

State of California
Office of Administrative Law

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AUG 16 2016
BOARD OF FORESTRY AND FIRE PROTECTION

In re:
Board of Forestry and Fire Protection

Regulatory Action:

Title 14, California Code of Regulations

Adopt sections: 1666.0, 1666.1, 1666.2,
1666.3, 1666.4, 1666.5,
1666.6, 1666.7, 1666.8,
1666.9, 1666.10, 1666.11,
1666.12, 1666.13, 1666.14,
1666.15, 1666.16

Amend sections: 1665.2

Repeal sections: 1665.8

NOTICE OF APPROVAL OF REGULATORY
ACTION

Government Code Section 11349.3

OAL Matter Number: 2016-0701-02

OAL Matter Type: Regular (S)

This action overhauls the SRA Fire Prevention Grant Fund Program creating greater eligibility criteria, specification for qualifying projects, grant conditions, map requirements, evaluation criteria, evaluation procedures, application standards, budget standards, and other related requirements.

OAL approves this regulatory action pursuant to section 11349.3 of the Government Code. This regulatory action becomes effective on 10/1/2016.

Date: August 15, 2016



Mark Storm
Senior Attorney

For: Debra M. Comez
Director

Original: Matt Dias
Copy: Edith Hannigan

OFFICE OF ADMINISTRATIVE LAW

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DEBRA M. CORNEZ
Director

MEMORANDUM

TO: Edith Hannigan
FROM: OAL Front Desk
DATE: August 18, 2016
RE: Return of Rulemaking Materials
OAL Matter Number 2016-0701-02
OAL Matter Type Regular (S)

OAL hereby returns the rulemaking record your agency submitted for review regarding "SRA Fire Prevention Fund Grant Program."

If this is an approved matter, it contains a copy of the regulation(s) stamped "ENDORSED APPROVED" by the Office of Administrative Law and "ENDORSED FILED" by the Secretary of State. The effective date of an approved regulation is specified on the Form 400 (see item B.5). **Beginning January 1, 2013**, unless an exemption applies, Government Code section 11343.4 states the effective date of an approved regulation is determined by the date the regulation is filed with the Secretary of State (see the date the Form 400 was stamped "ENDORSED FILED" by the Secretary of State) as follows:

- (1) **January 1** if the regulation or order of repeal is filed on September 1 to November 30, inclusive.
- (2) **April 1** if the regulation or order of repeal is filed on December 1 to February 29, inclusive.
- (3) **July 1** if the regulation or order of repeal is filed on March 1 to May 31, inclusive.
- (4) **October 1** if the regulation or order of repeal is filed on June 1 to August 31, inclusive.

If an exemption concerning the effective date of the regulation approved in this matter applies, then it will be specified on the Form 400. The Notice of Approval that OAL sends to the agency will include the effective date of the regulation. The history note that will appear at the end of the regulation section in the California Code of Regulations will also include the regulation's effective date. Additionally, the effective date of the regulation will be noted on OAL's web site after OAL posts the Internet Web site link to the full text of the regulation that is received from the agency. (Gov. Code, secs. 11343 and 11344.)

Please note this new requirement: Unless an exemption applies, Government Code section 11343 now requires:

1. **Section 11343(c)(1):** Within 15 days of OAL filing a state agency's regulation with the Secretary of State, the state agency is required to post the regulation on its Internet Web site in an easily marked and identifiable location. The state agency shall keep the regulation posted on its Internet Web site for at least six months from the date the regulation is filed with the Secretary of State.
2. **Section 11343(c)(2):** Within five (5) days of posting its regulation on its Internet Web site, the state agency shall send to OAL the Internet Web site link of each regulation that the agency posts on its Internet Web site pursuant to section 11343(c)(1).

OAL has established an email address for state agencies to send the Internet Web site link to for each regulation the agency posts. Please send the Internet Web site link for each regulation posted to OAL at postedregslink@oal.ca.gov.

