CAL FIRE. CEQA coverage may be achieved for many SRAFPF Grant projects by tiering off this PEIR once it is approved. Consult with your local CAL FIRE VMP Forester to see if this option may be appropriate for your project.

A State Department of Fish and Wildlife fee may be required upon filing of the Notice of Determination with the State Clearing House. Grantees are advised to budget for this fee when preparing budgets during the application phase for grant funding. For more information on this fee, see the DF&W website at <https://www.wildlife.ca.gov/Conservation/CEQA/Fees>.

CAL FIRE will generally become lead agency for projects where the grantee is not a government agency. Fire Safe Councils are an example of nongovernmental agency grantees. Resource Conservation Districts and Fire Protection Districts qualify as government agencies and will normally assume the role of lead agency. Lead agency role means that the grantee becomes responsible for making CEQA determinations and the filing of CEQA documents with the State Clearing House, such as Categorical Exemptions, Negative Declarations, Notices of Completion, and Notices of Determination.

Regardless of who is lead agency the grantee is responsible for the preparation of environmental documents for SRAFPF Grant projects. Grantees should plan their budgets for this requirement when applying for grants. CAL FIRE Headquarters staff will review for approval and file all documents with the State Clearing House in cases where CAL FIRE is lead agency. In cases where the grantee is lead agency, CAL FIRE will require proof of filing. Whether CAL FIRE acts as a lead agency or that of a responsible agency as defined by CEQA, CAL FIRE has a responsibility to review all environmental documents for compliance with CEQA. In cases where CAL FIRE determines that CEQA compliance has not been

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achieved, CAL FIRE will ask for revisions to bring the documents into compliance, and in the absence of required revisions may elect to withdraw from the project.

Subject to availability, CAL FIRE Vegetation Management Program (VMP) Foresters, or their designee, will assist grantees in the preparation of environmental documents by answering questions and referring grantees to the appropriate guidelines for preparation of CEQA documents.

CEQA compliance shall be demonstrated within one (1) year from the date of grant award shown in the grant agreement.

### **Grant Conditions**

The following conditions must be met for projects to be eligible for funding under the SRAFPF Grant Program.

1. Grants can be made only to “eligible” applicants as described above.
2. Grants must be for “qualifying” projects in the SRA that address the risk or potential impact of wildfire to habitable structures in SRA (see Project Types above).
3. Grantees must have the ability to satisfactorily plan, administer, and complete a fire prevention project applicable to the SRA.
4. For some projects, the grantee may be required to prepare a CEQA document. CAL FIRE requires proof of filing with the State Clearing House prior to commencing any on-the-ground activity.
5. For fuel reduction projects, certain steps are expected of a grantee:
  - A Registered Professional Forester (RPF) will be required to design any fuel hazard reduction project proposed on forested landscapes, as defined in PRC § 754. The RPF will conduct at least one site visit during active project operations to ensure vegetation removal is being conducted according to the prescription.  
*PRC § 754 - "Forested landscapes" means those tree dominated landscapes and their associated vegetation types on which there is growing a significant stand of tree species, or which are naturally capable of growing a significant stand of native trees in perpetuity, and is not otherwise devoted to non-forestry commercial, urban, or farming uses.*
  - Fuel reduction vegetation treatment prescriptions shall focus on selectively removing understory trees and brush with a goal of reducing fire hazards. In addition, trees and brush selected for removal must include vegetation that eliminates 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.
  - Projects outside of forested landscape should consider the use of a professional ecologist, biologist, certified rangeland manager, or other professional with knowledge of local ecosystem processes, to develop an appropriate fuel hazard

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reduction removal project. The project prescription should consider retention of habitat elements, including, but not limited to, ground cover necessary for the long term management of local wildlife populations, when such retention is compatible with the fuel hazard reduction goals of the project.

- Projects will include a pre and post-treatment description of site conditions relative to the wildfire hazards.
6. Successful grant applicants must provide information necessary for CAL FIRE to enter project information into the CAL MAPPER GIS database after the award is made.
  7. Grant requests 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.
  8. All project work related to grants must be completed by March 15, of the termination year of the grant. Final billing is due 30 days after project completion.

### **Important Points**

1. Grant applicants are encouraged to contact their local CAL FIRE VMP Forester in the development of their grant application.
2. Project work may not commence until there is a fully executed agreement between the CAL FIRE and the Grantee.
3. No ground disturbing work may commence until the requirements of CEQA have been satisfied.
4. Agreements for funds appropriated by the State Legislature must be executed (signed) within the period of availability provided in the State budget.
5. The local CAL FIRE VMP Forester or designee must be contacted to verify work completion, including an on-site inspection for fuel hazard reduction projects, prior to invoicing CAL FIRE for completed work.
6. A board resolution or attesting document is required on all grants involving nonprofit organizations, local agencies, and special districts. The attestee cannot be the same individual as designated by the board to sign the agreement. Please refer to Appendix B for a sample resolution.
7. Cal Fire has the discretion to enter into contracts or cooperative agreements with local public agencies for the use of Department hand crews as provided for in PRC § 4953.
8. Projects may include fire safe clearance work required by PRC § 4291 or Government Code (GC) § 51182 when this is ancillary to the project as a whole. Any projects proposing this work must demonstrate a clear public benefit to the community at large, such as the creation of a logical fuel break.
9. Protection of cultural (archaeological) resources is part of the requirements of any ground disturbing SRAFPF Grant project. The local VMP Forester and CAL FIRE's professional archaeological staff are available to assist with designing projects that avoid impacts to cultural resources.

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## **APPLICATION AND REVIEW PROCESS**

This section outlines the steps involved in the grant application and review process. The application process for SRAFPF Grants consists of four distinct phases: the Concept Proposal, Project Application, Grant Agreement, and Grant Award. The Concept Proposal phase is the initial screening to ensure the applicant is an eligible entity proposing a qualifying project. The Project Application phase provides a more detailed description of the proposed project, including details of the project's budget, to allow for a thorough evaluation of the wildfire risk reduction benefits of the project. The Grant Agreement provides the terms for the project to be implemented, and the Grant Award commits the requested funding for your project to proceed. Each phase is addressed in detail below. The Concept Proposal, Scope of Work, Project Budget, and all evaluation criteria referenced in this section can be found in appendixes D and E of this document.

### **Concept Proposal**

The Concept Proposal solicits information to screen applicants for grant eligibility according to the constraints of the funding source. This also offers an opportunity to give a broad overview of what your project is, what the expected outcomes are, and your past experience implementing similar projects. The Concept Proposal will be reviewed for general consistency with the requirements of this grant program, applicant eligibility, and general project criteria. Evaluation criteria for the Concept Proposal are pass/fail and do not include a numerical ranking of projects.

Concept Proposals are to be prepared and submitted using the Concept Proposal form included as appendix D of this document. Instructions and the Concept Proposal Evaluation Criteria are also included in Appendix D and are available on-line at [http://calfire.ca.gov/fire\\_prevention/fire\\_prevention\\_fund\\_grants.php](http://calfire.ca.gov/fire_prevention/fire_prevention_fund_grants.php).

Non-profit applicants are required to submit articles of incorporation, including a seal from the Secretary of State, during this phase to verify that they are an eligible non-profit organized under Section 501(c)(3) of the federal Internal Revenue Code.

Concept Proposals shall be submitted no later than November 14 via mail or e-mail to the following address. Concept Proposals submitted via e-mail shall include "SRA Fire Prevention Fund Grant" in the subject line.

Department of Forestry and Fire Protection  
Attention: Grants Management Unit/SRAFPF Grant  
P.O. Box 944246  
Sacramento, CA 94244-2460  
[CALFIRE.Grants@fire.ca.gov](mailto:CALFIRE.Grants@fire.ca.gov)

The Grants Management Unit will log in the Concept Proposal and enter pertinent information into a database. Proposals will then enter the review process. The Concept Proposal will be reviewed by two independent reviewers. If these reviews are in agreement, the project will move forward as scored. If the first two reviews do not agree, a third review will occur to determine if the project meets all the review criteria. Proposals that fail one or more of the review criteria included in the Concept Proposal Evaluation Criteria worksheet will not be

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considered for funding through the SRAFPF. Proposals that meet all these criteria will be asked to submit a Project Application. Notification letters will be sent from the Grants Management Unit no later than January 2 of the year following Concept Proposal submission.

