

**EFFECTIVENESS MONITORING COMMITTEE**

P.O. Box 944246  
SACRAMENTO, CA 94244-2460

Website: [www.bof.fire.ca.gov](http://www.bof.fire.ca.gov)  
(916) 653-8007

**CALIFORNIA  
GRANTS  
PORTAL**



**EFFECTIVENESS MONITORING PROGRAM GRANT GUIDELINES  
FISCAL YEAR 2022–2023 REQUEST FOR PROPOSALS  
Initial Project Concept Proposals Due **Wednesday, May 17, 2023****

**Effectiveness Monitoring Committee  
State Board of Forestry and Fire Protection**

**I. EFFECTIVENESS MONITORING COMMITTEE PROGRAM SUMMARY**

The Effectiveness Monitoring Committee (EMC) is an advisory body to the California State Board of Forestry and Fire Protection (Board) that is intended to fund robust scientific research aimed at testing the efficacy of the California Forest Practice Rules (FPRs) and other natural resource protection statutes, laws, codes, and associated regulations. The EMC creates an active feedback loop to policymakers, managers, agencies, and the public by facilitating the transfer of research results to policy; the EMC does so by working with Project Investigators to produce white papers, publish scientific reports and journal articles, and present policy implications to the Board for consideration. The FPRs and the Board’s related policies and regulations address a variety of natural resource issues including, but not limited to, watershed science, wildlife concerns, and wildfire hazard. As a result, projects funded by the EMC span a wide array of topics and approaches but are generally focused on timberlands and rangelands in California, consistent with the Board’s jurisdiction.

The EMC is seeking project proposals that:

- (1) Address one or more of the **critical monitoring questions** identified in the [EMC 2022 Strategic Plan](#),<sup>1</sup> and
- (2) Address **natural resource protection issues** that are important for **California forestlands**.

The **critical monitoring questions** referenced in (1) above are organized under **12** themes:

- |                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Projects that address multiple EMC themes and critical monitoring questions within a given theme will generally be ranked higher than those that only address a single theme and critical question, particularly if the projects align with the EMC’s prioritized critical | <ol style="list-style-type: none"> <li>6. <u>Wildfire hazard</u></li> <li>7. <u>Wildlife habitat: species and nest sites</u></li> <li>8. <u>Wildlife habitat: seral stages</u></li> <li>9. <u>Wildlife habitat: cumulative impacts</u></li> <li>10. <u>Wildlife habitat: structures</u></li> <li>11. <u>Hardwood values</u></li> <li>12. <u>Climate and wildfire resilience</u></li> </ol> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Deleted: <object>

Deleted: 11

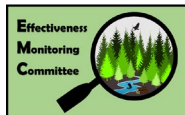
Formatted: Font: 11 pt

<sup>1</sup> <https://bof.fire.ca.gov/media/vaffvb42/2022-emc-strategic-plan-final.pdf>

## EFFECTIVENESS MONITORING COMMITTEE

P.O. Box 944246  
SACRAMENTO, CA 94244-2460

Website: [www.bof.fire.ca.gov](http://www.bof.fire.ca.gov)  
(916) 653-8007



questions in that funding year. Five to six prioritized critical questions are determined by vote amongst the current EMC members at the beginning of each calendar year (see **Section VII.a. Evaluation Criteria**, for details):

Among the 11 12 above-referenced themes, the EMC has prioritized the following five thematic questions for Fiscal Year (FY) 2023/24, though this shall not exclude compelling thematic questions posed outside of the below list:

Deleted: 11

- **Question 6c:** Are the FPRs and associated regulations effective in managing fuel loads, vegetation patterns and fuel breaks for fire hazard reduction?
- **Question 11a:** Are the FPRs and associated regulations effective in retaining diverse forests with a mixture of tree species that includes hardwoods [14 California Code of Regulations (CCR) § 897 (b)(1)]?
- **Question 6a:** Are the FPRs and associated regulations effective in treating post-harvest slash and slash piles to modify fire behavior?
- **Question 5b:** Are the FPRs and associated regulations effective in maintaining and restoring the distribution of foraging, rearing and spawning habitat for anadromous salmonids?
- **Question 8b:** Are the FPRs and associated regulations effective in maintaining or increasing the amount and distribution of late succession forest stands for wildlife?

All thematic questions associated with each of the 11 themes are listed in the [EMC 2022 Strategic Plan](#).<sup>2</sup>

### II. FUNDING AVAILABILITY

The Board anticipates having up to \$425,000 available to fund EMC projects each FY for the 2023/2024, 2024/25, and 2025/26, for a total of up to \$1,275,000 to fund research over three years.

Funding available for **newly proposed** projects is as follows: **\$927,595 over three FYs, comprising \$220,524 in FY 2023/24; \$282,071 in FY 2024/25; and \$425,000 in FY 2025/26.**

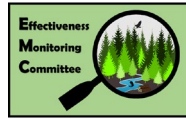
### III. AWARD LIMITATIONS

<sup>2</sup> <https://bof.fire.ca.gov/media/vaffvb42/2022-emc-strategic-plan-final.pdf>

**EFFECTIVENESS MONITORING COMMITTEE**

P.O. Box 944246  
 SACRAMENTO, CA 94244-2460

Website: [www.bof.fire.ca.gov](http://www.bof.fire.ca.gov)  
 (916) 653-8007



In FY 2023/2024, up to \$425,000 will be awarded to eligible researchers through the EMC’s Effectiveness Monitoring Program. An individual project proponent may request and be awarded up to \$1,275,000, or the total amount available over the three-year period starting in the FY for this RFP, with funding installments of up to \$425,000 annually, or the total amount available within that FY, for up to three FYs with demonstrated progress towards project completion. For multi-year projects, project status will be reviewed annually prior to approval of award funding allocated to subsequent year(s) of the project to ensure that satisfactory progress has been made towards the objectives and deliverables as stated in the project proposal and scope of work.

