



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

15160 Jackson Road, Rancho Murieta, CA 95683

Office - 916-354-3700 * Fax - 916-354-2082

SECURITY COMMITTEE

(Directors Les Clark and Tim Maybee)

Regular Meeting

November 7, 2019 at 10:00 a.m.

All persons present at District meetings will place their cellular devices in silent and/or vibrate mode (no ringing of any kind). During meetings, these devices will be used only for emergency purposes and, if used, the party called/calling will exit the meeting room for conversation. Other electronic and internet enabled devices are to be used in the "silent" mode. Under no circumstances will recording devices or problems associated with them be permitted to interrupt or delay District meetings.

AGENDA

1. **Call to Order**
2. **Comments from the Public**
3. **Monthly Updates**
 - + Operations
 - + Incidents of Note
 - + RMA Citations/Admonishments
 - + RMA Compliance/Grievance/Safety Committee/Disposition Report
 - + Contract Security
4. **Body Camera Policy Update**
5. **ABDI Patrol Software Update**
6. **Fire Council Grant – RMCSO Role**
7. **Joint Security Committee Update**
8. **Director and Staff Comments/Suggestions [no action]**
9. **Adjournment**

In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item and is distributed less than 72 hours prior to a regular meeting will be made available for public inspection in the District offices during normal business hours. If, however, the document is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting.

Note: This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. The date of this posting is November 4, 2019. Posting locations are: 1) District Office; 2) Post Office; 3) Rancho Murieta Association; 4) Murieta Village Association.

MEMORANDUM

Date: October 31, 2019
To: Security Committee
From: Jeffery Werblun, Security Chief
Subject: Security Update Report for the Month of October 2019

OPERATIONS UPDATES

The first revision to the Body Camera Policy was completed and submitted to the Security Committee. The Committee reviewed the draft policy revision and made recommendations to the draft. Those recommendations will be edited in the draft.

The second revision was completed and submitted to legal who approved of the changes. The second revision will be presented to the Security Committee at the November Committee meeting.

I met with the Owner and Management of the Airport. They did not have any issues to report.

We hired and trained a part-time Gate Officer and a Patrol Officer as well as a new contract part-time Gate Officer.

INCIDENTS OF NOTE

October 14, at 0756 hours, reported a theft of golf clubs from an unlocked car at 65xx Puerto Dr.

October 25, at 1230 hours, missing elderly Alzheimer's patient. Security received a phone call from a resident on the South saying her 90-year-old husband with Alzheimer's had wandered away from home. He had been gone almost an hour before she called us. Patrol responded and met with her. Patrol then initiated an area search. Patrol Officer Arino, new Patrol Officer Perepelka, and RMA Compliance Officer Chris Smith began to check the area. Two off duty fire-fighters who were neighbors also were searching the area. After about an hour of searching, SSD arrived on the scene and began their investigation. Officer Arino obtained a photograph of the missing person and put together a flyer with the picture and description. We made copies and distributed them to both gates, so the Gate Officers could hand them out to visitors to assist in the search. I coordinated out efforts from my office. SSD requested we utilize Code Red to put out an alert message. I put out the Code Red message and had District Secretary Wilder put the information on the District's Social Media pages.

SSD brought the helicopter out to search from the air and make Public Address announcements regarding the missing person. We continued our search efforts and passed the information on to the Country Club and RMA Maintenance workers so they could keep an eye out as well. About an hour after SSD arrived on scene, the missing person was found safe. I canceled the Code Red alert and the Social Media posts.

The Code Red system dialed 6590 phone numbers, reached 4743 numbers, and had 1847 calls not reached or answered. We will be publishing a reminder for residents to update their phone numbers with the Code Red system.

Halloween was an uneventful night for Security.

RANCHO MURIETA ASSOCIATION COMPLIANCE MEETING

My appearance was canceled this month by the Chairperson.

MONTHLY MEETING WITH RMA COMPLIANCE STAFF

Danise Hetland and I met. She will address the Compliance Committee to see if they want discretion removed on the issuance of the Written Warning Notices so that all violations either receive a citation or warning notice. The current practice allows for officer discretion in the issuance of verbal or written warning notices or citations issued or not.

I will be setting up an account in ABDI for all vendors and delivery vehicles into a new RMA account for tracking purposes. The Compliance Committee has found that vendors with multiple addresses to service in the community are receiving citations, and the resident who has the address they are going to first is receiving the citation and being held accountable. The committee has realized that practice has become unfair to the residents. With this new account, violators will be dealt with directly by RMA for any violations they may receive.

CONTRACT SECURITY

We are still using PDF on a limited basis for the gate.

JOINT SECURITY MEETING

No meeting has been requested by the other parties of the Joint Security Committee. We are waiting for RMA.

2019 RMA Rule Violations Enforcement by CSD

Violation	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Back Area w/o Resident				1	2	1	1		1	1			7
Basketball Standard													
Barking Dog	14	10	9	12	6	5	11	10	16	15			108
Open Garage Doors		1	6	8	8	8	1	12	3	4			51
Curfew							1	1					2
Driveway Parking									1				1
Fishing License/Fish & Wildlife				2									2
Guest Parking								1	1				2
Loose/Off Leash Dog	8	4	13	2	3	7	4	6	8	9			64
Motorcycle North Streets				1									1
Overloaded Golf Cart										1			1
Overnight Street Parking			3					1					4
Park Hours	1			3	16	8	4	2	4	10			48
Speeding	12		5	4	3	1	1	4	6	7			43
Stop Sign	3	1	1						1				6
Unauthorized Vehicle													
Unlicensed Driver	1	2	1	1		2		1	4				12
Unsafe Driving	5	2	5	2	1	4	5		2	2			28
Intereference									1				1
Gate Refusals	16	47	29	43	66	59	75	39	23	20			417
Total	60	67	72	79	105	95	103	77	71	69			798

2019 RMA Rule Violation Citations by CSD

Violation	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Back Area w/o Resident				1			1			3			5
Basketball Standard								8	4	1			13
Commercial Vehicle Signage								2	2				4
Construction Hours/Days													
Curfew						1							1
Driveway Parking	30	5	2		20	24	8	60	30	21			200
Fishing License/Fish & Wildlife													
Guest Parking													
Loose/Off Leash Dog		1						1					2
Motorcycle North Streets										1			1
Overloaded Golf Cart													
Overnight Street Parking	7	9			4	19	5	29	7	17			97
Park Hours					2	6	6	8	15	4			41
Speeding	39	39	5	4	7	16	17		13	10			150
Stop Sign	6	7	1	1	1			2	6	3			27
Unauthorized Vehicle								1					1
Unlicensed Driver							1	1					2
Unsafe Driving	1				2	2							5
Intereference													
Parking Citations			12	13	3		1		2	7			38
Warning Notice							2		4				6
Total	83	61	20	19	39	68	41	112	83	67			593



Rancho Murieta Community Services District

RMA Rule Violation Sections Enforced by RMCS Security Department

RULE I SECTION 5: IDENTIFICATION

RULE I SECTION 6: INTERFERENCE WITH CSD/RMA EMPLOYEE

RULE II SECTION 1: USE OF STREETS

RULE II SECTION 2: UNLICENSED DRIVER

RULE II SECTION 3: SPEED LIMIT VIOLATION

RULE II SECTION 4: ENHANCED SPEED

RULE II SECTION 5: STOP SIGN VIOLATION

RULE II SECTION 6: BUS STOP

RULE II SECTION 8: NO BARCODE

RULE II SECTION 9: TRAILERS AND COMMERCIAL VEHICLE PARKING

RULE II SECTION 10: OVERNIGHT STREET PARKING

RULE II SECTION 11: STORING OF VEHICLES

RULE II SECTION 12: MOTOR VEHICLE REPAIRS

RULE II SECTION 14: CARRYING OF PASSENGERS

RULE II SECTION 15: UNAUTHORIZED VEHICLES, NO 24 HR. PASS

RULE III SECTION 2: UNLEASHED PETS

RULE III SECTION 5: PET NOISE

RULE VI SECTION 1: COMMERCIAL SIGNAGE

RULE VII SECTION 6: BASKET BALL STANDARDS

RULE VII SECTION 9: NOXIOUS ACTIVITIES

RULE IX SECTION 1: GUEST WITHOUT RESIDENT

RULE IX SECTION 2: SWIMMING IN CHESBRO/CALERO

RULE IX SECTION 3: PARK HOURS

RULE IX SECTION 5: FISHING VIOLATIONS

RULE IX SECTION 6: FIREWORKS

RULE IX SECTION 8: SKATEBOARDING/SCOOTERS

RULE IX SECTION 9: CURFEW

RULE IX SECTION 10: VANDALISM

RULE XIII SECTION 1: DRIVEWAY PARKING

ARTICLE VII SECTION 12(B): GUEST PARKING

ARTICLE VII SECTION 13: BON FIRE



Rancho Murieta Association Memorandum

To: RMCS D Security Committee Members Tim Maybee and Les Clark;
Mark Martin, General Manager and Jeff Werblun, Security Chief
From: Tom Reimers, Compliance Committee Chair
Date: November 5, 2019
Subject: Materials and Information from November 5, 2019 Meeting

Attached is the spreadsheet showing the dispensations of violation citations written by RMCS D Security personnel after the Compliance Committee's review at today's meeting.

Also included is the Violation Summary Report for October 2019.

RMCS D Security Written Violations 2019

February 2019 Security Violations

Reviewed at the March Compliance Comm Meeting Total Cites

Violation	Upheld	Dismissed	Abeyance	Written	Notes
Speeding	25	1		26	*stop sign citation was dismissed because it appeared to the compliance comm that the officer followed the resident to his home. The citation was also written for interference.
Stop Signs	6	1*		7	
Overnight Street Parking	4			4	
Driveway Parking	7			7	
Total Citations	42	2		44	

March 2019 Security Violations

Reviewed at the April Compliance Comm Meeting Total Cites

Violation	Upheld	Dismissed	Abeyance	Written	Notes
Speeding	10		1	11	* 3 cites dismissed - no video
Stop Signs	3	3*		6	
Overnight Street Parking	2	1		3	
Driveway Parking	7			7	
No Drivers License	2**			2	
Unauthorized Vehicle	1			1	The comm didn't process the 'no bar code' cite or the subsequent & driveway parking cites that were issued to the same resident, as the comm believes the cites issued were targeted & retaliatory
Total Citations	25	4	1	30	

April 2019 Security Violations

Reviewed at the May Compliance Comm Meeting Total Cites

Violation	Upheld	Dismissed	Abeyance	Written	Notes
Speeding	4			4	
Stop Signs					
Overnight Street Parking	2			2	
Driveway Parking	4			4	
No Drivers License					
Unauthorized Vehicle			1	1	
Guest without Resident	1			1	
Total Citations	11	0	1	12	

May 2019 Security Violations

Reviewed at the June Compliance Comm Meeting Total Cites

Violation	Upheld	Dismissed	Abeyance	Written	Notes
Speeding	3			3	
Stop Signs & Bus Stop	1			1	
Overnight Street Parking	5			5	
Driveway Parking	13	2*		15	*cite 1-gate officer listed incorrect dates RNC;
No Drivers License					**cite 2- resident had foundation issues in garage
Park Hours	1			1	
Unauthorized Vehicle					
Guest without Resident					
Total Citations	23	0	0	25	

June 2019 Security Violations

Reviewed at the July Compliance Comm Meeting Total Cites

Violation	Upheld	Dismissed	Abeyance	Written	Notes
Speeding	20	1		21	
Stop Signs & Bus Stop					
Overnight Street Parking	6	2*	1	9	*gate officer recorded incorrect date for RNC
Driveway Parking	7	2*		9	*gate officer recorded incorrect date for RNC
Guest Parking	1			1	
No Drivers License					
Park Hours/Bon fires	8			8	
Unauthorized Vehicle					
Guest without Resident					
Total Citations	42	5	1	48	
Written Advisory Notices				12	

July 2019 Security Violations

Reviewed at the August Compliance Comm Meeting Total Cites

Violation	Upheld	Dismissed	Abeyance	Written	Notes
Speeding	13			13	
Stop Signs & Bus Stop					
Overnight Street Parking	6			6	
Driveway Parking	12	3		15	
Guest Parking					
No Drivers License					
Park Hours/Bon fires	6			6	
Unauthorized Vehicle		1*		1	*gate issued guest pass, should have issued a 24-hour unauthorized vehicle pass
Guest without Resident					
Total Citations	37	3	0	41	
Written Advisory Notices				5	

Trends and concerns:

1. Compliance has been concerned about the lack of stop sign enforcement.
There have been no stop sign violations written in the last 4 months
2. The Comm reviewed a resident complaint regarding the gate refusing a delivery even though the resident had obtained permission from the gate the day before (see attached).
3. The video of the July 3rd motorcyclist coming thru the North gate to the RMA office still has not been provided even though it has been repeatedly requested.
4. The gate is not consistently issuing 24-hr unauthorized vehicle passes when appropriate and are issuing yellow guest passes instead.

August 2019 Security Violations

Reviewed at the Sept. Compliance Comm Meeting Total Cites

Violation	Upheld	Dismissed	Abeyance	Written	Notes
Speeding	5			5	
Stop Signs & Bus Stop					
Overnight Street Parking	5	1*		6	*dismissed due to error
Driveway Parking	26	4		30	*2 dismissed due to error
Guest Parking					
No Drivers License					
Park Hours/Bon fires	6			6	
Unauthorized Vehicle	2			2	
Guest without Resident					
Pet Restraint	1			1	
Basketball Standards	6	1		7	*one cite dismissed. See note 3 below.
Total Citations	51	6	0	57	

Written Advisory Notices 2

Citations Unable to be Processed:

Citation incomplete	2
Citation incorrectly written	20
Vehicle not entered in system	7
	29

Trends and Concerns:

1. Compliance has been concerned about the lack of stop sign enforcement.
There have been no stop sign violations written in the last 5 months
2. The video of the July 3rd motorcyclist coming thru the North gate to the RMA office still has not been provided even though it has been repeatedly requested.
3. Cite dismissed due to targeting of resident by CSD officers. No citations were written for basketball standards by Security from Jan - July 2019. In August, 9 citations were written - 4 citations to one address -see attached details
4. There were several complaints of patrol officers parking in handicap parking stalls.

Sept 2019 Security Violations

Reviewed at the Oct Compliance Comm Meeting **Total Cites**

Violation	Upheld	Dismissed	Abeyance	Written	Notes
Speeding	8			8	
Stop Signs & Bus Stop	3			3	
Overnight Street Parking	3	1		4	1 cite dismissed due to gate office error
Driveway Parking	30	3		33	
Guest Parking	3			3	
No Drivers License	1			1	
Park Hours/Bon fires	10			10	
Unauthorized Vehicle					
Guest without Resident					
Commercial lettering on veh	1			1	
Stored Vehicle	1			1	
Pet Restraint					
Basketball Standards	2			2	
Total Citations	62	4	0	66	

Written Advisory Notices 0

Citations Unable to be Processed:

Citation incomplete	3
Citation incorrectly written	15
Vehicle not entered in system	0
Cite/WAN written for interference	2
	20

October 2019 Security Violations

Reviewed at the November Compliance Comm Meeting **Total Cites**

Violation	Upheld	Dismissed	Abeyance	Written	Notes
Speeding	5			5	
Stop Signs & Bus Stop	5			5	
Overnight Street Parking	10			10	
Driveway Parking	10			10	
Guest Parking	2			2	
No Drivers License					
Park Hours/Bon fires	10		2	12	
Unauthorized Vehicle	2			2	
Guest without Resident	1			1	
Commercial lettering on vehicle					
Stored Vehicle					
Pet Restraint					
Basketball Standards		3		3	
Accumulation/dumping of d	3			3	
Total Citations	48	3	2	53	

Written Advisory Notices 3

Citations Unable to be Processed:

Citation incomplete	2
Citation incorrectly written	12
Vehicle not entered in system	0
Cite/WAN written for interference	0
	14

Rancho Murieta Association
Violation Item Summary Report -- 2019
(This report includes RMA & CSD issued violations)

	Jan	Feb		March		April		May		June		July	
Violation Item Summary Report	Both	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA
Motor vehicle violations:													
Motorcycle													1
No drivers license				2									
Speeding	38	26	6	11	17	4	23	3	4	21	5	13	
Speeding - twice speed limit											1		
Stop signs	19	7		6	1								
Bus stop signs								1					
Use of streets													
Parking:													
Driveway parking	36	7	9	7	11	4	4	15	38	9	11	15	
Guest parking	6		7		1		9		4	1	3		
Overnight street parking	2	4	2	3	4	2	11	5	15	9	4	6	
Unauthorized Vehicle (24 hr pass)				1	1	1	4		5		3	1	
Accumulation/dumping of debris													
Advertising signs													
Barbeques, open fires, bonfires										2			
Carrying passengers/overloaded cart													
Clothes lines													
Commercial vehicle lettering													1
Construction overnight parking													
Park hours / curfew								1		6		6	
Decorative lights													
Discharge of firearm													
Dog park investigations													
Dwelling exterior alterations													
Failure to identify													
Fences, screens & enclosures													
Guest w/o resident in comm areas						1							
Home business activities			1										
Noxious activities													
Open garage doors													
Pets - off leash / teathered / noise													
Property maintenance								22					1
Sign rules													
Skating in common area													
Sports equip/trampoline/basketball											1		
Storage of building materials													
Stored vehicles	1		5				2						1
Trash containers													
Use of common areas & facilities													
Vandalism													
Vehicle repair or maintenance													
Village/Villas violations													
Working days & hours													
Total Violations	102	44	30	30	35	12	75	25	66	48	28	41	4
Citations written by RMCSD	81		44		30		12		25		48		41
Citations written by RMA	21		30		35		75		66		28		4
Total Violations	102		74		65		87		91		76		45

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Category:	Security	Policy # 2019
Title:	Body-Worn Cameras and Related Video Systems	

PURPOSE

Body-worn cameras provide accountability and transparency to the public and will provide a recording of an incident that may supplement an employee's report, conduct, investigation and enforcement activity.

To provide the Rancho Murieta Community Services District's (District) Security Patrol Officers (Patrol Officers) and Security Department with the necessary procedures, policies, and responsibilities for the use of the body-worn camera systems as well as the management, storage, and retrieval of audio/video material recorded by body-worn cameras. Recorded data serves a dual purpose to the District by protecting both Patrol Officers and citizens.

POLICY STATEMENT

The use of body-worn camera systems provides persuasive documentary evidence and helps defend against civil litigation and allegations of officer misconduct. Patrol Officers assigned the use of body-worn camera and video systems will adhere to the operational objectives, policies, responsibilities, and procedures outlined in this policy to maximize the effectiveness and utility for the body-worn camera system and the integrity of evidence and related video documentation. District employees who violate this policy will be subject to disciplinary action, up to and including termination.

OBJECTIVES

The District's Security Department has adopted the use of body-worn camera systems to accomplish the following objectives:

1. To enhance Patrol Officer safety and accountability.
2. To accurately capture statements and events during the course of an incident.
3. To enhance the Patrol Officer's ability to document and review statements and actions for both internal reporting requirements and investigations.
4. To provide an impartial measurement for self-critique, evaluation, performance, and professionalism.
5. To capture visual and audio evidence/information for use in current and future investigations and proceedings and to protect against false accusations.

DISTRICT RESPONSIBILITIES

1. The District shall provide one personal body-worn camera for each Patrol Officer. Patrol Officers will use only District-owned and issued body-worn camera systems.
2. The District will provide Patrol Officers and Sergeants with training on the use of body-worn cameras and video systems.

3. The District will approve media viewing and duplication devices.

OFFICER RESPONSIBILITIES

1. Patrol Officers will wear the body-worn camera when on patrol. The camera shall be worn and used in the manner specified in training and per this policy.

Unless it is unsafe or impractical to do so, or mechanical issues impede the use of the camera, Patrol Officers shall activate the camera prior to making contact in any of the following incidents: (a) enforcement encounter when there is a reasonable suspicion that the person is or was involved in criminal activity, a violation of law, or other misconduct; (b) when responding to a dispatched call; (c) when investigating any incident, claim, violation or wrongdoing; (d) when responding to a traffic collision; (e) when contact with a person becomes adversarial after the initial contact (not covered by the above categories) is made; (f) for any activity where video and/or audio recording could be needed for safety and documentation purposes.

The camera will not be activated (a) in private places such as a restroom, locker room, or dressing room, and (b) when an individual is partially or completely unclothed. A Patrol Officer may choose not to activate the camera when interviewing witnesses and members of the community who wish to anonymously report or discuss criminal activity or other wrongdoing in their neighborhood, or when having a casual non-enforcement conversation with a member of the public.

If a Patrol Officer is in doubt about whether to activate the camera, the officer should record the incident. Patrol Officers should consider using the body-worn camera as a means of documenting all citizen contact, except as otherwise provided above.

2. When the body-worn camera system is activated to document an incident, it will not be deactivated until the incident or encounter has been concluded, the officer has left the scene, or a supervisor has authorized (on camera) that a recording may cease unless:
 - a. The incident or event is of such duration that the body-worn camera system may be deactivated to conserve recording times;
 - b. The Patrol Officer does not reasonably believe that deactivation will result in the loss of critical information; and
 - c. The intention to stop recording shall be noted by the Patrol Officer verbally on camera before deactivation.
3. If a Patrol Officer fails to activate the camera when he or she should have, fails to record the entire incident, or interrupts the recording, the officer shall document why a recording was not made, was interrupted, or was terminated. Submitting a report and explanation will not necessarily avoid discipline or corrective action, if it appears that the officer violated this policy.
4. When necessary to help ensure the accuracy and consistency of accounts for written reports, Patrol Officers may contact the Patrol Sergeant or the Security Chief and

request to review the recording.

5. Patrol Officers will not erase, alter, reuse, modify, edit, duplicate, share, distribute, or tamper with any body-worn camera system, recording or storage device without prior written authorization from the Security Chief.
6. Patrol Officers will notify the Patrol Sergeant or Security Chief when the body-worn camera system has captured a felony, DUI, or any event requested as evidence by a peace officer.
7. Patrol Officers shall operate the body-worn cameras and video systems in accordance with the manufacturer's guidelines, departmental policy, and training.
8. Patrol Officers shall inspect the body-worn camera and video system at the beginning of each shift to ensure that the equipment is functioning according to the manufacturer's guidelines. The equipment is the responsibility of individual officers and will be used with reasonable care to ensure proper functioning.
9. Patrol Officers shall immediately report any malfunction, damage or theft of the body-worn camera system to the Patrol Sergeant or Security Chief so that a repair or replacement unit may be provided.
10. To reduce the risk of damage, original recordings shall not be viewed in any equipment other than the equipment authorized by the Security Chief.
11. Body-worn cameras and systems will be stored in the area designated by the Security Chief and will not be left inside an unattended patrol vehicle.
12. Each Patrol Officer is responsible for his/her District assigned body-worn camera system. There shall be no borrowing of equipment between Patrol Officers.
13. Body-worn cameras shall be used only in conjunction with patrol-related duties, and they shall not be used to record communications with other CSD personnel (except with the permission of the Patrol Sergeant or Security Chief) or when on break or otherwise engaged in personal activities.

