Board of Forestry and Fire Protection

"SRA Fire Prevention Fund Grant Program"

Title 14 of the California Code of Regulations (14 CCR), Division 1.5, Chapter 13

Amend

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Repeal

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Adopt

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§ 1665.2 Definitions

[…]

"Fire Prevention Fund" means the State Responsibility Area Fire Prevention Fund created by PRC § 4214 for deposit of all annual Fees collected and from which expenditures are authorized pursuant to the annual Budget Act, including grants that may be awarded pursuant to 14 CCR ~~§ 1665.8~~§§ 1666.0-1666.16, inclusive.

[…]

Note: Authority cited: Sections 4111, 4211, 4212 and 4214, Public Resources Code. Reference: Sections 4102, 4125, 4210 and 4211, Public Resources Code; and Sections 18007(a) and 18008(a), Health and Safety Code.

~~1665.8 Grant Program~~

~~(a) The Board of Forestry and Fire Protection shall administer a granting program funded from the Fees collected. Grants shall be awarded to organizations within counties in direct proportion to the Fees paid by individual Property Owners in that county.~~

~~(b) Grants awarded from the Fire Prevention Fund shall be awarded to local agencies, Fire Protection Districts, Fire Safe Councils, the California Conservation Corps, and other organizations accepted by the Board of Forestry and Fire Protection. Grants shall only be awarded in those counties that are in compliance with the Board of Forestry and Fire Protection's fire~~

~~safe regulations pursuant to 14 CCR § 1270 et seq., as required by PRC § 4290.~~

~~Note: Authority cited: Sections 4111, 4212 and 4214, Public Resources Code. Reference: Sections 4102, 4111, 4112, 4113, 4114, 4740 and 4741, Public Resources Code.~~

1666.0 State Responsibility Area Fire Prevention Fund Grant Program

(a) This section outlines the procedures for qualifying entities to apply for grant funds made available through the State Responsibility Area Fire Prevention Fund (SRAFPF) Grant Program.

(b) When funds are appropriated by the Legislature for this purpose, the Board shall administer the SRAFPF Grant Program from the State Responsibility Area (SRA) Fees, as defined in 14 CCR §1665.2, collected. Grants shall 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. The Project area shall 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 CAL FIRE Fire and Resource Assessment Program (FRAP).

Note: Authority cited: Sections 4111, 4212, and 4214, Public Resources Code. Reference: Sections 4102, 4112, 4113, 4114, 4740 and 4741, Public Resources Code.

1666.1 Definitions

“Administrative Costs (Indirect Costs)” means 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 Administrative 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, including Fire Safe Council Coordinators.

“Agreement” means a legally binding agreement between the State and another entity.

“Amendment” means a formal modification or a material change of the agreement, such as term, cost, or scope of work.

“Applicant” means the entity who has submitted a Concept Proposal or Application requesting grant funds.

“Application” means the individual application form and its required supporting attachments for grants pursuant to the enabling legislation and/or program.

“Appropriation” means a Legislative budget authorization from a specific fund to a specific agency or program to make expenditures or incur obligations for a specific purpose and period of time.

“Authorized Representative” means the designated position identified in the Resolution as the agent to sign all required grant documents including, but not limited to, Grant Agreements, Application forms, and payment requests.

“CEQA” means the California Environmental Quality Act as stated in the Public Resources Code Section 21000 et seq. and Title 14 of the California Code of Regulations Section 15000 et seq.

”Consultant Services” means services which provide a recommended course of action or personal expertise, such as accounting or a Registered Professional Forester (RPF).

“Contractor” means an entity contracting with the Grantee.

“Department” means The Department of Forestry and Fire Protection, or CAL FIRE.

“Direct Costs” means expenses of doing business that are directly attributable to the project. Examples of direct costs are salaries and benefits of employees directly associated with a Project, or expenses of items used directly by the Project.

“Dwelling Unit” means the same as defined in 14 CCR § 1665.2.

“Encumbrance” means a commitment of funds guaranteeing a source of payment for a specific agreement.

“Execution of an Agreement” means the act of signing an agreement, which provides a legal basis for required performance by parties to the agreement.

“Grantee” means the entity who has an executed grant agreement for the award of grant funds.

“Habitable Structure” means the same as defined in 14 CCR § 1665.2.

“Indirect Costs” means the same as Administrative Costs (Indirect Costs).

“Modification” means an agreement modification; 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 to the grant agreement.

