

**STAKEHOLDER PROCEDURAL GUIDE
FOR
CAL FIRE STATE RESPONSIBILITY AREA FIRE PREVENTION FUND**

FIRE PREVENTION GRANT PROGRAM

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State Responsibility Areas: Fire Prevention Fees

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INTRODUCTION

This procedural guide addresses procedures for the State Responsibility Area Fire Prevention Fund (SRAFPF) and includes information for the use of grant funds provided by the SRAFPF and administered by the California Department of Forestry and Fire Protection (CAL FIRE). The Fire Prevention Grant Program provides funding for fire prevention projects related to fuel (vegetation) hazard reduction, fire prevention education, and fire prevention planning and training that address wildfire risk to habitable structures in the State Responsibility Area (SRA) where the State is fiscally responsible for wildland fire protection. Funding for SRA fire prevention grants has been provided only for the 2014-15 Fiscal Year.

Purpose:

The purpose of all SRAFPF Grant Program projects is to undertake fire prevention activities that address the risk and potential impact of wildfire to habitable structures in SRA as worsened by drought conditions.

Project types:

Qualifying projects include those related to fuel (vegetation) hazard reduction, fire prevention education, and fire prevention training and planning that reduce the risk of wildfire upon habitable structures in SRA as worsened by drought conditions.

Examples of qualifying project types include the following:

- Vegetation clearance in critical locations to reduce wildfire intensity and rate of spread;
- Selective tree removal (thinning) to improve forest health to withstand wildfire;
- Wildfire risk or related mapping;
- Fire prevention public education;
- Creation of strategic wildfire planning documents, such as a Community Wildfire Protection Plan (CWPP);
- Creation or maintenance of fuel breaks in strategic locations, as identified in CAL FIRE Unit Fire Plans or a Community Wildfire Protection Plan;
- Removing ladder fuels to reduce the risk of crown fires;
- Removing dead and dying trees;
- Community level fire prevention programs, such as community chipping days, roadside chipping, and green waste bin programs;
- Modification of vegetation adjacent to roads to provide for safer ingress and egress of evacuating residents and responding emergency personnel; and
- Reduction of fuel loading around critical firefighting infrastructure, including, but not limited to, fire hydrants, water drafting locations, and staging areas.

Examples of non-qualifying project types include the following:

- Purchase of capital equipment that has a life expectancy beyond the term of the grant;
- Defensible space inspection work by non-CAL FIRE entities;
- Installation, creation, upgrade, or maintenance of fire protection features, such as roads, bridges, or water storage facilities;
- Any project submitted by a State, Federal, or for profit company or corporation; and
- Projects having high administrative needs or functions.

ELIGIBILITY, CONDITIONS, AND IMPORTANT POINTS

Eligibility

Eligible applicants may be local entities including, but not limited to, local government, fire districts, community services districts, water districts, and special districts with SRA within their jurisdiction, or certified local conservation corps, Fire Safe Councils, or other nonprofit organizations. Section 30910 (c) of the Public Resources Code (PRC) defines "Nonprofit organization" as any California corporation organized under Section 501(c)(3) of the federal Internal Revenue Code. In situations where a local government has contracted with CAL FIRE for fire protection services, it is considered a local government for purposes of this grant program.

Applicants may not be state or federal agencies or privately held for profit companies or corporations. Applicants may not be an individual land owner requesting a grant specifically for a project to be completed on only his/her own land.

Applicants may not be tribes or tribal entities unless they have nonprofit status as described above.