Applicants requesting more than the amount available for funding will not be considered. In the case that EMC funding for the full three years is awarded to one project, project solicitation may not occur in the subsequent two years. While the EMC may choose to fund projects that span multiple FYs, up to the annual funding cap, the EMC prefers to fund multiple research projects annually. Proposers should keep this in mind when developing their project and annual budget requests. Longer-term projects (greater than three years) may re-apply for additional funding through the competitive grants process.

To receive EMC approval, all eligible costs must be incurred during the project period as defined by the start and end date shown on the grant award. Any pre-award costs incurred prior to the start of the project period are incurred by the applicant and will not be reimbursed.

**IV. TIMELINE AND DEADLINES**

A general timeline for review of EMC project proposals and funding decisions is as follows:

**Table 1. Approximate Timeline for Effectiveness Monitoring Committee Project Proposal Submission and Administration. Subject to change.**

	<del>Mar 2023</del>	<del>May 2023</del>	<del>Jun/Jul 2023</del>	<del>Jul/Aug 2023</del>	<del>Aug 2023</del>	<del>Oct/Nov 2023</del>
Solicitation of Project Proposals released	Initial Concept Proposals due; EMC will review and request Full Project Proposals	Full Project Proposals due	EMC will rank projects and recommend funding	EMC will notify applicants; grants developed	Funds dispersed; project work begins	

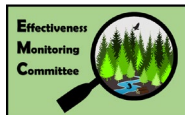
The Initial Concept Proposal for the 2023/2024 FY is due on **Wednesday, May 17, 2023** at 5:00 pm Pacific Daylight Time (PDT).

- Formatted: Font: Bold
- Deleted: July
- Deleted: Aug
- Deleted: / Sep
- Deleted: Oct
- Deleted: Nov
- Deleted: Dec
- Deleted: Mar
- Deleted: Apr
- Formatted Table

## EFFECTIVENESS MONITORING COMMITTEE

P.O. Box 944246  
SACRAMENTO, CA 94244-2460

Website: [www.bof.fire.ca.gov](http://www.bof.fire.ca.gov)  
(916) 653-8007



If endorsed, the EMC will request a more detailed Full Project Proposal generally in September, which will generally be due in June or July on the date provided in the email notification.

### V. ELIGIBILITY

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

#### A. ELIGIBLE ACTIVITIES

Eligible projects will be effectiveness monitoring projects which test a specific FPR or other rule or regulation under the Board's jurisdiction and which addresses one or more of the Critical Monitoring Questions in Section 2.4 of the [EMC's Strategic Plan](#).<sup>3</sup>

Proposed projects must clearly apply to management activities on private timberlands in California. Projects on public land may be eligible for EMC funding so long as they clearly apply to the activities and systems that exist on non-federal timberland.

The EMC also encourages proposals that address critical monitoring questions and themes that have not been addressed by previously funded projects.

All funding awards will be distributed through state procurement processes.

#### B. ELIGIBLE ORGANIZATIONS AND PARTNERS

Eligible applicants are local, state, and federal agencies including federal land management agencies; institutions of higher education; special purpose districts (e.g., public utilities districts, fire districts, conservation districts, and ports); Native American tribes; private landowners; for-profit entities; and non-profit 501(c)(3) organizations (e.g., fire safe councils, land trusts).

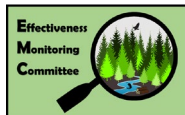
Applicants may work cooperatively with local partners to implement projects and achieve an outcome that is larger than the sum of the individual projects that may have been undertaken by each partnering organization independently. Applicants should take care to clearly indicate what work will be completed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

<sup>3</sup> <https://bof.fire.ca.gov/media/9122/2018-emc-strategic-plan-ada.pdf>

## EFFECTIVENESS MONITORING COMMITTEE

P.O. Box 944246  
SACRAMENTO, CA 94244-2460

Website: [www.bof.fire.ca.gov](http://www.bof.fire.ca.gov)  
(916) 653-8007



Your agency, business, or organization must have an active registration in the System for Award Management<sup>4</sup> (SAM) to apply. You must include a screenshot of the SAM registration page in the application appendices to be eligible for an award. There is no charge for registration. Active registration must be maintained throughout the life of the award. **Please Note: The approval process for a new or renewal SAM's registration can take several months. Please plan accordingly.**

### C. PROJECT SCALE

Proposed projects should focus on large, landscape-scale forestlands composed of one or more landowners, which may cover multiple jurisdictions. Proposed projects that have a wide geographic scope or a wide applicability of results within the State are preferred.

### D. PROJECT READINESS

Eligible projects awarded in the 2023/24 FY must complete all grant-related work by no later than **March 31, 2026**, although publications and final reporting—including scientific meeting abstracts or other presentations—may occur after this date and should be provided to the EMC within 12 months of official date of publication.

### E. TRANSPARENCY AND CONFLICTS OF INTEREST

All proposals, requests for funding, ranking results, and related project materials will be made publicly available on the [EMC's website](#).<sup>5</sup> Final results and data from EMC-approved projects will also be publicly available.

If an EMC member is the principal investigator or a collaborator on a proposed project, the EMC member will recuse themselves from ranking that project or participating in funding recommendations for that project. Applicants and EMC members shall disclose to the EMC any potential financial or non-financial conflicts of interests related to the proposal, including direct or indirect financial or non-financial relationships with the EMC, Board, Department, or applicants. The EMC member with the potential conflict of interest will abstain from voting on any items that relate to the conflict and avoid influencing any related decision.

For-profit organizations or entities that could benefit (either directly or indirectly) financially from the proposed project outcomes may only participate as an in-kind contributor and may not participate in any activities or analyses that result in project findings or outcomes. For-profit organizations or individuals must clearly detail their

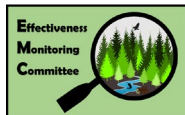
<sup>4</sup> <https://sam.gov/content/home>

<sup>5</sup> <https://bof.fire.ca.gov/board-committees/effectiveness-monitoring-committee/>

## EFFECTIVENESS MONITORING COMMITTEE

P.O. Box 944246  
SACRAMENTO, CA 94244-2460

Website: [www.bof.fire.ca.gov](http://www.bof.fire.ca.gov)  
(916) 653-8007



role(s) in the proposed research, such as in-kind contributions of labor, equipment, or access to land. All research activities related to the collecting or analyzing data or reporting on the results must be performed by research institutions or individuals affiliated with such institutions.