“Non-Profit Organization” means any California corporation organized under Sections 501(c)(3) of the Federal Internal Revenue Code. A letter of determination certifying non-profit status shall be required prior to project approval.

“Operating Expenses (Direct Cost)” means the same as “Direct Cost.”

“Payee Data Record (Std. 204)” means Form Std. 204, “Payee Data Record,” and is required for non-governmental entities. The form shall be submitted in order to establish a vendor number for payment and to have funds encumbered.

“Personnel Services” means the budgeted amount for salaries and benefits for wage earning personnel employed by the grantee (not a contractor or subcontractor) and working on the project.

“Project Performance Period” means the period of time that the Project Scope of Work costs may be incurred, and the work described in the Project Scope of Work shall be completed, billed and paid by the State. Only Eligible Costs incurred during the Project Performance Period shall be paid.

“Project” means the activity or work to be accomplished utilizing grant funds and match (if applicable).

“Project Scope of Work” means the part of the Application that details in narrative form the proposed Project and associated activities.

“Project Budget” means the proposed detailed budget plan described in § 1666.14.

“Resolution” means a determination by a Grantee’s governing body 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, if required, shall be submitted at the time the signed grant agreements are returned to the Department's Grants Management Unit.

"Subcontractor" means 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 the Grantee.

Note: Authority cited: Sections 4111, 4212 and 4214, Public Resources Code. Reference: Sections 4102, 4112, 4113, 4114, 4740 and 4741, Public Resources Code.

1666.2 Grant Distribution

(a) Grants shall be distributed commensurate with the amount of Fees collected from the owners of Habitable Structures within the SRA. Proportional distribution of funds shall be measured over the following spatial and temporal scales.

(1) The CAL FIRE Unit/Contract County shall act as the geographic boundaries when accounting for Fees received and Project expenditures.

(2) Expenditures over a rolling seven (7) year period (current year plus six (6) prior years) from this Grant program in any CAL FIRE Unit/Contract County shall 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 shall be determined to have been distributed proportionally if it is within 10% of the calculated benefit amount determined in paragraph (2) above.

(b) To accomplish the goal of proportional distribution of funds by CAL FIRE Unit/Contract County, the following shall occur:

(1) The amount of Fees appropriated to the SRAFPF Grant Program by the legislature for the current fiscal year, minus any administrative fees required by CAL FIRE to implement the program, shall be made available for grants.

(2) The percentage of total Fees collected by each CAL FIRE Unit/Contract County from the prior fiscal year shall be calculated to the nearest tenth of a percent.

(3) The percentage of Fees collected, calculated in paragraph (2), shall be applied to the total funds available, calculated in paragraph (1), to determine the grant funding available for projects in each CAL FIRE Unit/Contract County.

(4) The grant funds available for Projects in each CAL FIRE Unit/Contract County shall be made available on the SRAFPF Grant website concurrently with the advertisement of the SRAFPF Grant Program annual application window.

(b) To meet the proportional distribution of funds described above, any individual SRAFPF Grant request in any funding year shall be capped at $250,000.

Note: Authority cited: Sections 4111, 4212 and 4214, Public Resources Code. Reference: Sections 4102, 4112, 4113, 4114, 4740 and 4741, Public Resources Code.

1666.3 Applicant Eligibility

(a) Eligible applicants shall be local entities including, but not limited to, the following:

(1) Local government, including counties, fire protection districts, community services districts, water districts, resource conservation districts, and other special districts with SRA within their jurisdiction;

(2) Fire Safe Councils recognized through the California Fire Safe Council;

(3) California Conservation Corps or local Conservation Corps certified by the California Conservation Corps under PRC § 14507.5;

(4) Non-Profit Organizations.

(5) 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.

(b) Applicants shall not be:

(1) State or federal agencies;

(2) Privately held for profit companies or corporations;

(3) Individual landowners proposing a project to be completed only on his/her own land;

(4) Tribes or tribal entities unless they are a Non-Profit Organization.

Note: Authority cited: Sections 4111, 4212, and 4214, Public Resources Code. Reference: Sections 4102, 4112, 4113, 4114, 4740 and 4741, Public Resources Code.

1666.4 Qualifying Projects

(a) Grants shall be awarded to Eligible Applicants providing fire prevention activities, including but not limited to those specified in the following subsections, that reduce the risk and potential impact of wildfire to Habitable Structures within the SRA. Qualifying projects include those related to hazardous fuel (vegetation) reduction, fire prevention education, and fire prevention planning. Multiple project types (e.g., hazardous fuel reduction and fire prevention education) may be proposed in a single SRAFPF Grant Application.

