

1 Board of Forestry and Fire Protection

2 "SRA Fire Prevention Fund Grant Program"

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

4 Chapter 13

5 Repeal

6 § 1665.8 Grant Program

7 Adopt

8 § 1666.0 State Responsibility Area Fire Prevention Fund Grant Program

9 § 1666.1 Definitions

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25

1 ~~1665.8 Grant Program~~

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

6 ~~(b) Grants awarded from the Fire Prevention Fund shall be awarded to local~~  
7 ~~agencies, Fire Protection Districts, Fire Safe Councils, the California~~  
8 ~~Conservation Corps, and other organizations accepted by the Board of~~  
9 ~~Forestry and Fire Protection. Grants shall only be awarded in those counties~~  
10 ~~that are in compliance with the Board of Forestry and Fire Protection's fire~~  
11 ~~safe regulations pursuant to 14 CCR § 1270 et seq., as required by PRC §~~  
12 ~~4290.~~

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

16  
17 **1666.0 State Responsibility Area Fire Prevention Fund Grant Program**

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

21 (b) When funds are appropriated by the Legislature for this purpose, the  
22 Board shall administer the SRAFPF Grant Program from the State  
23 Responsibility Area (SRA) Fees, as defined in 14 CCR §1665.2, collected.  
24 Grants shall only be awarded in those counties that contain SRA lands, and  
25 only to those projects that demonstrate a clear reduction of risk and

1 potential impact from wildfire to Habitable Structures in the SRA. The  
2 Project area shall be in an area of moderate, high or very high fire hazard  
3 severity as identified on the latest fire hazard severity zone maps produced  
4 by the CAL FIRE Fire and Resource Assessment Program (FRAP).

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

8  
9 **1666.1 Definitions**

10 "Administrative Costs (Indirect Costs)" means expenses of doing business  
11 that are of a general nature and are incurred to benefit at least two or  
12 more functions within an organization. These costs are not usually  
13 identified specifically with a grant, grant agreement, Project or activity,  
14 but are necessary for the general operation of the organization. Examples of  
15 Administrative Costs include salaries and benefits of employees not directly  
16 assigned to a Project; functions such as personnel, business services,  
17 information technology, janitorial; and salaries of supervisors and  
18 managers, including Fire Safe Council Coordinators.

19 "Agreement" means a legally binding agreement between the State and another  
20 entity.

21 "Amendment" means a formal modification or a material change of the  
22 agreement, such as term, cost, or scope of work.

23 "Applicant" means the entity who has submitted a Concept Proposal or  
24 Application requesting grant funds.

1 "Application" means the individual application form and its required  
2 supporting attachments for grants pursuant to the enabling legislation  
3 and/or program.

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

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

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

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

16 "Contractor" means an entity contracting with the Grantee.

17 "Department" means The Department of Forestry and Fire Protection, or CAL  
18 FIRE.

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

23 " Dwelling Unit" means the same as defined in 14 CCR § 1665.2.

24 "Encumbrance" means a commitment of funds guaranteeing a source of payment  
25 for a specific agreement.

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

3 "Grantee" means the entity who has an executed grant agreement for the award  
4 of grant funds.

5 "Habitable Structure" means the same as defined in 14 CCR § 1665.2.

6 "Indirect Costs" means the same as Administrative Costs (Indirect Costs).

7 "Modification" means an agreement modification; an informal agreement that  
8 moves dollars in the line item and task budgets not to exceed 10% of total  
9 grant amount, changes deliverable due dates, or makes a minor change in the  
10 work in accordance with the intent of the legislation. It does not require a  
11 formal amendment to the grant agreement.

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

16 "Operating Expenses (Direct Cost)" means the same as "Direct Cost."

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

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

23 "Project Performance Period" means the period of time that the Project Scope  
24 of Work costs may be incurred, and the work described in the Project Scope

25

1 of Work shall be completed, billed and paid by the State. Only Eligible  
2 Costs incurred during the Project Performance Period shall be paid.

3 "Project" means the activity or work to be accomplished utilizing grant  
4 funds and match (if applicable).

5 "Project Scope of Work" means the part of the Application that details in  
6 narrative form the proposed Project and associated activities.

7 "Project Budget" means the proposed detailed budget plan described in §  
8 1666.14.

9 "Resolution" means a determination by a Grantee's governing body to allow  
10 the entity to sign agreements and amendments for a specific project; i.e.,  
11 it allows the designated entity to enter into an agreement with the State of  
12 California, and it designates someone to sign on behalf of the Grantee's  
13 governing board. A signed resolution, if required, shall be submitted at the  
14 time the signed grant agreements are returned to the Department's Grants  
15 Management Unit.