Applicants should clearly indicate what work will be completed with funds from this solicitation if partnerships are noted. Generally, project proponents must avoid participating in or influencing any decision in which they have a direct or indirect financial interest or other personal interest.

### VI. APPLICATION SUBMISSION INFORMATION

#### A. APPLICATION

The EMC requires that proposals be submitted on the EMC's proposal templates, as described below. While applicants are encouraged to review past accepted projects on the [EMC's website](#),<sup>6</sup> the previous years' proposals may not adhere to the current formatting or submission standards.

Initial Concept Proposals are solicited annually in July. Applicants must submit a project summary for initial review using the ["Initial Concept Proposal" template](#)<sup>7</sup> found on the [EMC's website](#).<sup>6</sup> The Initial Concept Proposal is due on **Wednesday, May 17, 2023** at 5:00 pm PST. This information may also be found by searching for the "Effectiveness Monitoring Committee" on the [California Grants Portal](#).<sup>8</sup> Information on how to submit your proposal is found in **Section IX. Proposal Submission and Contact Information**.

If endorsed, the EMC will request a ["Full Project Proposal"](#)<sup>9</sup> generally in May or June, which will generally be due in June or July on the date provided in the email notification. The Full Project Proposal must include additional project information and a detailed Budget broken down by year. The EMC will evaluate the project and consider it for final approval and funding recommendations to the Board. All sections of the templates must be filled out and may be broken into further subsections if necessary. There is no page requirement or page limit for the Full Project Proposal. All templates

<sup>6</sup> <https://bof.fire.ca.gov/board-committees/effectiveness-monitoring-committee/>

<sup>7</sup> <https://bof.fire.ca.gov/media/9176/concept-proposal-template-6419-ada.pdf>

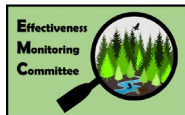
<sup>8</sup> <https://www.grants.ca.gov/>

<sup>9</sup> <https://bof.fire.ca.gov/media/9175/clean-full-project-proposal-template-6419-ada.pdf>

## EFFECTIVENESS MONITORING COMMITTEE

P.O. Box 944246  
SACRAMENTO, CA 94244-2460

Website: [www.bof.fire.ca.gov](http://www.bof.fire.ca.gov)  
(916) 653-8007



necessary to complete an application package can be found on the California Board of Forestry and Fire Protection [EMC's website](#),<sup>10</sup> with further details described below.

### B. CONTENT AND FORM OF APPLICATION SUBMISSION

- i. **Initial Concept Proposal.** The proposal package must include all information listed below, utilizing the "[Initial Concept Proposal](#)" template<sup>11</sup> found on the [EMC's website](#),<sup>10</sup> by **Wednesday, May 17, 2023** at 5:00 pm PDT. Any documents submitted separately will not be accepted or considered. Proposals will NOT be accepted by fax machine or hard copy.
  - a. **Date Submitted**
  - b. **Project Title**
  - c. **Project #** (leave blank; to be assigned by EMC)
  - d. **Principal Investigator(s) (PI)**
  - e. **Affiliation(s) of PI(s) and Address(es)**
  - f. **Applying Organization**
  - g. **Primary Contact Phone Number(s)**
  - h. **Primary Email Contact(s) of PI(s)**
  - i. **Name(s) and Affiliation(s) of Collaborator(s)**
  - j. **Project Description. In not more than 2,000 words,** provide a problem statement, research question, description of methods, including analysis and interpretation, and identified monitoring location(s). Include:
    - i) **Project Duration** (Years/Months)
    - ii) **Background and Justification**
    - iii) **Objectives and Scope**
    - iv) **Research Methods.** Describe the methods for collecting, analyzing, and interpreting the data.
    - v) **Scientific Uncertainty and Geographic Application.** Please consult section 4.4 of the [EMC's Strategic Plan](#)<sup>12</sup> for further information. Indicate the specific geographic locations, counties, or regions of the state to which this project may have benefits; if benefits are anticipated to apply across the state, indicate "Statewide". If the benefits are also anticipated to occur outside of the state, please

<sup>10</sup> <https://bof.fire.ca.gov/board-committees/effectiveness-monitoring-committee/>

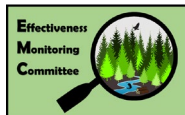
<sup>11</sup> <https://bof.fire.ca.gov/media/9176/concept-proposal-template-6419-ada.pdf>

<sup>12</sup> <https://bof.fire.ca.gov/media/9122/2018-emc-strategic-plan-ada.pdf>

## EFFECTIVENESS MONITORING COMMITTEE

P.O. Box 944246  
SACRAMENTO, CA 94244-2460

Website: [www.bof.fire.ca.gov](http://www.bof.fire.ca.gov)  
(916) 653-8007



explain. Projects may occur on sites under any kind of land ownership.

- vi) **Collaborations and Project Feasibility.**
- k. **Critical Question Theme and Forest Practice Rules or Regulations Addressed.** Please identify the Critical Questions by number and letter (as identified in the [EMC's Strategic Plan](#)<sup>13</sup>), and the associated regulations by number. Please also describe how your project will address these questions and the efficacy of each regulation.
- l. **Requested Funding.** Please provide the total amount of funding requested from the EMC, broken down by year of expenditure, with a brief justification of costs *not to exceed 200 words*.
- ii. **Full Project Proposal.** If the project proposal is endorsed for Full Proposal submission, the Project Proponent will be notified generally in May or June that the "[Full Project Proposal](#)"<sup>14</sup> will generally be due in June or July *on the date provided in the email notification*. Applicants must submit all parts of the application **in one email**, including any tables, figures, or photos as needed. **Incomplete applications will not be considered.**
  - a. **Project Details.** Building upon to the information provided in the Initial Concept Proposal, please provide additional details for all items described in Item B-i-j, Project Description, above.
  - b. **Project Deliverables.** Describe in a table the anticipated products that would be produced as a result of this research, including presentations, scientific papers, technical reports, analytical methods, or other products utilized to provide scientific translation of the research results. Include a timeline for when each item would be delivered to the EMC.
  - c. **Detailed Project Timeline.** Include the approximate months and years at which critical data sampling, analyses or presentations will occur, and anticipated months and years that products will be delivered to the EMC. The PI(s) will work with EMC project liaison(s) and Board staff to ensure critical steps are completed and deliverables are produced as indicated in the proposal. The PI(s) will be expected to provide regular updates to the EMC on project status and preliminary results, and will work with EMC project liaison(s) to produce a [Completed Research Assessment](#),<sup>15</sup> as well as provide final presentations to the EMC and the Board at open,