(b) Qualifying hazardous fuel reduction Projects include using manual, mechanical, prescribed fire, herbivory, or herbicide treatments to meet at least one of the following objectives:

(1) Create or maintain Fuel Breaks;

(2) Remove ladder fuels and thin crown fuels to reduce the risk of crown fires;

(3) Reduce fuel loading in locations identified in the CAL FIRE Unit/Contract County Fire Plan, Community Wildfire Protection Plan (CWPP), or other strategic fire plan;

(4) Community level fire prevention programs such as community chipping, roadside chipping, and green waste bin programs;

(5) Modify vegetation adjacent to roads to provide for safer ingress and egress of evacuating residents and responding emergency personnel during wildfire activities;

(6) Reduce fuel loading around critical community infrastructure, including, but not limited to, domestic and municipal water supplies,

powerlines, and communications facilities.

(c) Qualifying fire prevention education Projects include fire prevention public education programs addressing wildland fire risks to SRA communities and/or defensible space education.

(d) Qualifying fire prevention planning Projects include wildfire risk or related mapping and/or the creation, administration, monitoring or updating of strategic wildfire planning documents, such as a CWPP or Community Evacuation Plan.

(e) Other qualifying Projects is a category 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 shall clearly explain the wildfire risk reduction benefits of the Project to Habitable Structures in the SRA.

Note: Authority cited: Sections 4111, 4212 and 4214, Public Resources Code. Reference: Sections 4102, 4112, 4113, 4114, 4740 and 4741, Public Resources Code.

1666.5 Non-Qualifying Projects

(a) Examples of non-qualifying projects include the following:

(1) Purchase of capital equipment greater than $5,000 with a life expectancy beyond the term of the grant;

(2) Installation, creation, upgrades, or maintenance of fire protection features, such as roads, bridges, or water storage facilities;

(3) Grant requests greater than the maximum allowable distribution to the

CAL FIRE Unit/Contract County the project is in;

(4) Projects with administrative costs greater than 12% of the total grant request.

Note: Authority cited: Sections 4111, 4212 and 4214, Public Resources Code. Reference: Sections 4102, 4112, 4113, 4114, 4740 and 4741, Public Resources Code.

1666.6 CEQA Compliance

Prior to commencing any on-the-ground work the Department requires review and approval of CEQA documents by Department staff. CEQA compliance shall be demonstrated within one (1) year from the date of grant award shown in the grant Agreement.

Note: Authority cited: Sections 4111, 4212 and 4214, Public Resources Code. Reference: Sections 4102, 4112, 4113, 4114, 4740 and 4741, Public Resources Code.

1666.7 Grant Conditions

(a) The following conditions shall be met for Projects to be eligible for funding under the SRAFPF Grant Program:

(1) Grants shall be made only to eligible applicants pursuant to § 1666.3.

(2) Grants shall be for qualifying projects that address the risk or potential impact of wildfire to Habitable Structures in the SRA pursuant to § 1666.4.

(3) Grantees shall have the ability to satisfactorily plan, administer,

and complete a Project.

(4) For some Projects, the Grantee may be required to prepare a CEQA document. CAL FIRE requires proof of filing with the State Clearinghouse prior to commencing any on-the-ground activity.

(5) For hazardous fuel reduction Projects:

(A) A RPF shall be required to design and oversee any fuel hazard reduction Project proposed on forested landscapes, as defined in PRC § 754. The RPF shall conduct at least one site visit during active Project operations to ensure vegetation removal is being conducted according to the prescription. A RPF is not required to provide the general Project information required in the Project Scope of Work during the grant Application phase, but the Applicant shall demonstrate how CEQA compliance shall be met, including RPF involvement, in the Scope of Work and include this cost in the budget, if applicable.

(B) Projects outside of the forested landscape may 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 reduction removal Project. The Project proponent, in the Project prescription, may consider retention of habitat elements, such as 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.

(C) Hazardous fuel reduction Projects shall focus on selectively removing trees and brush with a goal of reducing fire hazards.

(D) Project deliverables for all hazardous fuel reduction Projects shall be included in the Project Scope of Work.

1. Pre and post-treatment description of site conditions relative to the wildfire hazards.

2. Documented CEQA compliance within one (1) year from the date of grant award shown in the grant Agreement.

3. Documentation of at least one (1) site visit during active project operations to ensure vegetation removal is being conducted according to the prescription.