SERGEANT RESPONSIBILITIES

1. When an incident arises that requires the immediate retrieval of the recording, the Patrol Sergeant, Security Chief or designee shall remove the memory card, when applicable, or body-worn camera from service. The Security Chief shall transfer the recording to the Security Chief's computer video storage file on the District's Security Server.
 - a. Upon downloading, the Security Chief or designee shall flag the entry as evidence to ensure that it will not be inadvertently deleted after the one-year retention period (per Government Code, Section 53160) for non-evidence or investigation related recordings.
2. Security Chief or Sergeant shall conduct periodic reviews to:

- a. Ensure the equipment is being used in accordance with policy and procedures.
 - b. Report and correct any Patrol Officer discrepancies in the use of the body-worn camera system.
 - c. Make recommendations for revision to the policy, procedures, officer training, or equipment needed.
 - d. Inspect for equipment damage, loss or misuse and to report and investigate the cause.
 - e. Assess Patrol Officer performance.
3. Minor Patrol Officer misconduct or infraction (non-criminal) discovered during a routine review of recorded material generally should be viewed as training and counseling opportunities and not as a cause for disciplinary action. However, should the behavior or action be serious or recur or become habitual after being previously addressed, the appropriate disciplinary or corrective action shall be implemented if warranted.

MEDIA DUPLICATION

1. All cameras, equipment, recorded media, recorded images, and audio/video recordings are the property of the District. Accessing, copying, distributing, using or releasing video or audio files outside of the District or for non-Security Department purposes is strictly prohibited without specific written authorization from the Security Chief or General Manager. The exception is the release of recorded video/audio to law enforcement agencies with authorization from the Security Chief.
2. Requests to review or copy video/audio recordings made under the Public Records Act shall be made through the Security Chief. Each request will be evaluated and responded to on a case-by-case basis. If a recording is to be released, only the incident or incidents specifically requested shall be duplicated. The District reserves the right to decline a request for the following records: investigatory or security files compiled by the District for law enforcement or licensing purposes; any record where, on the facts of the particular case, the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure of the record; records concerning confidential crime victim, sexual assault or child abuse images or recordings; and, any other record exempt from disclosure under the Public Records Act.
3. To prevent damage to or the alteration of the original recorded media, it shall not be moved or copied to, viewed in, or otherwise inserted into any non-District approved computer or other devices.
4. When possible and practical, a copy of the original recorded media stored in evidence shall be used for viewing by investigators, staff, training personnel, etc., to preserve the original media in pristine condition.
5. At the conclusion of court proceedings or investigations or as otherwise authorized, all copies shall be submitted back to the Security Chief for retention.

6. A Patrol Officer may review video footage of an incident in which he or she was involved before making a statement or being interviewed or examined about the incident.

MEDIA STORAGE, RETENTION AND DESTRUCTION

1. Recorded data from the body-worn camera systems shall be retained in the Security Chief's office for a minimum of one year (as required by Government Code section 53160).
2. After one year, if the data is not needed for evidence, training, a pending disciplinary matter, pending criminal case, civil lawsuit, claim or other proceeding, other investigative or law enforcement purpose or pending citizen complaint, the General Manager is authorized to destroy and erase the data within the computer system in a manner consistent with current District Policy.
3. Recorded data from body-worn camera systems shall not be destroyed or erased without the General Manager's approval.

Approved by Rancho Murieta Community Services District's Board of Directors	
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MEMORANDUM

Date: November 6, 2019
To: Security Committee
From: Mark Martin, General Manager
Subject: RMA Fire Council request for CSD to Sponsor Cal Fire Grant

RECOMMENDED ACTION

Informational session of RMA's expected role of CSD for RMA Fire Council Cal Fire Grant. Receive RMCSO Board member direction whether to advance to the full Board a decision on RMCSO's participation that would involve a resolution in support of CSD's proposed role as "fiscal sponsor" needed for the RMA Fire Council to submit the grant application.

BACKGROUND

Rancho Murieta Association (RMA) has formed a Fire Council to address fire emergency preparedness, education, and fuels reduction within the RMA community. The RMA Fire Council has asked CSD to sponsor a grant as "fiscal sponsor" for a proposal being proposed by the RMA Fire Council. It has been communicated to staff that the grant deadline is December 4, 2019. In order to apply with CSD as sponsor, it is my understanding that the CSD Board would need to pass a resolution in support of the application at its November 20, 2019 Board meeting.

Of importance is a discussion of the relevancy of this action to CSD's mission. To reiterate, CSD is not an all-risk emergency services agency and those responsibilities lie with Cal Fire, Sac Metro, Sac County Sheriff and the County Office of Emergency Operations. CSD's interest in emergency preparedness relates to CSD assistance to those agencies in the event of an emergency and reduction of fuel sources around critical CSD infrastructure throughout the community. A portion of the grant could prove beneficial to CSD to contract and/or procure equipment to assist with fuels reduction around key District facilities.

As participation in this was requested just a few weeks ago, there is more to learn and understand about the expected role of CSD and the efforts or resources to be expended to serve as "fiscal sponsor" for the grant. In light of this, we have invited RMA Fire Council member Cheryl McElhany to share with the Committee the Council's expected role for CSD and the opportunities and impacts related to such participation.

Attached are copies of the memo from the RMA Fire Council requesting RMCSO's participation, and a copy of the grant guidelines.

Here is the Fire Prevention grant webinar, recorded: <https://youtu.be/GptxVoUHao>

To: CSD General Manager, Mark Martin

From: Greg Pryor, Rancho Murieta Fire Safe Council President

Date: October 25, 2019

Re: Request for your consideration and assistance

I'd like to take this opportunity to congratulate you on an initial pop-up on your web site, *home fire protection*. This is a huge part of our mission in community fire protection and a primary focus of our newly formed Fire Council. As the President of our Fire Safe Council, I would like to present an opportunity for CSD to assist in this mission with some small collaborative assistance.

Recently the RM Fire Safe Council formed as a subsidiary of RMA, under advisement from the California Fire Safe Council, which has many HOA Fire Safe Councils across California in its membership. This decision allows us to organize easily, without the extensive work and time constraints of incorporating as a private non-profit organization, which would take close to a year to complete. Our Council can now apply for a number of various grants available from different sources to work on projects that focus on fire prevention projects, education, and outreach.

The RM Fire Safe Council consists of some highly professional and knowledgeable residents and representatives. They are:

Karen Hoberg, Realtors Assoc.
Wendy Mazzoni, Farmers Insurance
Bob Lucas, Attorney
Rob Schultz, Sacramento Co. IT Dept.
Chris Vestal, Metro Fire Captain, Public Information
Kelly Hopkins, Deer Creek Hills Conservancy
Jerry Spencer, Van Vleck Ranch Manager
Cheryl McElhany, RMA Board
Grey Pryor, Former Metro Station 59 Captain

In the spirit of cooperation and acting in the best interest of our community we are asking your assistance in sponsoring our Fire Safe Council for a Cal Fire Grant that is open now for application. It requires applicants to be a non-profit 501 (c) 3 or to apply under the umbrella of a special district. It clearly states in its eligibility criteria that HOA Fire Councils should file under the sponsorship of a special district such as

a water district. Most other grant programs we have reviewed that come up later in the year do not have this requirement, but Cal Fire grants ask for this coordinated plan. The application would be prepared by the Fire Safe Council, the projects the grant would focus on would be guided and completed by the Fire Council and contracted services, so very little work if any would be expected from CSD staff.

We would like the opportunity to explore this sponsorship request with you further and clarify the process and improvements for our community. The timeline for this grant application is rather tight, in that it is due to the State by Dec. 4th, which means the final grant would need to go before each of the Boards (RMA and CSD) the third week of November. Thus, the reason for our request of a meeting as soon as possible, and hopefully this coming week.

Could you please advise me of a time that would work for you, and we will make ourselves available.

Thank you for your consideration and assistance.

Greg Pryor, President
916) 719-5711

California Climate Investments

Department of Forestry and Fire Protection

Fire Prevention Grants Program Procedural Guide 2019-2020

September 25th, 2019



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Introduction

This procedural guide includes information about the California Department of Forestry and Fire Protection (CAL FIRE) Fire Prevention Grants Program. The Program is funded with Cap-and-Trade auction proceeds appropriated by the California Legislature to agencies that administer California Climate Investments (CCI).

Up to \$46.7 million is being allocated to CAL FIRE's Fire Prevention Grants Program. This program improves the resiliency of forested and forest adjacent communities and upper watershed forests while achieving climate goals. For more information about CAL FIRE's other CCI programs, please visit our website

<http://www.fire.ca.gov/grants/>.

Fire Prevention Grants Program Summary

CAL FIRE's Fire Prevention Grants Program provides funding for local projects and activities that address the risk of wildfire and reduce wildfire potential to forested and forest adjacent communities. Funded activities include hazardous fuel reduction, fire prevention planning, and fire prevention education with an emphasis on improving public health and safety while reducing greenhouse gas emissions.

California's Strategic Fire Plan should serve as a roadmap for project development. The criteria that will be used to select projects include; wildfire threat; carbon storage potential; and landscapes where projects will have the greatest benefits, such as areas with elevated levels of tree mortality and opportunities for biomass use within reasonable proximity.

Projects will be ranked based on the overall benefit to reduce the threat of wildfires to the greatest number of habitable structures, State Responsibility Area, and people. Projects should be designed to reduce greenhouse gas emissions during project activities and over time through wildfire reduction. In order to be most effective, multiple funding sources should be leveraged from each of the partners involved in projects, and priority will be given to projects that contain matching funds and leverage other financial resources. Projects that benefit or focus on assisting those with special needs (i.e. low income, disabled, or elderly) will receive additional priority, as will projects that demonstrate a carbon benefit by reducing the carbon emissions during the implementation of the project. Disadvantaged communities and low-income communities as defined by Assembly Bill 1550 (Gomez) (Stats. 2016, Ch. 369) will also be given preference. Designation can be determined using the process in Appendix K.

CAL FIRE will provide technical expertise and management oversight of grants but may not be the primary agency or applicant in projects.

Qualifying Project Types and Activities

The Fire Prevention Grants Program funds three types of activities: hazardous fuel reduction, fire prevention planning, and fire prevention education. Examples of qualifying projects and activities are listed below.

Hazardous Fuel Reduction

- Vegetation clearance in critical locations to reduce wildfire intensity and rate of spread.
- Creation or maintenance of fuel breaks in strategic locations, as identified in CAL FIRE Unit Fire Plans, a Community Wildfire Protection Plan, or similar strategic planning document.
- Removal of ladder fuels to reduce the risk of crown fires.
- Creation of community-level fire prevention programs, such as community chipping days, roadside chipping, and green waste bin programs.
- Selective tree removal (thinning) to improve forest health to withstand wildfire.
- Modification of vegetation adjacent to roads to provide for safer ingress and egress of evacuating residents and responding emergency personnel.
- Reduction of fuel loading around critical firefighting infrastructure, including, but not limited to, fire hydrants, water drafting locations, and staging areas.
- Purchase of fuel modification equipment not to exceed \$250,000 (excluding vehicles).
- Removal of dead and dying trees that pose a threat to public health and safety and meet the following characteristics:
 - Dead and dying trees must be greater than 10” in diameter and 20 feet in height;
 - Dead and dying trees reasonably accessible by equipment/machinery;
 - Dead and dying trees within 300 feet of permanent structures that pose a structural threat to the residence. (This does not include movable or temporary sheds, outbuildings, or carports).
 - Dead and dying trees within 300 feet of serviceable roadways that pose a structural threat to roadways; or public or private infrastructure.
 - Removal of dead or dying trees from existing fuel breaks; or from Tier 2 high hazard zones.

Fire Prevention Education

- Workshops, meetings, materials creation, and other educational activities with the purpose of increasing knowledge and awareness of information that could be used to reduce the total number of wildland fire and acres burned.

Fire Prevention Planning

- Wildfire risk or related mapping.
- Creation of Community Wildfire Protection Plans (CWPP).
- Development of evacuation plans.
- Creation or updates to wildfire mitigation plans.

Eligibility, Conditions and Important Points

Applicant Eligibility Criteria:

Eligible applicants include, but are not limited to, the following:

- State Agencies
- Native American Tribes
- Local government within or adjacent to State Responsibility Area (SRA), including:
 - Incorporated Cities and Counties
 - Fire Districts
 - Community Services Districts
 - Water Districts
 - Resource Conservation Districts
 - Special districts
- Fire Safe Councils with a 501(c)(3) designation
- Other non-profit organizations with a 501(c)(3) designation such as Certified Local Conservation Corps

In situations where a local government has contracted with CAL FIRE for fire protection services, CAL FIRE is considered a local government for purposes of this grant program.

Applicants may not be one of the following:

- A privately held for-profit company or corporation.
- Individual landowners requesting a grant specifically for a project to be completed on only his/her own land.
- Homeowners associations or other associations unless they have 501(c)(3) non-profit status. These groups should consider applying through a fiscal sponsor such as a county or a 501(c)(3).

Examples of eligible costs include:

- Evaluation and identification of dead or dying trees posing an imminent threat to the public rights-of-way and public or private infrastructure, or Tier 2 high hazard zones by a certified arborist or Registered Professional Forester (RPF).
- Removal of dead, dying or diseased trees posing an imminent threat to public rights-of-way and public infrastructure, which may include trees on private property.
- Contracted tree removal, transportation, holding site fees, and disposal.
- Costs that are necessary and prudent to the accomplishment of the project.

Examples of non-eligible costs include:

- Removal of trees from private property that do not pose an imminent threat to public health and safety.
- Costs associated with improvement of landscaping, including planting.

- Costs that are not directly associated with the project and/or in excess of 12% indirect costs.
- Costs already funded or budgeted through another source (i.e. supplanting).
- Income, fees, revenues, or wages lost or voluntarily waived by a local agency.
- Activities or costs associated with permanent work such the construction of a biomass facility.

Examples of non-qualifying project types and activities:

- Purchase of capital equipment greater than \$250,000.
- Purchase of capital equipment without demonstrating how the equipment will be utilized.
- Installation, creation, upgrade, or maintenance of fire protection features, such as roads, bridges, structures or water storage facilities.
- Any project submitted by a for-profit company or corporation.
- Projects or activities utilizing CAL FIRE staff without corresponding reimbursements or requests seeking funding for services already provided by CAL FIRE.
- Removal of dead and dying trees that do not pose a threat to public health and safety, and, are not located in Tier 2 high hazard zones.

****Grant activities must be completed by March 15, 2024. ****

Conditions

1. Grants can be made only to “eligible” applicants.
2. Projects must provide benefits to habitable structures in the State Responsibility Area (SRA). Non-SRA lands may be included within project boundaries, but project activities must provide a benefit to SRA.
3. Projects utilizing partners must provide a letter of support/commitment from the entity as proof that they have contacted the entity and that the entity has the required resources (if needed) toward the project.
4. Fire Prevention qualifying projects and activities are limited to those where the proposed project or activity addresses the risk or potential impact of wildfire to communities and forested landscapes.
5. Applicants must consider greenhouse gas emissions of project activities and plan to reduce emissions as much as possible during project activities.
6. Grantees must have the ability to satisfactorily plan, administer, and complete a grant project.
7. For some projects, the grantee may be required to prepare a California Environmental Quality Act (CEQA) or National Environmental Policy Act (NEPA) document. Those projects requiring CEQA/NEPA review are required to provide

documented compliance within 12 months from the grant execution.
CEQA/NEPA compliance must begin immediately after grant execution.
Documented CEQA/NEPA compliance is required prior to commencing any on-the-ground activity.

8. Fire Prevention grant projects are eligible to qualify for CEQA suspension pursuant to the Governor's 10-30-2015 Emergency Proclamation if the applicant certifies the following:
 - a. The project is located within a High Hazard Zone; and
 - b. The project is removing dead and dying trees that pose a threat to public health, safety, or located in Tier 2 high hazard zones, and
 - c. The removal of dead and dying trees will comply with the Tree Mortality Task Force (TMTF) Guidelines for removal of dead and dying trees dated March 1, 2016, see Appendix A – CEQA Compliance.

CAL FIRE, in its sole discretion, must concur with the certification of the above conditions.

9. Projects proposed on a "forested landscape," as defined in Public Resources Code (PRC) §754, will require an RPF to design and oversee any fuel hazard reduction vegetation removal, as defined in PRC §753, copied below. The RPF will conduct at least one site visit during active project operations to ensure vegetation removal is being conducted according to the prescription. An RPF is not required to provide the general project information required in the Scope of Work during the grant application phase, but the applicant must demonstrate how CEQA/NEPA compliance will be met, including RPF involvement, in Item E4 of the Project Scope of Work and include this cost in the budget if applicable.

PRC §753 - "Forestry," as used in this article, refers to the science and practice of managing forested landscapes and the treatment of the forest cover in general, and includes, among other things, the application of scientific knowledge and forestry principles in the fields of fuels management and forest protection, timber growing and utilization, forest inventories, forest economics, forest valuation and finance, and the evaluation and mitigation of impacts from forestry activities on watershed and scenic values, to achieve the purposes of this article. The practice of forestry applies only to those activities undertaken on forested landscapes. The professions specified in Section 772 are not practicing forestry when mitigating or recommending mitigation of impacts from previous forestry activities on related watershed or ecological values within their area of professional expertise or when recommending those mitigations for proposed timber operations. However, public and private foresters are required to be licensed pursuant to this article when making evaluations and determinations of the appropriate overall combination of mitigations of impacts from forestry activities necessary to protect all forest resources.

PRC §754 - "Forested landscapes" means those tree dominated landscapes and their associated vegetation types on which there is growing a significant stand of tree species, or which are naturally capable of growing a significant

stand of native trees in perpetuity, and is not otherwise devoted to nonforestry commercial, urban, or farming uses.

10. Projects outside of a “forested landscape” should consider the use of a professional ecologist, biologist, certified rangeland manager, arborist, RPF, or other professional with knowledge of local ecosystem processes to develop an appropriate fuel hazard reduction removal project.
11. Fuel reduction vegetation treatment prescriptions shall focus on reducing fire hazard, improving tree growth, and increasing forest resilience. Treatments shall eliminate the vertical and horizontal continuity of vegetative fuels for the purpose of reducing the rate of fire spread, duration and intensity, fuel ignitability, or ignition of tree crowns.
12. Required project deliverables for all hazardous fuel reduction projects to be included in Item E3 of the Project Scope of Work:
 - a. Pre-and post-treatment description of site conditions and project results relative to hazardous tree or vegetative conditions, wildfire hazard reduction goal accomplishments, and pre-and post-dead and dying tree counts or measurable metric for evaluation of the project (such as number of acres treated).
 - b. GIS data files supporting the project map to allow CAL FIRE to accurately document the spatial extent of the project.
 - c. Documented CEQA/NEPA compliance within 12 months of grant execution. This includes CEQA or demonstration of exemption.
13. Grant applications must describe the method used to determine the grant amount requested. This methodology must include the grant costs less any income from forest products or other revenues received from the grant implementation.
14. All project and activity work related to grants must be completed by March 15, 2024.
15. Final invoices for grant-related work must be submitted to CAL FIRE no later than April 15, 2024.
16. Projects must demonstrate all efforts to reduce greenhouse gas emissions. Projects most likely to have significant emissions reductions will be favored.

Important Points

1. Each application should focus on one or more of the following major activities:
 - Fire Prevention Education
 - Fire Prevention Planning
 - Hazardous Fuels Reduction/Removal of Dead and Dying Trees

2. **Submission of Application is due [by December 4, 2019 at 3:00 PM PST](#).**
3. No reimbursable work on the proposed Fire Prevention Grant projects may commence until there is a fully executed agreement between CAL FIRE and the Applicant.
4. All work on the proposed Fire Prevention grant project must be completed by March 15, 2024 if awarded.
5. No ground disturbing work may commence until the requirements of CEQA/NEPA have been satisfied or the applicant has certified the tree mortality project per Appendix A.
6. Agreements must be executed under this grant opportunity by August 31, 2020.
7. For hazardous fuel reduction and tree removal grants, the CAL FIRE Unit, Contract County (when grantee is an entity [like a city, etc.] within the Contract County) or designee must be contacted to conduct an inspection of the modification efforts prior to invoicing CAL FIRE for completed work. CAL FIRE, Contract County or designee will conduct an inspection to verify that work to be invoiced has been satisfactorily completed according to the deliverable items described in the grant documentation. The grantee will submit the invoice to the CAL FIRE Unit, Contract County or designee and subsequently forwarded to Region Headquarters for the second review. The region will then forward to Sacramento Headquarters for subsequent approval of payment. Reimbursement payments are expected to be issued 45 calendar days from the time an acceptable invoice is submitted.
8. When a Contract County is the grantee of a hazardous fuel reduction and/or tree removal grant, the Contract County must contact the CAL FIRE Administrative Unit to conduct an inspection of the modification efforts prior to invoicing the CAL FIRE Administrative Unit for completed work. The CAL FIRE Administrative Unit or designee will conduct an inspection to verify that work to be invoiced has been satisfactorily completed according to the deliverable items described in the grant documentation. The invoice will be forwarded to the CAL FIRE Administrative Unit and subsequently forwarded to Region Headquarters for the second review.
9. A resolution or attesting document is required for all Fire Prevention grants that involve nonprofit organizations and local government entities such as Fire Protection Districts and Resource Conservation Districts. The attestee cannot be the same individual as designated by the board to sign the agreement. Please refer to the sample resolution (Appendix B).

Note: Where the line indicates 'whereas, the Board designates (designee's title)', list the title rather than an individual's name. In the event the individual retires or leaves the organization, a new resolution designating a replacement will be required if a name is listed rather than the working title. The resolution should name the designee for not only entering into agreements on behalf of the board but also the authorized signatory for invoices.

10. The Fire Prevention grants are not designed nor intended to create or substantially support ongoing administrative positions.
11. A Quarterly Progress Report is required and will be due to the CAL FIRE Unit Project Manager within 30 days at the end of every calendar quarter, i.e. report covering January through March is due no later than April 30th (even if no fiscal activity has occurred):
 - The Progress Report Template.docx form found online at <http://www.fire.ca.gov/grants/fire-prevention-grants/>
12. A Final Report is required and will be due to the CAL FIRE Unit Project Manager within 30 days of the grant expiration or along with the grant final invoice:
 - The Final Report Template.docx found online at <http://www.fire.ca.gov/grants/fire-prevention-grants/>
13. The inclusion of an indirect or administrative charge is acceptable for these grant programs, but must not exceed 12% of the total amount of grant funds provided to the grantee. Documentation related to the determination of the grantee's indirect cost rate must be retained by the grantee for audit purposes.