<sup>13</sup> <https://bof.fire.ca.gov/media/9122/2018-emc-strategic-plan-ada.pdf>

<sup>14</sup> <https://bof.fire.ca.gov/media/9175/clean-full-project-proposal-template-6419-ada.pdf>

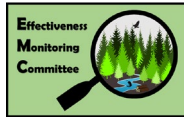
<sup>15</sup> [https://bof.fire.ca.gov/media/wktpsaxf/emc-completed-research-assessment\\_ada.pdf](https://bof.fire.ca.gov/media/wktpsaxf/emc-completed-research-assessment_ada.pdf)



**EFFECTIVENESS MONITORING COMMITTEE**

P.O. Box 944246  
 SACRAMENTO, CA 94244-2460

Website: [www.bof.fire.ca.gov](http://www.bof.fire.ca.gov)  
 (916) 653-8007



public meetings, or other appropriate forums as determined in consultation with the EMC project liaison(s).

- d. ***Detailed Budget.*** Please provide the total requested amount of funding along with a line-item budget for each FY of the project. The EMC reserves the right to request documentation supporting the reasonable need for the expense, or to show proof of expenditure. Break each "Category" into as many sub-categories as needed to fully describe your budget.

***\* Note that due to the annual posting of the state budget sometime on or after July 1 may delay or prevent access to funds during a short period of time while funds are encumbered for the new FY. Please plan accordingly to ensure continued access to funding in for up to three months following July 1 by including the anticipated budgetary need in the previous FY ending June 30. \****

Formatted: Indent: Left: 1.35", No bullets or numbering

See page 2 of the ["Full Project Proposal" Application](#)<sup>16</sup> for example table format with a year-by-year breakdown and total, including descriptions of the following items in Table 2, below, and potential forms of documentation that may be required upon submission of invoices to the EMC:

**Table 2. Budget Items, Eligible Costs, and Documentation.**

Eligible Cost	Documentation
<b>Personnel Salaries and Wages</b>	
Identify all personnel costs including field technicians, graduate students, Principal Investigators, etc. Show these values as individual rates per unit of time. Include salaries and wages of employees employed by the grantee who are DIRECTLY engaged in the execution of the grant project. Limited to actual time spent on the grant project. Examples of expenditures include time related to site visits and project monitoring, and completion of reporting related to the grant project.	Timesheets or similar documentation detailing days and hours worked on the project may be required to support invoicing. If requested, payroll documentation should show a nexus between time worked on the project and wages paid to the employee after the fact.

***Continued on next page.***

Formatted: Font: Bold

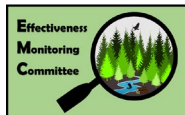
Formatted: Font: Bold, Italic

<sup>16</sup> <https://bof.fire.ca.gov/media/9175/clean-full-project-proposal-template-6419-ada.pdf>

**EFFECTIVENESS MONITORING COMMITTEE**

P.O. Box 944246  
 SACRAMENTO, CA 94244-2460

Website: [www.bof.fire.ca.gov](http://www.bof.fire.ca.gov)  
 (916) 653-8007



***Table 2, continued. Budget Items, Eligible Costs, and Documentation.***

<u>Eligible Cost</u>	<u>Documentation</u>
<b><i>Fringe Benefits</i></b>	
Cite as actual benefits or a percentage of personnel costs. Include only the employer contribution share of fringe benefits associated with employees (paid from salaries and wages Budget Item) who are directly engaged in the execution of the grant project. This will include Social Security, Medicare, Health Insurance, Pension Plan costs, etc. as applicable for the specific employee.	Same documentation as Salaries and Wages. If requested, payroll documentation showing wages and hours paid to the employee and associated fringe benefits.
<b><i>Contractual Expenses</i></b>	
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.	Invoices from Consultant/Contractor identifying expenditure, services performed and period of services. Documents related to consultant/contractor selection analysis shall be kept by the grantee but available for audit purposes.
<b><i>Travel</i></b>	
Express as per diem rates specified by <a href="#">CalHR</a> , <sup>17</sup> or verification that such rates are not available to you, such as applying entities travel policies and rates. Travel cost associated with travel to and from project sites, meetings, etc. directly related to the grant project and must be considered reasonable and necessary for the completion of the project. Reimbursement rates shall be consistent with the grantee's written travel policy.	Receipts identifying travel cost (i.e. lodging, rental cars). Mileage must be documented by either employee travel claims signed by the employee or vehicle mileage logs for vehicles owned by the grantee. Per Diem must be documented by employee travel claims. The EMC reserves the right to request a copy of the applying entities' written travel policies.