(6) Grant requests shall describe the method used to determine the grant amount requested. This methodology shall include the grant costs less any income from forest products or other revenues received from the grant implementation. Note: Pursuant to PRC 4527(a), the cutting or removal of trees that are processed into logs, lumber, or other wood products and offered for sale, barter, exchange, or trade is considered timber operations for commercial purposes and is subject to the California Forest Practice Rules.

(7) All project work related to grants shall be completed by March 15 of the termination year of the grant, which shall be two years after the grant award. Final billing is due thirty (30) days after Project completion.

Note: Authority cited: Sections 4111, 4212 and 4214, Public Resources Code. Reference: Sections 4102, 4112, 4113, 4114, 4740 and 4741, Public Resources Code.

1666.8 Concept Proposal

(a) Concept Proposals are to be prepared and submitted on a form provided by the Department, which shall include:

(1) Project name.

(2) Sponsoring organization, organization type, Project manager name and title, mailing address, phone number, and email address.

(3) Project activity type. If “other” or “multiple projects” is selected, a concise description of the proposed activity(s) shall be provided.

(4) Estimated start and completion dates for the Project. 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.

(5) Project location. Include a Section, Township, and Range and associated Base and Meridian that identifies the general area of the Project, the county the Project is in, the CAL FIRE Unit/Contract County the Project is in, and an address, community, or common name of the Project area. Fuel reduction projects shall include a map pursuant to § 1666.9.

(6) Project area. For all Projects, provide an estimate of the number of Habitable Structures in the SRA that shall be impacted by the Project. For Projects proposing fuel reduction activities, provide the most appropriate metric by which the success of the project shall be measured or evaluated, such as fuels treatment area in acres, linear feature distance in feet, material removed in cubic yards, or equipment time in hours.

(7) Proportion of each fire hazard severity zone in the project area.

(8) Project budget, including funding from other sources. The value of in-kind labor in California shall be $26.87/hour, pursuant to the 2014

Independent Sector National Value of Volunteer Time. The value of in-kind equipment use shall be estimated using the rate set by the California Department of Transportation "Labor Surcharge and Equipment Rental Rate" guide.

(9) A description of the Project, including how it will reduce the potential risk and impacts from wildfire in the SRA, the goals and objectives of the Project, why the Project area was chosen, how CEQA requirements shall be met (if applicable), the anticipated material, personnel, and Administrative Costs, and any additional monetary or in-kind services.

(10) Project milestones and deliverables, including the specific products or services to be produced as a result of the proposed Project that can be used to measure success and the anticipated dates of any milestones that shall be used to evaluate the progress of the Project.

(11) The experiences of the Applicant in performing similar work to that of the proposed Project and the outcomes of any previous grant work performed by the Applicant. If the Applicant lacks prior grant experience, the capabilities of the Applicant and any safeguards to ensure a successful outcome for the proposed Project shall be described.

(b) Non-Profit Organization Applicants shall 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.

(c) Concept Proposals and supporting materials shall be submitted no later than November 14 via mail or email to the following address. Concept

Proposals submitted via email shall include “SRAFPF Grant” in the subject line. The person submitting the Concept Proposal and supporting materials shall Carbon Copy (cc) themselves when submitting by email as proof of submittal.

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

(b) The Grants Management Unit shall log the Concept Proposal and enter pertinent information into a database. Concept Proposals shall then enter the review process. The Concept Proposal shall be reviewed by two (2) independent reviewers. If these reviews are in agreement, the project shall move forward as scored. If the first two (2) reviews do not agree, a third review shall occur to determine if the project meets the review criteria. Concept Proposals that fail one or more of the review criteria included in the Concept Proposal evaluation criteria worksheet will not be considered for funding through the SRAFPF Grant Program. Concept Proposals that meet these criteria will be asked to submit a Project Application. Notification letters shall be sent from the Grants Management Unit no later than January 7 of the year following Concept Proposal submission.

Note: Authority cited: Sections 4111, 4212 and 4214, Public Resources Code. Reference: Sections 4102, 4112, 4113, 4114, 4740 and 4741, Public Resources Code.

1666.9 Map Requirements

(a) Hazardous fuel reduction projects shall include a map identifying the specific location in which treatment activities are proposed. This requirement shall allow reviewers to evaluate the potential effectiveness and potential environmental impacts from the proposed Project. Project proponents of planning and educational Projects may consider submitting a map of the targeted communities if it would clarify the geographic extent of the proposed Project.