NOTE ABOUT EXEMPTIONS. Posting and linking requirements do not apply to emergency regulations; regulations adopted by FPPC or Conflict of Interest regulations approved by FPPC; or regulations not subject to OAL/APA review. However, an exempt agency may choose to comply with these requirements, and OAL will post the information accordingly.

DO NOT DISCARD OR DESTROY THIS FILE

Due to its legal significance, you are required by law to preserve this rulemaking record. Government Code section 11347.3(d) requires that this record be available to the public and to the courts for possible later review. Government Code section 11347.3(e) further provides that "...no item contained in the file shall be removed, altered, or destroyed or otherwise disposed of." See also the State Records Management Act (Government Code section 14740 et seq.) and the State Administrative Manual (SAM) section 1600 et seq. regarding retention of your records.

If you decide not to keep the rulemaking records at your agency/office or at the State Records Center, you may transmit it to the State Archives with instructions that the Secretary of State shall not remove, alter, or destroy or otherwise dispose of any item contained in the file. See Government Code section 11347.3(f).

Enclosures

NOTICE PUBLICATION/REGULATIONS SUBMISSION

REGULAR (See instructions on reverse)

For use by Secretary of State only

STD. 400 (REV. 01-2013)

OAL FILE NUMBERS	NOTICE FILE NUMBER Z-2016-0308-05	REGULATORY ACTION NUMBER 2016-0701-02 S	EMERGENCY NUMBER
For use by Office of Administrative Law (OAL) only		<p>2016 JUL -1 P 1:10</p> <p>OFFICE OF ADMINISTRATIVE LAW</p>	
NOTICE		REGULATIONS	
AGENCY WITH RULEMAKING AUTHORITY Board of Forestry and Fire Protection			AGENCY FILE NUMBER (if any)

ENDORSED - FILED
In the office of the Secretary of State
of the State of California

AUG 15 2016
1:51 PM

A. PUBLICATION OF NOTICE (Complete for publication in Notice Register)

1. SUBJECT OF NOTICE		TITLE(S)	FIRST SECTION AFFECTED	2. REQUESTED PUBLICATION DATE
3. NOTICE TYPE <input type="checkbox"/> Notice re Proposed Regulatory Action <input type="checkbox"/> Other		4. AGENCY CONTACT PERSON	TELEPHONE NUMBER	FAX NUMBER (Optional)
OAL USE ONLY	ACTION ON PROPOSED NOTICE <input type="checkbox"/> Approved as Submitted <input type="checkbox"/> Approved as Modified <input type="checkbox"/> Disapproved/Withdrawn		NOTICE REGISTER NUMBER 2016, 12-2	PUBLICATION DATE 3-18-16