### **Project Application**

Applicants with successful concept proposals will be invited to submit a Project Application. The Project Application is designed to give reviewing staff a complete picture of the wildfire risk reduction benefits of the proposed project, including the projects deliverables and specific budget details to evaluate the cost effectiveness of the expected wildfire risk reduction. The Project Application consists of the following documents: the Concept Proposal, the Scope of Work, a Budget Worksheet, and a map (required only for fuel hazard reduction projects). The Concept proposal continues to provide a broad project overview. The applicant can make any changes necessary to the previously submitted concept proposal as details of the proposed project are finalized in this phase. The Scope of Work provides a detailed description of the proposed projects' activities. This includes a narrative description of the project's budget to give the applicant the ability to explain and justify how the various expenses support the projects' goals. The budget will provide a detailed account of the project's expenses. A project map is only required of hazardous fuel reduction projects to identify the specific areas proposed for treatment. Other projects are encouraged to submit a map if it will assist in identifying their project area more clearly. The Concept Proposal, Scope of Work, Project Budget, and map requirements are included in Appendixes D and E of this document or can be accessed online at [http://calfire.ca.gov/fire\\_prevention/fire\\_prevention\\_fund\\_grants.php](http://calfire.ca.gov/fire_prevention/fire_prevention_fund_grants.php).

Project Applications shall be submitted via mail or e-mail to the following address no later than the date indicated on the invitation to apply. Project Applications submitted via e-mail shall include the identifying SRAFPF Grant identification number provided in the invitation to apply in the subject line.

Department of Forestry and Fire Protection  
Attention: Grants Management Unit/SRAFPF Grant  
P.O. Box 944246  
Sacramento, CA 94244-2460  
[CALFIRE.Grants@fire.ca.gov](mailto:CALFIRE.Grants@fire.ca.gov)

The project application consists of several documents as described above and included in Appendixes D and E. Complete Project Applications shall include:

- Concept Proposal
- Scope of Work
- Project Budget
- Map (only required for fuel hazard reduction projects)
- Articles of incorporation, including a seal from the Secretary of State if Applicant is a qualified non-profit.
- Board Resolution or Attesting Document granting authority to sign (non-profit and local entity applicants). See Appendix B for an example resolution.

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Sacramento staff will review the application for completeness and determine if the Project Application contains all the required components. Complete Project Applications will then be reviewed and numerically scored according to the criteria contained in the SRAFPF Grant Program Evaluation Criteria (Appendix E). The Project Application will be reviewed by two independent reviewers. If these reviews differ by 10% or less, the project score will be the average of the two review scores. If the first two reviews differ by more than 10% from each other, a third review will occur, and the project score will be the average of all three review scores. The Project score will be used to rank the proposed project against others competing for limited SRAFPF Grant funds.

### **Grant Selection**

Final selection of SRAFPF Grant projects will be designed to meet the objective of proportional distribution of funds contained in PRC § 4210, et seq., and further specified in 14 CCR 1665.8(b). Grant selection will occur according to the following criteria:

1. The percentage of fees collected by each CAL FIRE Unit/Contract County will be calculated against the total fees received over the current calendar year.
2. The calculated percentage of the total funds appropriated into the SRAFPF Grant Program by the legislature for the current fiscal year, minus any administrative fees, will then be made available for SRAFPF Grants in that Unit/Contract County.
3. Grants will be awarded to the highest ranking projects in each Unit/Contract County, in order of total project score, until the available funding in that Unit/Contract County is not sufficient to fully cover the next highest ranking project.
4. Any residual funds will be distributed at the Directors' discretion to maintain the proportional distribution of funds throughout the state over a 7-year period.

Final project selection and notification to grant applicants is anticipated to be sent to the applicant in early March.

### **Grant Agreement**

Notification of a successful grant will include a complete Grant Agreement package to be filled out by the applicant. Upon receipt of the Grant Agreement package, all applicants shall sign the three original signature grant agreements, and submit them with a copy of Attachments 1 and 2 (see below). Non-profit and local entity applicants may be required to additionally submit Attachments 3 and 4 as appropriate (see below).

The complete 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 (Including Concept Proposal, Scope of Work, Project Budget, and Project Map (if required)).

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- Attachment 2 – Payee Data Record Standard Form 204. 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>.
- Attachment 3 – Board Resolution or Attesting Document granting authority to sign (non-profit and local entity applicants). See Appendix B for an example resolution.
- Attachment 4 - Articles of Incorporation including the Seal from the Secretary of State (for non- profit applicants only).

### **Grant Award**

Applicant shall return three complete, original signed agreements to the Sacramento Grants Management Unit on or before April 15 of the year of grant award. Grant packages not completed and/or not received by this deadline will not be eligible for funding. Once the grant agreement is signed by the appropriate officer at CAL FIRE, the approval process is complete.

The Unit VMP Forester, fire prevention staff officer or other Unit employee will be named as the designated contact. This CAL FIRE employee will conduct periodic and final inspections to insure compliance with the terms and conditions of the grant and any applicable environmental rules and regulations.

All Agreements must be signed and funds encumbered prior to the close of the fiscal year and per deadlines established by CAL FIRE's Department of Accounting.

CAL FIRE may perform an audit of completed projects as described below under "State Audit."

Grant Termination Date - All project work related to the grant must be completed by March 15 two years after grant award, the termination date of the grant. For example, grants executed in 2016 would be required to complete all work by March 15, 2018.

### **PROJECT ADMINISTRATION**

The following section includes information necessary for SRAFPF Grant implementation once the grant has been awarded.

#### **Project Amendments**

Changes to the agreement may be simply a "modification" as described within the Glossary of this document, or substantial in nature, requiring a formal amendment with signatures of both parties. Modifications and formal amendments to an Agreement require written consent from both CAL FIRE and the Grantee.

A Grantee wishing to change the scope of an approved project shall submit the proposed change in writing to CAL FIRE for review and subsequent approval. Any change must be consistent with the authorizing legislation. Changes to a Grant Agreement that constitute a formal amendment must be submitted to CAL FIRE 90 days prior to the agreement expiration date.

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**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 pays 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. Expenses are required to be documented as described in the following table:

<b>Budget Item</b>	<b>Required Documentation</b>
Salaries and Wages	Timesheets detailing days and hours worked on the project. Timesheet must be signed by the employee after the fact. Payroll documentation showing wages and hours paid to the employee.
Benefits	Timesheets detailing days and hours worked on the project. Timesheet must be signed by the employee after the fact. Payroll documentation showing wages and hours paid to the employee and associated fringe benefits.
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 but 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 but 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.

**Advance Payment of Grant Funds (non-profits only):**

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

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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 justification for advance payment 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.
- Grantee must spend advance payments within six months.

**Eligible Costs**

Project cost must be consistent with the approved project proposal and incurred during the performance period as specified in the grant agreement. (This does not currently include the up to 12% administrative/indirect charge – Look for this terminology and make it consistent throughout)

Budget Item	Eligible Cost
Salaries and Wages	Salaries and wages of employees employed by the grantee who are DIRECTLY engaged in the execution of the grant project. Limited to actual time spent on the grant project. Examples of expenditures include time related to site visits and project monitoring, and completion of reporting related to the grant project. 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.

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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 ( <a href="http://www.gsa.gov/portal/category/100120">http://www.gsa.gov/portal/category/100120</a> ). Mileage rates shall not exceed the rates allowable by IRS ( <a href="http://www.irs.gov/Tax-Professionals/Standard-Mileage-Rates">http://www.irs.gov/Tax-Professionals/Standard-Mileage-Rates</a> ).
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 items exceeding \$5,000 or more per unit cost and a tangible useful life of more than one year. The purchase of equipment is not allowed by the SRAFPF Grant Program. 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 ( <a href="http://www.dot.ca.gov/hq/construc/equipmnt.html">http://www.dot.ca.gov/hq/construc/equipmnt.html</a> ).
Administrative Costs	These can be no greater than 12% of the total grant request.
Other	Other costs that do not fit in any of the above categories. Cost must be directly related to the grant project. 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.

### 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.
- Grantee fails to submit all documentation within the time periods specified in the Grant Agreement.
- Grantee fails to submit evidence of CEQA compliance within one year of the execution of the agreement as specified by the Grant Agreement.
- Grantee changes the project scope without concurrence of the State.
- Grantee or the State terminates the project.

State Responsibility Area Fire Prevention Fund  
Grant Program Guidelines

**Accounting Requirements**

The Grantee shall maintain an accounting system that accurately reflects fiscal transactions, with 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, cancelled 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.**

**Grant Termination**

An agreement may be terminated by the State or Grantee upon the giving of written notice thirty (30) days in advance of termination to the other party.

**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 cancelled 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.

**Glossary**

The terms included below used in the SRAFPF Grant Program will be construed to have the following definitions.

