

## **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. Please choose the category that best describes your organization from this list. If you choose other, please specify your organization type in the space provided.

**Item 3: Project Activity:** Eligible activities for funding under the Fire Prevention Fund (FPF) Grant Program are education, planning, and hazardous fuel reduction activities that are designed to reduce the risks 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. A more detailed explanation should be provided in the project description 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 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). 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.

A 8½ by 11 inch project map is required for 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 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 that will be impacted by the project.

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

- Fuels Treatment Acres: Projects proposing large areas of targeted fuel reduction around communities or in the wildlands adjacent to communities.
- Linear Feature Distance: Projects proposing linear fuelbreaks of roughly equal width along roads, ridges, powerlines, or other linear features; roadside brushing projects.
- Material Removed: 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.
- Equipment Time: 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.

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

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).

**Item 9: Project Description:** Use this section to identify the goals and objectives of the project, and the expected impacts to the risk of habitable structures in the SRA to damage from wildfire. The questions in the concept proposal are meant to prompt the applicant to provide adequate information to evaluate the associated costs and benefits of the project as proposed.

**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.

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.