16 "Subcontractor" means a person or entity who takes a portion of a contract  
17 from the principal contractor or from another subcontractor. Subcontractors  
18 perform work for the contractor and are not directly contracted by the  
19 Grantee.

20 Note: Authority cited: Sections 4111, 4212 and 4214, Public Resources Code.

21 Reference: Sections 4102, 4112, 4113, 4114, 4740 and 4741, Public Resources  
22 Code.

23  
24 **1666.2 Grant Distribution**  
25

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

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

7 (2) Expenditures over a rolling seven (7) year period (current year plus  
8 six (6) prior years) from this Grant program in any CAL FIRE Unit/Contract  
9 County shall be proportional to the amount of Fees collected from that CAL  
10 FIRE Unit/Contract County, and the amount appropriated by the Legislature  
11 for these purposes.

12 (3) Funding shall be determined to have been distributed proportionally  
13 if it is within 10% of the calculated benefit amount determined in paragraph  
14 (2) above.

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

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

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

24 (3) The percentage of Fees collected, calculated in paragraph (2), shall  
25 be applied to the total funds available, calculated in paragraph (1), to

1 determine the grant funding available for projects in each CAL FIRE  
2 Unit/Contract County.

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

6 (b) To meet the proportional distribution of funds described above, any  
7 individual SRAFPP Grant request in any funding year shall be capped at  
8 \$250,000.

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

12  
13 **1666.3 Applicant Eligibility**

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

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

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

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

23 (4) Non-Profit Organizations.  
24  
25

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

4 (b) Applicants shall not be:

5 (1) State or federal agencies;

6 (2) Privately held for profit companies or corporations;

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

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

10 Note: Authority cited: Sections 4111, 4212, and 4214, Public Resources Code.

11 Reference: Sections 4102, 4112, 4113, 4114, 4740 and 4741, Public Resources  
12 Code.

13  
14 **1666.4 Qualifying Projects**

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

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

1 (1) Create or maintain Fuel Breaks;

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

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

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

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

12 (6) Reduce fuel loading around critical community infrastructure,  
13 including, but not limited to, domestic and municipal water supplies,  
14 powerlines, and communications facilities.

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

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

22 (e) Other qualifying Projects is a category included to allow applicants to  
23 propose activities designed to reduce the risk and potential impact to  
24 Habitable Structures in the SRA that do not fit cleanly into the categories  
25 above. Projects submitted in this category shall clearly explain the

1 wildfire risk reduction benefits of the Project to Habitable Structures in  
2 the SRA.

3 Note: Authority cited: Sections 4111, 4212 and 4214, Public Resources Code.

4 Reference: Sections 4102, 4112, 4113, 4114, 4740 and 4741, Public Resources  
5 Code.

6  
7 **1666.5 Non-Qualifying Projects**

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

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

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

13 (3) Grant requests greater than the maximum allowable distribution to the  
14 CAL FIRE Unit/Contract County the project is in;

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

17 Note: Authority cited: Sections 4111, 4212 and 4214, Public Resources Code.

18 Reference: Sections 4102, 4112, 4113, 4114, 4740 and 4741, Public Resources  
19 Code.

20  
21 **1666.6 CEQA Compliance**

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

1 Note: Authority cited: Sections 4111, 4212 and 4214, Public Resources Code.

2 Reference: Sections 4102, 4112, 4113, 4114, 4740 and 4741, Public Resources

3 Code.

4

5 **1666.7 Grant Conditions**

6 (a) The following conditions shall be met for Projects to be eligible for

7 funding under the SRAFPF Grant Program:

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

9 1666.3.

10 (2) Grants shall be for qualifying projects that address the risk or

11 potential impact of wildfire to Habitable Structures in the SRA pursuant to

12 § 1666.4.

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

14 and complete a Project.

15 (4) For some Projects, the Grantee may be required to prepare a CEQA

16 document. CAL FIRE requires proof of filing with the State Clearinghouse

17 prior to commencing any on-the-ground activity.

18 (5) For hazardous fuel reduction Projects:

19 (A) A RPF shall be required to design and oversee any fuel hazard

20 reduction Project proposed on forested landscapes, as defined in PRC § 754.

21 The RPF shall conduct at least one site visit during active Project

22 operations to ensure vegetation removal is being conducted according to the

23 prescription. A RPF is not required to provide the general Project

24 information required in the Project Scope of Work during the grant

25 Application phase, but the Applicant shall demonstrate how CEQA compliance

1 shall be met, including RPF involvement, in the Scope of Work and include  
2 this cost in the budget, if applicable.