<b>TERM</b>	<b>EXPLANATION</b>
<b>Agreement</b>	A legally binding agreement between the State and another entity.
<b>Amendment</b>	A formal modification or a material change of the agreement, such as term, cost, or scope of work.
<b>Applicant</b>	The entity who has submitted an Application requesting grant funds.

State Responsibility Area Fire Prevention Fund  
Grant Program Guidelines

<b>Application</b>	The term “Application” means the individual application form and its required supporting attachments for grants pursuant to the enabling legislation and/or program.
<b>Appropriation</b>	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.
<b>Authorized Representative</b>	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.
<b>CEQA</b>	The California Environmental Quality Act as stated in the Public Resources Code Section 21000 et seq.; Title 14 California Code of Regulations Section 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 <a href="http://resources.ca.gov/ceqa/">http://resources.ca.gov/ceqa/</a> .
<b>Consultant Services</b>	Services which provide a recommended course of action or personal expertise, such as accounting or a Registered Professional Forester (RPF).
<b>Contractor</b>	An entity contracting with CAL FIRE.
<b>Direct Costs</b>	Expenses of doing business that are directly attributable to the project. Examples of direct costs are salaries and benefits of employees directly associated to a Project or expenses of items
<b>Encumbrance</b>	A commitment of funds guaranteeing a source of payment for a specific agreement.
<b>Execution of an Agreement</b>	The act of signing an agreement, which provides a legal basis for required performance by parties to the agreement.
<b>Grantee</b>	The entity who has an executed grant agreement for the award of grant funds.
<b>Administrative Costs (Indirect Costs)</b>	Expenses of doing business that are of a general nature and are 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.
<b>Modification</b>	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.
<b>Non-Profit Organization</b>	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.

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Grant Program Guidelines

<b>Operating Expenses (Direct Cost)</b>	See definition of "Direct Cost" above.
<b>Payee Data Record (Std. 204)</b>	Form Std. 204, "Payee Data Record" is required for non-governmental entities. The form must be submitted in order to establish a vendor number for payment and to have funds encumbered. Form and instructions can be retrieved from the Department of General Services web site: <a href="http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf">http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf</a>
<b>Personnel Services</b>	This budgeted amount includes salaries and benefits for wage earning personnel employed by the grantee/contractor (not a subcontractor) and working on the project.
<b>Project Performance Period</b>	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.
<b>Project</b>	The term "Project" means the activity or work to be accomplished utilizing grant funds and match (if applicable).
<b>Project Scope of Work</b>	The term "Project Scope of Work" as used herein defines the individual scope of work or activity describing in detail the proposed tasks identified in the Grant Agreement.
<b>Project Budget</b>	The term "Project Budget" as used herein defines the proposed detailed budget plan included in Appendix E.
<b>Resolution</b>	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.
<b>Subcontractor</b>	A person or entity who takes a portion of a contract from the principal contractor or from another subcontractor. Subcontractors perform work for the contractor and are not directly contracted by CAL FIRE.

State Responsibility Area Fire Prevention Fund  
Grant Program Guidelines

## Appendices

- Appendix A – Grant Agreement Terms and Conditions
- Appendix B – Sample Resolution
- Appendix C – Invoice
  - Invoice Guidelines
  - Sample Invoice
- Appendix D – Concept Proposal
  - Concept Proposal
  - Concept Proposal Instructions
  - Concept Proposal Evaluation Criteria
- Appendix E – Project Application
  - Scope of Work
  - Project Budget
  - Budget Instructions
  - Map Criteria
  - Project Application Evaluation Criteria

# **APPENDIX A – Grant Agreement Terms and Conditions**

## TERMS AND CONDITIONS OF GRANT AGREEMENT

### **I. RECITALS**

1. This Grant Agreement, hereinafter “Agreement,” is entered into between the State of California, by and through the California Department of Forestry and Fire Protection (CAL FIRE), hereinafter referred to as “STATE” and \_\_\_\_\_, hereinafter referred to as “GRANTEE”.
2. The STATE hereby grants to GRANTEE a sum (hereinafter referred to as “GRANT FUNDS” not to exceed \_\_\_\_\_(\$\_\_\_\_\_)).
3. In addition to the terms and conditions of this Agreement, the STATE and GRANTEE agree that the terms and conditions contained in the documents set forth below are hereby incorporated and made part of this agreement.
  - a. Procedural Guide for CAL FIRE State Responsibility Area Fire Prevention Fund, Fire Prevention Projects
  - b. The submitted Application, Scope of Work, Budget Detail, and Exhibits
  - c. Addendums/attachments pertaining to program specific information/requirements

### **II. SPECIAL PROVISIONS**

1. Recipients of GRANT FUNDS pursuant to California Public Resources Code Section 4214 shall abide by provisions in this Agreement, including the requirement that work shall not commence prior to the execution of this Agreement. Any work started prior to the execution of this Agreement will not be eligible for funding under the terms of this Agreement.
2. As precedent to the State’s obligation to provide funding, GRANTEE shall provide to the STATE for review and approval a detailed budget, specifications, and project description. Approval by STATE of such plans and specifications, or any other approvals provided for in this Agreement, shall be for scope and quality of work, and shall not relieve GRANTEE of the obligation to carry out any other obligations required by this Agreement, in accordance with applicable law or any other standards ordinarily applied to such work or activity.
3. All informational products (e.g., data, studies, findings, management plans, manuals, photos, etc.) relating to California’s natural environment and produced with the use of public funds shall be available for public use.

### **III. GENERAL PROVISIONS**

1. Definitions
  - a. The term “Agreement” means grant agreement number 8XX14XXX.
  - b. The term “Project Scope of Work” as used herein means the individual scope of work describing in detail the proposed tasks.
  - c. The term “Project Budget Detail” as used herein defines the proposed budget plan.

- d. The term “Grant Funds” means the money provided by the State to the Grantee in this Agreement.
- e. The term “Grantee” means an applicant who has a signed agreement for the award for grant funds.
- f. The term “Other Sources of Funds” means all matching fund sources that are required or used to complete the project beyond the grant funds provided by this agreement.
- g. The term “Project” means the development or other activity described in the “Project Scope of Work”.
- h. The term “State” means the State of California, Department of Forestry and Fire Protection (CAL FIRE).

## 2. Project Execution

- a. Subject to the availability of Grant monies, the STATE hereby grants to the GRANTEE a sum of money (Grant Funds) not to exceed the amount stated on Section I. RECITALS, Paragraph 2 in consideration of and on condition that the sum be expended in carrying out the purposes as set forth in the description of Project in this Agreement and its attachments and under the terms and conditions set forth in this Agreement.
- b. GRANTEE shall assume any obligation to furnish any additional funds that may be necessary to complete the Project. Any modification or alteration in the Project as set forth in the Application on file with the STATE must be submitted to the STATE for approval.
- c. GRANTEE shall complete the Project in accordance with the time of Project performance set forth on the signature page, unless an amendment has been formally granted by the STATE and under the terms and conditions of this Agreement. Amendments may be requested in advance and will be considered in the event of circumstances beyond the control of the GRANTEE, but in no event less than 90 days from the Agreement expiration date. Approval of amendment is at the STATE’s discretion.
- d. Grantee shall comply with the California Environmental Quality Act (CEQA) (Public Resources Code, Section 21000, et. seq. Title 14, California Code of Regulations, Section 15000 et. seq.) and other environmental laws. A copy of the certified CEQA document must be provided to STATE before any Grant Funds are made available for any project activity that could directly impact the environment (e.g. cutting, piling or burning bush, masticating, dozer work, etc.). CEQA compliance shall be completed within one (1) year from start date of the Agreement.
- e. Grant funds will be made available in advance of CEQA compliance for project activities that do not have the potential to cause a direct environmental impact (e.g. project planning, locating and marking property or project boundaries, contacting and signing up landowners, etc.).
- f. GRANTEE certifies that the Project Scope of Work complies with all local and State laws and regulations.

- g. GRANTEE shall permit periodic site visits by representative(s) of the STATE to ensure program compliance and that work is in accordance with the approved Project Scope of Work, including a final inspection upon Project completion.
- h. GRANTEE agrees to submit in writing to the STATE for prior approval any deviation from the approved Project Scope of Work.
- i. Changes in Project Scope of Work must continue to meet the need cited in the original application or they will not be approved. Any modification or alteration in the Project as set forth in the Grant Proposal Project Scope of Work on file with the STATE must be submitted to the STATE for prior approval.
- j. GRANTEE, and the agents and employees of GRANTEE, in the performance of this Agreement, shall act in an independent capacity and not as officers, employees, or agents of the STATE.