Conditions

1. Grants can be made only to "eligible" applicants.
2. Grants must be for projects within SRA.
3. Activities under a grant are limited to those where the proposed activity addresses the risk or potential impact of wildfire to habitable structures in SRA; the proposed project must be a qualifying activity, if it is not, the application will be considered ineligible.
4. Grantees must have the ability to satisfactorily plan, administer, and complete a fire prevention project applicable to the SRA.
5. For some projects, the grantee may be required to prepare a California Environmental Quality Act (CEQA) document. When CAL FIRE is the lead agency, review and acceptance by CAL FIRE Headquarters staff of CEQA documents (in consultation with CAL FIRE Unit and Region CEQA coordinators) prepared by the grantee is required prior to commencing any on-the-ground activity.
6. For fuel reduction projects, certain steps are expected of a grantee:
 - A Registered Professional Forester (RPF) will be required to design any fuel hazard reduction vegetation removal project proposed on forested landscapes, as defined in PRC Section 754. The RPF will conduct at least one site visit during active project operations to ensure vegetation removal is being conducted according to the prescription.

PRC Section 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 non-forestry commercial, urban, or farming uses.

- Fuel reduction vegetation treatment prescriptions shall focus on selectively removing understory trees and brush with a goal of reducing fire hazards, improving tree growth, and increasing forest resilience. In addition, trees and brush selected for removal must include

vegetation that eliminates the vertical continuity of vegetative fuels and the horizontal continuity of tree crowns, for the purpose of reducing the rate of fire spread, duration and intensity, fuel ignitability, or ignition of tree crowns.

- Projects outside of forested landscape should consider the use of a professional ecologist, biologist, certified rangeland manager, or other professional with knowledge of local ecosystem processes, to develop an appropriate fuel hazard reduction removal project. The project prescription should consider retention of habitat elements, including, but not limited to, ground cover necessary for the long term management of local wildlife populations, when such retention is compatible with the fuel hazard reduction goals of the project.
 - A project will include a pre and post-harvest evaluation of site conditions and project results relative to vegetative conditions that have been worsened by drought, and wildfire hazard reduction goal accomplishments.
7. If the applicant is awarded a grant, the grantee must provide information necessary for CAL FIRE to enter project information into CAL MAPPER after the award is made.
 8. Grant requests 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.
 9. All project work related to grants must be completed by March 15, 2017, the termination date of the grant.

Important Points

1. Project work may not commence for SRAFPF Grant funded activities until there is a fully executed agreement between CAL FIRE and the Applicant.
2. No ground disturbing work may commence until the requirements of CEQA have been satisfied.
3. Agreements for funds appropriated by the Legislature must be executed (signed) within the period of availability provided for in the State Budget.
4. For any vegetation modification grants, the CAL FIRE Unit staff must be contacted to conduct an inspection of the modification efforts prior to invoicing CAL FIRE for completed work. CAL FIRE will conduct an inspection to verify that work to be invoiced has been satisfactorily completed according to the deliverable items described within the grant documentation. The invoice will be forwarded to Region Headquarters for review and then to Sacramento Headquarters for subsequent approval of payment. Expect payment to take four to eight weeks from the time an invoice is submitted.
5. A resolution or attesting document is required on all Fire Prevention project 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 C).

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.

6. The SRAFPF grants are not designed for nor intended to create or support ongoing administrative positions.
7. While there is no specific grant cap, distribution of grants across the SRA is one of the major goals of the program. Therefore, it is requested that the scope and costs of each project not exceed \$500,000.
8. During the first phase of this process, approximately 95% of the Concept Proposals were submitted in the last day and a half of the submission period. This caused several problems for CAL FIRE and the submitters. Submission of Project Applications before the last day will help the process flow more smoothly.
9. Each Project Application should focus on one of the following major activities: Fire Prevention Education, Fire Prevention Planning, or Vegetation (Fuels) Management.
10. A final report outlining the following items will be due to the Grant Administrator at the conclusion of the grant. The final report shall contain all of the following: grant title, project number, final type and scope of project, final cost of project, positive and negative critique of process and activities, accomplishment description, future needs to sustain the project, and lessons learned.
11. Inclusion of an indirect or administrative charge is acceptable for this grant program, but must not exceed 12% of the total amount of grant funds provided to the grantee.