B. SUBMISSION OF REGULATIONS (Complete when submitting regulations)

1a. SUBJECT OF REGULATION(S) SRA Fire Prevention Fund Grant Program		1b. ALL PREVIOUS RELATED OAL REGULATORY ACTION NUMBER(S) <i>per agency request</i>	
2. SPECIFY CALIFORNIA CODE OF REGULATIONS TITLE(S) AND SECTION(S) (Including title 26, if toxics related)			
SECTION(S) AFFECTED (List all section number(s) individually. Attach additional sheet if needed.)	ADOPT 14 CCR §§ 1666.0, 1666.1, 1666.2, 1666.3, 1666.4, 1666.5, 1666.6, 1666.7, 1666.8, 1666.9, 1666.10, con't AMEND 14 CCR § 1665.2 REPEAL 14 CCR § 1665.8		
TITLE(S) 14			
3. TYPE OF FILING			
<input checked="" type="checkbox"/> Regular Rulemaking (Gov. Code §11346) <input type="checkbox"/> Certificate of Compliance: The agency officer with the below certifies that this agency complied with the provisions of Gov. Code §§11346.2-11347.3 either before the emergency regulation was adopted or within the time period required by statute. <input type="checkbox"/> Emergency Readopt (Gov. Code, §11346.1(h)) <input type="checkbox"/> Changes Without Regulatory Effect (Cal. Code Regs., title 1, §100) <input type="checkbox"/> Print Only <input type="checkbox"/> Resubmittal of disapproved or withdrawn nonemergency filing (Gov. Code §§11349.3, 11349.4) <input type="checkbox"/> Resubmittal of disapproved or withdrawn emergency filing (Gov. Code, §11346.1) <input type="checkbox"/> File & Print <input type="checkbox"/> Other (Specify) _____ <input type="checkbox"/> Emergency (Gov. Code, §11346.1(b))			
4. ALL BEGINNING AND ENDING DATES OF AVAILABILITY OF MODIFIED REGULATIONS AND/OR MATERIAL ADDED TO THE RULEMAKING FILE (Cal. Code Regs. title 1, §44 and Gov. Code §11347.1) 5/20/2016 - 6/13/2016 <i>per agency request</i>			
5. EFFECTIVE DATE OF CHANGES (Gov. Code, §§ 11343.4, 11346.1(d); Cal. Code Regs., title 1, §100) <input checked="" type="checkbox"/> Effective January 1, April 1, July 1, or October 1 (Gov. Code §11343.4(e)) <input type="checkbox"/> Effective on filing with Secretary of State <input type="checkbox"/> §100 Changes Without Regulatory Effect <input type="checkbox"/> Effective other (Specify) _____			
6. CHECK IF THESE REGULATIONS REQUIRE NOTICE TO, OR REVIEW, CONSULTATION, APPROVAL OR CONCURRENCE BY, ANOTHER AGENCY OR ENTITY <input type="checkbox"/> Department of Finance (Form STD. 399) (SAM §6660) <input type="checkbox"/> Fair Political Practices Commission <input type="checkbox"/> State Fire Marshal <input type="checkbox"/> Other (Specify) _____			
7. CONTACT PERSON Edith Hannigan	TELEPHONE NUMBER 916-653-2928	FAX NUMBER (Optional) 916-653-0989	E-MAIL ADDRESS (Optional) edith.hannigan@bof.ca.gov

8. I certify that the attached copy of the regulation(s) is a true and correct copy of the regulation(s) identified on this form, that the information specified on this form is true and correct, and that I am the head of the agency taking this action, or a designee of the head of the agency, and am authorized to make this certification.

SIGNATURE OF AGENCY HEAD OR DESIGNEE 	DATE July 1, 2016
TYPED NAME AND TITLE OF SIGNATORY Edith Hannigan, Board Consultant SRA	

For use by Office of Administrative Law (OAL) only

ENDORSED APPROVED

'AUG 15 2016

Office of Administrative Law

**STD 400 Attachment
SRA Fire Prevention Fund Grant Program**

*per agency
request*

C. Adopt con't – 1666.11, 1666.12, 1666.13, 1666.14, 1666.15, 1666.16

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 Amend

6 § 1665.2 Definitions

7 Repeal

8 § 1665.8 Grant Program

9 Adopt

10 § 1666.0 State Responsibility Area Fire Prevention Fund Grant Program

11 § 1666.1 Definitions

12 § 1666.2 Grant Distribution

13 § 1666.3 Applicant Eligibility

14 § 1666.4 Qualifying Projects

15 § 1666.5 Non-Qualifying Projects

16 § 1666.6 CEQA Compliance

17 § 1666.7 Grant Conditions

18 § 1666.8 Concept Proposal

19 § 1666.9 Map Requirements

20 § 1666.10 Concept Proposal Evaluation

21 § 1666.11 Concept Proposal Evaluation Criteria

22 § 1666.12 Project Application

23 § 1666.13 Scope of Work

24 § 1666.14 Budget

25 § 1666.15 Eligible Costs

1 § 1666.16 Project Application Evaluation Criteria

2
3 § 1665.2 Definitions

4 [...]

5 "Fire Prevention Fund" means the State Responsibility Area Fire Prevention
6 Fund created by PRC § 4214 for deposit of all annual Fees collected and from
7 which expenditures are authorized pursuant to the annual Budget Act,
8 including grants that may be awarded pursuant to 14 CCR ~~§ 1665.8~~ §§ 1666.0-
9 1666.16, inclusive.