### 3. Project Costs and Payment Documentation

- a. The Grant Funds to be provided to GRANTEE under this Agreement will be disbursed for eligible costs as follows, but not to exceed in any event the amount set forth on Section I. RECITALS, Paragraph 2 of this Agreement.
- b. Payment by the STATE shall be made after receipt of an acceptable invoice and approval by a duly authorized representative of the STATE. GRANTEE shall submit an invoice for payment to the grant officer of the State. A final invoice shall be submitted no later than 30 days after completion or expiration of this Agreement, as specified in this Agreement.
- c. For services satisfactorily rendered, and upon receipt and approval of invoices for payment, the STATE agrees to compensate GRANTEE for actual expenditures incurred in accordance with the rates specified herein, which is attached hereto and made a part of this Agreement.
- d. GRANTEE shall submit, in arrears, not more frequently than once a month, and no less than quarterly, an invoice to the STATE for costs paid by GRANTEE pursuant to this Agreement. Each invoice shall contain the following information: The Agreement number, the dates or time period during which the invoiced costs were incurred, expenditures for the current invoice and cumulative expenditures to date by major budget category (e.g., salaries, benefits, supplies, etc.), appropriate supporting documentation, project progress reports, and the signature of an authorized representative of GRANTEE as detailed in the Invoice Guidelines of the Procedural Guide for CAL FIRE SRAFPF Grant Program.
- e. Grant Funds in this award have a limited period in which they must be expended. All GRANTEE expenditures must occur prior to the end of the Project Performance Period of this Agreement.
- f. Except as otherwise provided herein, GRANTEE shall expend Grant Funds in the manner described in the Project Budget approved by the STATE. The dollar amount of an item in the Project Budget may be increased or decreased by up to ten percent (10%) of the Budget Item through reallocation of funds from another item or items,

without approval by the STATE; however, GRANTEE shall notify the STATE in writing when any such reallocation is made, and shall identify both the item(s) being increased and those being decreased. Any increase or decrease of an item of more than ten percent (10%) of the Budget Item must be approved in writing by the STATE. A formal approved amendment is required to increase the total amount of Grant Funds.

- g. GRANTEE shall promptly submit records at intervals and in such form as the STATE may request. Payment by the STATE shall be made after approval of the project. GRANTEE shall submit each Invoice for Payment with supporting documentation and progress reports to the grant officer of the STATE. Invoices shall be signed and dated by an authorized GRANTEE representative and include the Agreement Number and shall be submitted not more frequently than monthly in arrears to:

California Department of Forestry & Fire Protection  
Attention: Grants Management Unit/SRA Fire Prevention Fund Grant  
PO Box 944246  
Sacramento, CA 94244-2460

- h. Final invoice for payment must be presented upon completion of Agreement and **no later than 30 days** after the termination of the Agreement.

#### 4. Budget Contingency Clause

- a. If funding for any fiscal year is reduced or deleted for purposes of this program, the STATE shall have the option to either cancel this Agreement with no liability occurring to the STATE, or offer an agreement amendment to GRANTEE to reflect the reduced amount.

#### 5. Project Administration

- a. GRANTEE shall promptly submit written Project reports as the STATE may request. In any event, GRANTEE shall provide the STATE a report showing total final Project expenditures and matching funds, if applicable.
- b. GRANTEE agrees to use any Grant Funds reimbursed by the STATE under the terms of this Agreement solely for the Project herein described.
- c. GRANTEE shall submit all documentation for Project completion and final reimbursement within 30 days of Project completion.
- d. After Project commencement, this Agreement may be amended only by written consent of both the STATE and GRANTEE. Any request by GRANTEE for amendments must be in writing stating the amendment request and reason for the request. GRANTEE shall make requests in a timely manner and in no event less than 60 days before the effective date of the amendment.
- e. GRANTEE must report to the STATE all sources of other funds for the Project. The STATE will request an audit of any Project that does not fully comply with this provision.

#### 6. Financial Records

- a. GRANTEE shall maintain satisfactory financial accounts, documents, and records for the Project and agrees to make them available to the STATE for auditing at reasonable times. GRANTEE shall also retain such financial accounts, documents, and records for three (3) years after final payment and one (1) year following an audit.
- b. GRANTEE and the STATE agree that during regular office hours each of the parties hereto and their duly authorized representatives shall have the right to inspect and make copies of any books, records, or reports of the other party pertaining to this Agreement or matters related thereto. GRANTEE shall maintain and make available for inspection by the STATE accurate records of all of its costs, disbursements, and receipts with respect to its activities under this Agreement.
- c. GRANTEE shall keep such records as the STATE shall prescribe, including records which fully disclose (a) the disposition of the proceeds of state funding assistance, (b) the total cost of the project in connection with such assistance that is given or used, (c) the amount and nature of that portion of the project cost supplied by other sources, and (d) any other such records as will facilitate an effective audit. All records shall be made available to the STATE for auditing purposes at reasonable times.

Such accounts, documents, and records shall be retained by GRANTEE for at least three years following final payment.

- d. GRANTEE shall use any generally accepted accounting system.

## 7. Project Termination

- a. This Agreement may be terminated by the STATE or GRANTEE upon the giving of written notice to the other party thirty (30) days in advance.
- b. If either party terminates the agreement prior to the completion of the project, GRANTEE shall take all reasonable measures to prevent further costs to the STATE under the Agreement and the STATE shall be responsible for any reasonable and non-cancelable obligations incurred by GRANTEE in the performance of this Agreement prior to the date of the notice to terminate, but only up to the undisbursed balance of funding authorized in this Agreement.
- c. Failure by GRANTEE to comply with the terms of this Agreement may be cause for suspension of all obligations of the STATE hereunder.
- d. Failure of GRANTEE to comply with the terms of this Agreement shall not be cause for the suspension of all obligations of the STATE hereunder if in the judgment of the STATE such failure was due to no fault of GRANTEE. At the discretion of the STATE, any amount required to settle at minimum cost any irrevocable obligations properly incurred shall be eligible for reimbursement under this Agreement.
- e. Final payment may not be made until the Project conforms substantially to this Agreement.

## 8. Hold Harmless

- a. GRANTEE shall defend, indemnify and hold the STATE, its officers, employees, and agents harmless from and against any and all liability, loss, expense (including reasonable attorney's fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorney's fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of GRANTEE, its officers, agents, or employees. The duty of GRANTEE to indemnify and hold harmless includes the duty to defend as set forth in Civil Code Section 2778. This Agreement supersedes GRANTEE's right as a public entity to indemnity (see Government Code Section 895.2) and contribution (see Government Code Section 895.6) as set forth in Government Code Section 895.4.
- b. GRANTEE waives any and all rights to any type of express or implied indemnity or right of contribution from the STATE, its officers, agents, or employees for any liability resulting from, growing out of, or in any way connected with or incident to this Agreement.
- c. Nothing in this Agreement is intended to create in the public or in any member of it rights as a third-party beneficiary under this Agreement.

9. Tort Claims

FEDERAL:

The United States shall be liable, to the extent allowed by the Federal Tort Claims Act 28 United States Code 2671-2680, for claims of personal injuries or property damage resulting from the negligent or wrongful act or omission of any employee of the United States while acting within the scope of his or her employment, arising out of this Agreement.

STATE:

The State of California shall be liable, to the extent allowed by law and subject to California Government Code, Title 1, Division 3.6, providing for the filing of tort claims against the State of California, for personal injuries or property damage resulting from the negligent or wrongful act or omission of State employees while acting within the scope of his or her employment, arising out of this Agreement.

10. Nondiscrimination

The State of California prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, sex, marital status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. GRANTEE shall not discriminate against any person on any of these bases.

11. Incorporation

The Grant Guidelines and the Project Scope of Work, Budget Detail and any subsequent changes or additions to the Project Scope of Work, Budget Detail approved

in writing by the STATE are hereby incorporated by reference into this Agreement as though set forth in full in this Agreement.

12. Severability

If any provision of this Agreement or the Project Scope of Work thereof is held invalid, that invalidity shall not affect other provisions or applications of this Agreement which can be given effect without the invalid provision or application, and to this end the provisions of this Agreement are severable.

13. Waiver

No term or provision hereof will be considered waived by either party, and no breach excused by either party, unless such waiver or consent is in writing and signed on behalf of the party against whom the waiver is asserted. No consent by either party to, or waiver of, a breach by either party, whether expressed or implied will constitute consent to, waiver of, or excuse of any other, different, or subsequent breach by either party.

14. Assignment

This Agreement is not assignable by GRANTEE either in whole or in part.