(b) Maps shall be submitted on 8.5 by 11 inch paper at a minimum scale of 1:24,000 or larger (meaning maps may be more detailed than 1:24,000, but not less). Digitally submitted maps shall be designed to print on paper measuring 8.5 by 11 inches and be submitted in a common format such as PDF or JPEG that does not take specialized software to open. Multiple maps may be submitted when necessary for clarity.

(c) Include a title, legend and scale. The title shall include the Project name and Project applicant, and the project tracking number once assigned.

(d) Symbology shall be reproducible in black and white.

(e) Additionally, the following features shall be included:

(1) Project boundaries;

(2) Treatment areas by type (if multiple treatments are proposed);

(3) Location of access roads;

(4) Location of watercourses;

(5) Location of known sensitive biological resources;

(6) Contour lines;

(7) Township, Range, Section and Base and Meridian;

(8) 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 smaller scale with less detail).

(f) Applicants may also include SRA boundaries, ownership boundaries, location of Habitable Structures, or other information necessary for reviewers to understand the material presented on the map.

Note: Authority cited: Sections 4111, 4212 and 4214, Public Resources Code. Reference: Sections 4102, 4112, 4113, 4114, 4740 and 4741, Public Resources Code.

1666.10 Concept Proposal Evaluation

The evaluation criteria pursuant to § 1666.11 shall be used to determine if the Concept Proposal is complete and the proposed Project is eligible to be considered for funding through the SRAFPF Grant Program. The criteria require only a yes or no answer. Proposals that score a “no” on one or more of the criteria shall be considered ineligible for funding through the SRAFPF Grant Program. Projects meeting the criteria shall be invited to submit a complete Application to be considered for Project funding.

Note: Authority cited: Sections 4111, 4212 and 4214, Public Resources Code. Reference: Sections 4102, 4112, 4113, 4114, 4740 and 4741, Public Resources Code.

1666.11 Concept Proposal Evaluation Criteria

(a) Is the entity eligible pursuant to § 1666.3? If the organization is a non-profit, is a copy of the articles of incorporation included?

(b) Does the proposed Project qualify pursuant to § 1666.4?

(c) Will the proposed Project be completed within the allowable timeframe?

(d) Is the location of the Project adequately described?

(e) Is the entire proposed Project in the SRA? If no, is the primary objective of this Project to reduce the risk of wildfire to Habitable Structures in the SRA?

(1) For the purposes of implementing § 1666.10, reviewers shall consider a “no” response to the first question in § 1666.11(e) and a “yes” to the second question shall be considered a “yes” overall.

(f) If a map is not provided, is a complete description of the Project boundaries for fire prevention planning and fire prevention education Projects provided?

(g) 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 success of the project?

(h) Does the estimate of each fire hazard severity zone (FHSZ) reasonably reflect the project area’s FHSZ ratings as identified by the latest CAL FIRE FRAP Maps?

(i) Is the Project budget reasonable for the identified deliverables in the Concept Proposal?

(j) Does the Project description provide a clear understanding of what the Project proposes?

(k) Does the Project clearly describe the reduction of risk from wildfire to Habitable Structures in the SRA?

(l) Are the goals and objectives of the Project clearly described?

(m) Are the expected material, personnel, and administrative costs associated with the Project identified?

(n) If additional funding sources are discussed in the Concept Proposal, are they identified?

(1) Reviewers shall answer "N/A" to § 1666.11(n) if no additional funding was discussed and this response shall count as a "yes" for the purposes of implementing § 1666.10.

(o) Are the Project deliverables clearly described?

(p) Are milestones and the time frame for reaching Project deliverables identified and can those milestones reasonably be achieved in the proposed time frame?

(q) Does the Project proponent identify previous experience successfully carrying out Projects similar to the proposed project, including the outcomes of any previous grant work? If no, does the Project proponent describe the capabilities of their organization and identify reasons why a successful outcome can be expected?

(1) For the purposes of implementing § 1666.10, reviewers shall consider a "no" response to the first question in § 1666.11(q) and a "yes" to the second question shall be considered a "yes" overall.

Note: Authority cited: Sections 4111, 4212 and 4214, Public Resources Code. Reference: Sections 4102, 4112, 4113, 4114, 4740 and 4741, Public Resources Code.

1666.12 Project Application

(a) Applicants with successful Concept Proposals shall be invited to submit a Project Application.

(b) The Project Application shall consist of the following documents: the Concept Proposal, the Scope of Work, a Project Budget, and map(s) if applicable. In this phase, the Applicant can make any changes necessary to the previously submitted Concept Proposal as details of the proposed Project are finalized.