10 [...]

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

14
15 ~~1665.8 Grant Program~~

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

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

1 ~~safe regulations pursuant to 14 CCR § 1270 et seq., as required by PRC §~~
2 ~~4290.~~

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

4 ~~Reference: Sections 4102, 4111, 4112, 4113, 4114, 4740 and 4741, Public~~
5 ~~Resources Code.~~

6
7 1666.0 State Responsibility Area Fire Prevention Fund Grant Program

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

11 (b) When funds are appropriated by the Legislature for this purpose, the
12 Board shall administer the SRAFPF Grant Program from the State
13 Responsibility Area (SRA) Fees, as defined in 14 CCR §1665.2, collected.

14 Grants shall only be awarded in those counties that contain SRA lands, and
15 only to those projects that demonstrate a clear reduction of risk and
16 potential impact from wildfire to Habitable Structures in the SRA. The
17 Project area shall be in an area of moderate, high or very high fire hazard
18 severity as identified on the latest fire hazard severity zone maps produced
19 by the CAL FIRE Fire and Resource Assessment Program (FRAP).

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

21 Reference: Sections 4102, 4112, 4113, 4114, 4214, 4740 and 4741, Public
22 Resources Code.

23
24 1666.1 Definitions

1 "Administrative Costs (Indirect Costs)" means expenses of doing business
2 that are of a general nature and are incurred to benefit at least two or
3 more functions within an organization. These costs are not usually
4 identified specifically with a grant, grant agreement, Project or activity,
5 but are necessary for the general operation of the organization. Examples of
6 Administrative Costs include salaries and benefits of employees not directly
7 assigned to a Project; functions such as personnel, business services,
8 information technology, janitorial; and salaries of supervisors and
9 managers, including Fire Safe Council Coordinators.

10 "Agreement" means a legally binding agreement between the State and another
11 entity.

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

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

16 "Application" means the individual application form and its required
17 supporting attachments for grants pursuant to the enabling legislation
18 and/or program.

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

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

25

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

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

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

8 "Department" means The Department of Forestry and Fire Protection, or CAL
9 FIRE.

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

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

15 "Encumbrance" means a commitment of funds guaranteeing a source of payment
16 for a specific agreement.

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

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

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

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

23 "Modification" means an agreement modification; an informal agreement that
24 moves dollars in the line item and task budgets not to exceed 10% of total
25 grant amount, changes deliverable due dates, or makes a minor change in the

1 work in accordance with the intent of the legislation. It does not require a
2 formal amendment to the grant agreement.

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

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

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

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

14 "Project Performance Period" means the period of time that the Project Scope
15 of Work costs may be incurred, and the work described in the Project Scope
16 of Work shall be completed, billed and paid by the State. Only Eligible
17 Costs, as provided in § 1666.15, incurred during the Project Performance
18 Period shall be paid.

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

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

23 "Project Budget" means the proposed detailed budget plan described in §
24 1666.14.

25

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

8 "Subcontractor" means a person or entity who takes a portion of a contract
9 from the principal contractor or from another subcontractor. Subcontractors
10 perform work for the contractor and are not directly contracted by the
11 Grantee.

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

13 Reference: Sections 4102, 4112, 4113, 4114, 4214, 4740 and 4741, Public
14 Resources Code.

15
16 1666.2 Grant Distribution

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

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

23 (2) Expenditures over a rolling seven (7) year period (current year plus
24 six (6) prior years) from this Grant program in any CAL FIRE Unit/Contract
25 County shall be proportional to the amount of Fees collected from that CAL

1 FIRE Unit/Contract County, and the amount appropriated by the Legislature
2 for these purposes.

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

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

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

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

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

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

22 (c) To meet the proportional distribution of funds described above, any
23 individual SRAFPF Grant request in any funding year shall be capped at
24 \$250,000.