**APPENDIX B – Sample Resolution**

BEFORE THE BOARD OF DIRECTORS OF THE  
(NAME OF COUNTY, CITY, DISTRICT, OR OTHER LOCAL PUBLIC ENTITY)  
COUNTY OF (NAME), STATE OF CALIFORNIA

IN THE MATTER OF:

RESOLUTION NO: \_\_\_\_\_  
APPROVING THE DEPARTMENT OF FORESTRY AND FIRE  
PROTECTION AGREEMENT (NUMBER)  
FOR SERVICES FROM DATE TO DATE

BE IT RESOLVED by the Board of Directors of the (NAME OF COUNTY, CITY, DISTRICT, OR OTHER LOCAL PUBLIC ENTITY), 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 (i.e. 2014/2015).

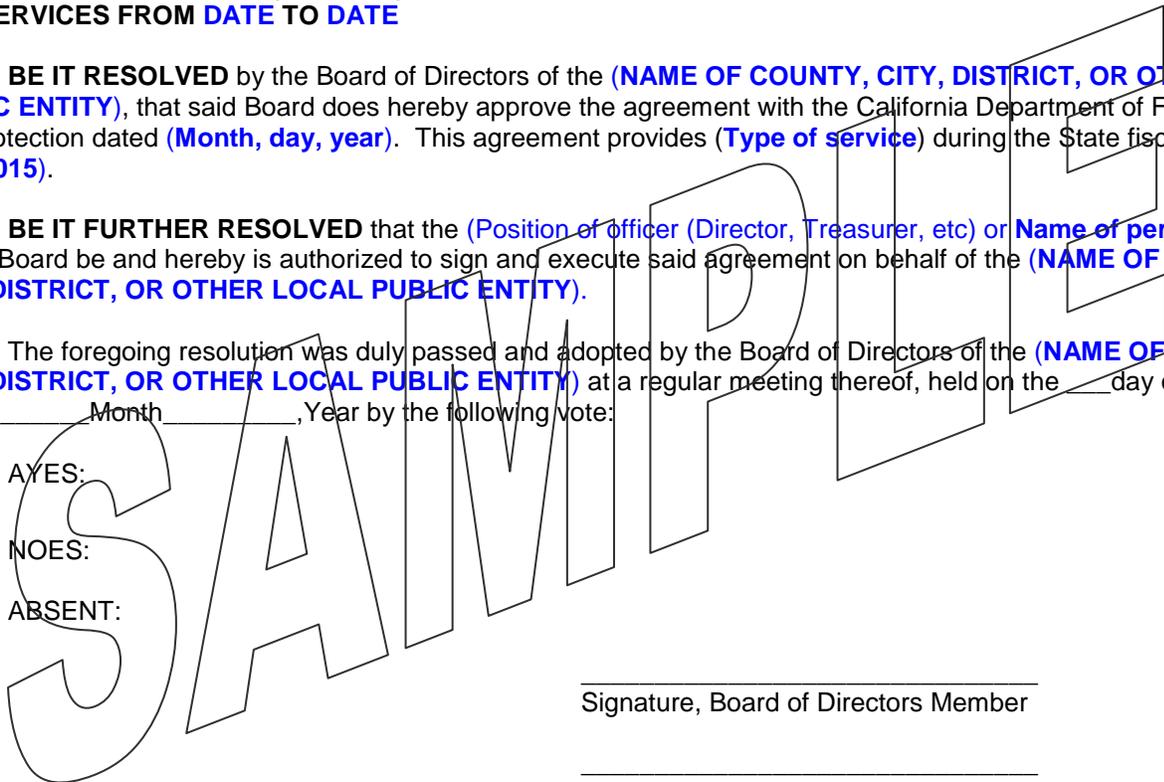
BE IT FURTHER RESOLVED that the (Position of officer (Director, Treasurer, etc) or Name of person and Title) of said Board be and hereby is authorized to sign and execute said agreement on behalf of the (NAME OF COUNTY, CITY, DISTRICT, OR OTHER LOCAL PUBLIC ENTITY).

The foregoing resolution was duly passed and adopted by the Board of Directors of the (NAME OF COUNTY, CITY, DISTRICT, OR OTHER LOCAL PUBLIC ENTITY) at a regular meeting thereof, held on the \_\_\_\_\_ day of \_\_\_\_\_ Month \_\_\_\_\_, Year by the following vote:

AYES:

NOES:

ABSENT:



\_\_\_\_\_  
Signature, Board of Directors Member

\_\_\_\_\_  
Print Name and Title

ATTEST:

I \_\_\_\_\_, Clerk of the (NAME OF COUNTY, CITY, DISTRICT, OR OTHER LOCAL PUBLIC ENTITY), California does hereby certify that this is a true and correct copy of the original.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Revision 07/04  
S.C.M. 3.05 - Contracts with local government

**SEAL OR NOTARY CERTIFICATON**

## ***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 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 grantee for reference.
4. CAL FIRE Contact Name and Address – Name, Program, and Address of the CAL FIRE staff invoice and back-up documents should be submitted to 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. 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.
10. 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 back up documentation to support the invoice (see Payment of Grant Funds on Page 16-17).
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%				
<b>TOTAL</b>	-	\$ -	\$ -	\$ -
<b>Less Outstanding Advance</b>		\$ -		
<b>Less Program Income</b>		\$ -		
<b>CURRENT DUE</b>		\$ -		

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 #



## SRA Fire Prevention Fund Grant Program Concept Proposal



Please fill out the following form completely and accurately. Consult the Concept Proposal Instructions for clarification of the questions below. The information you provide on this form and the required attachments will be used to evaluate your proposed project against the criteria of allowable expenditures for the State Responsibility Area Fire Prevention Fund (SRAFPF). The concept proposal is designed to gather information demonstrating that you are an eligible entity and the proposed project provides a clear nexus to fire prevention activities that will reduce the risk of wildfire to habitable structures in the State Responsibility Area (SRA). Applicants meeting these criteria will be invited to submit a more complete Project Application for funding consideration. The information developed for this concept proposal will provide the foundation of the complete application.

The concept proposal, and all supporting materials, may be submitted either electronically or in hard copy to:

California Department of Forestry and Fire Protection  
Attn: Grants Management Unit, SRAFPF Grant  
P.O. Box 944246  
Sacramento, CA 94244-2460  
[CALFIRE.Grants@fire.ca.gov](mailto:CALFIRE.Grants@fire.ca.gov)

1. Project Name: \_\_\_\_\_

2. Sponsoring Organization: \_\_\_\_\_

Organization Type: \_\_\_\_\_ - Drop Down Box - \_\_\_\_\_ If Other, Please specify: \_\_\_\_\_

Project Manager: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

3. Project Activity: Please choose the project category that best represents your proposed project from the drop down list below. If other is selected, specify the proposed activity in the space provided.

Project Category: \_\_\_\_\_ - Drop Down Box - \_\_\_\_\_

If Other, Please specify: \_\_\_\_\_

Appendix D – Concept Proposal

**4. Grant Period:** Please provide the estimated start date and completion date for your project. Projects MUST be completed by March 15 of the second year after grant award. For example, if the grant is executed in 2016, the project completion date must be no later than March 15, 2018. Note that final billing is due 30 days after project completion. Please use MM/DD/YYYY format.

Project Start Date: \_\_\_\_\_ Project End Date: \_\_\_\_\_

**5. Project Location:** Please identify the location of your proposed project including a Township, Range and Section that identifies the general area of your project, the county your project is in, the CAL FIRE administrative Unit/Contract County (see instructions for guidance) your project is in, and an address, community, or common name of your project area.

Fuel reduction projects are required to include a map of the project area. Planning and education projects are encouraged to submit a project map to clarify the geographic boundaries of the proposed project. Please see the concept proposal instructions for map requirements.

Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ Base and Meridian: \_\_\_\_\_ - Drop Down Box -

County: \_\_\_\_\_ CAL FIRE Unit/Contract County: \_\_\_\_\_ - Drop Down Box -

Address, community, or common name of project area: \_\_\_\_\_

**6. Project Area:** For all projects, provide an estimate of the number of habitable structures in the SRA that will be impacted by the project. For projects proposing fuel reduction activities, provide the most appropriate metric that the success of the project will be judged.