Formatted: Font: Bold, Italic  
 Formatted: Font: Bold, Italic  
 Formatted: Caption, Keep with next

***Continued on next page.***

Formatted: Font: Bold, Italic

<sup>17</sup> <https://hrmanual.calhr.ca.gov/Home/ManualItem/1/2203>

**EFFECTIVENESS MONITORING COMMITTEE**

P.O. Box 944246  
 SACRAMENTO, CA 94244-2460

Website: [www.bof.fire.ca.gov](http://www.bof.fire.ca.gov)  
 (916) 653-8007



**Table 2, continued. Budget Items, Eligible Costs, and Documentation.**

Eligible Cost	Documentation
<b>Operating Expenses</b>	
Include supplies and equipment costs as separate line items. Includes Supplies that are used in the direct support of the project. Equipment is an item exceeding \$5,000 or more per unit cost and has a tangible useful life of more than one year. 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. Grantee must include in the application package the proposed use and maintenance plans for equipment after the performance period of the grant. Disposition of equipment beyond the project performance period is subject to EMC approval; the EMC may elect to reimburse for a portion of the equipment, subject to adjustments for depreciation and the period of time that the equipment will be used in direct association with execution of the grant project.	<b>Supplies</b> exceeding \$500 per unit cost shall be documented to ensure procurement of supplies on a competitive basis and documentation of price analysis. A cost-benefit analysis to justify the cost of purchasing <b>equipment</b> versus leasing may be requested by the EMC. Cost of leased equipment charged to the grant must be substantiated with receipts identifying equipment leased, dates of lease, lease rate, and total cost. Usage of grantee equipment may be required to substantiate use, including an equipment usage log, equipment used, rate, and total rental cost. Cost of equipment purchased shall be substantiated by purchase receipt. Disposition of the equipment must be approved by the EMC in writing at the end of the grant term. The EMC reserves the right to deny equipment costs that are not deemed reasonable or necessary to execute the grant project.
<b>Other Costs</b>	
Other costs (such as rent, utilities, phones, general office supplies, etc.) that do not fit in any of the above categories. Cost must be directly related to the grant project.	Invoices or receipts identifying the item and cost charged to the grant.

Formatted: Font: Bold, Italic  
 Formatted: Caption, Keep with next

Deleted: Eligible Cost

Formatted: Font: Bold, Italic

**Continued on next page.**

**EFFECTIVENESS MONITORING COMMITTEE**

P.O. Box 944246  
 SACRAMENTO, CA 94244-2460

Website: www.bof.fire.ca.gov  
 (916) 653-8007



**Table 2, continued. Budget Items, Eligible Costs, and Documentation.**

<u>Eligible Cost</u>	<u>Documentation</u>
<b>Indirect Costs</b>	
<p>Costs associated with doing business that are of a general nature and are incurred to benefit two or more functions within the grantee organization. These costs are not usually identified specifically within the grant agreement, project, or activity, but are necessary for the general operation of the organization. Examples include salaries and benefits of employees not directly assigned to a project; functions such as personnel, accounting, budgeting, audits, business services, information technology, janitorial, and salaries of supervisors and managers; and rent, utilities, supplies, etc. Functions included as direct versus indirect costs must be applied consistently for all activities within the grantee organization, regardless of fund source.</p>	<p>Documentation related to the determination of the grantee's indirect cost rate may be requested by the EMC and must be retained by the grantee for audit purposes.</p> <p>Not to exceed 15%. Additionally, only one professor's summer salary may be included in funding requests. Indirect costs are applied as a percentage of Direct Costs. Indirect costs may not be applied to equipment purchases.</p>

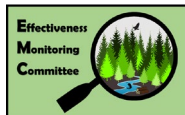
Formatted: Font: Bold, Italic  
 Formatted: Font: Bold, Italic  
 Formatted: Caption, Keep with next

- i) **Total Costs.** Sum of items in Table 2, above.
- ii) **Matching or In-Kind Contributions**
- iii) **TOTAL EMC Funding Requested**
- e. **Ineligible Costs.** The following are ineligible for reimbursement under the grant:
  - i) Costs incurred before or after the Project Performance Period.
  - ii) Cost of preparing the Project Application or other grant proposals.
  - iii) Overtime, sick time, paid time off or vacation pay for employees and/or contractors. Overtime hours will be reimbursed at the straight time rate.
  - iv) Projects or activities utilizing EMC staff without corresponding reimbursements or requests seeking funding for services already provided by EMC.
  - v) Late fees, penalties, and bank fees.
  - vi) Any indirect costs applied as a percentage of equipment purchase costs.
- f. **Additional Required Forms**
  - i) **Employer Identification Number (EIN).** Non-profit applicants shall provide Articles of Incorporation including the Seal from the Secretary

## EFFECTIVENESS MONITORING COMMITTEE

P.O. Box 944246  
SACRAMENTO, CA 94244-2460

Website: [www.bof.fire.ca.gov](http://www.bof.fire.ca.gov)  
(916) 653-8007



- of State. Business applicants shall provide proof of active business registration with the California Secretary of State.
- ii) **Letters of Support.** If collaborations or partnerships are noted in the proposal, letter of support or other forms of evidence that partners are aware of and in support of the proposed project should be provided.
  - iii) **Sample Resolution.** If nonprofit or local agency, please provide a Sample Resolution (see [example](#)<sup>18</sup>).
  - iv) **Nondiscrimination Compliance Statement** – [Form Std 19](#)<sup>19</sup>
  - v) **Drug-Free Workplace Certification** – [Form Std 21](#)<sup>20</sup>
  - vi) **Payee Data Record** – [Form Std 204](#)<sup>21</sup>
  - vii) You must include a screenshot of the SAM registration page<sup>22</sup> in the application appendices to be eligible for an award.

## VII. APPLICATION REVIEW INFORMATION

### A. EVALUATION CRITERIA

The EMC will conduct a preliminary technical review of all Initial Concept Proposals that are received by the due date. This review will consider the completeness of the proposals and whether they are within the scope of the Themes and Critical Monitoring Questions elaborated in Section 2.4 of the [EMC 2022 Strategic Plan](#).<sup>23</sup> The EMC will work with Board staff to screen proposals for any conflicts of interest. The EMC may request the Principal Investigator to provide additional information within a reasonable period. When the EMC determines that an Initial Concept is complete and within scope, it will invite the Principal Investigator to submit a Full Project Proposal by a specified date, typically in May or June.

Full Project Proposals will be evaluated by the EMC using the ranking criteria and approach outlined in Section 5.0 of the [EMC 2022 Strategic Plan](#).<sup>23</sup> Ranking results will be posted on the EMC website and applicants will be notified of the results and receive comments from the EMC. The EMC will generally complete the review of Full Project Proposals and make any funding recommendations for FY 2023/24 at the July or August meeting.