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

2 Reference: Sections 4102, 4112, 4113, 4114, 4214, 4740 and 4741, Public
3 Resources Code.

4
5 1666.3 Applicant Eligibility

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

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

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

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

15 (4) Non-Profit Organizations.

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

19 (b) Applicants shall not be:

20 (1) State or federal agencies;

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

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

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

25

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

4
5 1666.4 Qualifying Projects

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

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

17 (1) Create or maintain Fuel Breaks;

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

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

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

25 (5) Modify vegetation adjacent to roads to provide for safer ingress and

1 egress of evacuating residents and responding emergency personnel during
2 wildfire activities;

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

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

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

13 (e) Other qualifying Projects is a category included to allow applicants to
14 propose activities designed to reduce the risk and potential impact to
15 Habitable Structures in the SRA that do not fit cleanly into the categories
16 above. Projects submitted in this category shall clearly explain the
17 wildfire risk reduction benefits of the Project to Habitable Structures in
18 the SRA.

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

20 Reference: Sections 4102, 4112, 4113, 4114, 4214, 4740 and 4741, Public
21 Resources Code.

22
23 **1666.5 Non-Qualifying Projects**

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

25 (1) Purchase of capital equipment greater than \$5,000 with a life

1 expectancy beyond the term of the grant;

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

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

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

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

9 Reference: Sections 4102, 4112, 4113, 4114, 4214, 4740 and 4741, Public
10 Resources Code.

11
12 1666.6 CEQA Compliance

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

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

18 Reference: Sections 4102, 4112, 4113, 4114, 4214, 4740 and 4741, Public
19 Resources Code.

20
21 1666.7 Grant Conditions

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

24 (1) Grants shall be made only to eligible applicants pursuant to §
25 1666.3.

1 (2) Grants shall be for qualifying projects that address the risk or
2 potential impact of wildfire to Habitable Structures in the SRA pursuant to
3 § 1666.4.

4 (3) Grantees shall have the ability to satisfactorily plan, administer,
5 and complete a Project.

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

9 (5) For hazardous fuel reduction Projects:

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

19 (B) Projects outside of the forested landscape may consider the use of
20 a professional ecologist, biologist, Certified Rangeland Manager, or other
21 professional with knowledge of local ecosystem processes, to develop an
22 appropriate fuel hazard reduction removal Project. The Project proponent, in
23 the Project prescription, may consider retention of habitat elements, such
24 as ground cover necessary for the long term management of local wildlife
25

1 populations, when such retention is compatible with the fuel hazard
2 reduction goals of the Project.

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

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

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

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

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

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

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

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

2 Reference: Sections 4102, 4112, 4113, 4114, 4214, 4740 and 4741, Public
3 Resources Code.

4
5 1666.8 Concept Proposal

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

8 (1) Project name.

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

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

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

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

22 (6) Project area. For all Projects, provide an estimate of the number of
23 Habitable Structures in the SRA that shall be impacted by the Project. For
24 Projects proposing fuel reduction activities, provide the most appropriate
25 metric by which the success of the project shall be measured or evaluated,

1 such as fuels treatment area in acres, linear feature distance in feet,
2 material removed in cubic yards, or equipment time in hours.

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

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

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

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

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

1 (b) Non-Profit Organization Applicants shall submit articles of
2 incorporation, including a seal from the Secretary of State, during this
3 phase to verify that they are an eligible Non-Profit organized under Section
4 501(c)(3) of the federal Internal Revenue Code.

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

11 Department of Forestry and Fire Protection
12 Attention: Grants Management Unit/SRAFPF Grant
13 P.O. Box 944246
14 Sacramento, CA 94244-2460
15 CALFIRE.Grants@fire.ca.gov

16 (d) The Grants Management Unit shall log the Concept Proposal and enter
17 pertinent information into a database. Concept Proposals shall then enter
18 the review process. The Concept Proposal shall be reviewed by two (2)
19 independent reviewers. If these reviews are in agreement, the project shall
20 move forward as scored. If the first two (2) reviews do not agree, a third
21 review shall occur to determine if the project meets the review criteria.
22 Concept Proposals that fail one or more of the review criteria included in
23 the Concept Proposal evaluation criteria worksheet will not be considered
24 for funding through the SRAFPF Grant Program. Concept Proposals that meet
25 these criteria will be asked to submit a Project Application. Notification

1 letters shall be sent from the Grants Management Unit no later than January
2 7 of the year following Concept Proposal submission.