Estimated number of Habitable Structures in the SRA impacted: \_\_\_\_\_

Fuel reduction projects only, choose one:

Fuels Treatment Area (acres): \_\_\_\_\_ Linear Feature Distance (feet): \_\_\_\_\_

Material Removed (yd<sup>3</sup>) \_\_\_\_\_ Equipment Time (hours): \_\_\_\_\_

**7. Fire Hazard Severity Zones (FHSZ):** Provide an estimate of the proportion of each FHSZ in the project area. FHSZ ratings by county are available at the Fire and Resource Assessment Program website at: [http://www.fire.ca.gov/fire\\_prevention/fire\\_prevention\\_wildland\\_zones\\_maps.php](http://www.fire.ca.gov/fire_prevention/fire_prevention_wildland_zones_maps.php)

Moderate FHSZ (%): \_\_\_\_\_ High FHSZ (%): \_\_\_\_\_ Very High FHSZ (%): \_\_\_\_\_

**8. Project Budget:** Please provide the total grant request, any funds provided through other funding sources, and the total project budget.

Total SRAFPF Grant funds requested (\$): \_\_\_\_\_

Funds from other sources (\$): \_\_\_\_\_

Total Project Budget (\$): \_\_\_\_\_

**9. Project Description:** Please provide a brief, but thorough, description of the proposed project.

- a. Describe the proposed activity and how will it reduce the risk and potential impacts from wildfire to habitable structures in the SRA?
- b. What are the projects goals and objectives?
- c. Describe the project area and why this area was chosen. If a map will not be submitted with your concept proposal, please describe the project boundaries in this section.
- d. If applicable, how will the requirements of the California Environmental Quality Act (CEQA) be met?
- e. Identify the anticipated material, personnel, and administrative costs associated with the project.
- f. Identify the source of any additional funding (monetary or in-kind services) anticipated to contribute to this project.

Fillable text box – limited to 2500 characters

**10. Project Milestones and Deliverables:** Please list the specific products or services to be produced as a result of the proposed project that can be used to measure success. Include the anticipated dates of any milestones that will be used to evaluate the progress of the project. *(Maximum 2000 characters, including spaces)*

Fillable text box – limited to 2000 characters

**11. Applicant Experience:** Please identify the applicant’s previous experiences in performing similar work to that of the proposed project. If applicable, briefly list the outcomes of previous grant work performed by the applicant. If the applicant lacks prior grant experience, please describe the capabilities of your organization and any safeguards in place to ensure a successful outcome for the proposed project. *(Maximum 2000 characters, including spaces)*

Fillable text box – limited to 2000 characters

**12. Concept Proposal Submission:** Be sure to save a copy of this form for your records. Submit one (1) copy of this concept proposal with all supporting materials either electronically to [CALFIRE.Grants@fire.ca.gov](mailto:CALFIRE.Grants@fire.ca.gov), or in hard copy form to the address listed at the top of this application. For electronic submissions, please use "FPF Grant Concept Proposal" in the e-mail subject line and include yourself as a CC. Your CC will be proof of your submittal.

Submitted by: \_\_\_\_\_  
Name and Title

Date: \_\_\_\_\_

Print Form

Submit by e-mail

## **SRA Fire Prevention Fund Grant Program Concept Proposal Instructions**

Several items on the Concept Proposal warrant further explanation and are discussed in order as they appear on the form:

**Item 1: Project Name:** Please provide a name for your project. Though not required, many project names include both geographical and activity information (Ex. Ralston Ridge Fuel Break).

**Item 2: Sponsoring Organization/Organization Type:** Please provide the name and contact information of the sponsoring organization and the project manager for the proposed project in the space provided. Types of eligible organizations are listed in the drop down menu. Choose the category that best describes your organization from this list. If you choose other, please briefly describe your organization in the space provided.

Non-profit applicants will be required to submit articles of incorporation, including a seal from the Secretary of State, to verify that they are an eligible non-profit organized under Section 501(c)(3) of the federal Internal Revenue Code.

**Item 3: Project Activity:** Eligible activities for funding under the State Responsibility Area Fire Prevention Fund (SRAFPF) Grant Program are education, planning, and hazardous fuel reduction activities that are designed to reduce the risks and potential impacts associated with wildfire to habitable structures in the State Responsibility Area (SRA). If “other” is selected from the drop down list, provide a concise description of the proposed activity in the space provided. A more detailed explanation of the project and its benefits should be provided in Item 9.

**Item 4: Grant Period:** The execution date for successful grants will generally be in March of the year after application. For example, concept proposals submitted in September of 2015 would generally be funded, if successful, in March of 2016.

**Item 5: Project Location:** The township, range, and section of your project area can be found on most maps. USGS topographic maps are good sources for this information. The Bureau of Land Management provides a map of California’s principle meridians and base lines at <http://www.blm.gov/cadastral/meridians/Caleneva.htm>.

A map of the Cal Fire administrative Units and Contract Counties is available at [http://frap.fire.ca.gov/data/frapgismaps/pdfs/admin\\_units\\_09.pdf](http://frap.fire.ca.gov/data/frapgismaps/pdfs/admin_units_09.pdf). You may also obtain this information by calling your local CAL FIRE station. This information will allow CAL FIRE to identify the appropriate local personnel to act as the contact person for your project.

Providing an address, community, or common name of the project area will allow a person with local knowledge of the area better understand the targeted area of the proposed project.

An 8½ by 11 inch project map is required for hazardous fuel reduction projects. Planning and educational projects should consider including a map of the targeted communities to clarify the geographic extent of the proposed project. If a map will not be provided, a narrative description of the project area is required in the Project Description, Item 9 of the Concept Proposal.

Maps submitted electronically should be in PDF format and be designed to print on standard 8½ by 11 inch paper. The map scale should be 1:24,000 or greater and include a title and legend. The project name and applicants name should be included in the title of the map. The map should clearly show project boundaries, treatment area(s) by type, and any other information necessary for reviewers to understand the material presented on the map.

**Item 6: Project Area:** For all projects, estimate the number of habitable structures in the SRA that will be impacted by the project. SRA Boundaries may be found by county on the Fire and Resource Assessment Program website at [http://frap.fire.ca.gov/data/frapgismaps/frapgismaps-sra\\_map\\_download.php](http://frap.fire.ca.gov/data/frapgismaps/frapgismaps-sra_map_download.php). The Board also maintains an on-line SRA Viewer tool at the following website: [http://www.bof.fire.ca.gov/sra\\_viewer\\_intro\\_page/](http://www.bof.fire.ca.gov/sra_viewer_intro_page/). The number of habitable structures in a focused area may be estimated from local knowledge or aerial imagery on GIS software, such as Google Earth (<https://www.google.com/earth/>).

For projects proposing fuel reduction activities, provide an estimate of the metric to be used to judge the project's success. Please list only the single most appropriate metric in this item. Examples are provided below of appropriate projects for each metric.

- Fuels Treatment Area (acres): Projects proposing large areas of targeted fuel reduction around communities or in the wildlands adjacent to communities.
- Linear Feature Distance (feet): Projects proposing linear fuelbreaks of roughly equal width along roads, ridges, powerlines, or other linear features; roadside brushing projects.
- Material Removed (yd<sup>3</sup>): Community green waste bin projects; community chipping/grinding days where the community can drop off vegetative material at a centralized location for processing and removal; other projects where the material is hauled off-site and the volume of removed material can be estimated.
- Equipment Time (hours): Community chipping projects where the chipper travels to residences, or stays at a centralized location, and the chipped material remains on site.

**Item 7: Fire Hazard Severity Zones (FHSZ):** Estimate the proportion of the project area that is in moderate, high, or very high FHSZ rating categories. The total should equal 100%.

FHSZ may be determined by accessing the county maps at the following website [http://calfire.ca.gov/fire\\_prevention/fire\\_prevention\\_wildland\\_zones\\_maps.php](http://calfire.ca.gov/fire_prevention/fire_prevention_wildland_zones_maps.php). Click on the county your project is in to bring up the county map.

**Item 8: Project Budget:** Provide an estimate of the total grant funding being requested, the expected matching funds from other sources (including the value of any in-kind contributions), and the total project budget.

The value of in-kind labor can be estimated by using the latest values provided by the Independent Sector at the following website [https://www.independentsector.org/volunteer\\_time](https://www.independentsector.org/volunteer_time).

Please remember that the purchase of capital equipment over \$5,000 with a useful life beyond the implementation of the project and grants with administrative charges greater than 12% are not allowed.

**Item 9: Project Description:** Use this section to give a broad overview of the proposed project and the expected fire prevention benefits. Answer each prompt thoroughly to give the reviewer a clear picture of the where and when the proposed activities will occur, the anticipated costs, and the desired outcomes. Provide any additional information that you think is necessary to completely describe your project.

**Item 10: Project Milestones and Deliverables:** Use this section to identify the expected outcomes from the project, and the anticipated timing of any major milestones. Consider the various phases of your project that need to be completed to successfully accomplish the project's objectives. The following are brief examples of appropriate milestones and deliverables for various projects:

An education project may have a deliverable of 10 community meetings as evidenced by the sign-in sheet. Milestones may include the development of the education curriculum within three months and the completion of the first 5 meetings within 1 year of the project being funded.