This review will consider the completeness of the proposals and whether they are within the scope of the Themes and Critical Monitoring Questions as detailed in

<sup>18</sup> [https://www.fire.ca.gov/media/10181/calfire\\_fhgrants\\_resolution19\\_20.pdf](https://www.fire.ca.gov/media/10181/calfire_fhgrants_resolution19_20.pdf)

<sup>19</sup> <https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std019.pdf>

<sup>20</sup> <https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std021.pdf>

<sup>21</sup> <https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf>

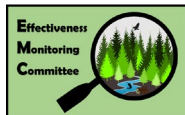
<sup>22</sup> <https://sam.gov/content/home>

<sup>23</sup> <https://bof.fire.ca.gov/media/vaffvb42/2022-emc-strategic-plan-final.pdf>

## EFFECTIVENESS MONITORING COMMITTEE

P.O. Box 944246  
SACRAMENTO, CA 94244-2460

Website: [www.bof.fire.ca.gov](http://www.bof.fire.ca.gov)  
(916) 653-8007



Section 2.4 of the [EMC 2022 Strategic Plan](#).<sup>24</sup> Principal Investigators will be invited to present and discuss their proposals at an EMC meeting. If needed, the EMC may request the Principal Investigator to provide additional information within a reasonable period.

When a Full Project Proposal is deemed complete and ready for ranking, EMC members will rank the proposal according to the ranking process. EMC members will individually rank each project and the average ranking score will be calculated for each project. No specific minimum average ranking score is required for support; rather, individual project scores will be considered relative to other project scores. Once all Full Project Proposals for the annual project cycle have been ranked, the EMC members will vote to make recommendations for allocation of available EMC funds to the Proposals, taking into consideration the project ranking score, how well the project tests the effectiveness of the FPRs, and the reasonableness of the requested budget. The EMC may decide to recommend funding a proposal in full, in part, or not at all. **The Board will make the final funding decision.**

It is the intent of the EMC to keep the ranking process transparent, with the ranking done in an easily trackable manner. The ranking will take place during regular, public meetings of the EMC. Thereafter, both the written notes of the meeting and ranking results are published on the Board's website. Project Principal Investigators will be notified of their project ranking, and any comments regarding their project referred to them from the Committee. EMC members who are the Principal Investigator or Collaborator on a project will recuse themselves from ranking their proposal.

Preference may be given to projects based on the following factors, which are used to rank the proposed projects:

*i.* **Critical Questions**

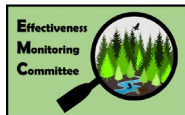
Projects that address multiple EMC critical themes and multiple critical questions within a given theme will be ranked higher than those that only address a single theme and critical question, particularly if the projects align with the EMC's prioritized critical questions in that funding year. Five to six prioritized critical questions are determined by vote amongst the current EMC members at the beginning of each calendar year. Among the 11 above referenced themes, the EMC has prioritized five thematic questions for FY 2023/24, **though this shall not exclude compelling thematic questions posed outside of those five questions:**

<sup>24</sup> <https://bof.fire.ca.gov/media/vaffvb42/2022-emc-strategic-plan-final.pdf>

## EFFECTIVENESS MONITORING COMMITTEE

P.O. Box 944246  
SACRAMENTO, CA 94244-2460

Website: [www.bof.fire.ca.gov](http://www.bof.fire.ca.gov)  
(916) 653-8007



- **Question 6c:** Are the FPRs and associated regulations effective in managing fuel loads, vegetation patterns and fuel breaks for fire hazard reduction?
- **Question 11a:** Are the FPRs and associated regulations effective in retaining diverse forests with a mixture of tree species that includes hardwoods [14 California Code of Regulations (CCR) § 897 (b)(1)]?
- **Question 6a:** Are the FPRs and associated regulations effective in treating post-harvest slash and slash piles to modify fire behavior?
- **Question 5b:** Are the FPRs and associated regulations effective in maintaining and restoring the distribution of foraging, rearing and spawning habitat for anadromous salmonids?
- **Question 8b:** Are the FPRs and associated regulations effective in maintaining or increasing the amount and distribution of late succession forest stands for wildlife?

All thematic questions associated with each of the 12 themes are listed in the [EMC 2022 Strategic Plan](#).<sup>25</sup>

Projects must describe how the study design and methods will adequately address the proposed critical question(s).

### ii. **Scientific Uncertainty**

Projects will be ranked higher when our current scientific understanding of forest practice effectiveness in the FPRs and associated regulations is incomplete. A goal is to promote projects that address large gaps in the knowledge of the effectiveness of the FPRs and associated statutes and regulations. Projects should propose to investigate high priority critical monitoring themes, as detailed in Section 2.4 of the [EMC 2022 Strategic Plan](#).<sup>25</sup>

### iii. **Geographic Application**

Proposed projects that have broad application throughout California forestlands both public and private will be ranked higher than those with application limited to a specific geomorphic region or sub-region. Projects need not be physically located in California to produce findings that apply to multiple areas in the state.

### iv. **Collaboration & Feasibility**

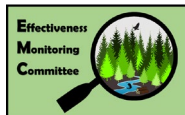
Projects will receive higher ranking when they have a broad array of collaborative partners involved with substantive expertise in the proposed study. This is to

<sup>25</sup> <https://bof.fire.ca.gov/media/9122/2018-emc-strategic-plan-ada.pdf>

## EFFECTIVENESS MONITORING COMMITTEE

P.O. Box 944246  
SACRAMENTO, CA 94244-2460

Website: [www.bof.fire.ca.gov](http://www.bof.fire.ca.gov)  
(916) 653-8007



encourage multidisciplinary approaches in the proposals. Project proponents are encouraged to collaborate with state and federal agencies, universities, private industry, NGOs, watershed groups, etc. Past performance in delivering timely, acceptable monitoring reports within available budgets will be considered.

### v. **EMC Funding Request**

The amount requested is not a ranking criterion. The proposed monitoring projects need to describe existing collaboration and funding that will ensure achieving goals and objectives of monitoring. Also, the proposals need to clearly state funding requested from the EMC. Project proponents shall provide the information on the requested funding in proportion to the total project budget.