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

6
7 1666.9 Map Requirements

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

15 (b) Maps shall be submitted on 8.5 by 11 inch paper at a minimum scale of
16 1:24,000 or larger (meaning maps may be more detailed than 1:24,000, but not
17 less). Digitally submitted maps shall be designed to print on paper measuring
18 8.5 by 11 inches and be submitted in a common format such as PDF or JPEG that
19 does not take specialized software to open. Multiple maps may be submitted
20 when necessary for clarity.

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

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

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

- 25 (1) Project boundaries;

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

2 (3) Location of access roads;

3 (4) Location of watercourses;

4 (5) Location of known sensitive biological resources;

5 (6) Contour lines;

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

7 (8) Enough of the surrounding area to give the reviewer a sense of the

8 spatial relationship of the project to the surrounding community (this may be

9 on a separate map at a smaller scale with less detail).

10 (f) Applicants may also include SRA boundaries, ownership boundaries,

11 location of Habitable Structures, or other information necessary for

12 reviewers to understand the material presented on the map.

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

14 Reference: Sections 4102, 4112, 4113, 4114, 4214, 4740 and 4741, Public

15 Resources Code.

16
17 1666.10 Concept Proposal Evaluation

18 The evaluation criteria pursuant to § 1666.11 shall be used to determine if

19 the Concept Proposal is complete and the proposed Project is eligible to be

20 considered for funding through the SRAFPF Grant Program. The criteria

21 require only a yes or no answer. Proposals that score a "no" on one or more

22 of the criteria shall be considered ineligible for funding through the

23 SRAFPF Grant Program. Projects meeting the criteria shall be invited to

24 submit a complete Application to be considered for Project funding.

25

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

4
5 1666.11 Concept Proposal Evaluation Criteria

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

15 (o) Are the Project deliverables clearly described?

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

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

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

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

7
8 1666.12 Project Application

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

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

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

19
20 1666.13 Scope of Work

21 (a) The Scope of Work shall provide a detailed narrative description of the
22 proposed activities that constitute the Project. Applicants shall use a form
23 provided by the Department or create a separate document including the
24 information required in the following subsections. Projects proposing
25 multiple distinct Project types (e.g. hazardous fuel reduction and fire

1 prevention education) shall provide all relevant information specific to the
2 Project types; e.g., provide the information relevant to hazardous fuel
3 reduction for that portion of the Project and the fire prevention education
4 for that portion of the Project. In those cases, each Project type shall be
5 evaluated independently and the score for this section of the Scope of Work
6 shall be the average of those scores.

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

8 (c) For hazardous fuel reduction Projects provide:

9 (1) A description of the geographic scope of the Project, including an
10 estimate of the number of Habitable Structures in the SRA and the names of
11 the general communities that will benefit.

12 (2) A description of the goals, objectives, and expected outcomes of the
13 Project.

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

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

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

22 (d) For fire prevention planning Projects provide:

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

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

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

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

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

12 (e) For fire prevention education Projects provide:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

16 Identification of any costs that are higher than usual and an explanation of
17 any special circumstances within the Project that makes these increased
18 costs necessary to achieve the goals and objectives of the Project.

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

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

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

1 (1) A description of any previous experience the Project proponent has
2 with similar projects. Include a list of recent past projects the proponent
3 has successfully completed if applicable. Project proponents having no
4 previous experience with similar projects shall discuss any past experiences
5 that show a capacity to successfully complete the Project being proposed.
6 This may include partnering with a more experienced organization that can
7 provide Project support.