Note: Authority cited: Sections 4111, 4212 and 4214, Public Resources Code. Reference: Sections 4102, 4112, 4113, 4114, 4740 and 4741, Public Resources Code.

1666.13 Scope of Work

(a) The Scope of Work shall provide a detailed narrative description of the proposed activities that constitute the Project. Applicants shall use a form provided by the Department or create a separate document including the information required in the following subsections. Projects proposing multiple distinct Project types (e.g. hazardous fuel reduction and fire prevention education) shall provide all relevant information specific to the Project types; e.g., provide the information relevant to hazardous fuel reduction for that portion of the Project and the fire prevention education for that portion of the Project. In those cases, each Project type shall be evaluated independently and the score for this section of the Scope of Work shall be the average of those scores.

(b) For all Projects, provide a paragraph summarizing the proposed Project.

(c) For hazardous fuel reduction Projects provide:

(1) A description of 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) A description of the goals, objectives, and expected outcomes of the Project.

(3) A clear rational for how the proposed Project will reduce the risks associated with wildfire to Habitable Structures in the SRA.

(4) Identification of any additional assets at risk from 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) A clear rationale as to why the scale of the Project is appropriate to achieve the stated goals, objectives and outcomes discussed above.

(d) For fire prevention planning Projects provide:

(1) A description of the geographic scope of the Project, including the communities that will benefit, and an estimate of the number of Habitable Structures within the Project area.

(2) A description of how the plan will evaluate the risks to residents and Habitable Structures in the SRA and prioritize projects to reduce this risk over time.

(3) A description of how the proposed plan adds or builds upon previous wildfire prevention planning efforts in the general Project area.

(4) Identification of a diverse group of key stakeholders, including local, state, and federal officials, where appropriate, to collaborate with

during the planning process and a discussion of how these targeted stakeholders will be engaged.

(5) A description of the pathways for community involvement that shall be incorporated in the planning process.

(e) For fire prevention education Projects provide:

(1) A description of the specific message of the education Project and how it relates to reducing the risk of wildfire to owners of Habitable Structures in the SRA.

(2) A description of the target audience of the education Project and how information will be distributed to this audience.

(3) A response to: will the education program raise the awareness of homeowner responsibilities of living in a fire prone environment?

(4) Identification of specific actions being advocated in the education material that are expected to increase the wildfire preparedness of residents and Habitable Structures in the SRA.

(5) A description of the expected outcome of the education in terms of increased or changed public awareness about wildfire.

(f) For all Projects, provide a discussion of how the proposed project supports 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.

(g) For all Projects, to assess the degree of risk, provide:

(1) A discussion of the location of the project in relation to areas of moderate, high, or very high fire hazard severity zone as identified by the latest CAL FIRE FRAP maps.

(2) A description of the geographic proximity of the Project to Habitable Structures at risk to damage from wildfire in the SRA.

(h) For all Projects, to assess the level of community support, provide:

(1) A description of any matching funds from other funding sources or any in-kind contributions that are expected to extend the impact of the proposed project.

(2) A description of plans for external communications during the life of the project to keep the affected community informed about the goals, objectives and progress of the project. Examples include planned press releases, project signage, community meetings, and field tours.

(3) A description of any plans to maintain the Project after the grant period has ended.

(4) A description of proposed work with other organizations or agencies to address fire hazard reduction at the landscape level.

(i) For all Projects, to assess the viability of project implementation, provide:

(1) A discussion of the anticipated timeline for the project. Take seasonal operating restrictions into account.

(2) A description of the milestones that shall be used to measure the progress of the project.

(3) A description of the measurable outcomes (i.e., Project deliverables) that shall be used to measure the success of the Project.

(4) If applicable, a discussion of how the requirements of CEQA shall be met.

(j) For all Projects, to assess the budget, provide:

(1) A detailed project budget in an Excel spreadsheet attached to the grant Application. See § 1666.14 and § 1666.15.

(2) An explanation of how the grant funds, if awarded, will be spent to support the goals and objectives of the Project.

(3) A clear rationale as to the reasonableness of the costs for each proposed activity relative to the geographic area they are to be performed. Identification of any costs that are higher than usual and an explanation of any special circumstances within the Project that makes these increased costs necessary to achieve the goals and objectives of the Project.

(4) A clear rationale for the total Project cost relative to the size, scope, and anticipated benefit of the project.