Projects will be evaluated by each EMC member within each of the above categories. Each category will be assigned a Ranking of 1 to 5, as described in Figure 1, below. Each project will be individually ranked within each of the four categories—with the ranking for Scientific Uncertainty multiplied by a factor of 2—and the total score will be calculated by summing rankings across the categories. The final ranking score is based on the average of all total scores as ranked by each EMC member for each project. The maximum score possible is 25; the minimum score possible is 5. No specific minimum average ranking score is required for support; rather, individual project scores will be considered relative to other project scores.

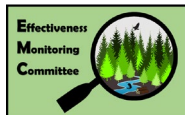
Note: the ranking and scoring system is utilized to inform the EMC members as they determine the most relevant projects to support. A higher ranking does not ensure a funding recommendation from the EMC, as the EMC reserves the right to allocate funding based on a variety of factors, including but not limited to, the ranking, current priorities and needs, and distribution of funding across FYs.



## EFFECTIVENESS MONITORING COMMITTEE

P.O. Box 944246  
SACRAMENTO, CA 94244-2460

Website: [www.bof.fire.ca.gov](http://www.bof.fire.ca.gov)  
(916) 653-8007



### Ranking Method for Monitoring Projects

- Critical Question:** Proposed monitoring project addresses one or more EMC critical monitoring questions with appropriate study design and experimental methods.
- Scientific Uncertainty:** Current scientific understanding is not well-studied or validated. This ranking is weighed twice (2 times) the weight of other rankings.
- Geographic Application:** Critical question and proposed project has broad geographic application
- Collaboration & Feasibility:** Number of active contributing collaborators relative to the monitoring subject.  
Consider the magnitude and expertise of the collaborators.  
Feasibility of monitoring project to meet stated goals and objectives within expected budget and timelines needed by the EMC, Board, or stakeholders.

On an ordinal scale of 1 to 5, with a Ranking of 5 being the most desirable, reviewers should refer to the following guidance when reviewing any category:

- 1 = Does not meet any portion of the Ranking
- 2 = Does not meet key portions of the Ranking
- 3 = May meet some portions of the Ranking, either key or ancillary
- 4 = Meets key portions of the Ranking and does not address ancillary portions
- 5 = Meets all portions of the Ranking

Figure 1. EMC Ranking Method for Proposed Projects<sup>26</sup>

### B. REVIEW AND SELECTION PROCESS

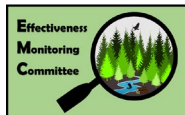
Applications will be evaluated against the criteria listed in the Evaluation Criteria subsection, above. All applications will be screened to ensure compliance with the requirements as set forth in these grant guidelines. Applications that do not follow the directions for submission or that are incomplete will not be considered. Proposals will be evaluated for merit and assigned a Ranking using criteria listed in this document. If the highest-ranking proposals are equally ranked, the top-ranking proposal(s) that in combination best align(s) with the current FY preferences will be chosen. Newly awarded projects are subject to funding limits based on previous-year allocations, and previously allocated funds in upcoming years will be considered during the EMC's review of new proposals each year.

<sup>26</sup> The metrics used for ranking EMC projects were modeled on the Cooperative Evaluation, Monitoring, and Research Committee (CEMR) (established by the State of Washington Forest Practices Board) general method for ranking projects. This was deemed prudent during the initial formation of the EMC as CEMR is roughly similar in scope and mission as the EMC and is a well-respected governmental advisory committee. (<https://www.dnr.wa.gov/about/boards-and-councils/forest-practices-board/cooperative-monitoring-evaluation-and-research>).

## EFFECTIVENESS MONITORING COMMITTEE

P.O. Box 944246  
SACRAMENTO, CA 94244-2460

Website: [www.bof.fire.ca.gov](http://www.bof.fire.ca.gov)  
(916) 653-8007



### C. ANTICIPATED ANNOUNCEMENT AND AWARD DATE

<b>March 2023</b>	Anticipated Issuance of Request for Proposals
<b>May 17, 2023</b>	Initial Project Proposal submission deadline
<b>May / June 2023</b>	Approximate month for Initial Concept Proposal assessment at public meeting; Full Project Proposals will be requested from Project Proponents
<b>June / July 2023</b>	Approximate month of deadline for Full Project Proposal submission on selected proposals
<b>July / August 2023</b>	Approximate month for Full Project Proposal assessment at public meeting
<b>August 2023</b>	Approximate month of award announcement
<b>Oct / Nov 2023</b>	Approximate date of award and work begins
<b>March 31, 2026</b>	Work must be completed
<b>April 30, 2026</b>	Last day to submit invoices
<b>June 30, 2026</b>	Deadline for final project report and deliverables

### VIII. AWARD ADMINISTRATION INFORMATION

#### A. AWARD NOTICES

Applicants will be notified by email about funding decisions in approximately the month of July or August.

#### B. REPORTING AND DELIVERABLES

Applicants should include a description of project deliverables in the Full Project Proposal, as indicated on the required form. The EMC is interested in receiving periodic updates, field tours, scientific reports, published journal articles, and/or other relevant deliverables during the life of the project. The EMC also encourages education and outreach events for the public. Specific reporting requirements are detailed below:

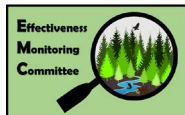
##### i. Project Reporting

Agency staff, assigned EMC project liaison(s), and EMC staff will work closely with the PI(s) to manage the current and ongoing project workload. Project liaisons will report out on progress at each EMC meeting, approximately 4 times per year. Co-chairs will brief the Board during EMC advisory committee updates as needed.