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

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

12 Reference: Sections 4102, 4112, 4113, 4114, 4214, 4740 and 4741, Public
13 Resources Code.

14
15 1666.14 Budget

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

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

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

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

- 1 (e) The total cost of each item by funding source, as well as the aggregate
2 total cost.
- 3 (f) The project tracking number issued to the Project in the invitation to
4 apply letter.
- 5 (g) Project name that was given to the Project on the Concept Proposal.
- 6 (h) All salaries for wage earning personnel employed by the Grantee (not a
7 contractor or subcontractor) directly working on the Project.
- 8 (i) The costs of benefits for personnel employed by the Grantee (not a
9 contractor or subcontractor) directly working on the Project.
- 10 (j) Any contracts necessary to carry out the Project as approved.
- 11 (k) Expenses for travel (mileage, motel, meals, incidentals) necessary to
12 carry out the Project as approved. See § 1666.15(d).
- 13 (l) The necessary supplies to carry out the Project as approved. A purchase
14 of equipment costing less than \$5,000 per unit is considered minor equipment
15 and is included in this section of the budget.
- 16 (m) If applicable, any equipment that will be rented, leased, or is owned by
17 the Grantee and will be charged to the Project.
- 18 (n) Other costs that do not fit into the categories above and that are
19 directly related to the grant Project.
- 20 (o) Indirect Costs, which shall not be greater than 12% of the grant amount.
- 21 (p) Total SRAFPF grant funds requested and funds from other sources, which
22 shall equal the total Project budget.
- 23 (q) The Project Budget shall be submitted as part of a complete Project
24 Application by the date indicated on the invitation to apply letter. The
25 Project Budget shall be saved with the project tracking number provided in

1 the invitation to apply letter. The format shall be similar to the following
2 example: 15-SRA-HF-01-XXXX-UUU-Budget.xls, where XXX is the project tracking
3 number and UUU is the 3-letter CAL FIRE Unit/Contract County identifier
4 provided in the invitation to apply letter.

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

6 Reference: Sections 4102, 4112, 4113, 4114, 4214, 4740 and 4741, Public
7 Resources Code.

8
9 **1666.15 Eligible Costs**

10 Only the following eligible costs incurred during the Project Performance
11 Period shall be paid:

12 (a) Salaries and wages of employees employed by the grantee who are directly
13 engaged in the execution of the grant Project, limited to actual time spent
14 on the grant project. Examples of expenditures include time related to site
15 visits, project monitoring, and completion of project reports. Salaries and
16 wages of County, Regional or Community Fire Safe Council Coordinators may be
17 included in this category where their activities provide fire prevention
18 services to homeowners in the SRA specific to the Project proposed. Staff
19 time related to accounting, business services, etc. are allowed only if
20 those functions are not included in the Administrative Costs and are
21 specific to the Project.

22 (b) Employer contribution share of fringe benefits associated with employees
23 (paid from salaries and wages Budget Item) who are directly engaged in the
24 execution of the grant Project. This includes social security, Medicare,
25

1 health insurance, pension plan costs, etc. as applicable for the specific
2 employee.

3 (c) Direct consultant and contractual services necessary to achieve the
4 objectives of the grant. Examples of contractual costs include RPF
5 supervision/certification, professional/consultant services (the costs of
6 consultant services necessary for Project planning and implementation), fire
7 prevention contractor, etc. Procurement of contractual services shall be
8 documented to ensure selection on a competitive basis and documentation of a
9 price analysis is required, both of which shall be made available upon
10 request.

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

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

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

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

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

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

8 Reference: Sections 4102, 4112, 4113, 4114, 4214, 4740 and 4741, Public
9 Resources Code.

10
11 1666.16 Project Application Evaluation Criteria

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

19 (2) Degree of Risk, 15 points:

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

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

1 (3) Community Support, 15 points:

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

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

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

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

11 (4) Project Implementation, 10 points:

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

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

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

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

20 (5) Budget, 10 points:

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

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

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

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

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

7 (6) Administration, 5 points:

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

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

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

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

15 Reference: Sections 4102, 4112, 4113, 4114, 4214, 4740 and 4741, Public
16 Resources Code.

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