Prevailing Wage Requirements

CAL FIRE provides no opinion as to whether projects may be subject to prevailing wages. For determination for prevailing wages, please contact the [Department of Industrial Relations](#). It is the applicants responsibility to budget for prevailing wages in their project cost when applicable.

Greenhouse Gas Emissions Requirements

California Climate Investments administered by CAL FIRE through the Forest Health, Fire Prevention, and Urban and Community Forestry Programs contribute to California's climate goals by reducing emissions from wildfires, stabilizing long-term storage of carbon in biomass, and improving carbon sequestration in California's natural and working forests.

In terms of direct emissions benefits, the objectives of the Fire Prevention Grants Program are to:

- Reduce fire hazard in and near communities and infrastructure that provides a direct benefit to SRA.
- Improved health and resilience of treated areas for increased carbon sequestration.
- Support community wildfire planning and facilitate plan implementation.
- Improve public awareness and reduce human ignitions.

Because the intent of the program is to reduce the likelihood of wildfire from places where fire is not tolerable on the landscape – communities, homes, infrastructure, and other highly valued resources, these objectives are achieved most directly through avoided wildfire emissions. Eliminating wildfire starts, catching wildfires before they

propel into wildland areas, and facilitating firefighting efforts and safety all contribute to reduced wildfire emissions over time. The Fire Prevention Grants Program also includes support for planning, such as development of Community Wildfire Protection Plans, and education programs that promote fire-safe communities to capture the benefits and synergy of collective, community-wide efforts.

However, fuel reduction activities also release greenhouse gas emissions at the time of treatment, and CAL FIRE must balance emissions costs and benefits of the Fire Prevention and Forest Health Programs to comply with the law. Minimizing emissions of fuel treatment activities, using disposal methods other than open burning, and optimizing vegetation health options in the development of treatment prescriptions are important steps in project development to achieve balanced emissions costs and benefits.

Awardees will be required to submit information about project size, vegetation type, location, and prescription so that CAL FIRE staff may complete emissions calculations for the project. Calculations will be completed using an existing methodology produced by CAL FIRE and the California Air Resources Board for the Forest Health Program. Emissions effects of activities that do not fit the existing methodology will be described in detail.

The review process will include consideration of project activities for emissions benefits.

Review and Evaluation Factors

Review Process

Applications will be reviewed by CAL FIRE. The application review involves three levels:

- **Local** – CAL FIRE Units & Contract Counties
- **Regional** – CAL FIRE Northern and Southern Regional Offices
- **Statewide** – Statewide review team. The statewide review team will prepare a list of recommended projects and activities for consideration by the Director of CAL FIRE. The Director will make decisions on approved projects and activities taking into consideration the recommendations of the statewide review team.

Emphasis at each level will be placed on projects and activities that address risk and potential impact of wildfire to communities and forested landscapes.

Additionally, to the extent possible, a project or activity will not be selected if it conflicts or competes with another proposed or approved project.

Evaluation Factors (Ranking Criteria)

In evaluating applications, CAL FIRE is seeking information that allows it to consider the following factors:

1. The grant application clearly identifies the focus of the grant as Fire Prevention Education, Fire Prevention Planning, Hazardous Fuels Reduction and Removal of Dead or Dying Trees.
2. The project/activity addresses risk and potential impact of wildfire.
 - The project/activity is fully defined with metrics to measure progress and completion.
 - The project/activity includes Fire Hazard Severity Rankings and indicates areas and their relative proportion of Very High, High and Moderate Fire Hazard Severity Zones as adopted by the Director and identified in the CAL FIRE map located at <https://egis.fire.ca.gov/FHSZ/>
 - The proposed project/activity is located near or substantially includes communities and forests at risk to damage from wildland fire in the wildland-urban interface and adequately describes how it will address the risk and/or potential impact of wildfire.
 - The project protects other assets related to communities in wildland-urban interface at risk of impact from wildfire. This includes community infrastructure such as, buildings, domestic and community water supplies, power lines, and communications facilities. If the project/activity does involve community infrastructure, it must explain how it will address the risk and/or impact of wildfire to these assets.
3. The project/activity is related to or part of one or more strategic plans or tree removal plans:
 - The project/activity is included in or consistent with one or more of the following plans:
 - CAL FIRE Unit, Contract County Fire Plan, Local Fire Plan, a Community Wildfire Protection Plan (CWPP), tree removal plan, Fire Safe Council Action Plan, FIREWISE Community Assessment, or other local plan (identified in Scope of Work) that addresses the risk and possible impact of wildfire.
 - The project/activity proposes to create, or update, a long-term fire hazard reduction planning document affecting or involving communities in the wildland-urban interface, such as a CWPP, Community Evacuation Plan, or other strategic planning document.
 - The Fire Prevention project removes hazardous trees in collaboration with other entities, other funding sources, or as part of a larger tree mortality project.
 - The project/activity takes into account other high priority projects in the last five years in the Unit/Contract County (approved – but not started, in progress, or completed) and adds to those efforts.
 - The project/activity will lead to the completion of a high priority project in one or more of these plans which will tie to other projects.
 - The project/activity strategically advances the protection of *Wildland Urban Interface* across a Region and/or the State.
4. The applicant has taken steps to reduce emissions as much as possible, such as chipping or mulching removed vegetation rather than burning it, or disposing of

material through biomass markets. The applicant is willing and able to work with CAL FIRE staff during implementation to calculate project emissions.

5. Community support exists.
 - The project/activity includes plans for external communications, such as planned press releases, project signage, community meetings or field tours that all, or in part, reach owners and residents in the wildland-urban interface.
 - Written public support has been expressed or obtained.
 - Written Letters of Commitment from partnering entities are submitted with application.
 - Please note that although matching funds are not required, the existence of matching funds is a positive factor.
6. There is an implementation plan in place.
 - The project/activity includes a detailed timeline that addresses potential limitations and includes specific tasks and milestones to measure progress during project implementation.
 - The project/activity includes an accurate set of deliverables that are measurable and attainable.
 - The project/activity is fully defined with metrics to measure progress and completion.
7. The detailed budget is clear and reasonable.
 - The proposed budget shows how grant funds will be spent.
 - Administrative personnel costs are reasonable for the project/activity proposed and must be 12% or less of the total grant request.
 - Costs are reasonable for the size, scope, and anticipated benefit of the proposed project/activity.
8. There is demonstrated capacity to administer the grant.
 - The applicant shows an acceptable amount of experience in administering grants. This is largely based on successfully administering other grant-funded projects/activities over the past five years. Project proponents having no previous experience with similar projects should discuss any past experiences that may help show capacity to successfully complete the proposed project. This may include partnering with a more experienced organization that can provide project support.
 - Discuss successes and administration of previously awarded CAL FIRE grants or grants administered by the applicant for other granting agencies.

Application Process and Project Administration

The overall application process for the Fire Prevention Grant is a four-stage process.

Stage 1- Project Application: [Due no later than December 4, 2019 at 3:00 PM PST.](#)

During the Project Application stage, applicants will submit a detailed application.

Stage 2- Grant Selection: March 2020

Applicants will be notified at this stage.

Stage 3- Grant Agreement: Due no later than August 31, 2020.

During the Grant Agreement stage, the project applicant will prepare and provide additional administrative detail for the complete agreement package.

Stage 4- Grant Award: September 2020.

In the Grant Award stage, official signatures are submitted and the grant is awarded.

Stage 1 - Project Application - [Due December 4, 2019 at 3:00 PM PST](#)

Step 1 – Request Project Tracking Number: Prior to applying, interested applicants will need to request a Project Tracking Number.

Applicants need to request a Project Tracking Number by emailing one of the following:

CNRgrants@fire.ca.gov (Northern Region Contact)

SouthernRegionGrantsProgram@fire.ca.gov (Southern Region Contact)

CALFIRE.Grants@fire.ca.gov (Sacramento)

Applicant **MUST** specify which grant application they are requesting the tracking number for.

The request shall include:

- The name of the grant program (Fire Prevention)
- The applicant organization name
- The name of the CAL FIRE Unit the project or activity will be located in
- The name of the project (if available).
- Email Address(es) of individuals that will need access to the box.com which is where the online application and supporting documentation will be uploaded.
- NIFC/Organizational account username (if available). If no NIFC/Organizational account username exists please provide:
 - First Name
 - Last Name
 - Email Address
 - Grant Location in either Southern California or Northern California (please see following chart).

Unit Name	Unit ID	Region	Unit Name	Unit ID	Region
Amador-El Dorado	AEU	Northern	Fresno-Kings	FKU	Southern
Butte	BTU	Northern	Kern County	KRN	Southern
Humboldt-Del Norte	HUU	Northern	Los Angeles County	LAC	Southern
Lassen-Modoc	LMU	Northern	Madera-Mariposa-Merced	MMU	Southern
Marin County	MRN	Northern	Orange County	ORC	Southern
Mendocino	MEU	Northern	Riverside	RRU	Southern
Nevada-Yuba-Placer	NEU	Northern	San Benito-Monterey	BEU	Southern
San Mateo-Santa Cruz	CZU	Northern	San Bernardino	BDU	Southern
Santa Clara	SCU	Northern	San Diego	MVU	Southern
Shasta-Trinity	SHU	Northern	San Luis Obispo	SLU	Southern
Siskiyou	SKU	Northern	Santa Barbara County	SBC	Southern
Sonoma-Lake-Napa	LNU	Northern	Tulare	TUU	Southern
Tehama-Glenn	TGU	Northern	Tuolumne-Calaveras	TCU	Southern

CAL FIRE Northern Region	CNR	Northern	Ventura County	VNC	Southern
Statewide			CAL FIRE Southern Region	CSR	Southern

Applicants must request this information as early as possible during the grant application process. Requests that are made less than one week prior to the due date (after November 26, 2019) may not be considered. Requests that do not include a CAL FIRE assigned tracking number will not be considered.

You will receive a tracking number for each application you are submitting as well as a link to a Box.com folder that has been set-up for each application. You will need to accept the invitation for each folder and follow account set-up and login instructions. You may share the Box.com folder with other users that need access to update or edit documents within the folder.

Step 2 – Electronic Application Submission:

Upload all documents related to your application to the box.com folder no later than **3:00 PM PST on December 4, 2019.**

Please note:

- Late submissions will be rejected. No exceptions. Late is defined as: after 3:00 PM PST on the due date according to the file date stamp on Box.com. In order to avoid possible issues uploading documents (such as internet connectivity and internet speed), applicants are highly encouraged to upload their documents as early as possible.
- Please ensure you have retained a copy of all documents saved to Box.com for your own records. All user access to the Box.com folders may be revoked after 3:00PM PST on the due date.
- University of California and California State Universities are required to submit their application using the Model Agreement Template. The template can be found on the Department of General Services' website [here](#).

Applicants will submit a complete project application package. The project application package consists of several attachments. These attachments are described in more detail in Appendix D of this Procedural Guide. A completed Project Application Package must include the following:

1. Attachment 1 – Grant Application (Uploaded in a fillable PDF format as well as a scanned signed copy of the signature page. Do not modify the application form.)
2. Attachment 2 – Scope of Work (refer to Appendix F)
3. Attachment 3 – Proposed Project Budget in Excel format (refer to Appendix G)
4. Attachment 4 – Project map (refer to Appendix H)

5. Attachment 5 – Payee Data Record Standard Form 204
6. Attachment 6 – Articles of Incorporation including the Seal from the Secretary of State or Letter of determination or Affirmation from the Internal Revenue Service (for non-profit applicants only)
7. Attachment 7 – Board Resolution granting authority to sign
8. Attachment 8 – Fire Prevention Grant Project/Treatment Area Mapping Program (refer to Appendix L).
9. Attachment 9 – State of California Non-Discrimination Compliance (Std. 19) see Appendix I.
10. Attachment 10 – State of California Drug-Free Workplace Certification (Std. 21) see Appendix I.
11. Attachment 11 – Exhibit A and B of the University Model Agreement (only required for UCs, CSUs and their auxiliary entities that require the use of the University Model Agreement).

Attachments 1-4 become part of the Grant Agreement Package in Stage 2. Complete these attachments accurately to avoid delays due to corrections and revisions prior to final approval. If revisions are necessary during Stage 2, then the revised Attachments 1 - 4 will be used in final documents agreed upon by the State and the Applicant as part of the final Grant Agreement. (Exception: Attachment 11 will be used in lieu of Attachment 2 and 3 for UCs, CSUs and auxiliary entities. However, Attachment 2 and 3 shall contain the same SOW and Budget amounts and will be used for scoring purposes.)

Stage 2 - Grant Selection – [December 2019](#)

Sacramento staff will review the project application packages for completeness and determine if the project/activity meets the objectives of the program. Applications found to meet these criteria will be sent to the appropriate locations to start the review process. Notification of grants selected for funding is anticipated to be sent to the applicant on December 2019. The notification package for successful grant applicants will include all required grant agreement forms and instructions.

Stage 3 - Completed Grant Agreements - [Due March 31, 2020](#)

Upon receipt of the Grant Agreement package, all applicants shall print and sign the two original signature grant agreements and submit them with a copy of Attachments 1-4.

The complete Grant Agreement package shall include a complete set of the following:

- The Grant Agreement with Terms and Conditions - 2 copies with original signatures
- Attachment 1 - Final Grant Application
- Attachment 2 - Final Scope of Work
- Attachment 3 - Final Project Budget
- Attachment 4 - Project Map

Applicants shall return original signed agreements and any additional information required following the instructions provided in the Grant Agreement correspondence. Applicants are strongly encouraged to turn them in as soon as possible. Grant packages not completed and/or not received by this deadline may not be eligible for funding.

Stage 4 - Grants Awarded – [By April 2020](#)

Once the grant agreement is received and signed by the appropriate officer at CAL FIRE, the approval process is complete. All Agreements must be signed and submitted per deadlines established by CAL FIRE.

A CAL FIRE designee will be named as the designated contact. The CAL FIRE designee will work through the Region Program Manager on issues as necessary regarding the grant project. The CAL FIRE designee will conduct periodic and final inspections to ensure compliance with the project plan and environmental rules and regulations.

CAL FIRE may perform an audit of completed projects and activities as described on page 20 under “State Audit.”

Grant Termination Date: - All project and activity work related to the grant must be completed by the Project Completion Date identified in the application or no later than **March 15, 2024.**

Project Amendments and Termination

After Project commencement, an Agreement may be amended by written consent of both the State and Grantee. An agreement may be terminated by the State or Grantee upon providing written notice thirty (30) days in advance of termination to the other party.

Changes to Approved Project

A grantee wishing to change the scope of an approved project at any stage shall submit the proposed change in writing to CAL FIRE for review and subsequent approval in writing. Any change must be consistent with the need cited in the original application and authorizing legislation. Any modification or alteration in the Project as set forth in the Grant Project Scope of Work on file with the State must be submitted to the State for prior approval.

- Budget category modification less than five percent (5%) of an item description should be addressed in quarterly progress reports.
- Budget category modification greater than five percent (5%) and up to ten percent (10%) of an item description in the Project Budget may be increased or decreased through reallocation of funds from another item description(s). Email notification to the Unit with an Approved Revised Project Budget is required prior to conducting modified activities. The Grantee shall notify the REGION in writing and a revised Project Budget identifying both the item(s) being increased and those being decreased.
- Budget category modification greater than ten percent (10%) of an item description in the Project Budget may be increased or decreased through

reallocation of funds from another item description(s). The Grantee shall notify CAL FIRE in writing and submit a revised Project Budget Spreadsheet identifying both the item description(s) being increased and those being decreased. A formal amendment agreement will be issued to the grantee upon CAL FIRE approval.

The Grantee shall notify the STATE in writing in project progress reports when any such change and/or reallocation is made.

Accounting Requirements

The Grantee shall maintain an accounting system that follows Generally Accepted Accounting Principles. The accounting system must accurately reflect fiscal transactions, using the necessary controls and safeguards. This system shall provide an adequate audit trail, including original source documents such as receipts, progress payments, invoices, purchase orders, time cards, canceled checks, etc. The system shall also provide accounting data so the total cost of each individual project can be readily determined. These records shall be retained by the Grantee for a period of three years after final payment is made by the State or one year after final disposition of any disputed audit findings, whichever occurs later unless it is the grantee's policy to retain records for a longer duration. **Avoid audit exceptions – keep accurate records.**

Loss of Funding

The following are examples of actions that may result in a Grantee's loss of funding: (Not a complete list)

- Grantee fails to obtain a Grant Agreement.
- Grantee fails to use all of its allocation.
- Grantee withdraws from the grant program.
- Grantee fails to complete the funded project (conform substantially to the Agreement).
- Grantee fails to submit all documentation within the time periods specified in the Grant Agreement.
- Grantee fails to submit evidence of CEQA/NEPA compliance within 12 months of the execution of the agreement as specified by the Grant Agreement.
- Grantee changes the project scope without the approval of the State.
- Grantee or the State terminates the project by written notice 30 days in advance.
- Activities that would lead to the project not achieving a GHG Reduction

Eligible Costs

Project costs must be consistent with the approved project and incurred during the performance period as specified in the Grant Agreement.

Budget Item	Eligible Cost	Required Documentation
Salaries and Wages	Salaries and wages of employees employed by the grantee who is DIRECTLY engaged in the execution of the grant project. Limited to actual time spent on the grant project. Examples of expenditures include time-related to site visits and project monitoring and completion of reporting related to the grant project. Staff time related to accounting, business services, etc. are allowed only if those functions are not included in the grantee's overhead cost.	Timesheets or similar documentation detailing days and hours worked on the project. Payroll documentation should show a nexus between time worked on the project and wages paid to the employee after the fact.
Benefits	Employer contribution share of fringe benefits associated with employees (paid from salaries and wages Budget Item) who are directly engaged in the execution of the grant project. This will include Social Security, Medicare, Health Insurance, Pension Plan costs, etc. as applicable for the specific employee.	Same documentation as Salaries and Wages.
Contractual	Direct consultant and contractual services necessary to achieve the objectives of the grant. Examples of contractual costs will be RPF supervision/certification, professional/consultant services (the costs of consultant services necessary for project planning and implementation), fire prevention contractor, etc. Procurement of contractual services should be documented to ensure selection on a competitive basis and documentation of price analysis.	Invoices from consultant/contractor identifying expenditure, services performed and period of services. Documents related to consultant/contractor selection analysis shall be kept by the Grantee but available for audit purposes.
Travel	Travel cost associated with travel to and from project sites, meetings, etc. directly related to the grant project and must be considered reasonable and necessary for the completion of the project. Reimbursement rates shall be consistent with the grantee's written travel policy. Absent a written policy, per diem shall not exceed the California	Receipts identifying travel cost (i.e. lodging, rental cars). Mileage must be documented by either employee travel claims that are signed by the employee or vehicle mileage logs for vehicles owned by the Grantee. Per Diem must be documented by employee travel claims.

	<p>Standard Per Diem Rate allowable by the U.S. General Services Administration.</p> <p>Mileage rates shall not exceed the rates allowable by IRS.</p>	
Supplies	<p>Supplies that are used in the direct support of the project are allowable. Supplies exceeding \$500 per unit cost shall be documented to ensure procurement of supplies on a competitive basis and documentation of price analysis.</p>	<p>Receipts identifying item purchased, cost, and date of purchase. Documentation related to price analysis of procurement of supplies exceeding \$500 shall be kept by the Grantee and made available for audit purposes.</p>
Equipment	<p>Equipment is an item exceeding \$5,000 or more per unit cost and has a tangible useful life of more than one year. The cost to lease equipment to use in the grant project may be charged to the grant. Use of equipment owned by the grantee may be charged to the grant at a rate set by the California Department of Transportation "Labor Surcharge and Equipment Rental Rate" guide ("Labor Surcharge and Equipment Rental Rate" guide). Purchase of equipment using grant funds is allowable only with prior approval by CAL FIRE. A cost-benefit analysis to justify the cost of purchasing equipment versus leasing must be provided. Procurement of equipment must be done on a competitive basis and include documentation of price analysis. The grantee must include in the application package the proposed use and maintenance plans for equipment after the performance period of the grant. Disposition of equipment beyond the project performance period is subject to CAL FIRE approval. If grantee fails to complete grant and/or dissolves during grant, equipment shall be returned to CAL FIRE. Equipment shall not be used as collateral or other means.</p>	<p>Cost of leased equipment charged to the grant must be substantiated with receipts identifying equipment leased, dates equipment was leased, lease rate and total cost. Use of Grantee equipment must be substantiated with an equipment usage log that identifies the equipment used, rate, and total rental cost. Cost of equipment purchased shall be substantiated by purchase receipt. Documentation related to price analysis of procurement of equipment shall be kept by the Grantee and made available for audit purposes. Disposition of the equipment must be approved by CAL FIRE in writing at the end of the grant term.</p>
Other	<p>Other costs that do not fit in any of the above categories. The cost must be directly related to the grant project. A cost (such as rent, utilities, phones,</p>	<p>Invoices or receipts identifying the item and cost charged to the grant.</p>

	general office supplies, etc.) that must be apportioned to the grant is considered indirect cost unless written justification is submitted and approved by CAL FIRE.	
Indirect Costs	Indirect Costs are costs associated with doing business that are of a general nature and are incurred to benefit two or more functions within the grantee organization. These costs are not usually identified specifically in the grant agreement, project, or activity, but are necessary for the general operation of the organization. Examples of overhead costs include salaries and benefits of employees not directly assigned to a project; functions such as personnel, accounting, budgeting, audits, business services, information technology, janitorial, and salaries of supervisors and managers; and rent, utilities, supplies, etc. Functions included as direct versus indirect costs must be applied consistently for all activities within the grantee organization, regardless of fund source. The maximum allowable indirect charge for this grant program is 12%.	Applied on a percentage (%) basis on direct costs except for equipment. Documentation related to the determination of the grantee's indirect cost rate must be retained by the grantee for audit purposes.

Ineligible Costs

The following are costs ineligible for reimbursement under the grant:

- Costs incurred before or after the project performance period.
- Cost of preparing a grant and application.
- Late fees, penalties, and bank fees.

Payment of Grant Funds

Funds will be disbursed only once there is a fully executed Grant Agreement between the CAL FIRE and the Grantee. Except in those cases where CAL FIRE authorizes advanced payments, all payments will be made on a reimbursement basis (i.e., the Grantee is invoiced for services, products or supplies; invoices CAL FIRE for same; and is reimbursed by the State upon approval of the invoice). Grantees are instructed to use an invoice form consistent with the invoice guidance in Appendix C when requesting payment of any type. No work prior to or after the grant period will be reimbursable.