3 (B) Projects outside of the forested landscape may consider the use of  
4 a professional ecologist, biologist, Certified Rangeland Manager, or other  
5 professional with knowledge of local ecosystem processes, to develop an  
6 appropriate fuel hazard reduction removal Project. The Project proponent, in  
7 the Project prescription, may consider retention of habitat elements, such  
8 as ground cover necessary for the long term management of local wildlife  
9 populations, when such retention is compatible with the fuel hazard  
10 reduction goals of the Project.

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

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

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

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

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

22 (6) Grant requests shall describe the method used to determine the grant  
23 amount requested. This methodology shall include the grant costs less any  
24 income from forest products or other revenues received from the grant  
25 implementation. Note: Pursuant to PRC 4527(a), the cutting or removal of

1 trees that are processed into logs, lumber, or other wood products and  
2 offered for sale, barter, exchange, or trade is considered timber operations  
3 for commercial purposes and is subject to the California Forest Practice  
4 Rules.

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

8 Note: Authority cited: Sections 4111, 4212 and 4214, Public Resources Code.

9 Reference: Sections 4102, 4112, 4113, 4114, 4740 and 4741, Public Resources  
10 Code.

11  
12 **1666.8 Concept Proposal**

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

15 (1) Project name.

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

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

20 (4) Estimated start and completion dates for the Project. The execution  
21 date for successful grants will generally be in March of the year after  
22 application. For example, Concept Proposals submitted in September of 2015  
23 would generally be funded, if successful, in March of 2016.

24 (5) Project location. Include a Section, Township, and Range and  
25 associated Base and Meridian that identifies the general area of the

1 Project, the county the Project is in, the CAL FIRE Unit/Contract County the  
2 Project is in, and an address, community, or common name of the Project  
3 area. Fuel reduction projects shall include a map pursuant to § 1666.9.

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

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

11 (8) Project budget, including funding from other sources. The value of  
12 in-kind labor in California shall be \$26.87/hour, pursuant to the 2014  
13 Independent Sector National Value of Volunteer Time. The value of in-kind  
14 equipment use shall be estimated using the rate set by the California  
15 Department of Transportation "Labor Surcharge and Equipment Rental Rate"  
16 guide.

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

23 (10) Project milestones and deliverables, including the specific products  
24 or services to be produced as a result of the proposed Project that can be  
25

1 used to measure success and the anticipated dates of any milestones that  
2 shall be used to evaluate the progress of the Project.

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

8 (b) Non-Profit Organization Applicants shall submit articles of  
9 incorporation, including a seal from the Secretary of State, during this  
10 phase to verify that they are an eligible Non-Profit organized under Section  
11 501(c)(3) of the federal Internal Revenue Code.

12 (c) Concept Proposals and supporting materials shall be submitted no later  
13 than November 14 via mail or email to the following address. Concept  
14 Proposals submitted via email shall include "SRAFPF Grant" in the subject  
15 line. The person submitting the Concept Proposal and supporting materials  
16 shall Carbon Copy (cc) themselves when submitting by email as proof of  
17 submittal.

18 Department of Forestry and Fire Protection

19 Attention: Grants Management Unit/SRAFPF Grant

20 P.O. Box 944246

21 Sacramento, CA 94244-2460

22 CALFIRE.Grants@fire.ca.gov

23 (b) The Grants Management Unit shall log the Concept Proposal and enter  
24 pertinent information into a database. Concept Proposals shall then enter  
25 the review process. The Concept Proposal shall be reviewed by two (2)

1 independent reviewers. If these reviews are in agreement, the project shall  
2 move forward as scored. If the first two (2) reviews do not agree, a third  
3 review shall occur to determine if the project meets the review criteria.  
4 Concept Proposals that fail one or more of the review criteria included in  
5 the Concept Proposal evaluation criteria worksheet will not be considered  
6 for funding through the SRAFPF Grant Program. Concept Proposals that meet  
7 these criteria will be asked to submit a Project Application. Notification  
8 letters shall be sent from the Grants Management Unit no later than January  
9 7 of the year following Concept Proposal submission.

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

#### 14 **1666.9 Map Requirements**

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

22 (b) Maps shall be submitted on 8.5 by 11 inch paper at a minimum scale of  
23 1:24,000 or larger (meaning maps may be more detailed than 1:24,000, but not  
24 less). Digitally submitted maps shall be designed to print on paper measuring  
25 8.5 by 11 inches and be submitted in a common format such as PDF or JPEG that

1 does not take specialized software to open. Multiple maps may be submitted  
2 when necessary for clarity.