A roadside fuelbreak may have a deliverable of reducing the canopy to 50% and eliminating the ladder fuel within 150 feet of either side of a road for 1 mile. Project milestones may include project design and completion of the CEQA documentation within 6 months of the project being funded.

A planning project may have a deliverable of updating a 10-year old CWPP for a specific community. Milestones may include identifying key local, state and federal stakeholders within 3 months, and the completion of 5 community outreach meetings within 6 months of project funding.

**Item 11. Applicant Experience:** Use this section to highlight projects undertaken by your organization in the past that show your capability to successfully perform the proposed project. Organizations with little experience are encouraged to partner with organizations that have a demonstrated capacity to perform the proposed work.

**Item 12: Concept Proposal Submission:** Concept Proposals, with any additional supporting material, may be submitted either by mail or email per the instructions on the Application form. Include the name and title of the individual submitting the concept proposal.

## SRA Fire Prevention Fund Grant Program Concept Proposal Evaluation Criteria

The following evaluation worksheet shall be used to determine if the Concept Proposal is complete and the proposed project is eligible to be considered for funding through the State Responsibility Area Fire Prevention Fund (SRAFPF). Evaluation Criteria are numbered and ordered to correspond with the concept proposal worksheet. The criteria below require only a yes or no answer. Proposals that score a “no” on one or more of the criteria below will be considered ineligible for funding through the SRAFPF. Projects meeting these minimum criteria will be invited to submit a complete application to be considered for project funding.

### Evaluation Criteria (numbers correspond to items on concept proposal):

2. Is the organization an eligible organization? If the organization is a non-profit, was a copy of the articles of incorporation included?  Yes  No
3. Is the proposed project an authorized activity?  Yes  No
4. Will the proposed project be completed within the allowable timeframe?  Yes  No
5. **a:** Is the location of the project adequately described\*?  Yes  No
- b:** Is the proposed project wholly in the SRA\*?  
- If no, is the primary objective of this project to reduce the risk of wildfire to habitable structures in the SRA (see Item 9 if necessary)?  Yes  No
- \*Note: If a map is not provided, a complete description of the project boundaries for planning and education projects will be located in Item 9.
6. Does the concept proposal identify the estimated number of habitable structures that will be impacted? If a fuel reduction project, does it provide an appropriate metric to measure the project’s success?  Yes  No
7. Is the estimate of FHSZs reasonable?  Yes  No
8. Is the project budget reasonable for the identified deliverables in Item 10?  Yes  No

- 9. a:** Does the project description provide a clear understanding of what the project proposes?  Yes  No
- b:** Does the project clearly describe the reduction of risk from wildfire to habitable structures in the SRA?  Yes  No
- c:** Are the goals and objectives of the project clearly described?  Yes  No
- d:** Are the expected material, personnel, and administrative costs associated with the project identified?  Yes  No
- e:** Are additional funding sources identified, if any were proposed in Item 8?  Yes  No
- 10. a:** Are the project deliverables clearly described?  Yes  No
- b:** Are milestones and the time frame for reaching them identified and reasonable?  Yes  No
- 11. a:** Does the applicant identify previous experience successfully carrying out projects similar to the proposed project?  
- If no, does the applicant describe the capabilities of their organization and identify reasons why a successful outcome can be expected?  Yes  No
- b:** If applicable, does the applicant provide a brief list of prior grant funded work performed by the organization?  Yes  No

Evaluator

Date

Project tracking #::  Sponsoring Organization:



## SRA Fire Prevention Fund Grant Program Scope of Work



The Scope of Work is included to allow the applicant to provide a narrative description of the proposed project and associated activities. This will provide the primary information used to rank the relative merits of your project against others also being considered for funding. The questions included below are designed to prompt the applicant to address each of the specific evaluation criteria that will be used to score your project. Please be sure to address each item listed below so that the full impacts of your proposed project can be considered during the project evaluation and selection phase of this grant program. You may either use this form or create a separate document. 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 document will be submitted as a component of your Project Application. Please include the project tracking number included on your invitation to apply and the name of the sponsoring organization within the header of this document.

### A. Benefit to Habitable Structures in the State Responsibility Area (SRA) (25 points)

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

#### Fuel Reduction Projects

1. Describe the geographic scope of the project, including an estimate of the number of habitable structures in the SRA 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 SRA.
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?

#### 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 SRA 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?

Appendix E – Project Application

Project tracking #::  Sponsoring Organization:

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.

**Education Projects**

1. Describe the specific message of the education campaign and how it relates to reducing the risk of wildfire to owners of structures in the SRA.
2. Describe the target audience of the education campaign and how information will be distributed to this audience.
3. Will the education campaign 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 SRA 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 type: fuel reduction, planning, or education. (Expandable Text Box)

**B. Relationship to Strategic Plans (20 points)**

1. 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 (15 points)**

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](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 SRA.

(Expandable Text Box)

Appendix E – Project Application

Project tracking #::  Sponsoring Organization:

**D. Community Support (15 points)**

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.

(Expandable Text Box)

**E. Project Implementation (10 points)**

1. Discuss the anticipated timeline for the project. Make sure to take seasonal restrictions into account.
2. Describe the milestones that will be used to measure the progress of the project.
3. Describe measurable outcomes (i.e. project deliverables) that will be used to measure the project's success.

(Expandable Text Box)

**F. Budget (10 points)**

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.
2. Are the costs for each proposed activity reasonable for the geographic area 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?
4. Identify any administrative expenses and describe why they are necessary for successful project implementation. Administrative expenses to be paid by the SRAFPF grant must be less than 12% of the total grant request.

(Expandable Text Box)

Appendix E – Project Application

Project tracking #::  Sponsoring Organization:

**E. Administration (5 points)**

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)



State Responsibility Area Fire Prevention Fund Grant Program  
Project Budget Instructions

Use the Excel spreadsheet budget template from the grant program website to construct the project budget. The Project Budget worksheet has formulas in many of the cells. The worksheet has been protected so that the formulas are not accidentally overwritten.

Columns A – B contain headers for each budget category. These correspond with the eligible costs described in the SRAFPF Procedure Guide. Use column B to provide a concise description of each cost. Provide an expanded description of each cost and why it is necessary to support the project in Item F of the Scope of Work document.

Columns C – E contain the cost basis data entries. Enter the total number of units (hours, days, etc) for each line in column C. Select the appropriate unit of measure (hours, days, etc) from the drop down menu by hovering your mouse over any cell in column D. Insert the cost per unit in column E.

Columns F – H show the source of funding for each budget line item identified in C – E. Identify the percentage of the identified cost that will be paid for by the grant, the grantee, or partner organizations. The sum of cells F – H should equal 100%.

Columns I – L contain formulas that automatically total the cost of each line item by funding source, as well as the aggregate total cost. These cells use the data entered in cells C – H to calculate these values and are locked to prevent inadvertent overwriting of the formulas. The cells may be unlocked by following the process outlined below should that become necessary.

Unlocking protected cells may be necessary to insert additional rows or columns for more complex budgets. To unlock protected cells in Excel:

1. Select the “Review” tab
2. Select “Unprotect Sheet” from the ribbon
3. The worksheet can now be edited. Be sure to check that formulas are still working correctly and to copy the appropriate formulas from adjacent cells to newly added rows or columns.

Specific cell entries: The following is provided to clarify the expected responses for each portion of the Budget Worksheet. The cell numbers refer to the location of this information in the unmodified Budget Worksheet. Definitions of each category are also included in the SRAFPF Procedural Guide under the heading “Eligible Costs”.

- **Tracking # (cell B1):** This is the Project Tracking number that was issued to your project in the Invitation to Apply letter.
- **Project Name (cell B2):** Project Name that was given to the project on the Concept Proposal.
- **Salaries and Wages (Rows 6-14):** List all salaries for wage earning personnel employed by the grantee/contractor (not subcontractor) directly working on the project.
- **Employee Benefits (Rows 16-24):** Identify the costs of benefits for personnel employed by the grantee/contractor (not a subcontractor) directly working on the project.
- **Contractual (Rows 26-31):** List contracts necessary to carry out the project as approved.
- **Travel and Per Diem (Rows 33-37):** Expenses for travel (mileage, motel, meals, incidentals) necessary to carry out the project as approved. Please see the discussion of “Eligible Costs”

under the “Project Administration” in the SRAFPF Procedural Guide for travel reimbursement rates.