The grantee will submit to CAL FIRE an invoice form consistent with invoice guidance in Appendix C when requesting payment of any type and to include appropriate documentation to support the costs (e.g., paid vendor receipts, payroll documents, other back-up documentation of expenses). An invoice template is available here: <http://www.fire.ca.gov/grants/fire-prevention-grants/>

CAL FIRE may conduct a spot inspection to verify that work invoiced has been satisfactorily completed. If an invoice is incomplete or non-reimbursable, it will be returned to the grantee.

Advance Payments

Advance payments may be considered for nonprofit organizations, local agencies, special districts (including RCDs), private forest landowners, and Native American Tribes. Advance payments are solely at CAL FIRE's discretion and eligibility expires January 1, 2024.

A written request must be submitted identifying how funds may be used over a six-month period. No single advance payment shall exceed 25% of the total grant award. Advances must be fully utilized within a six-month period unless additional time is approved by CAL FIRE. No additional advances may be requested until acceptable documentation is received by CAL FIRE that the previous advance has been fully exhausted on eligible expenses. In addition, an accountability report must be submitted to CAL FIRE to every four months upon receipt of funds.

CAL FIRE processes for approving and managing grant advances are subject to change.

State Audit

Upon completion of the project, the State may audit the project records. A project is considered complete upon receipt of the final grant payment from the State. The purpose of the audit is to verify that project expenditures were properly documented. Any audit would be requested by the State after the final payment request has been received and all project transactions have been completed.

If your project is selected for audit, you will be contacted at least 30 days in advance. The audit should include all books, papers, accounts, documents, or other records of the Grantee, as they relate to the project for which state funds were granted. Projects may be subject to an audit at any time for up to three years after project completion. In an effort to expedite the audit, the Grantee shall have the project records readily available, including the source documents, and canceled warrants. The Grantee shall also provide an employee having knowledge of the project and the accounting procedure or system to assist the state auditor. The Grantee shall provide a copy of any document, paper, record, or the like as requested by the State Auditor.

All project records must be retained by the Grantee for a period of not less than one year after the state audit or after final disposition of any disputed audit findings.

Grantees are required to keep source documents for all expenditures related to each grant for at least three (3) years following project completion and one year following an audit unless the grantee has a longer retention policy.

EXPLANATION OF TERMS

TERM	EXPLANATION
Agreement	A legally binding agreement between the State and another entity.
Amendment	A formal modification or a material change of the Agreement, such as term, cost, or scope of work.
Applicant	The entity who has submitted an Application requesting grant funds.
Application	The individual application form identified as Appendix E and its required supporting attachments for grants pursuant to the enabling legislation and/or program.
Appropriation	A Legislative budget authorization from a specific fund to a specific agency or program to make expenditures or incur obligations for a specific purpose and period of time.
Authorized Representative	The designated position identified in the Resolution as the agent to sign all required grant documents including, but not limited to, Grant Agreements, Application forms, and payment requests.
CEQA	The California Environmental Quality Act as stated in the PRC § 21000 et seq.; Title 14 California Code of Regulations (CCR) §15000 et seq. CEQA is a law establishing policies and procedures that require agencies to identify, disclose to decision makers and the public, and attempt to lessen significant impacts to environmental and historical resources that may occur as a result of the agency's proposed Project. For more information refer to http://resources.ca.gov/ceqa/ .
Consultant Services	Services which provide a recommended course of action or personal expertise, such as accounting or a Registered Professional Forester (RPF).
Contractor	An entity contracting with the grantee for services and generally receives a form 1099 for tax purposes.
Direct Costs	Expenses of doing business that are directly attributable to the Project. Examples of direct costs are salaries and benefits of employees directly associated with a Project or expenses of items used directly by the Project.

Employee	Individuals employed directly by the grantee and generally receives a W-2 for tax purposes.
Encumbrance	A commitment of funds guaranteeing a source of payment for a specific Agreement.
Execution of an Agreement	The act of signing an Agreement, which provides a legal basis for required performance by parties to the Agreement.
Grantee	The entity that has an executed Grant Agreement for the award of grant funds.
Indirect Costs	Expenses of doing business that are of a general nature and is incurred to benefit at least two or more functions within an organization. These costs are not usually identified specifically with a grant, Grant Agreement, Project or activity, but are necessary for the general operation of the organization. Examples of Indirect Costs include salaries and benefits of employees not directly assigned to a Project; functions such as personnel, business services, information technology, janitorial; and salaries of supervisors and managers.
Modification	An Agreement modification is an informal agreement that moves dollars in the line item and task budgets not to exceed 10% of total grant amount; changes deliverable due dates, or makes a minor change in the work in accordance with the intent of the legislation. It does not require a formal amendment of the grant agreement. See page 16 for further requirements.
Non-Profit Organization	Any California corporation organized under Sections 501(c) (3) of the Federal Internal Revenue Code. A letter of determination certifying non-profit status will be required prior to Project approval.
Operating Expenses (Direct Cost)	Any cost that can be specifically identified as generated by and in accordance with the provisions or activity requirements of the Agreement.
Payee Data Record (Std. 204)	Form Std. 204, "Payee Data Record" is required for all grant recipients. The form must be submitted in order to establish a vendor number for payment and to have funds encumbered.
Personnel Services	This budgeted amount includes salaries and benefits for wage-earning personnel employed by the Grantee/Contractor (not a subcontractor) and working on the Project.
Project Performance Period	The period of time that the Project Scope of Work costs may be incurred and the work described in the Project Scope of Work must be completed, billed and paid by the State. Only eligible costs incurred during the Project Performance Period will be paid.

Project	The term “Project” means the activity or work to be accomplished utilizing grant funds and match (if applicable).
Project Scope of Work	The term “Project Scope of Work” defines the individual scope of work or activity describing in detail the proposed tasks identified as Attachment 2, as described in enabling legislation and in the Grant Agreement.
Project Budget Detail	The term “Project Budget Detail” defines the proposed detailed budget plan identified as Attachment 3.
Resolution	The purpose of a resolution by a Grantee’s governing body is to allow the entity to sign Agreements and amendments for a specific project; i.e., it allows the designated entity to enter into an agreement with the State of California, and it designates someone to sign on behalf of the Grantee’s governing board. A signed resolution must be submitted at the time the signed grant agreements are returned to CAL FIRE’s Grants Management Unit, Sacramento Headquarters.

APPENDICES

Appendix A: CEQA Compliance

Appendix B: Sample Resolution

Appendix C: Invoice

Appendix D: Check Lists

Appendix E: Project Application

Appendix F: Project Scope of Work

Appendix G: Project Budget Sheet

Appendix H: Project Map

Appendix I: Forms

Appendix J: CalMAPPER

Appendix K: Low Income and Disadvantaged Communities

Appendix L – Fire Prevention Grant Project/Treatment Area Mapping Program

Appendix A - CEQA Compliance

NOTE: Grantee must submit proof of California Environmental Quality Act and/or National Environmental Policy Act compliance within one year of the execution of the grant agreement. To ensure this occurs in a timely manner, the grantee should contact the Department of Forestry and Fire Protection (CAL FIRE) environmental compliance staff as soon as possible after receiving the executed agreement.

California Environmental Quality Act (CEQA)

Within one year of the execution of the grant agreement and prior to commencing any on-the-ground work, CAL FIRE requires proof of adequate compliance with CEQA. This may be accomplished by one or more of the following methods:

1. Notice of exemption filed with the State Clearinghouse or the county clerk.
2. Initial study and negative declaration or mitigated negative declaration and all associated noticing documents filed with the State Clearinghouse or the county clerk.
3. Draft and final environmental impact report and all associated noticing documents filed with the State Clearinghouse or the county clerk.
4. Timber harvesting permit or notice in compliance with the California Forest Practice Act and Rules for projects that undertake timber operations per Public Resources Code § 4527.
5. Finding of no significant impact-decision notice, categorical exclusion-decision memo or environmental impact statement-record of decision prepared in compliance with the National Environmental Policy Act for projects that are exempt from CEQA pursuant to Public Resources Code § 4799.05(b).
6. Certification that the project qualifies for the limited suspension of requirements of CEQA pursuant to the Governor's October 30, 2015, *Proclamation of a State of Emergency*. Pursuant to paragraph 15 of the Governor's October 30, 2015, *Proclamation of a State of Emergency*, CAL FIRE, in its sole discretion, must concur with the certification by the Grantee.

For exempt projects where the grantee is a public agency, the grantee will be responsible for: (a) preparing the Environmental Review Report for an Exempt Project and notice of exemption; and (b) filing the notice of exemption. For exempt projects

where the grantee is not a public agency (e.g., fire safe council), a public agency will be responsible for (a) preparing the Environmental Review Report for an Exempt Project and notice of exemption; and (b) filing the notice of exemption.

For non-exempt projects where the grantee is a public agency, the grantee will assume the role of lead agency, and CAL FIRE shall assume the role of a Responsible Agency. For non-exempt projects where the grantee is not a public agency (e.g., fire safe council), a public agency will need to assume the role of lead agency. The lead agency is responsible for: (a) performing the necessary environmental effects analysis; (b) preparing environmental documents; and (c) filing associated notices.

The lead agency may require the grantee to prepare, or retain a consultant to prepare, the environmental documents required for demonstrating adequate compliance with CEQA. When CAL FIRE is the lead agency, the grantee must work closely with the department to ensure the environmental documents reflect its independent judgement.

Grantees should ensure they ask for adequate funds for environmental work when applying for grants. When preparing their budgets, grantees should consider the need to contract with appropriate resource professionals to do the necessary environmental effects assessment and document preparation work. This may include biologists, professional archaeologists, air quality experts, registered professional foresters, environmental planners, etc.

For all environmental documents where CAL FIRE is the lead agency, except timber harvesting permits or notices, cultural resources must be assessed per the procedures outlined in *Archaeological Review Procedures for CAL FIRE Projects*, which is available on the CAL FIRE Archaeology Program's [website](#). This will require the project proponent to consult with the appropriate CAL FIRE archaeologist to determine if impacts to cultural resources are possible and what, if any, assessment work will have to be done. This consultation should be done as early in the planning process as possible.

CAL FIRE will review all environmental documents and associated notices for adequate compliance with applicable procedures and CEQA.

Limited Suspension of Requirements of the California Environmental Quality Act

Certain projects may qualify for the limited suspension of the requirements of CEQA pursuant to [Governor Edmund G. Brown Jr.'s October 30, 2015 Proclamation of a State of Emergency](#). The emergency proclamation suspends the requirements of CEQA for purposes of carrying out, among other things, Directive 2, where the state agency with primary responsibility for implementing the directive concurs that local

action is required. In order to qualify for the emergency proclamation's suspension of CEQA, the grantee must meet certain specific criteria.

Grantees wishing to proceed under the emergency proclamation's suspension must certify that all the applicable criteria are met. Pursuant to paragraph 15 of the emergency proclamation, CAL FIRE, in its sole discretion, must concur with the certification by the Grantee. CAL FIRE may assist applicants in determining their eligibility for the proclamation's suspension of CEQA prior to application submission.

Appendix B - Sample Resolution

**RESOLUTION OF THE (TITLE OF GOVERNING BODY/CITY
COUNCIL/BOARD OF SUPERVISOR/BOARD OF DIRECTORS) OF
(CITY/COUNTY/DISTRICT), STATE OF CALIFORNIA**

Resolution Number: _____

WHEREAS, the Governor of the State of California in cooperation with the California State Legislature has enacted State of California **Climate Investment**, which provides funds to the State of California and its political subdivisions for **fire prevention programs**; and

WHEREAS, the State Department of Forestry and Fire Protection (CAL FIRE) has been delegated the responsibility for the administration of the program within the State, setting up necessary procedures governing application by local agencies, non-profit organizations, and others under the program, and

WHEREAS, the applicant will enter into an agreement with the State of California to carry out **(PROJECT TITLE)** project;

NOW, THEREFORE, BE IT RESOLVED that the **(GOVERNING BODY)**:

1. Approved the filing of an application for **“California Climate Investment Fire Prevention Grant Program”**; and
2. Certifies that said applicant has or will have sufficient funds to operate and maintain the project; and,
3. Certifies that funds under the jurisdiction of **(GOVERNING BODY)** are available to begin the project.
4. Certifies that said applicant will expend grant funds prior to **(GRANT DEADLINE)**.
5. Appoints **(POSITION TITLE)** or a designee, to conduct all negotiations, execute and submit all documents including, but not limited to applications, agreements, amendments, payment requests and so on, which may be necessary for the completion of the aforementioned project.

The foregoing resolution was approved and adopted the ____ day of _____, 20__ by the following vote:

AYES:

NOES:

ABSENTS:

Signature

Title

---CERTIFICATION OF RESOLUTION---

Please note the person attesting cannot be the person(s) appointed in (5.)

ATTEST:

I _____, **(POSITION TITLE)** of the **(GOVERNING BODY)**, witness my hand or the seal of the **(GORVERNING BODY)** on the ____ day of _____, 20__.

Signature

Title

OFFICAL SEAL OR
NOTARY CERTIFICATION
(If Applicable)

Appendix C – Invoice

Invoice Guidelines

While the grantee is not required to use the sample invoice included in the grant guidelines due to differences in accounting systems used by the grantee, the grantee must include the following elements when submitting a payment request, either on the grantee's invoice or as an attachment to the invoice. If a grantee chooses to use their invoice in lieu of the sample provided, the invoice must be put on grantee's official letterhead.

1. The word "Invoice" should appear at the top of the page.
2. Grantee Information – Includes the grantee name and address which shall match the Std. 204 - Payee Data Record submitted with the grant agreement. Payment will be submitted to this address after the invoice has been approved. Grantee shall notify CAL FIRE in writing regarding address changes and effective dates.
3. Invoice Date & Number – Date invoice was issued and unique invoice number to be determined by the grantee for reference.
4. CAL FIRE Contact Name and Address – Name, Program, and Address of the CAL FIRE designee as identified in the grant agreement.
5. Grant Identification – Grant Number, Grant Performance Period, and Project Name as identified in the grant agreement.
6. Invoice Period – Performance start and end dates for which grantee is invoicing CAL FIRE. Under no circumstances will an invoice period outside of the grant performance period be accepted.
7. Payment Type – Indicate whether the invoice is to request an advance payment, interim payment, or final payment.
8. Cost breakdown – Grantee costs must be broken down by the budget item consistent with the approved budget in the grant agreement. The grantee must identify the amount for which CAL FIRE is being billed in the invoice period and the total amount spent and match (if applicable) from the beginning of the grant performance period through the invoice period. Advance requests should still include a breakdown of the budget items for which the grantee is planning to expend the funds.
9. Offset to current cost – Include the balance of advance funds given to grantee as well as program income earned from the grant if applicable.
10. The total amount for which grantee is requesting reimbursement from CAL FIRE.

11. Grantee contact name, phone number, and email address for questions related to the invoice.
12. All backup documentation to support the invoice (see Payment of Grant Funds).
13. Certification and signature of authorized representative - Please see sample invoice for certification language.

<p>Grantee Name Street Address Street Address2 City, ST ZIP Code</p> <p>Submit invoice and supporting documentation to: California Department of Forestry & Fire Protection (CAL FIRE) ATTN: NAME, PROGRAM Street Address2 City, ST ZIP Code</p> <p>Grant Number: XGXXXXXX Grant Period: MM/DD/YYYY to MM/DD/YYYY Project Name:</p> <p>Invoice Period: MM/DD/YYYY to MM/DD/YYYY Payment Type: <input type="checkbox"/> Advance Request <input type="checkbox"/> Interim Payment <input type="checkbox"/> Final Payment</p>	<h1 style="margin: 0;">INVOICE</h1> <p>DATE: Month DD, YYYY INVOICE #: 1</p>																																																																				
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<p>Check all those that apply: Direct questions to: Name</p> <input type="checkbox"/> Supporting documentation attached (required for Interim & Final Payment) XXX-XXX-XXXX Ext. XXXX <input type="checkbox"/> Project Progress Report (Interim) or Project Completion Report (Final) Email address <p>CERTIFICATION: I certify that I have the full authority to execute this payment request on behalf of the Grantee. I declare under penalty of perjury, under the laws of the State of California, that this request and accompanying documents for the above referenced grant is true and correct to the best of my knowledge, and represents actual allowable disbursements made for the work performed in accordance with the conditions of the grant.</p>																																																																					
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Appendix D - Check Lists

Project Application Package Check List

- Attachment 1 - Completed Project Grant Application Form
- Attachment 2 - Completed Project Scope of Work
- Attachment 3 - Completed Project Budget (Excel format)
- Attachment 4 - PDF Version of Project Map (formatted to 8 ½" x 11")
- Attachment 5 – State of California Payee Data Record form (Std. 204) – see Appendix I
- Attachment 6 - Articles of Incorporation, including document w/seal from Secretary of State (non-profit applicant)
- Attachment 7 – Board Resolution granting authority to sign (non-profits and Local Government)
- Attachment 8 - Fire Prevention Grant Project/Treatment Area Mapping Program (online submission only).
- Attachment 9 - State of California Non-Discrimination Compliance (Std. 19) – see Appendix I
- Attachment 10 - State of California Drug-Free Workplace Certification (Std. 21) – see Appendix I
- Attachment 11 - Exhibit A and B of the University Model Agreement (only required for UCs, CSUs and their auxiliary entities that require the use of the University Model Agreement)

Grant Agreement Package Check List

- Three original signed Grant Agreements with attachments
- Attachment 1 – Completed Project Grant Application Form
- Attachment 2 – Completed Project Scope of Work
- Attachment 3 – Completed Project Budget
- Attachment 4 – PDF Version of Project Map

Appendix E - Project Application

Project Application Form

California Department of Forestry and Fire Protection (CALFIRE)
California Climate Investments
Fire Prevention Program Grant Application
Fiscal Year 2019-20 Funding Opportunity



Please request a Project Tracking # for each separate application by following the instructions for the 2019-20 CCI Grant Guidelines on the [Fire Prevention Grants Web Page](#). Submit the application and all supporting materials to the [www.box.com](#) folder assigned to your tracking number **no later than 3:00pm PST on December 4, 2019**. Please note: Items marked in red are required.

1. **Project Tracking #:** 19-FP-UUU-XXXX CalMapper ID: [redacted]

Project Name/Title: [redacted]

County: [redacted]

CAL FIRE Unit/Contract County (Please use this 3-letter Unit Identifier for file naming. See Question 14): [redacted]

2. **Organization Type:** [redacted] If Other, please specify: [redacted]

If Non-Profit, are you a registered 501(c)(3)? Yes No

3. **Sponsoring Organization:** [redacted]

Project Manager

Title: [redacted]

First Name: [redacted] Last Name: [redacted]

Address Line 1: [redacted]

Address Line 2: [redacted]

City: [redacted] State: [redacted] Zip Code: [redacted]

Phone Number: [redacted] Secondary Phone Number: [redacted]

Email Address: [redacted] Fax Number: [redacted]

Tracking #: 19-FP-UUU-XXXX

Page 1 of 5

Project Name: [redacted]

4. For which primary activity is funding being requested? [Redacted]

5. Grant Period: Please provide the estimated start date and completion date for your project. Projects **MUST** be completed by March 15, 2024. Note that final billing is due 30 days after project completion. Please use MM/DD/YYYY format.

Project Start Date: [Redacted] Project Completion Date: [Redacted]

6. Limiting Factors: Are there any existing forest or land management plans; Conservation Easements; Covenant, Conditions & Restrictions (CC&R's); matters related to zoning; use restrictions, or other factors that can or will limit the fire prevention proposed activity?

If checked, describe existing plan(s) and the limitations, if any, in the attached Scope of Work.

7. Timber Harvest Plans: For fuel reduction projects, is there a timber harvesting document on any portion of the proposed project area for which a "Notice of Completion" has not been filed with CAL FIRE?

If checked, provide the THP identification number and describe the relationship to the project in the attached Scope of Work document.

THP ID Number: [Redacted]

8. Community at Risk: Is the project associated with a community that is listed as a Community at Risk? See the list of [Communities at Risk](#) on the Office of the State Fire Marshal web page.

Yes No

Number of Communities in the project area: [Redacted]

9. Disadvantaged/Low Income Community: Is the project associated with a low-income community that is listed as a Community at Risk? See the information on [Priority Population Investments](#) on the California Air Resources Board web page.

Yes No

If Yes, select all that applies:

Disadvantaged Low Income Both Buffer Zone

Tracking #: [Redacted]

Project Name: [Redacted]

10. Describe how your proposal would reduce the total amount of wildfire (and thereby reduce wildfire emissions) around communities, homes, infrastructure, and other highly valued resources. Please focus on GHG benefits. (Limited to 700 characters.)

11. Federal Responsibility Area: Does your project/activity include work on Federal Lands that might require NEPA, or use a framework similar to Good Neighbor Authority?

Non-Tribal Lands: Yes No If yes, how many acres?

Tribal Lands: Yes No If yes, how many acres?

12. Project Area Statistics: For all projects, provide an estimate of the Project Influence Zone (PIZ) acres and the Treatment Influence Zone (TIZ) acres.

PIZ - The Project influence Zone (PIZ) is the broad geographic area encompassing the neighborhoods or communities that the grant proposal is designed to protect with fuel reductions, public education, or planning activities. This can be the sum of all treatment areas or could include a buffer area around the planning/public education target. Please keep the PIZ from encompassing an overly large area, unless benefits are clearly defined in the Scope-of-Work.

TIZ - Treatments are areas within a PIZ, where on-the-ground activities are accomplished (e.g. hazard fuel reductions, shaded fuel breaks, masticating, etc.). There can be multiple discrete Treatment areas associated with a PIZ. Some projects (e.g. Planning & Public Education) may NOT have treatment areas.

	LRA	FRA	SRA
Project Influence Zone (PIZ)	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Treatment Influence Zone (TIZ)	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Tracking #:

Page 3 of 5

Project Name:

13. **Project Budget:** What is the proposed budget? Please include a discussion of the project budget in the Scope of Work and enter the amount from the Project Budget workbook (.xls).

Budget Item	Amount
Grant Funding Requested (\$)	

14. **Local Wildland Fire Risk Reduction Plans:** Is the project in, consistent with, or build on a larger plan that deals with the risk and potential impact to habitable structures in the WUI covered by this project? If so, discuss in the Scope of Work. **Select all that apply.**

- CAL FIRE Unit Strategic Fire Plan
- Homeowners' Association Plan
- Fire Safe Council Action Plan
- County Fire Department Strategic Fire Plan
- Local Fire Department Plan
- FIREWISE Community Assessment
- Other Local Plan (Identify in Scope of Work)
- Local Hazard Mitigation Plan
- Community Wildfire Protection Plan

15. **CEQA Compliance:** Describe how compliance with the California Environmental Quality Act (CEQA) will be achieved in the Scope of Work. Is there an existing (CEQA) document that addresses this project or can be used to meet CEQA requirements?