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

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

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

7 (1) Project boundaries;

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

9 (3) Location of access roads;

10 (4) Location of watercourses;

11 (5) Location of known sensitive biological resources;

12 (6) Contour lines;

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

14 (8) Enough of the surrounding area to give the reviewer a sense of the  
15 spatial relationship of the project to the surrounding community (this may be  
16 on a separate map at a smaller scale with less detail).

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

20 Note: Authority cited: Sections 4111, 4212 and 4214, Public Resources Code.

21 Reference: Sections 4102, 4112, 4113, 4114, 4740 and 4741, Public Resources  
22 Code.

23  
24 **1666.10 Concept Proposal Evaluation**  
25

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

8 Note: Authority cited: Sections 4111, 4212 and 4214, Public Resources Code.

9 Reference: Sections 4102, 4112, 4113, 4114, 4740 and 4741, Public Resources  
10 Code.

11  
12 **1666.11 Concept Proposal Evaluation Criteria**

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

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

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

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

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

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

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

4 (g) Does the Concept Proposal identify the estimated number of Habitable  
5 Structures that will be impacted? If a fuel reduction project, does it  
6 provide an appropriate metric to measure the success of the project?

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

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

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

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

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

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

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

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

24 (o) Are the Project deliverables clearly described?

25

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

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

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

12 Note: Authority cited: Sections 4111, 4212 and 4214, Public Resources Code.

13 Reference: Sections 4102, 4112, 4113, 4114, 4740 and 4741, Public Resources  
14 Code.

15  
16 **1666.12 Project Application**

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

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

1 Note: Authority cited: Sections 4111, 4212 and 4214, Public Resources Code.

2 Reference: Sections 4102, 4112, 4113, 4114, 4740 and 4741, Public Resources

3 Code.

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5 **1666.13 Scope of Work**

6 (a) The Scope of Work shall provide a detailed narrative description of the

7 proposed activities that constitute the Project. Applicants shall use a form

8 provided by the Department or create a separate document including the

9 information required in the following subsections. Projects proposing

10 multiple distinct Project types (e.g. hazardous fuel reduction and fire

11 prevention education) shall provide all relevant information specific to the

12 Project types; e.g., provide the information relevant to hazardous fuel

13 reduction for that portion of the Project and the fire prevention education

14 for that portion of the Project. In those cases, each Project type shall be

15 evaluated independently and the score for this section of the Scope of Work

16 shall be the average of those scores.

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

18 (c) For hazardous fuel reduction Projects provide:

19 (1) A description of the geographic scope of the Project, including an

20 estimate of the number of Habitable Structures in the SRA and the names of

21 the general communities that will benefit.

22 (2) A description of the goals, objectives, and expected outcomes of the

23 Project.

24 (3) A clear rational for how the proposed Project will reduce the risks

25 associated with wildfire to Habitable Structures in the SRA.

1 (4) Identification of any additional assets at risk from wildfire that  
2 will benefit from the proposed Project. These may include, but are not  
3 limited to, domestic and municipal water supplies, power lines,  
4 communication facilities and community centers.

5 (5) A clear rationale as to why the scale of the Project is appropriate  
6 to achieve the stated goals, objectives and outcomes discussed above.

7 (d) For fire prevention planning Projects provide:

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

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

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

16 (4) Identification of a diverse group of key stakeholders, including  
17 local, state, and federal officials, where appropriate, to collaborate with  
18 during the planning process and a discussion of how these targeted  
19 stakeholders will be engaged.

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

22 (e) For fire prevention education Projects provide:

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

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

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

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

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

10 (f) For all Projects, provide a discussion of how the proposed project  
11 supports the goals and objectives of the California Strategic Fire Plan, the  
12 local CAL FIRE Unit Fire Plan, a Community Wildfire Protection Plan (CWPP),  
13 County Fire Plan, or other long term planning document.

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

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

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

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

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

24 (2) A description of plans for external communications during the life  
25 of the project to keep the affected community informed about the goals,

1 objectives and progress of the project. Examples include planned press  
2 releases, project signage, community meetings, and field tours.

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

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

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

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

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

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

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

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

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

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

22 (3) A clear rationale as to the reasonableness of the costs for each  
23 proposed activity relative to the geographic area they are to be performed.

24 Identification of any costs that are higher than usual and an explanation of  
25

1 any special circumstances within the Project that makes these increased  
2 costs necessary to achieve the goals and objectives of the Project.

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

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

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

10 (1) A description of any previous experience the Project proponent has  
11 with similar projects. Include a list of recent past projects the proponent  
12 has successfully completed if applicable. Project proponents having no  
13 previous experience with similar projects shall discuss any past experiences  
14 that show a capacity to successfully complete the Project being proposed.  
15 This may include partnering with a more experienced organization that can  
16 provide Project support.