(5) Identification of any Administrative Costs and a description of why they are necessary for successful Project implementation. Administrative expenses to be paid by the SRAFPF Grant Program shall be less than 12% of the total grant request.

(k) For all projects, to assess administration, provide:

(1) A description of 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 shall discuss any past experiences that 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) Identification of who shall be responsible for tracking Project expenses and maintaining project records in a manner that allows for a full audit of any awarded grant funds.

Note: Authority cited: Sections 4111, 4212 and 4214, Public Resources Code. Reference: Sections 4102, 4112, 4113, 4114, 4740 and 4741, Public Resources Code.

1666.14 Budget

(a) A Project Budget worksheet shall be provided to Applicants by the Department in Excel format, on which Applicants shall provide the information described in the following subsections.

(b) A concise description of each item and its cost. An expanded description of each cost and why it is necessary to support the Project shall be provided in the Scope of Work pursuant to § 1666.13(j).

(c) The cost per unit, including the total number of units (hours, days, etc) for each cost and the appropriate unit of measure (hours, days, etc).

(d) The percentage of each cost that shall be paid for by the grant, the grantee, and/or partner organizations. The sum shall equal 100%.

(e) The total cost of each item by funding source, as well as the aggregate total cost.

(f) The project tracking number issued to the Project in the invitation to apply letter.

(g) Project name that was given to the Project on the Concept Proposal.

(h) All salaries for wage earning personnel employed by the Grantee (not a contractor or subcontractor) directly working on the Project.

(i) The costs of benefits for personnel employed by the Grantee (not a contractor or subcontractor) directly working on the Project.

(j) Any contracts necessary to carry out the Project as approved.

(k) Expenses for travel (mileage, motel, meals, incidentals) necessary to carry out the Project as approved. See § 1666.15(d).

(l) 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.

(m) If applicable, any equipment that will be rented, leased, or is owned by the Grantee and will be charged to the Project.

(n) Other costs that do not fit into the categories above and that are directly related to the grant Project.

(o) Indirect Costs, which shall not be greater than 12% of the grant amount.

(p) Total SRAFPF grant funds requested and funds from other sources, which shall equal the total Project budget.

(q) The Project Budget shall be submitted as part of a complete Project Application by the date indicated on the invitation to apply letter. The Project Budget shall be saved with the project tracking number provided in the invitation to apply letter. The format shall be similar to the following example: 15-SRA-HF-01-XXXX-UUU-Budget.xls, where XXX is the project tracking number and UUU is the 3-letter CAL FIRE Unit/Contract County identifier provided in the invitation to apply letter.

Note: Authority cited: Sections 4111, 4212 and 4214, Public Resources Code. Reference: Sections 4102, 4112, 4113, 4114, 4740 and 4741, Public Resources Code.

1666.15 Eligible Costs

(a) 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, project monitoring, and completion of project reports. Salaries and wages of County, Regional or Community Fire Safe Council Coordinators may be included in this category where their activities provide fire prevention services to homeowners in the SRA specific to the Project proposed. Staff time related to accounting, business services, etc. are allowed only if those functions are not included in the Administrative Costs and are specific to the Project.

(b) 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 includes social security, Medicare, health insurance, pension plan costs, etc. as applicable for the specific employee.

(c) Direct consultant and contractual services necessary to achieve the objectives of the grant. Examples of contractual costs include 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 shall be documented to ensure selection on a competitive basis and documentation of a price analysis is required, both of which shall be made available upon request.

(d) Travel cost associated with travel to and from project sites, meetings, etc. directly related to the grant Project and shall be considered reasonable and necessary for the completion of the project. Reimbursement rates shall be consistent with the written travel policy of the Grantee. Absent a written policy, per diem shall not exceed the California Standard Per Diem Rate allowable by the U.S. General Services Administration. Mileage rates shall not exceed the rates allowable by IRS.

(e) Supplies that are used in the direct support of the Project. Supplies exceeding $500 per unit cost shall be documented to ensure procurement of supplies on a competitive basis and documentation of price analysis is required, both of which shall be made available upon request.

(f) The cost to lease equipment to use in the grant project or the use of equipment owned by the Grantee, at a rate set by the California Department of Transportation "Labor Surcharge and Equipment Rental Rate" guide.

(g) Administrative Costs (Indirect Costs), as defined in § 1666.1, shall be no greater than 12% of the total grant request.

(h) Other costs that do not fit in any of the above categories directly related to the grant project. Costs such as rent, utilities, phones, general office supplies, etc. apportioned to the grant are considered indirect costs unless written justification is submitted and approved by the Department.