Please indicate the CEQA document type (For planning, education and other projects that are exempt from CEQA, select "Not Applicable"):

[Redacted]

Document Identification Number: [Redacted]

Tracking #: 19-FP-UUU-XXXX

Page 4 of 5

Project Name: [Redacted]

16. Application Submission:

Note to Applicant: If you modify the language contained in any part of this document, other than to fill in the blanks or to provide requested information, your application **will be rejected**.

Use the table below as a tool to make sure you have all documents ready prior to submitting the application.

Replace "XXXX" in the file name with the project's ID Number. Replace "UUU" in the file name with the 3-letter identifier for the Unit where the project is located. Unit identifiers are listed in the instructions for this application form.

Attachments	File Name
<input type="checkbox"/> Application Form (.pdf)	19-FP-UUU-XXXX-Application.pdf
<input type="checkbox"/> Scope of Work (.doc)	19-FP-UUU-XXXX-SOW.doc
<input type="checkbox"/> Project Budget (.xls)	19-FP-UUU-XXXX-Budget.xls
<input type="checkbox"/> Project Map (.pdf)	19-FP-UUU-XXXX-MAP.pdf
<input type="checkbox"/> Articles of Incorporation (.pdf) - Applies to Non-Profits only	19-FP-UUU-XXXX-AOI.pdf
<input type="checkbox"/> NIFC/Mapping	Create a Geo Point & Polygon web link

I certify that the above and attached information is true and correct:

<input type="text"/>		<input type="text"/>
Original Signature Required: Grantee's Authorized Representative		Date Signed
<input type="text"/>		<input type="text"/>
Printed Name		Title
Executed on: <input type="text"/>	at <input type="text"/>	
Date	City	

Please fill out this form completely. Be sure to save a copy of this form and all attachments for your records. Submit the application and all supporting materials to the www.box.com folder assigned to your tracking number **no later than 3:00pm PST on December 4, 2019**. Please submit the documents as early as possible to avoid unanticipated issues. **Applications submitted or modified on the www.box.com folder after this date will be considered late.** Access to www.box.com after the due date may be revoked.

Tracking #:

Page 5 of 5

Project Name:

Project Application Instructions

The project application will become Attachment 1 to the Grant Agreement. Most of the information asked for is self-explanatory. Several items warrant explanation and are discussed in order as they appear on the form:

Item 1 Project Tracking Number: Project tracking number is in the following format. YY-FP-UUU-XXXX

UUU is the Unit identifier – the first three letters from Item 1 CAL FIRE Unit/Contract County. (Ex: UUU = AEU for AEU-Amador El Dorado Unit.) XXXX is a number assigned by CAL FIRE.

Applicants will request a Project Tracking Number by emailing one of the following:

CNRgrants@fire.ca.gov (Northern Region Contact)

SouthernRegionGrantsProgram@fire.ca.gov (Southern Region Contact)

CALFIRE.Grants@fire.ca.gov (Sacramento)

Applicant **MUST** specify the grant application they are requesting tracking number. The request shall include:

- The applicant organization name
- The name of the CAL FIRE Unit the project or activity will be located in
- The name of the project (if available)
- Email address(es) of the individuals that will need access to the Box.com folder to submit the application

It is highly recommended that applicants request this information at least one week prior to the due date to allow for a timely response to your request.

CalMAPPER ID: If you have an existing CalMAPPER ID related to the project please supply it in the appropriate box. If you don't, it is not required.

Project name: Though a specific naming convention is not required, many project names include both geographical and activity information. (Ex: High Ridge Fuel Break)

Item 2 Organization Type: Select the organization type of the organization responsible for the project or activity. **Fire Protection Provider:** Select under which framework the local Fire Service is governed / organized. Do not include CAL FIRE Schedule B (SRA).

Item 3 Sponsoring Organization: Legal name of sponsoring organization responsible for the project or activity. If selected for award, this will be the name of the grantee used in the grant agreement.

Item 4 Project Activity: Select the primary activity for the project. Education projects are described in terms of Public Education - Public includes activities designed to directly inform the public of fire prevention measures that they can take to reduce risk Education.

Item 5 Grant Period: From the date of Execution (signed by CALFIRE representative) to no later than March 15, 2024. Instructions are included on the application form (pdf).

- B. Partners
- C. Total Project Budget

Item 14 Local Wildland Fire Risk Reduction Plans: Check all that apply. Discuss the relationship in the Scope of Work.

Item 15 Environmental Compliance: Select the appropriate CEQA document type for the project. If the project does not require CEQA compliance, then select “not applicable” from the list. If a CEQA document has been previously completed then enter the identification number. If an exemption is being used in place of CEQA, list the type of exemption.

Item 16 Application Submission: Applications are to be submitted by uploading the documents to their assigned Box.com folder. The electronic application with the attachments will provide greater utility for CAL FIRE review as employees in various offices will be tasked with portions of the application review. A checklist is provided for each of the attachments that are included in the submission package. Enter the file name for each of the files attached that are being submitted. The application and all associated documents must be uploaded by December 4, 2019 at 3:00 PM PST.

Please use this file naming structure for the attachments:

- 19-FP-UUU-XXXX-Application.pdf
- 19-FP-UUU-XXXX-SOW.doc
- 19-FP-UUU-XXXX-Budget.xls
- 19-FP-UUU-XXXX-MAP.pdf
- 19-FP-UUU-XXXX-AOI.pdf

Where XXXX is the project number from Item 1 Tracking ID and UUU is the Unit identifier – the first three letters from Item 1 CAL FIRE Unit/Contract County.

- | | |
|------------------------------|--------------------------|
| • AEU-Amador-Eldorado | • MVU-San Diego |
| • BDU-San Bernardino | • NEU-Nevada-Yuba-Placer |
| • BEU-San Benito-Monterey | • ORC-Orange |
| • BTU- Butte | • RRU-Riverside |
| • CZU-San Mateo-Santa Cruz | • SBC-Santa Barbara |
| • FKU-Fresno-Kings | • SCU-Santa Clara |
| • HUU-Humboldt-Del Norte | • SHU-Shasta-Trinity |
| • KRN-Kern | • SKU-Siskiyou |
| • LAC- Los Angeles | • SLU-San Luis Obispo |
| • LMU- Lassen-Modoc | • TCU-Tuolumne-Calaveras |
| • LNU- Sonoma-Lake-Napa | • TGU-Tehama-Glenn |
| • MEU- Mendocino | • TUU-Tulare |
| • MMU-Madera-Mariposa-Merced | • VNC-Ventura |
| • MRN-Marin | • CSR-Southern Region |
| • CNR-Northern Region | • Statewide |

Appendix F - Project Scope of Work

Scope of Work Instructions

- Use the Scope of Work document from the grant program web site.
- The instructions in the Scope of Work document are provided to prompt the project applicant to fully describe the proposed project. Please be sure to address each item listed so that the full impact of your project can be considered during the project evaluation and selection phase of this grant process. The document contains boxes for your response. The boxes will expand as needed for a full response. Please provide responses that clearly describe your project while being concise and brief.
- For clarity to the reviewer, it is suggested that you utilize the headers and prompt numbers provided below in the narrative discussion of your proposed project.
- This Scope of Work document should clearly describe your proposed project.
- Further instructions for the Scope of Work are found in the Scope of Work document.
- Give your project Scope of Work a filename as described in item 17 of the Project Application. Attach this Scope of Work to the project application as a separate document with the file name *19- FP-UUU-XXXX-SOW.doc*.

Project Scope of Work



California Department of Forestry and Fire Protection
(CAL FIRE) California Climate Investments
Fire Prevention Grants Program
Project Scope of Work



Project Name: [Click or tap here to enter text.](#)

Project Tracking Number: 19-FP-UUU-XXXX

Project Description Summary: Please provide a paragraph summarizing proposed project including the location, habitable structures, acres treated, etc. (Please type in blank space below. Please note there is no space limitations).

A. Scope of Work

This item is broken into project specific criteria depending on the type of project being proposed: planning, education or hazardous fuel reduction. Please **answer one section of questions** that pertain to the primary activity type for your project.

Section 1: Hazardous Fuel Reduction/Removal of Dead or Dying Tree Projects

1. Describe the geographic scope of the project, including an estimate of the number of habitable structures and the names of the general communities that will benefit.
2. Describe the goals, objectives, and expected outcomes of the project.
3. Provide a clear rationale for how the proposed project will reduce the risks associated with wildfire to habitable structures in the WUI.
4. Identify any additional assets at risk to wildfire that will benefit from the proposed project. These may include, but are not limited to, domestic and municipal water supplies, power lines, communication facilities and community centers.
5. Is the scale of the project appropriate to achieve the stated goals, objectives and outcomes discussed in Item 2 above?
6. How will the project/activity utilize the left over woody biomass? Will the project/activity use a biomass facility to reduce greater greenhouse gas emissions?

Section 2: Planning Projects

1. Describe the geographic scope of the project, including the communities that will benefit, and an estimate of the number of structures within the project area.
2. Describe how the project will assess the risks to residents and structures in the WUI and prioritize projects to reduce this risk over time.
3. Does the proposed plan add or build upon previous wildfire prevention planning efforts in the general project area?
4. Identify a diverse group of key stakeholders, including local, state, and federal officials where appropriate, to collaborate with during the planning process. Discuss how the project proponent plans to engage with these targeted stakeholders.
5. Describe the pathways for community involvement that will be incorporated in the planning process.

Section 3: Education

1. Describe the specific message of the education program and how it relates to reducing the risk of wildfire to owners of structures in the WUI.
2. Describe the target audience of the education program and how information will be distributed to this audience.
3. Will the education program raise the awareness of homeowner responsibilities of living in a fire prone environment?
4. Identify specific actions being advocated in the education material that is expected to increase the preparedness of residents and structures in the WUI for wildfire.
5. Describe the expected outcome of the education in terms of increased or changed public awareness about wildfire.

Answer only 1 set of questions from above, depending on your project; Fuel Reduction, Planning or Education. (Please type in blank space below. Please note there is no space limitations).

B. Relationship to Strategic Plans

Does the proposed project support the goals and objectives of the California Strategic Fire Plan, the local CAL FIRE Unit Fire Plan, a Community Wildfire Protection Plan (CWPP), County Fire Plan, or other long term planning document? (Please type in blank space below. Please note there is no space limitations).

C. Degree of Risk

1. Discuss the location of the project in relation to areas of moderate, high, or very high fire hazard severity zone as identified by the latest Fire and Resource Assessment Program maps. Fire hazard severity zone maps by county can be accessed at: http://www.fire.ca.gov/fire_prevention/fire_prevention_wildland_zones_maps.php
2. Describe the geographic proximity of the project to structures at risk to damage from wildfire in the WUI. (Please type in blank space below. Please note there is no space limitations).

D. Community Support

1. Does the project include any matching funds from other funding sources or any in-kind contributions that are expected to extend the impact of the proposed project?
2. Describe plans for external communications during the life of the project to keep the effected community informed about the goals, objectives and progress of the project.

Project Tracking Number: 19-FP-UUU-XXXX

2

Activities such as planned press releases, project signage, community meetings, and field tours are encouraged.

3. Describe any plans to maintain the project after the grant period has ended.
4. Does the proposed project work with other organizations or agencies to address fire hazard reduction at the landscape level?
(Please type in blank space below. Please note there is no space limitations).

E. Project Implementation

1. Discuss the anticipated timeline for the project. Make sure to take seasonal restrictions into account.
2. Verify the expected timeframes to complete the project will fall under the March 15, 2024 deadline.
3. Describe the milestones that will be used to measure the progress of the project.
4. Describe measurable outcomes (i.e. project deliverables) that will be used to measure the project's success.
5. If applicable, how will the requirements of the California Environmental Quality Act (CEQA) be met?
(Please type in blank space below. Please note there is no space limitations).

F. Administration

1. Describe any previous experience the project proponent has with similar projects. Include a list of recent past projects the proponent has successfully completed if applicable. Project proponents having no previous experience with similar projects should discuss any past experiences that may help show a capacity to successfully complete the project being proposed. This may include partnering with a more experienced organization that can provide project support.
2. Identify who will be responsible for tracking project expenses and maintaining project records in a manner that allows for a full audit trail of any awarded grant funds.
(Please type in blank space below. Please note there is no space limitations).

Project Tracking Number: 19-FP-UUU-XXXX

G. Budget

A detailed project budget should be provided in an Excel spreadsheet attached to this grant application. The space provided here is to allow for a narrative description to further explain the proposed budget.

1. Explain how the grant funds, if awarded, will be spent to support the goals and objectives of the project. If equipment grant funds are requested, explain how the equipment will be utilized and maintained beyond the life of the grant.
2. Are the costs for each proposed activity reasonable for the geographic area where they are to be performed? Identify any costs that are higher than usual and explain any special circumstances within the project that makes these increased costs necessary to achieve the goals and objectives of the project.
3. Is the total project cost appropriate for the size, scope, and anticipated benefit of the project?
4. Identify all Indirect Costs and describe why they are necessary for a successful project implementation. Administrative expenses to be paid by the Fire Prevention Grants must be less than 12% of the total grant request (excluding equipment).
5. Explain each object category in detail and how that would support meeting the grant objectives.

(Please type in blank space below. Please note there is no space limitations).

H. California Climate Investments

The space provided here is to allow for a narrative description to further explain how the project/activity will reduce Greenhouse Gas emissions.

1. How will the project/activity reduce Greenhouse Gas emissions?
2. Is the project located in a Low-Income or Disadvantaged Community? If not, does the project benefit those communities. Please explain.
3. What are the expected co-benefits of the project/activity (i.e. environmental, public health and safety, and climate resiliency)?
4. When are the Greenhouse Gas emissions and/or co-benefits expected to occur and how will they be maintained?

(Please type in blank space below. Please note there is no space limitations).

Project Tracking Number: 19-FP-UUU-XXXX

Specific cell entries:

- Cell B1: **Tracking #** Cell B2: **Project Name** that was given to the project
- Rows 6 – 13 **Salaries and Wages:** Salaries for wage-earning personnel employed by the grantee/contractor (not a subcontractor) and working on the project.
- Rows 16 – 23 **Employee Benefits:** Benefits for personnel employed by the grantee/contractor (not a subcontractor) and working on the project.
- Rows 26 – 30 **Contractual:** List contracts used to achieve the objectives of the project. Equipment that is rented would be included in this section.
- Rows 33 – 36 **Travel and Per Diem:** Expenses for travel (mileage, motel, meals, and incidentals) to off-project locations.
- Rows 39 – 43 **Supplies:** Various identifiable supplies needed for the project. Purchase of equipment costing less than \$5,000 per unit is considered minor equipment and is included in this section of the budget.
- Rows 46 – 50 **Equipment:** Equipment costing more than \$5,000 and typically having a lifespan longer than the term of the grant.
- Rows 53 – 62 **Other Costs:** Other miscellaneous costs.
- Cell H65, **Indirect Costs:** Expenses of doing business that are of a general nature and is incurred to benefit at least two or more functions within an organization. These costs are not usually identified specifically with a grant, Grant Agreement, Project or activity, but are necessary for the general operation of the organization. Examples of Indirect Costs include salaries and benefits of employees not directly assigned to a Project; functions such as personnel, business services, information technology, and janitorial; and salaries of supervisors and managers. Indirect costs are capped at 12% of the grant amount for this grant (excludes Equipment).

Certain values in your budget will be needed to complete the project application form. The following list of Cell IDs corresponds to the information requested in Item 13 of the Project Budget section of the Project Application form. If the worksheet is modified and additional columns or rows are added, then the Cell IDs may no longer correlate directly with Item 13.

- Cell I68 – Grant portion of the project
- Cell I51 – Equipment Purchases
- Cell K68 – Partners
- Cell L68 – Total Project Budget

When saving the project budget, give it a file name as described in item 17 of the Project Application. The format is: 19-FP-UUU-XXXX-Budget.xls

Where: XXXX is the project number

And: UUU is the 3-letter identifier (see item 1 on the Project Application form)

Appendix H - Project Map

Include a map or maps of the project with the project application. The maps shall meet the following requirements:

- Electronic Format of PDF.
- Printed Format(s) should measure 8 ½ by 11 inches.
- The scale should be 1:24,000 scale or greater. The maps should show enough of the surrounding area so that the application review team can get a sense of the relationship of the project to the surrounding area.
- The map(s) should clearly show:
 - Project boundaries
 - treatment area(s) by type
 - roads
 - watercourses
 - Parcels
 - City/County/Unit
 - SRA/LRA/FRA
 - any other necessary information
- Legend: Include a map legend that identifies:
 - the features on the map
 - the project tracking number
 - project name
 - project proponent

Appendix I – Forms

These standard forms are required prior to the signing of a Grant Agreement. Applicants are encouraged to submit these forms with the Project Application to expedite the process should the grant be awarded.

Payee Data Record form (STD. 204): CAL FIRE utilizes this form internally for all grantees. This form is required for all applicants, including local governments, despite the language on the form. <http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf>

Nondiscrimination Compliance Statement form (STD. 19) – Required at time of Grant Agreement: <http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std019.pdf>

A Drug-Free Workplace Certification form (STD. 21) – Required at time of Grant Agreement: <http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std021.pdf>

Appendix J – CalMAPPER

All California Climate Investments (CCI) funded projects will be recorded in CAL FIRE's Management Activity Project Planning & Event Reporter (CalMAPPER). To achieve this, grantees will need to provide spatial information about where the project is occurring on the landscape, identify an appropriate treatment objective or category for their project, and identify what activities occurred under the category to their local CAL FIRE Unit.

Spatial data requirement

The grantee will work with the local CAL FIRE Unit to provide spatial data that allows CAL FIRE to enter the project into CalMAPPER. Spatial data can include but is not limited to shapefiles, gpx files, KML/KMZ files, etc. The grantee will work with the local unit to identify the most appropriate format for their data to be submitted, based on the capabilities of the grantee and the needs of the local Unit.

Grant Categories

CCI grants are divided into two categories for CalMAPPER entry:

1. Hazardous Fuels Reduction,
2. Fire Prevention Planning and Education.

Hazardous Fuels Reduction

Hazardous Fuels Reduction projects funded under CCI should fall into one of the following treatment objectives:

- Fuels Reduction: Work conducted in an area where the primary objective is to reduce fuel loads.
- Fuel Break: Work conducted to modify flammable vegetation to create defensible space in an attempt to reduce fire spread to structures and/or natural resources, and to provide a safer location to fight the fire. Fuel breaks are strategically placed along a ridge, valley bottom, access road, or around a subdivision.
- Right of Way Clearance: Work conducted along the right of way of fire roads, county roads, or highways for purposes of improved ingress and egress. This includes the removal of dead trees resulting from insect or drought. Right of Way Clearance is not done with the intent of stopping a fire at the location of work but instead focuses on ingress and egress enhancement.
- Other: If the grantee's project does not fall into one of the previously identified treatment objectives, the grantee will need to work with the local unit to identify an appropriate objective for entry into CalMAPPER.

Fire Prevention Planning and Education

Fire Prevention Planning and Education projects funded under CCI should fall into one of the following categories:

- CWPP,
- Education Outreach (includes Public Service Announcements),
- Public Meetings,
- Signage,
- WUI Pre-Planning,
- Wildfire Risk Mapping,

- Evacuation Plans,
- Other: If the grantees project does not fall into one of the previously identified categories, the grantee will need to work with the local unit to identify an appropriate category for entry into CalMAPPER.

Grant Activities

Below is a list of appropriate activities based on the Hazardous Fuels Reduction Treatment Objectives identified above, if the grantee is completing an activity that is not listed below consult with the local CAL FIRE unit to identify an appropriate activity for entry into CalMAPPER.

Fuels Reduction

- Air Curtain Burner,
- Biomass Removal,
- Boundary Mapping,
- Chaining,
- Chipping
- Crushing,
- Erosion Control,
- Grazing,
- Herbicide,
- Lop and Scatter,
- Mastication,
- Milling,
- Pile Burning,
- Piling (Mechanical),
- Piling (Manual),
- Project Administration,
- Pruning,
- Planning Meeting,
- Public Contacts,
- Public Meetings,
- RPF Supervision,
- Site Assessment,
- Thinning,
- Trees Felled (>10" dbh>20' tall).

Fuel Break

- Biomass Removal,
- Boundary Mapping,
- Chaining,
- Chipping
- Crushing,
- Dozer Line,
- Erosion Control,
- Grazing,
- Hand Line,
- Herbicide,
- Lop and Scatter,

- Mastication,
- Pile Burning,
- Piling (Mechanical),
- Piling (Manual),
- Project Administration,
- Pruning
- Planning Meeting,
- Public Contacts,
- Public Meetings,
- RPF Supervision,
- Site Assessment,
- Thinning,
- Trees Felled (>10" dbh>20' tall).

Right of Way Clearance

- Biomass Removal,
- Boundary Mapping,
- Chaining,
- Chipping
- Crushing,
- Erosion Control,
- Grazing,
- Herbicide,
- Lop and Scatter,
- Mastication,
- Pile Burning,
- Piling (Mechanical),
- Piling (Manual),
- Project Administration,
- Pruning
- Planning Meeting,
- Public Contacts,
- Public Meetings,
- RPF Supervision,
- Site Assessment,
- Thinning,
- Trees Felled (>10" dbh>20' tall)

Appendix K – Low Income and Disadvantaged Communities

California Climate Investments are required to meet minimum levels of investments to projects that benefit residents of disadvantaged communities, low-income communities, and low-income households collectively referred to as “priority populations” and defined by Assembly Bill 1550.

CAL FIRE’s Fire Prevention Grants Program and Forest Health Program will fund a combined \$64 million in projects that benefit Low-Income Communities or Households. This is not a requirement for eligibility, but preference will be given to projects that benefit a priority population.

Achieving “Low-Income Community or Household” designation requires 3 steps:

Step 1: Identify the Priority Population(s). Be located within a census tract identified as a disadvantaged community or low-income community, or directly benefit residents of a low-income household. California Air Resource Board’s community Investments webpage may be used for this:

<https://www.arb.ca.gov/cc/capandtrade/auctionproceeds/communityinvestments.htm> ;

Step 2: Address a Need. Meaningfully address an important community or household need for the disadvantaged community, low-income community, or low-income household; and

Step 3: Provide a Benefit. Using the evaluation criteria, identify at least one direct, meaningful, and assured benefit that the project provides to priority populations.