17 (2) Identification of who shall be responsible for tracking Project  
18 expenses and maintaining project records in a manner that allows for a full  
19 audit of any awarded grant funds.

20 Note: Authority cited: Sections 4111, 4212 and 4214, Public Resources Code.

21 Reference: Sections 4102, 4112, 4113, 4114, 4740 and 4741, Public Resources  
22 Code.

23  
24 **1666.14 Budget**

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

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

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

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

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

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

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

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

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

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

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

23 (l) The necessary supplies to carry out the Project as approved. A purchase  
24 of equipment costing less than \$5,000 per unit is considered minor equipment  
25 and is included in this section of the budget.

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

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

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

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

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

15 Note: Authority cited: Sections 4111, 4212 and 4214, Public Resources Code.

16 Reference: Sections 4102, 4112, 4113, 4114, 4740 and 4741, Public Resources  
17 Code.

18  
19 **1666.15 Eligible Costs**

20 (a) Salaries and wages of employees employed by the grantee who are directly  
21 engaged in the execution of the grant Project, limited to actual time spent  
22 on the grant project. Examples of expenditures include time related to site  
23 visits, project monitoring, and completion of project reports. Salaries and  
24 wages of County, Regional or Community Fire Safe Council Coordinators may be  
25 included in this category where their activities provide fire prevention

1 services to homeowners in the SRA specific to the Project proposed. Staff  
2 time related to accounting, business services, etc. are allowed only if  
3 those functions are not included in the Administrative Costs and are  
4 specific to the Project.

5 (b) Employer contribution share of fringe benefits associated with employees  
6 (paid from salaries and wages Budget Item) who are directly engaged in the  
7 execution of the grant Project. This includes social security, Medicare,  
8 health insurance, pension plan costs, etc. as applicable for the specific  
9 employee.

10 (c) Direct consultant and contractual services necessary to achieve the  
11 objectives of the grant. Examples of contractual costs include RPF  
12 supervision/certification, professional/consultant services (the costs of  
13 consultant services necessary for Project planning and implementation), fire  
14 prevention contractor, etc. Procurement of contractual services shall be  
15 documented to ensure selection on a competitive basis and documentation of a  
16 price analysis is required, both of which shall be made available upon  
17 request.

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

25 (e) Supplies that are used in the direct support of the Project. Supplies

1 exceeding \$500 per unit cost shall be documented to ensure procurement of  
2 supplies on a competitive basis and documentation of price analysis is  
3 required, both of which shall be made available upon request.

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

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

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

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

16  
17 **1666.16 Project Application Evaluation Criteria**

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

22 (b) Projects shall be evaluated for the first 25 points based on the Project  
23 specific criteria below. The most appropriate evaluation criteria for the  
24 type of Project being proposed (hazardous fuel reduction, fire prevention  
25 planning, or fire prevention education) shall be chosen. For Projects

1 proposing multiple distinct Project types (e.g. hazardous fuel reduction and  
2 fire prevention education), each Project type shall be evaluated  
3 independently, and the average of those scores for the first 25 points shall  
4 be taken.

5 (1) Hazardous fuel reduction criteria, 25 points:

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

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

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

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

18 (2) Fire prevention planning criteria, 25 points:

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

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

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

1           (D) Does the Project identify a diverse group of key  
2 stakeholders to collaborate with throughout the planning process? Does this  
3 group include local, state and federal officials?

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

6           (3) Fire prevention education criteria, 25 points:

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

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

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

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

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

19           (c) Criteria for all Projects, 75 points:

20           (1) Relationship to Strategic Plans, 20 points: Does the proposed  
21 Project support the goals and objectives of the California Strategic Fire  
22 Plan, the local CAL FIRE Unit Fire Plan, a Community Wildfire Protection  
23 Plan (CWPP), or other long term planning document?

24           (2) Degree of Risk, 15 points:

25

1           (A) Is the proposed Project located within an area designated as  
2 moderate, high, or very high fire hazard severity zone as identified by the  
3 latest FRAP maps?

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

7           (3) Community Support, 15 points:

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

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

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

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

17          (4) Project Implementation, 10 points:

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

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

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

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

1           (5) Budget, 10 points:

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

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

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

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

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

12           (6) Administration, 5 points:

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

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

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

19 Note: Authority cited: Sections 4111, 4212 and 4214, Public Resources Code.

20 Reference: Sections 4102, 4112, 4113, 4114, 4740 and 4741, Public Resources  
21 Code.