Note: Authority cited: Sections 4111, 4212 and 4214, Public Resources Code. Reference: Sections 4102, 4112, 4113, 4114, 4740 and 4741, Public Resources Code.

1666.16 Project Application Evaluation Criteria

(a) The following 100 point scale shall be used to evaluate and rank Projects eligible for funding under the SRAFPF Grant Program. The evaluator shall award points based on how strongly the Application addresses each criterion.

(b) Projects shall be evaluated for the first 25 points based on the Project specific criteria below. The most appropriate evaluation criteria for the type of Project being proposed (hazardous fuel reduction, fire prevention planning, or fire prevention education) shall be chosen. For Projects proposing multiple distinct Project types (e.g. hazardous fuel reduction and fire prevention education), each Project type shall be evaluated independently, and the average of those scores for the first 25 points shall be taken.

(1) Hazardous fuel reduction criteria, 25 points:

(A) Is the geographic scope of the Project, including the number of Habitable Structures in the SRA that will benefit, clearly defined?

(B) Are the goals, objectives and outcomes of the Project well-defined?

(C) Does the Project provide a clear rationale for how the Project will benefit Habitable Structures within the SRA? Are additional assets at risk clearly identified? This includes Habitable Structures and vital community infrastructure including, but not limited to, domestic and municipal water supplies, power lines, communication facilities, and community centers.

(D) Is the scale of the Project appropriate to achieve the stated goals, objectives and outcomes?

(2) Fire prevention planning criteria, 25 points:

(A) Is the geographic scope of the Project, including the number of Habitable Structures that will benefit, clearly defined?

(B) Does the Project propose to assess risks to residents and Habitable Structures in the SRA and prioritize Projects to systematically treat that risk over time?

(C) Is the Project compatible with and build upon previous wildfire prevention planning efforts?

(D) 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?

(E) Does the planning process contain pathways for community involvement such as public meetings or presentations at community events?

(3) Fire prevention education criteria, 25 points:

(A) Does the Project identify the specific message of the education program and how it relates to reducing the risk of wildfire to owners of Habitable Structures in the SRA?

(B) Is the target audience of the education program and the mode of information distribution well defined?

(C) Will the education program raise awareness of homeowner responsibilities of living in a fire prone environment?

(D) Does the education program include information on actions that can be taken to increase the preparedness of residents and Habitable Structures in the SRA for wildfire?

(E) What is the expected outcome of the education in terms of increased or changed public awareness about wildfire?

(c) Criteria for all Projects, 75 points:

(1) Relationship to Strategic Plans, 20 points: 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?

(2) Degree of Risk, 15 points:

(A) 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?

(B) Is the proposed Project located within the wildland urban interface in close proximity to Habitable Structures at risk to damage from wildland fire?

(3) Community Support, 15 points:

(A) Does the Project propose matching funds or in-kind contributions that will extend the impact of the proposed Project?

(B) Does the proposed Project include plans for external communications such as planned press releases, Project signage, community meetings or field tours?

(C) Does the proposed Project include a plan to maintain the Project after the grant period has ended?

(D) Does the proposed Project work with other organizations or agencies to address fire hazard reduction at the landscape level?

(4) Project Implementation, 10 points:

(A) Is the timeline for Project implementation and completion reasonable and achievable and are seasonal operating restrictions taken into account?

(B) Does the Project include milestones to measure the Project's progress?

(C) Does the Project include measurable outcomes to evaluate the Project's success?

(D) If applicable, how shall the requirements of CEQA be met?

(5) Budget, 10 points:

(A) Does the proposed budget clearly show how the grant funds shall be spent to support the goals and objectives of the Project?

(B) Are the per unit costs reasonable for the activity in the proposed geographic area?

(C) Is the total cost appropriate for the size, scope, and anticipated benefit of the Project?

(D) Are the proposed Administrative Costs clearly shown to be necessary for successful Project implementation?

(E) Are the Administrative Costs to be paid by the FPF grant less than 12% of the grant request?

(6) Administration, 5 points:

(A) Does the Project proponent have experience successfully delivering the type of Project proposed?

(B) If not, has the Project proponent partnered with an organization that can support their Project as proposed?

(C) Does the Project proponent identify who shall be responsible for tracking Project expenses and maintaining Project records?

Note: Authority cited: Sections 4111, 4212 and 4214, Public Resources Code. Reference: Sections 4102, 4112, 4113, 4114, 4740 and 4741, Public Resources Code.