The following tables will assist you in achieving the steps and can be found on the California Air Resources Board webpage:

<https://ww2.arb.ca.gov/resources/documents/cci-quantification-benefits-and-reporting-materials>

<p>Table 1 LAND RESTORATION & FOREST HEALTH: Projects will increase carbon storage through restoration and management of natural lands.</p>
<p>Projects must satisfy the applicable criteria through Step 3 to be considered to provide direct, meaningful, and assured benefits to priority populations and count toward CCI's statutory investment minimums. <i>Only those projects that satisfy all three Steps will be given full credit (10 points) for the Forest Health Grant Selection Criteria, "Disadvantaged and/or Low Income Community Benefit."</i></p>
<p>Step 1 – Identify the Priority Population(s). Evaluate the project against each of the following criteria. Check all boxes that apply.</p>
<p>Note: For this project type, the majority of the project must be located within a disadvantaged or low-income community census tract. An online mapping tool and a "look-up" tool list of "low-income" thresholds by county and household size are available at: https://www.arb.ca.gov/cqi-communityinvestments.</p>
<p><input type="checkbox"/> A. Is the project located within the boundaries of a disadvantaged community census tract?</p> <p><input type="checkbox"/> B. Is the project located within the boundaries of a low-income community census tract?</p> <p><input type="checkbox"/> C. Is the project located outside of a disadvantaged community, but within ½-mile of a disadvantaged community and within a low-income community census tract?</p> <p><input type="checkbox"/> D. Is the project located within the boundaries of a low-income household?</p>
<p><i>If a project does not meet at least one of the qualifying criteria in Step 1, the project does not meet the "Disadvantaged and/or Low Income Community Benefit," and no further evaluation is needed. If the project meets at least one Step 1 criterion, continue the evaluation in Step 2.</i></p>
<p>Step 2 – Address a Need. Identify an important community or household need and evaluate whether the project provides a benefit that meaningfully addresses that need.</p>
<p>To identify a need that the project will address, agencies and/or applicants can use a variety of approaches:</p> <p><input type="checkbox"/> A. Recommended Approach: Host community meetings, workshops, outreach efforts, or public meetings as part of the planning process to engage local residents and community groups for input on community or household needs, and document how the received input was considered in the design and/or selection of projects to address those needs;</p> <p><input type="checkbox"/> B. Recommended Approach: Receive documentation of support from local community-based organizations and/or residents (e.g., letters, emails) identifying a need that the project addresses and demonstrating that the project has broad community support;</p>

Evaluation Criteria for Providing Benefits To Priority Populations

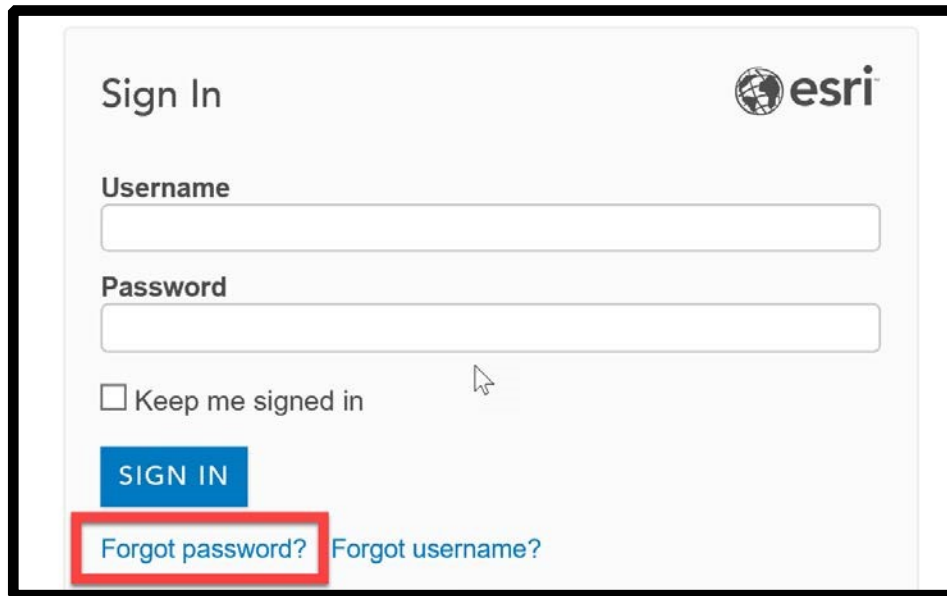
Table 1 Cont'd: LAND RESTORATION & FOREST HEALTH


<p>Step 2 – Address a Need (continued). Identify an important community or household need and evaluate whether the project provides a benefit that meaningfully addresses that need.</p>
<p><input type="checkbox"/> C. Alternative Approach: Where direct engagement is infeasible, look at the individual factors in CalEnviroScreen 3.0 that are most impacting an identified disadvantaged or low-income community (i.e., factors that score above the 75th percentile), and confirm that the project will reduce the impacts of at least one of those factors; or</p> <p><input type="checkbox"/> D. Alternative Approach: Where direct engagement is infeasible, refer to the list of needs for priority populations in CARB's Funding Guidelines Table 5 (see attached) and confirm that the project addresses at least one listed need.</p>
<p>Describe identified community or household need(s):</p>
<p><i>If the project addresses a community or household need as described in Step 2, proceed to Step 3. If the project does not address a community or household need, it will not meet the "Disadvantaged and/or Low Income Community Benefit," and no further evaluation is needed.</i></p>
<p>Step 3 – Provide a Benefit. Evaluate the project against each of the following criteria to determine if it provides direct, meaningful, and assured benefits to priority populations. The benefit provided must directly address the identified need.</p>
<p>Project must meet at least one of the following benefit criteria:</p> <p><input type="checkbox"/> A. Project restores a site that allows public access;</p> <p><input type="checkbox"/> B. Project significantly reduces flood risk to households within one or more disadvantaged or low-income communities;</p> <p><input type="checkbox"/> C. Project significantly reduces fire risk to households within one or more disadvantaged or low-income communities;</p> <p><input type="checkbox"/> D. Project provides regular and ongoing educational opportunities through partnerships with schools or non-profit organizations located in disadvantaged or low-income communities and site access to residents of these communities.</p>
<p><i>If the project meets the criteria in Steps 1, 2, and 3, it will be considered as providing direct, meaningful, and assured benefits to priority populations and will be given full credit (10 points) for the Forest Health Grant Selection Criteria, "Disadvantaged and/or Low Income Community Benefit."</i></p>

Appendix L – Fire Prevention Grant Project/Treatment Area Mapping Program

Instructions to accept the invitation

If you have applied for the grants last year, you should have a NIFC account. If you need a password reset, please click on “Forgot Password” when you log in to www.arcgis.com to sign in. Please follow the below instructions after NIFC account is created or reset. (Instructions are the same for your Organizational account).



Sign In 

Username

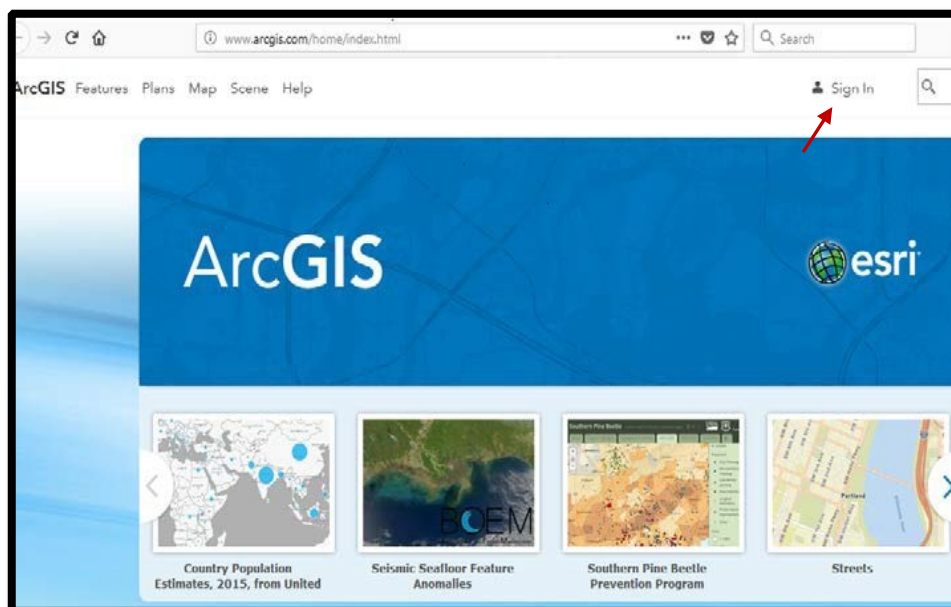
Password

Keep me signed in

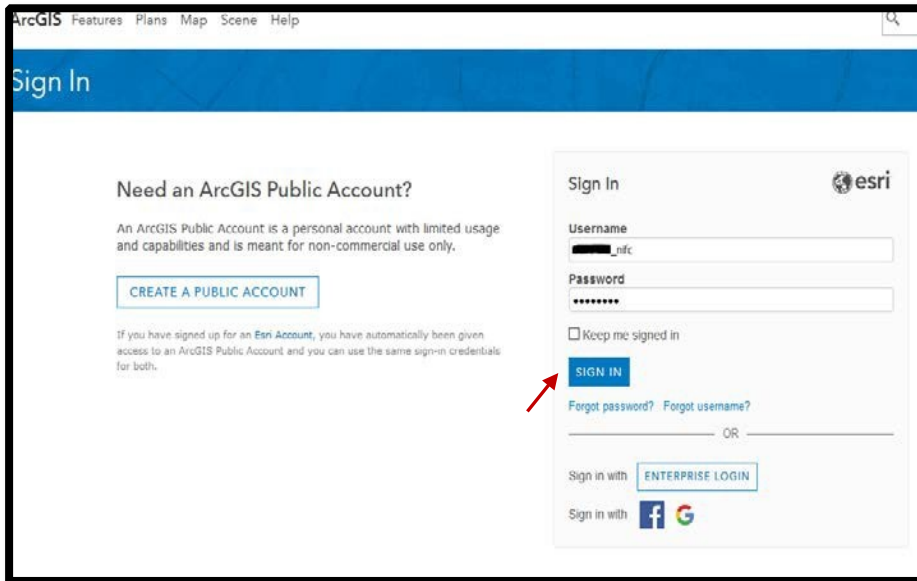
SIGN IN

Forgot password? [Forgot username?](#)

- Follow the instructions and then sign in to your NIFC account using the below link.
 - <http://www.arcgis.com/home/index.html>



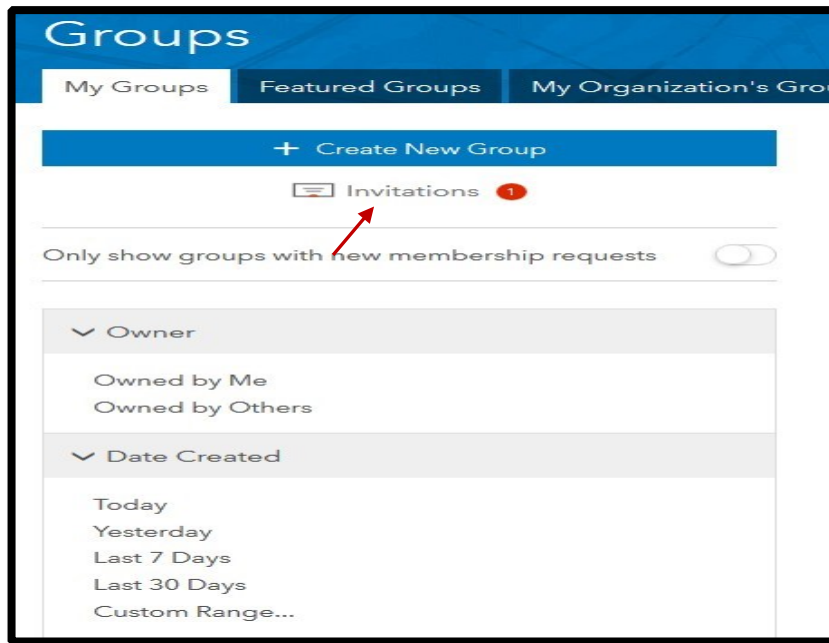
- Enter your NIFC account using your username and password



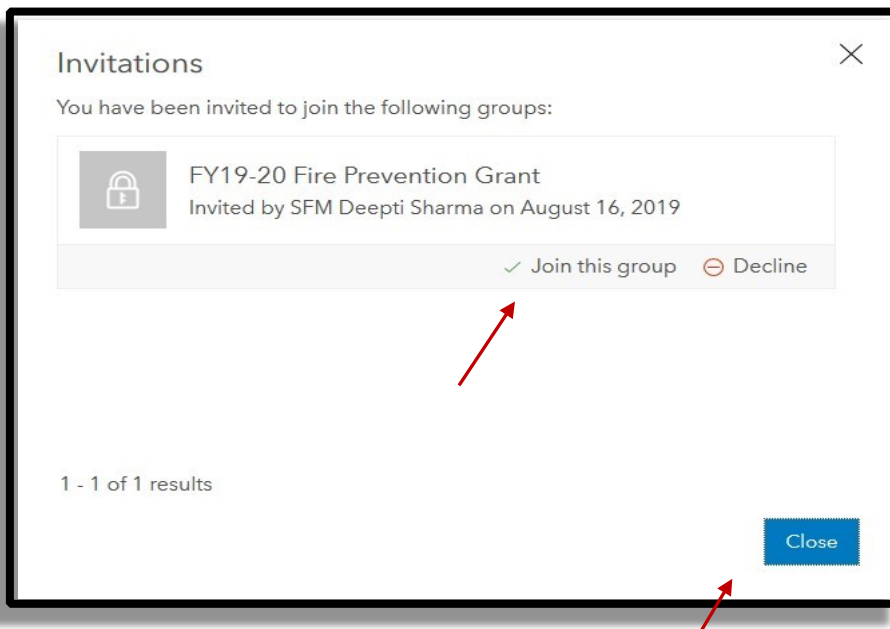
- Click "Groups" as shown below



- Click "Invitations"



- Click on “Join the group” called “*FY19_20 Fire Prevention Grant*” and then “Close”. After been added to the group please refer to the “Instructions to draw a polygon shape” on <https://www.fire.ca.gov/grants/fire-prevention-grants>



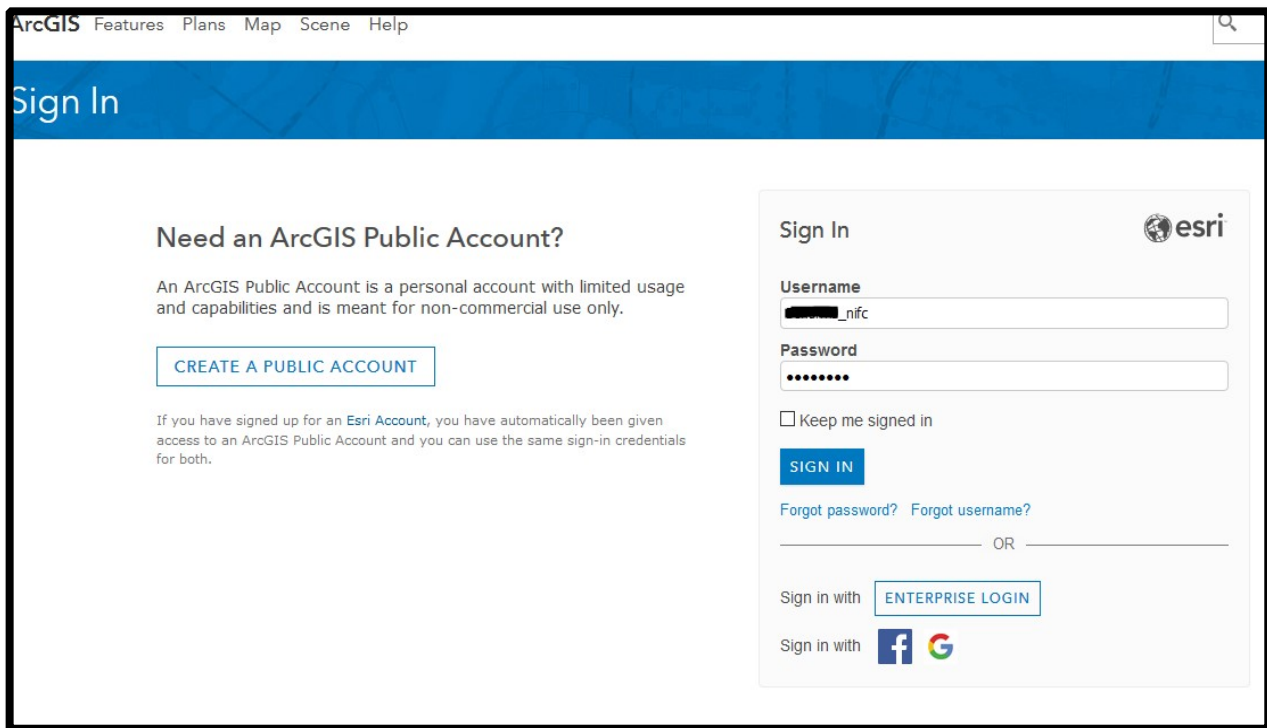
Please email at FPGrants@fire.ca.gov for any further questions.

Instructions to complete Geo Point and a polygon shape

Please email at FPGrants@fire.ca.gov for any further questions.

How to log in

- Click the link below to draw a polygon shape (also added to the above survey application)
<https://www.arcgis.com/apps/webappviewer/index.html?id=28e78ee7ddc546738bbb9f17dce28f2f>
- Please Log in with your NIFC/Organizational AGOL credentials.



ArcGIS Features Plans Map Scene Help


Sign In

Need an ArcGIS Public Account?

An ArcGIS Public Account is a personal account with limited usage and capabilities and is meant for non-commercial use only.

[CREATE A PUBLIC ACCOUNT](#)

If you have signed up for an [Esri Account](#), you have automatically been given access to an ArcGIS Public Account and you can use the same sign-in credentials for both.

Sign In 

Username

Password



Keep me signed in

[SIGN IN](#)

[Forgot password?](#) [Forgot username?](#)

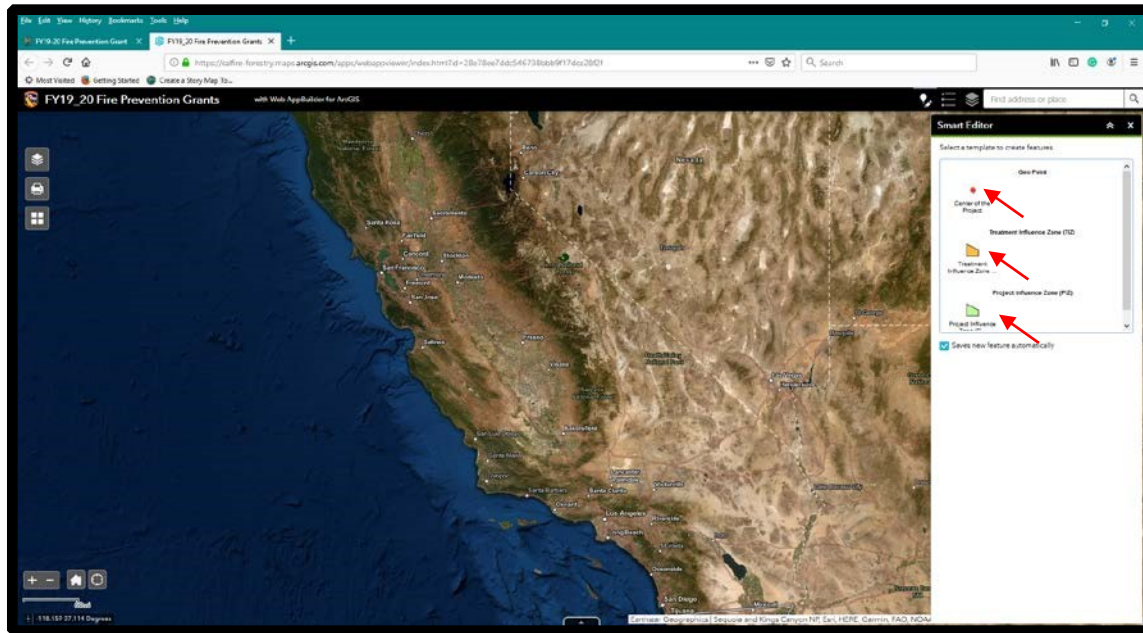
OR

Sign in with [ENTERPRISE LOGIN](#)

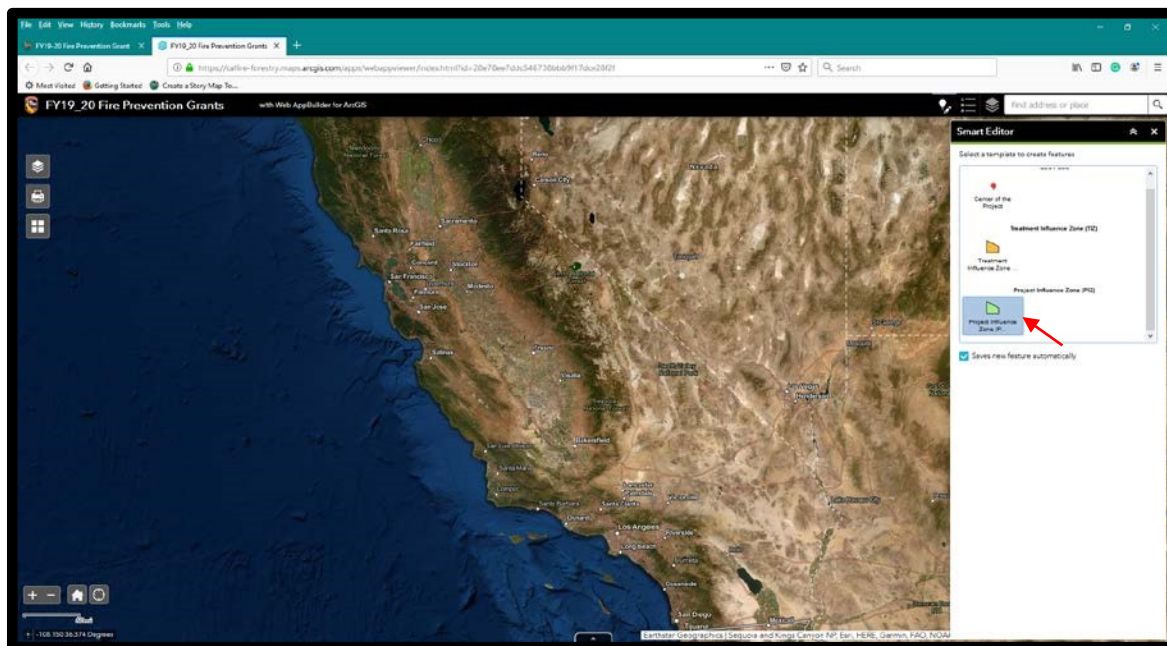
Sign in with  

- There are three portions for the mapping. (all required)
 - **Geo Point**- Center of the project
 - **Treatment Influence Zone- (TIZ)** Treatments are areas within a PIZ, where on-the-ground activities are accomplished (e.g. hazard fuel reductions, shaded fuel breaks, masticating, etc.). There can be multiple discrete Treatment areas associated with a PIZ. Some projects (e.g., Planning & Public Education) may NOT have treatment areas.
 - **Project Influence Zone- (PIZ)** is the broad geographic area encompassing the neighborhoods or communities that the grant proposal is designed to protect with fuel reductions, public education, or planning activities. This can be the sum of all treatment areas or could include a buffer area around the planning / public education target. Please keep the PIZ from encompassing an overly large area, unless benefits are clearly defined in the Scope-of-Work.