## EFFECTIVENESS MONITORING COMMITTEE

P.O. Box 944246  
SACRAMENTO, CA 94244-2460

Website: [www.bof.fire.ca.gov](http://www.bof.fire.ca.gov)  
(916) 653-8007



### a. **Annual and Final Reporting**

i) **Status and Progress Reports.** Principal Investigators will provide at least written bi-annual updates on project status and progress by no later than **June 30<sup>th</sup>** and **December 31<sup>st</sup>** of each year. Verbal reports may be requested by the EMC at committee meetings.

ii) **EMC Scientific Reports.** Principal Investigators will synthesize the results into final reports for the EMC. The reports shall include descriptions of purpose and need, scientific methods, results and technical analysis, evaluation of implications for resources and forest management operations, and disclosure of any possible limitations of results and any scientific uncertainty. The reports shall not provide policy or regulatory recommendations, other than ideas for potential further refinement of study methods to address any significant limitations and remaining scientific uncertainty. All final reports will be made available to the public on the EMC webpage. All reports shall discuss the statistical, physical and biological relevance of the monitoring and results

Due to relatively small sample sizes and lack of controls for both dependent and independent variables associated with “specific question” studies, statistically rigorous testing of water quality, aquatic habitat and wildlife resource questions is often difficult. However, well developed resource monitoring questions can improve scientific monitoring designs so that they limit spurious results and enhance the range of inference. Both statistical and biological relevance of the monitoring and the resulting acceptable level of scientific uncertainty should be clearly stated in each monitoring proposal and final report. Development of possible rule language options based on results and findings of EMC reports, if necessary, shall be proposed by or brought before the Board’s Forest Practice Committee (FPC) for review and comment prior to submittal to the full Board.

iii) **Completed Research Assessment.** The EMC’s [Completed Research Assessment](#)<sup>27</sup> should be consulted to ensure the final deliverables meet the EMC’s high standards for scientific integrity, and to ensure a strong link from research to policy and practice. The PI will work closely with up to two EMC members in completing this

<sup>27</sup> [https://bof.fire.ca.gov/media/wktpsaxf/emc-completed-research-assessment\\_ada.pdf](https://bof.fire.ca.gov/media/wktpsaxf/emc-completed-research-assessment_ada.pdf)

## EFFECTIVENESS MONITORING COMMITTEE

P.O. Box 944246  
SACRAMENTO, CA 94244-2460

Website: [www.bof.fire.ca.gov](http://www.bof.fire.ca.gov)  
(916) 653-8007



document, which must be presented to the EMC for review and potential revision. This document will also be presented to the Board of Forestry and Fire Protection for final assessment of the completed project, and revisions may be requested by the Board.

**b. Required Statements on All Documents, Publications, Audiovisual Material, and Electronic Media**

The following statement needs to be included on all documents, publications, audiovisual material, electronic media, and related informational pieces for public distribution that result from projects funded by the EMC:

***“This work was funded in whole (or in part) through a grant from the California State Board of Forestry and Fire Protection Effectiveness Monitoring Committee.”***

**c. Publication Requirements**

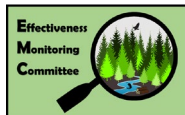
Pursuant to [California Assembly Bill No. 2192 \(“The California Taxpayer Access to Publicly Funded Research Act”\)](#)<sup>28</sup>, a grantee that receives funding, in whole or in part, in the form of a research grant from a state agency shall provide for free public access to any publication of a peer-reviewed manuscript describing state-agency-funded knowledge, a state-agency-funded invention, or state-agency-funded technology. Forest Health Program grantees must ensure that an electronic version of peer-reviewed manuscripts is available to BOF EMC and on an appropriate publicly accessible repository approved by BOF EMC including, but not limited to, the University of California’s eScholarship Repository at the California Digital Library, or the California State University’s ScholarWorks at the Systemwide Digital Library. Grantees must report to BOF EMC the final disposition of any peer-reviewed manuscripts arising from the grant work, including, but not limited to, if it was published, date of publication, where it was published, and, after a 12-month time period from official date of publication, where the peer-reviewed manuscript will be available for open access. For other types of publications, including scientific meeting abstracts, the grantee shall comply by providing the manuscript to the BOF EMC not later than 12 months after the official date of publication.

<sup>28</sup> [https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill\\_id=201720180AB2192](https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201720180AB2192)

## EFFECTIVENESS MONITORING COMMITTEE

P.O. Box 944246  
SACRAMENTO, CA 94244-2460

Website: [www.bof.fire.ca.gov](http://www.bof.fire.ca.gov)  
(916) 653-8007



### d. **Accounting Requirements**

The grantee must maintain a generally accepted accounting system that accurately reflects fiscal transactions. The accounting system must provide an adequate audit trail, including original source documents, such as receipts, progress payments, invoices, purchase orders, timecards, cancelled checks, etc. The accounting system must document the total cost of the project. The grantee must maintain accounting records for one year following the duration of the Project Performance Period or after final disposition of any disputed audit findings. Grantees are required to keep source documents for all expenditures related to each grant for at least three years following Project completion and one year following an audit.

### C. **PAYMENT OF GRANT FUNDS**

Funds may be disbursed only once there is a fully executed Grant Agreement between the EMC and the grantee. Only costs incurred consistent with the approved scope of work and budget will be reimbursed. Payments will be made on a **reimbursement basis** (i.e., the grantee pays for services, products or supplies; invoices EMC for the same including supporting documentation of actual cost incurred; and the State reimburses the grantee upon approval of the invoice). No work prior to or after the grant period will be reimbursable. The invoice will then be forwarded to Sacramento Headquarters for review and subsequent approval of payment. Expect payment to be issued 45 to 60 calendar days from the time an acceptable invoice is received. If an invoice is incomplete or non-reimbursable, it will be returned to the grantee.

### D. **PUBLICITY**

Communication about all press releases, media events, activities, and reports generated by the award should be coordinated with and provided to Kristina Wolf, Environmental Scientist for the Board of Forestry and Fire Protection in advance of the event, media release, or release to the public. All materials will need to be approved by the EMC at a scheduled public meeting prior to release.

### IX. **PROPOSAL SUBMISSION AND CONTACT INFORMATION**

Interested applicants should carefully review these grant guidelines and the [EMC's website](#).<sup>29</sup> **All Project Concept Proposals must be submitted on the form provided and received by the due date.** Please direct all questions and requests for further information via email. **Proposals should be emailed to: [kristina.wolf@bof.ca.gov](mailto:kristina.wolf@bof.ca.gov)**

<sup>29</sup> <https://bof.fire.ca.gov/board-committees/effectiveness-monitoring-committee/>