- **Supplies (Rows 39-44):** Identify the necessary supplies to carry out the project as approved. A purchase of equipment costing less than \$5,000 per unit is considered minor equipment and is included in this section of the budget.
- **Equipment (Rows 46-51):** If applicable, identify any equipment that will be rented, leased, or is owned by the grantee and will be charged to the project.
- **Other Costs (Rows 53-63):** Other costs that do not fit into the categories above and that are directly related to the grant project.
- **Indirect Costs (Cell H65):** Expenses of doing business that are of a general nature and are incurred to benefit at two or more functions within an organization. These costs are not usually identified specifically with an individual 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 the SRAFPF Grant Project; functions such as personnel, business services, information technology, and janitorial; and salaries of supervisors and managers. Indirect costs can be no greater than 12% of the grant amount.

Certain values in your Budget Worksheet are required to complete Item number 8 of the Concept Proposal. Please make sure that these numbers match prior to submitting your Project Application. Again the cell numbers correspond to the unmodified Budget Worksheet.

- Total SRAFPF Grant Funds requested (cell I68)
- Funds from other sources (sum of cells J68 and K68)
- Total project budget (cell L68)

Submit the Project Budget with your complete Project Application by the date indicated on your letter to apply. Save the Project Budget with the Project Tracking Number provided in your invitation to apply letter. The format should be similar to the following example: 15-SRA-HF-01-XXXX-UUU-Budget.xls, where XXX is the project number and UUU is the 3-letter CAL FIRE Unit/Contract County identifier provided in the invitation to apply letter.

## SRA Fire Prevention Fund Grant Program Map Requirements

Hazardous fuel reduction projects are required to include a map identifying the specific location treatment activities are proposed. This requirement will allow reviewers to evaluate the potential effectiveness and potential environmental impacts from the proposed project. Planning and educational projects should consider submitting a map of the targeted communities if it would clarify the geographic extent of the proposed project.

Maps should be submitted on 8½ by 11 inch paper at a scale of 1:24,000 or greater. Digitally submitted maps should be designed to print on paper measuring 8½ by 11 inches and be submitted in a common format that does not take specialized software to open such as PDF or JPEG. Multiple maps may be submitted when necessary for clarity.

Hazardous fuel reduction project maps should meet the following criteria:

- Include a title, legend and scale
  - The title should include the project name, project tracking number, and project proponent
- Symbology must be reproducible in black and white
- Include the following features:
  - Project boundaries
  - Treatment areas by type (if multiple treatments are proposed)
  - Location of access roads
  - Location of watercourses
  - Location of known sensitive biological resources
  - Contour lines
  - Township, Range, Section or other locational information (ex. Latitude/Longitude)
  - Enough of the surrounding area to give the reviewer a sense of the spatial relationship of the project to the surrounding community (this may be on a separate map at a larger scale)

Consider also including:

- SRA boundaries
- Ownership boundaries
- Location of habitable structures
- Other information necessary for reviewers to understand the material presented on the map

Appendix E – Project Application  
**SRAFPF Grant Program Evaluation Criteria**

The following 100 point scale shall be used to evaluate and rank projects recommended by the local units for funding under the Fire Prevention Fund (FPF) Grant Program. The first 25 points are specific to the type of project proposed: fuel reduction, planning, or education. The remaining 75 points are common to the FPF Grant projects. The maximum points available for each criterion have been established by the Board. The evaluator shall award points based on how strongly the project addresses the concerns of each criterion.

Projects will be evaluated for the first 25 points based on the project specific criteria below. Choose the most appropriate evaluation criteria for the type of project being proposed (fuel reduction, planning, or education).

Points 25	<b>Benefit to Habitable Structures in the State Responsibility Area (SRA)</b>
<b>Fuel Reduction Criteria</b>	<ol style="list-style-type: none"> <li>1. Is the geographic scope of the project, including the number of habitable structures in the SRA that will benefit, clearly defined?</li> <li>2. Are the goals, objectives and outcomes of the project well-defined?</li> <li>3. Does the project provide a clear rationale for how the project will benefit habitable structures within the SRA?</li> <li>4. Are additional assets at risk clearly identified? This includes structures and vital community infrastructure including, but not limited to, domestic and municipal water supplies, power lines, communication facilities, and community centers.</li> <li>5. Is the scale of the project appropriate to achieve the stated goals, objectives and outcomes?</li> </ol>
<b>Planning Criteria</b>	<ol style="list-style-type: none"> <li>1. Is the geographic scope of the project, including the number of structures that will benefit, clearly defined?</li> <li>2. Will the project propose to assess risks to residents and structures in the SRA, and prioritize projects to systematically treat that risk over time?</li> <li>3. Is the project compatible with and build upon previous wildfire prevention planning efforts?</li> <li>4. Does the project identify a diverse group of key stakeholders to collaborate with throughout the planning process? Does this group include local, state and federal officials?</li> <li>5. Does the planning process contain pathways for community involvement such as public meetings or presentations at community events?</li> </ol>

Appendix E – Project Application  
**SRAFPF Grant Program Evaluation Criteria**

Points 25	<b>Benefit to Habitable Structures in the State Responsibility Area (SRA)</b>
<b>Education Criteria</b>	<ol style="list-style-type: none"> <li>1. Does the project identify the specific message of the education campaign and how it relates to reducing the risk of wildfire to owners of structures in the SRA?</li> <li>2. Are the target audience of the education campaign and the mode of information distribution well defined?</li> <li>3. Will the education campaign raise awareness of homeowner responsibilities of living in a fire prone environment?</li> <li>4. Does the education campaign include information on actions that can be taken to increase the preparedness of residents and structures in the SRA for wildfire?</li> <li>5. What is the expected outcome of the education in terms of increased or changed public awareness about wildfire?</li> </ol>

All projects will be evaluated for the remaining 75 points from the criteria below.

Points	General Criteria
20	<b>Relationship to Strategic Plans</b> <ol style="list-style-type: none"> <li>1. 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), or other long term planning document?</li> </ol>
15	<b>Degree of Risk</b> <ol style="list-style-type: none"> <li>1. Is the proposed project located within an area designated as moderate, high, or very high fire hazard severity zone as identified by the latest FRAP maps?</li> <li>2. Is the proposed project located within the wildland urban interface in close proximity to structures at risk to damage from wildland fire?</li> </ol>
15	<b>Community Support</b> <ol style="list-style-type: none"> <li>1. Does the project propose matching funds or in-kind contributions that will extend the impact of the proposed project?</li> <li>2. Does the proposed project include plans for external communications such as planned press releases, project signage, community meetings or field tours?</li> <li>3. Does the proposed project include a plan to maintain the project after the grant period has ended?</li> </ol>

Appendix E – Project Application  
**SRAFPF Grant Program Evaluation Criteria**

Points	General Criteria (continued)
10	<p><b>Project Implementation</b></p> <ol style="list-style-type: none"> <li>1. Is the timeline for project implementation and completion reasonable and achievable, taking seasonal operating restrictions into account?</li> <li>2. Does the project include milestones to measure the project's progress?</li> <li>3. Does the project include measurable outcomes to evaluate the project's success?</li> </ol>
10	<p><b>Budget</b></p> <ol style="list-style-type: none"> <li>1. Does the proposed budget clearly show how the grant funds will be spent to support the goals and objectives of the project?</li> <li>2. Are the per unit costs reasonable for the activity in the proposed geographic area?</li> <li>3. Is the total cost appropriate for the size, scope, and anticipated benefit of the project?</li> <li>4. Are the proposed administrative expenses clearly shown to be necessary for successful project implementation? Are the administrative expenses to be paid by the FPF grant less than 12% of the grant request?</li> </ol>
5	<p><b>Administration</b></p> <ol style="list-style-type: none"> <li>1. Does the project proponent have experience successfully delivering the type of project proposed? If not, has the proponent partnered with an organization that can support their project as proposed?</li> <li>2. Does the project proponent identify who will be responsible for tracking project expenses and maintaining project records?</li> </ol>

“Habitable Structure”, for purposes of implementation of Sections 4210-4228 of the Public Resources Code, means a building containing one or more dwelling units or that can be occupied for residential use. Buildings occupied for residential use include single family homes, multi-dwelling structures, mobile and manufactured homes, and condominiums. Habitable structures do not include incidental buildings such as detached garages, barns, outdoor sanitation facilities, and sheds.

“Dwelling Unit”, for purposes of implementation of Sections 4210-4228 of the Public Resources Code, is a unit providing independent living facilities for one or more persons, including provisions for living, sleeping, eating, cooking, and sanitation. Mobile and manufactured homes and condominiums are considered as dwelling units.