How to create a Geo point and polygon

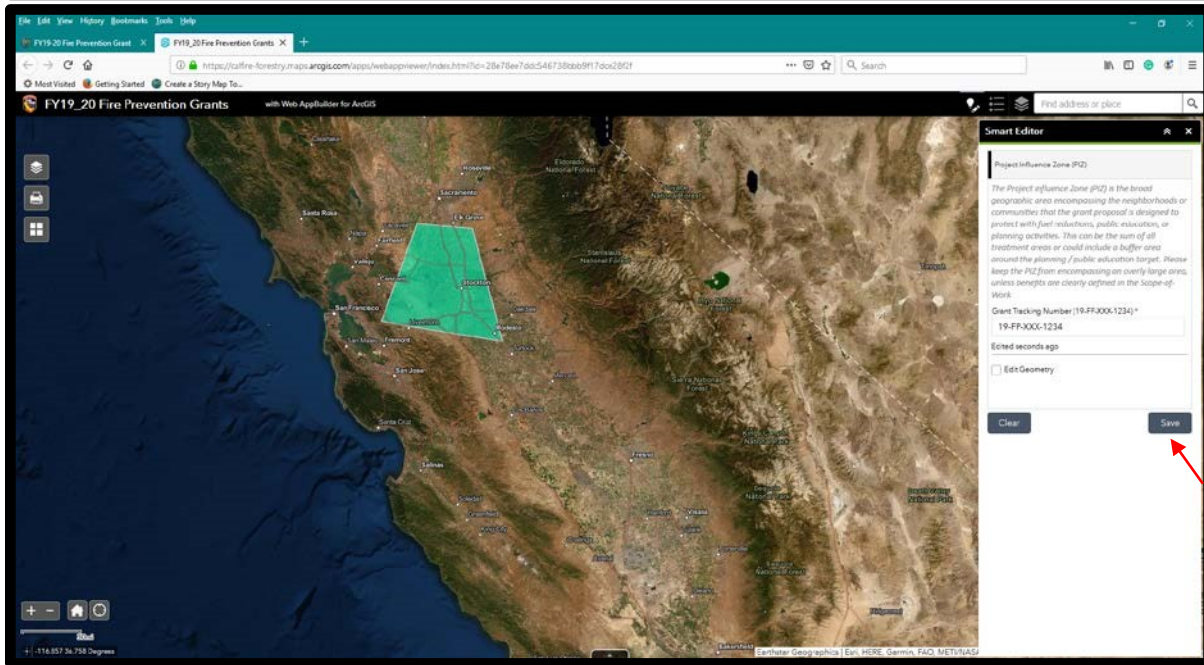
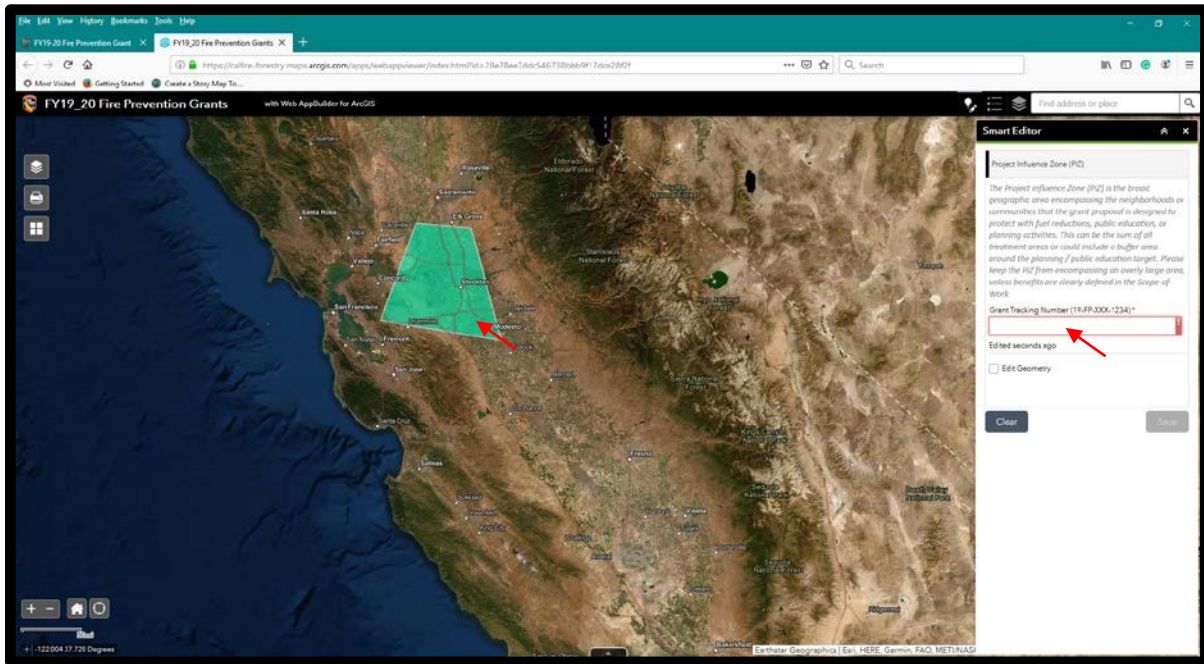


- Select the PIZ (Green) polygon to create a project boundary.

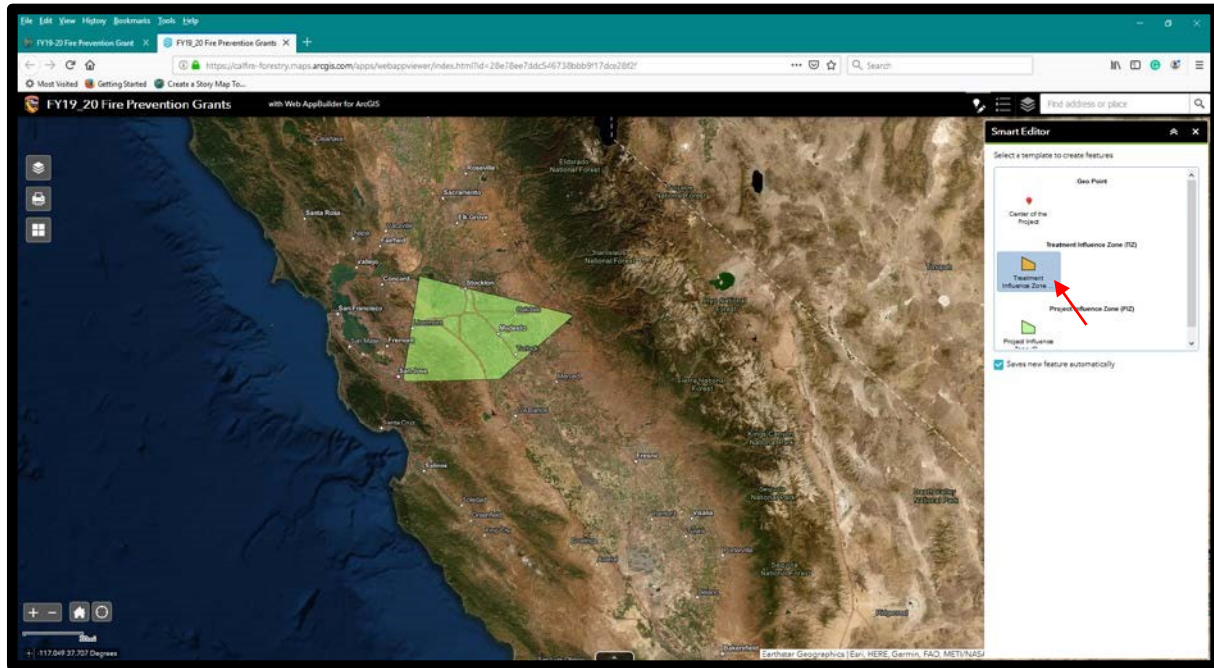


- “Double click” to finish the polygon in the projected area.
 - Enter the **required** field shown below- Grant Tracking number (19-FP-XXX-1234). Please use the format as shown as an example. Incorrect grant tracking is not acceptable.

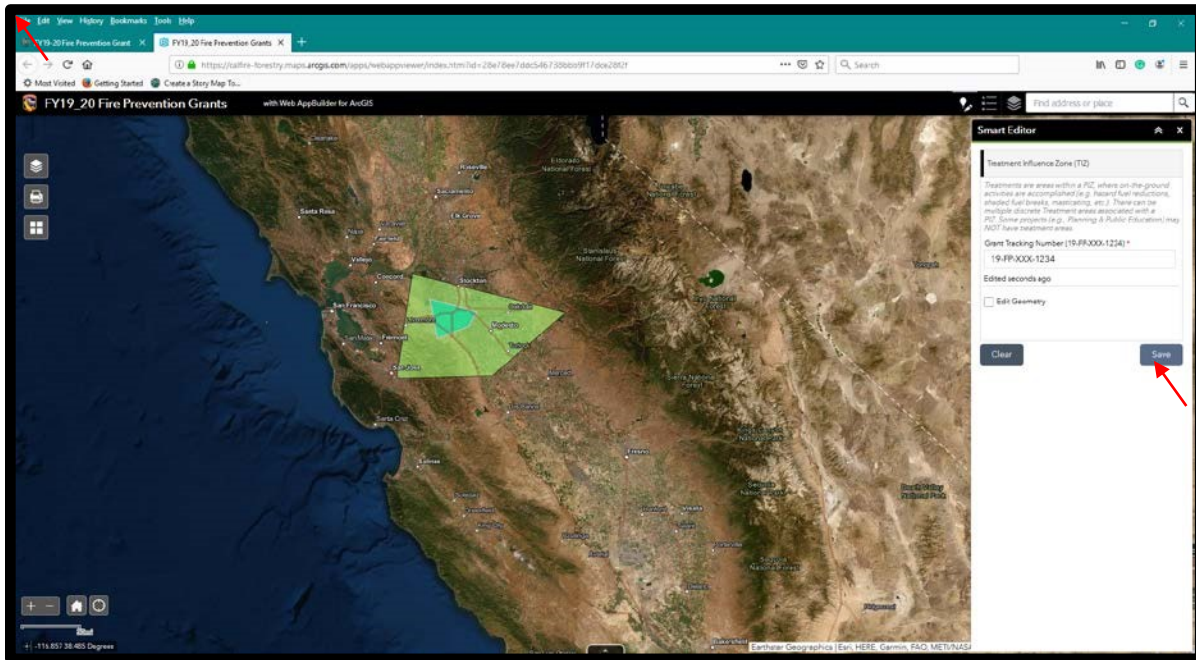
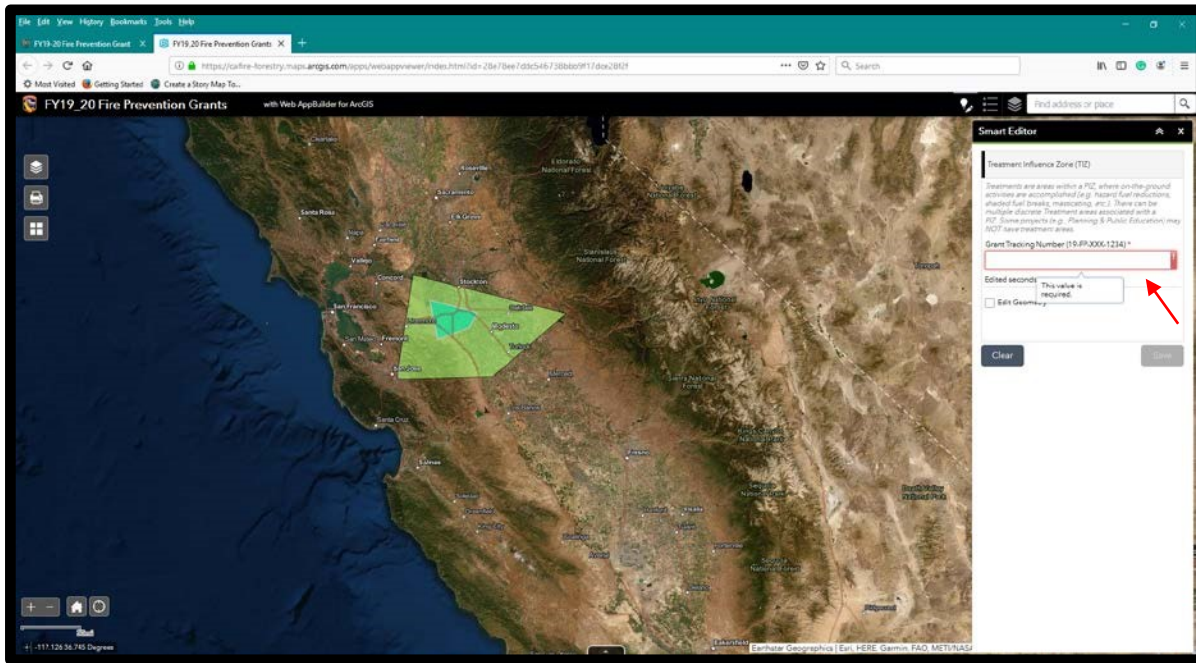
- Click out the box after adding the Grant tracking number
- Click “Save”



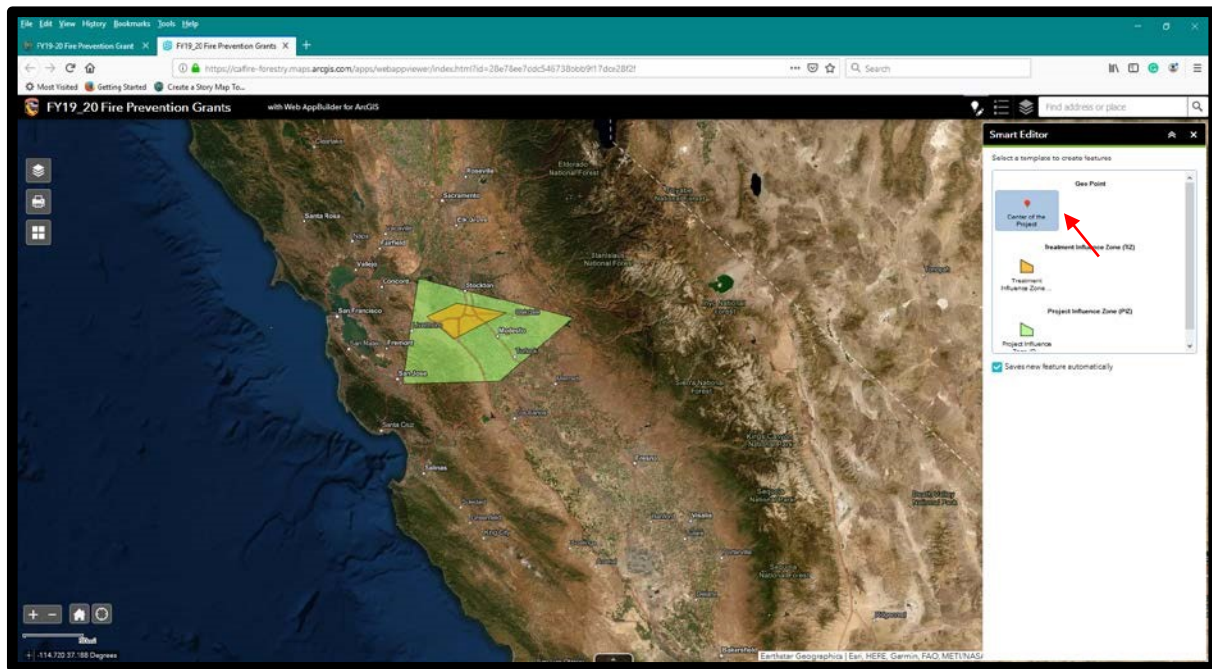
- Select the PIZ (Yellow) polygon to create a treatment boundary.



- “Double click” to finish the polygon in the projected area.
 - Enter the **required** field shown below- Grant Tracking number (19-FP-XXX-1234). Please use the format as shown as an example. Incorrect grant tracking is not acceptable.
 - Click out the box after adding the Grant tracking number
 - Click “Save”

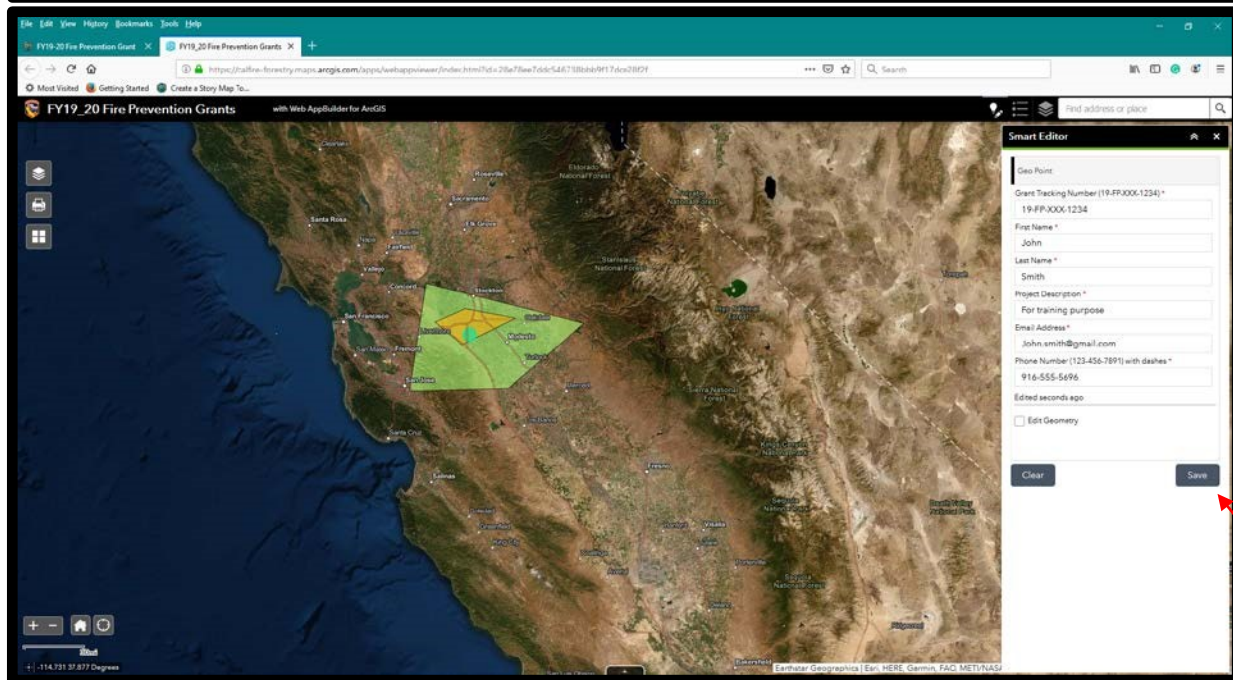
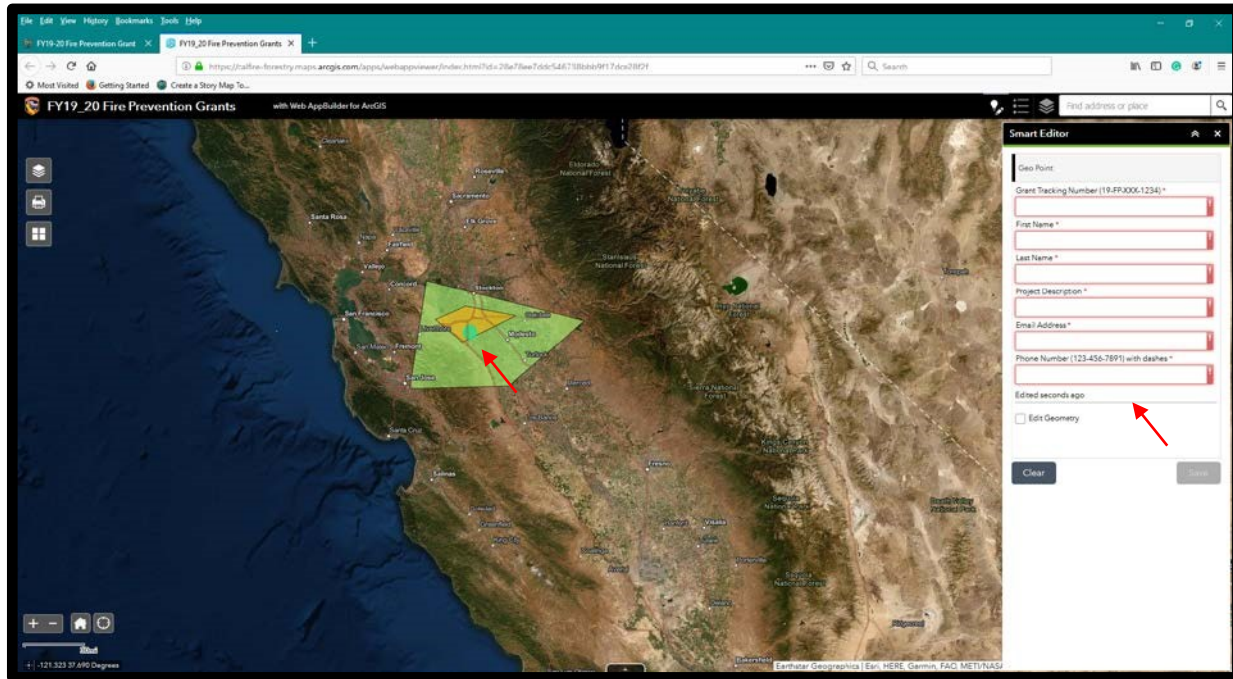


- Select the Geo Point to create “Center of the project”



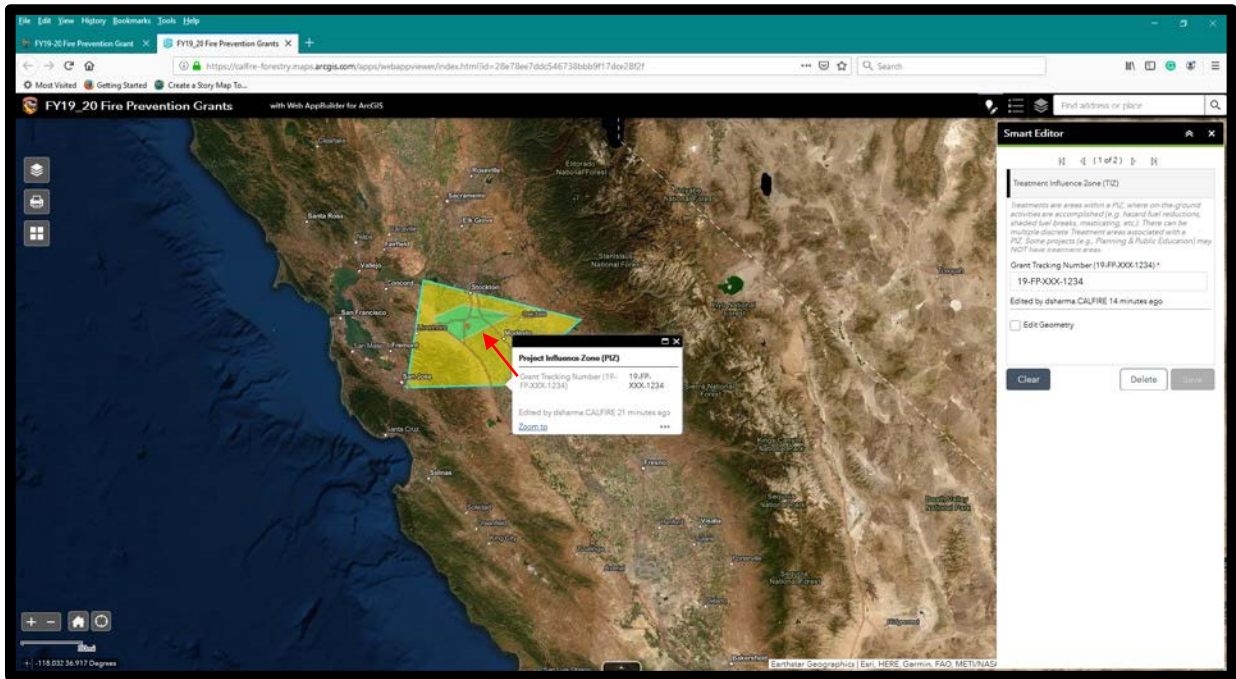
- “Click” to create a center of the project in the projected area.
 - Enter the **required** fields shown below-
 - Grant Tracking number (19-FP-XXX-1234). Please use the format as shown as an example. Incorrect grant tracking is not acceptable.
 - First Name
 - Last Name
 - Project Description
 - Email address (Please check for spelling errors)
 - Phone Number (916-222-2454). Please use the format as shown in the example.
 - Click out the box

- Click “Save”

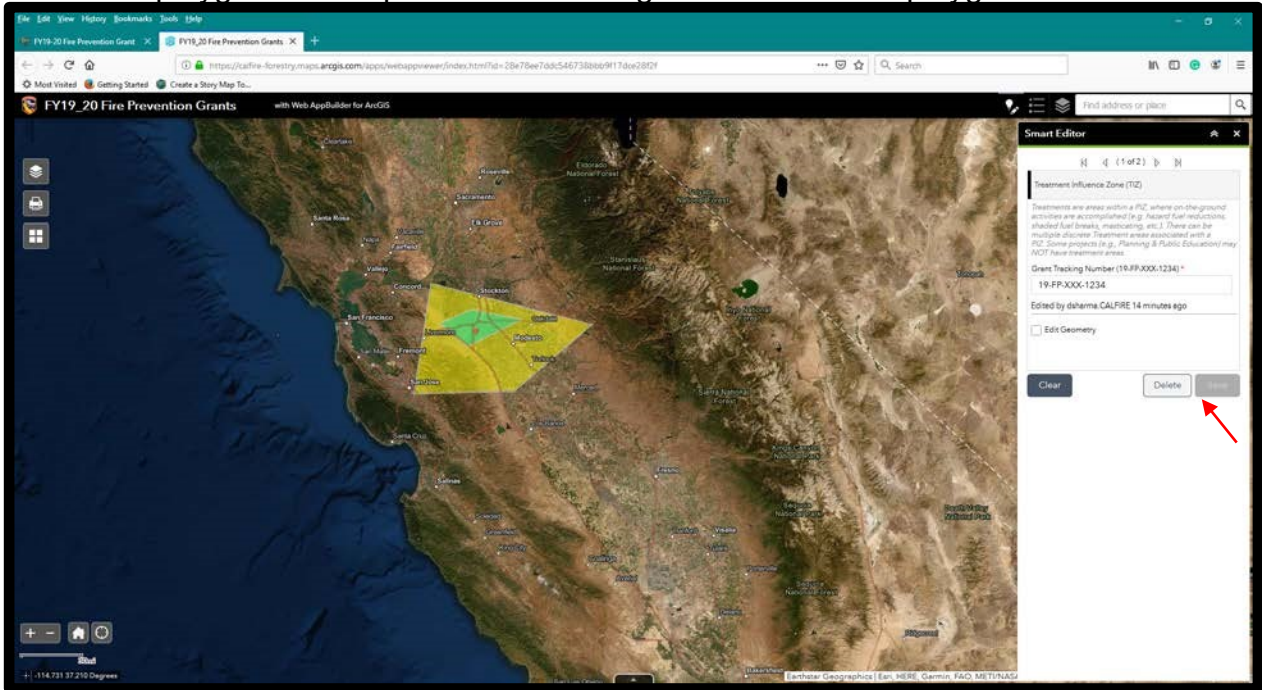


How to Delete/Edit the Polygon or Geo point

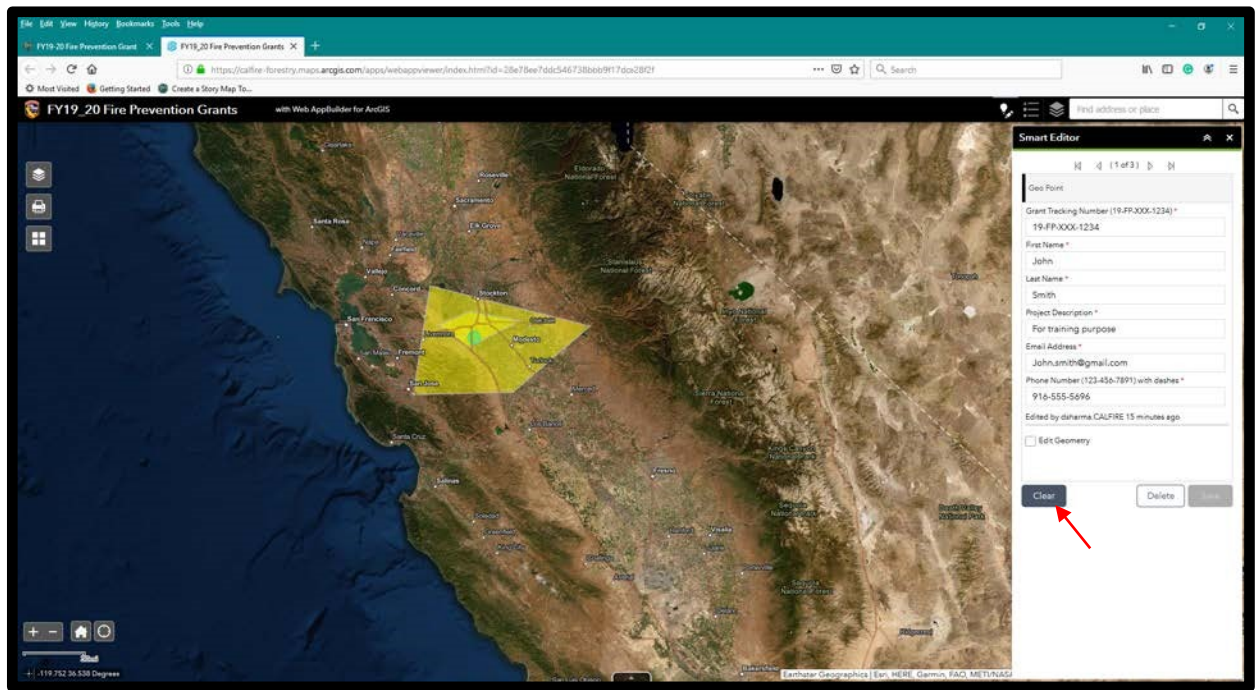
- Select the polygon or Geo point created using the border of the polygon as shown below.



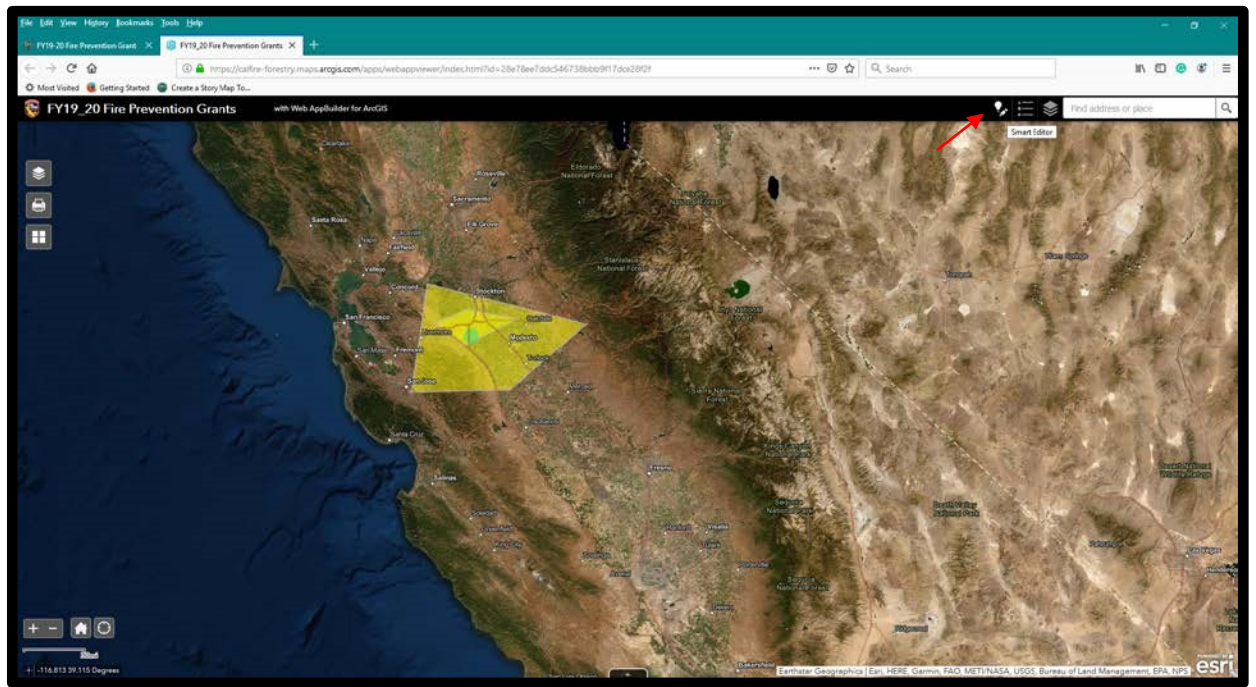
- Select the polygon or Geo point created using the border of the polygon as shown below.



- Click on “Clear” to go back to the Home window to re-create the Geo Point or polygon.



- In case the right side smart editor window is closed
 - Click on “Smart Editor” Icon on right-hand side corner shown below

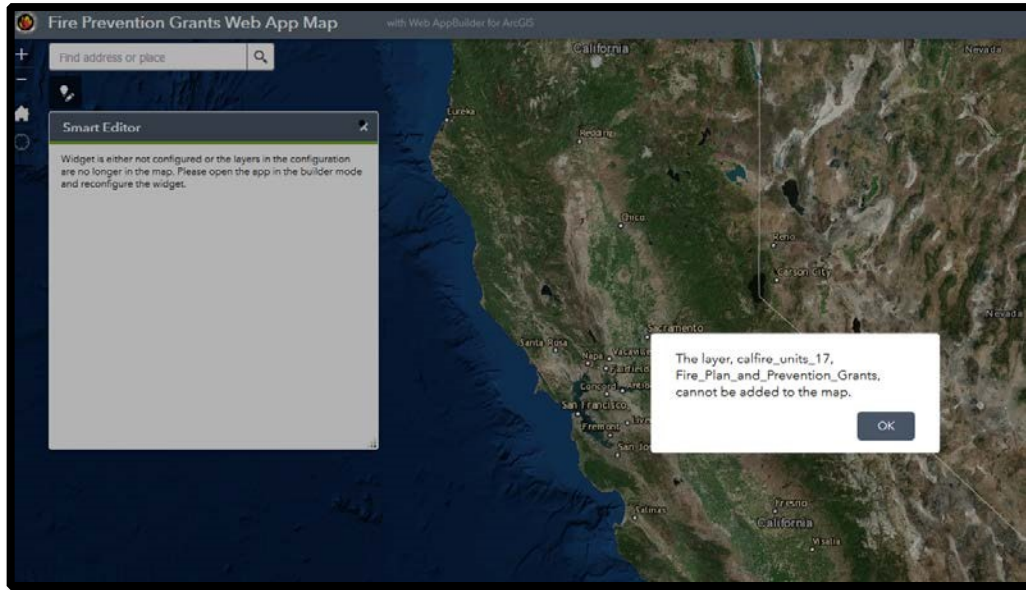


- To make edits to the existing polygon or Geo Point select the polygon and make sure smart editor window is open.

For any further questions contact FPGrants@fire.ca.gov

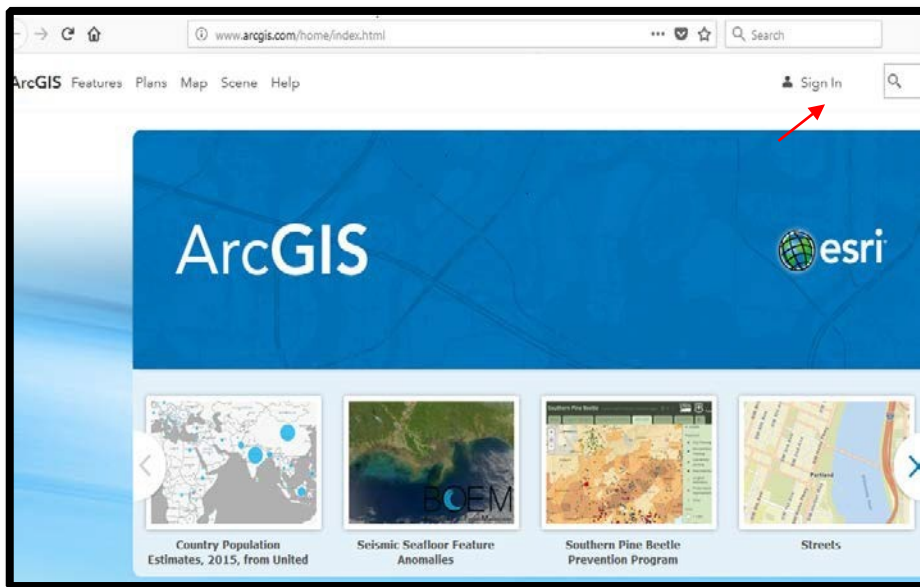
Please Note

If you get below screen with instructions/error, please **check** if you have sent an email with your NIFC/Organizational account **username** to FPGGrants@fire.ca.gov to be added in the Fire Prevention Grant group **AND** make sure to complete the process to accept the invitation shown below on page 10.

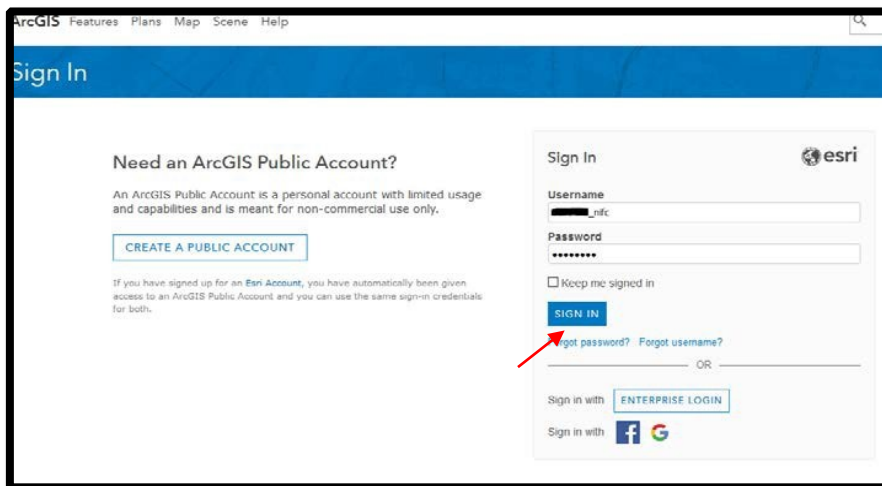


Instructions to accept the invitation

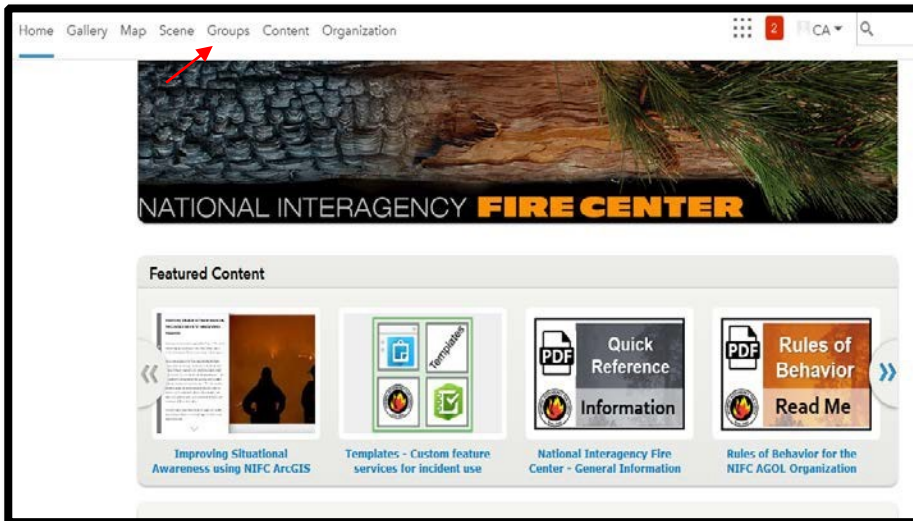
- Sign in to your NIFC account using the below link.
 - <http://www.arcgis.com/home/index.html>



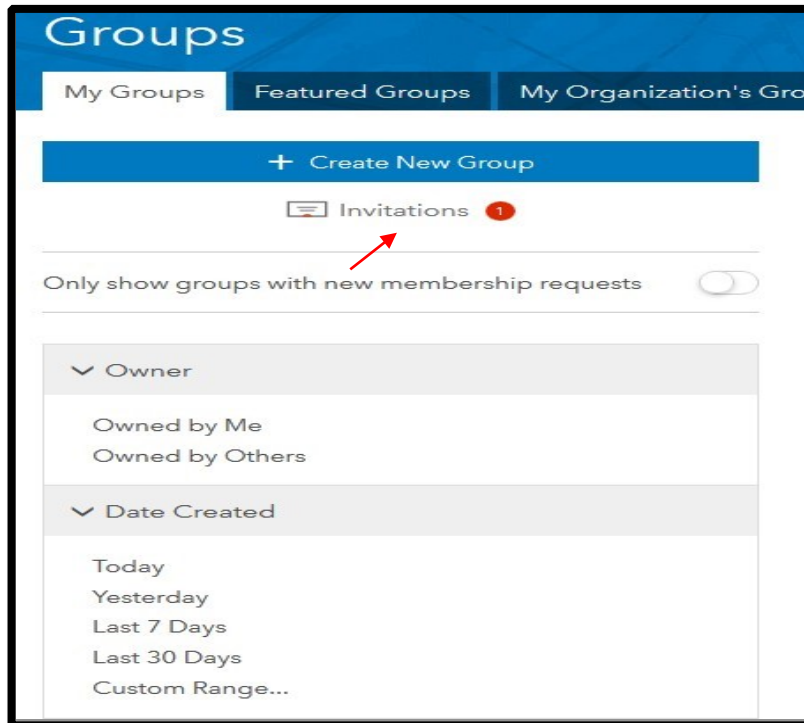
- Enter your NIFC account using your username and password



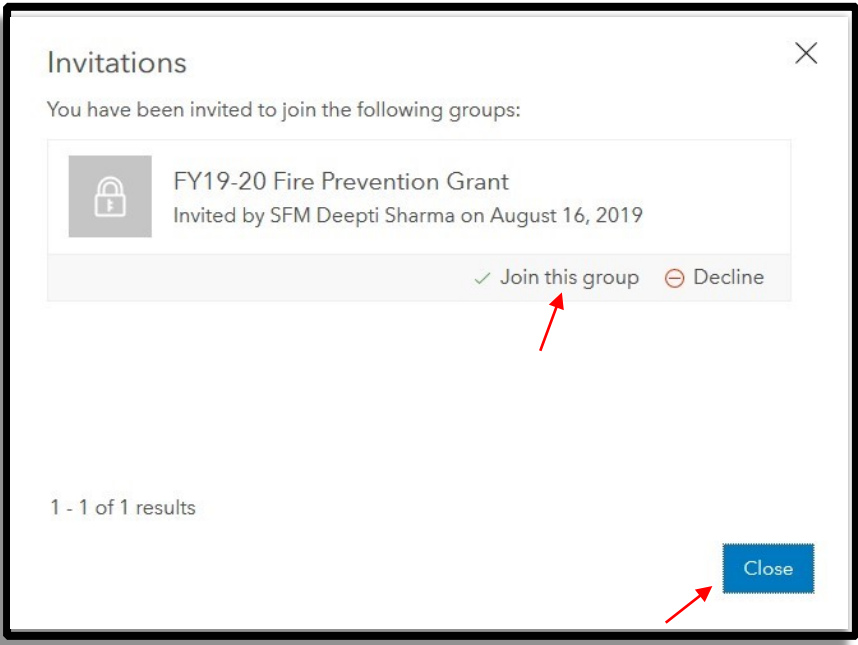
- Click "Groups" as shown below



- Click “Invitations”



- Click on “Join the group” called “*FY19 20 Fire Prevention Grant*” and then “*Close*”. After been added to the group please refer to the “Instructions to draw a polygon shape” on <https://www.fire.ca.gov/grants/fire-prevention-grants>



For any further questions contact FPGrants@fire.ca.gov