REVIEW AND EVALUATION FACTORS

Review Process

The review process to be used by CAL FIRE for the applications involves three levels: local – CAL FIRE Units/Contract Counties; regional – CAL FIRE Regions; and statewide – a statewide review team. The statewide review team shall prepare a list of recommended projects across all of SRA for consideration by the Director of CAL FIRE. At each level emphasis will be placed on projects that address risk and potential impact of wildfire to habitable structures in SRA. Additionally, to the extent possible, a project will not be selected if it conflicts or competes with another proposed or approved project.

The Director will make decisions on approved projects taking into consideration the recommendations of the statewide review team. The goal is to achieve a mix of projects that contributes as much as possible to fire prevention efforts that address the risk and potential impact of wildfire to habitable structures across SRA.

Evaluation Factors (Selection Criteria)

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

1. The project addresses risk and potential impact of wildfire (worsened by drought) to habitable structures in SRA.
 - The project is in an area at or above a “Severe” Drought Intensity (Level D2) as indicated for the Western Region by the U.S. Drought Monitor at <http://droughtmonitor.unl.edu/Home/RegionalDroughtMonitor.aspx?west>.
 - The project is fully defined.
 - The project includes SRA 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 http://www.fire.ca.gov/fire_prevention/fire_prevention_wildland_zones_maps.php.
 - The proposed project is located near or substantially includes habitable structures at risk to damage from wildland fire in SRA and adequately describes how it will address the risk and/or potential impact of wildfire to habitable structures.
 - Other assets related to habitable structures in SRA at risk of impact of wildfire may be involved. This includes community infrastructure including, but not limited to, buildings, domestic and community water supplies, power lines, and communications facilities. If the project does involve community infrastructure, it must explain how it will address the risk and/or impact of wildfire to these assets.
2. The project is related to or part of one or more strategic plan(s)
 - The project is included in or consistent with one or more of the following plans: CAL FIRE Unit or Contract County Fire Plan, a Community Wildfire Protection Plan (CWPP), or another long term plan or program (such as FIREWISE) that addresses the risk and possible impact of wildfire to habitable structures in SRA.

- The project proposes to create, or update, a long term fire hazard reduction planning document affecting or involving habitable structures in SRA, such as a CWPP, Community Evacuation Plan, or other strategic planning document.
 - The project takes into account other high priority projects in the last five years in the Unit/Contract County (approved – but not started, in progress, completed) and adds to these efforts.
 - The project 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 strategically advances the protection of *SRA Wildland Urban Interface (WUI)* across a Region and/or the State.
3. Community support exists.
- The project includes matching funds or in-kind contributions that will extend the impact of the proposed project.
 - The project 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 of habitable structures in SRA.
 - Written public support has been expressed or obtained.
4. There is a plan in place to guide implementation.
- The project includes a time line that addresses potential limitations and includes milestones to measure its progress during project implementation.
 - The project includes an accurate set of deliverables that are measurable and attainable.
5. The detailed budget is clear and reasonable
- The proposed budget shows how grant funds will be spent.
 - Administrative personnel costs are not included or are reasonable for the activity proposed.
 - Costs are reasonable for the activity proposed.
6. There is demonstrated capacity to administer a grant
- The applicant shows an acceptable amount of experience in administering grants. This is largely based on successfully administering other grant-funded over the past five years.

CONCEPT AND APPLICATION PROCESS and PROJECT ADMINISTRATION

The overall application process for the SRAFPF Program is a four stage process. Stage 1 is already complete.

Stage 1 – Concept Proposal

Applicants will submit a Concept Proposal that will give CAL FIRE's local Unit staff the opportunity to review and qualify the project for the Project Application stage.

Stage 2 – Project Application

During the Project Application stage, applicants will submit a more detailed application expanding on the components identified during the Concept Proposal.

Stage 3 – Grant Agreement

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

Stage 4 – Grant Award

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

Stage 1 Concept Proposal

Interested applicants should submit a Concept Proposal. CAL FIRE will review the Concept Proposal for general consistency with the requirements of this grant program, applicant eligibility, and project criteria. Proposal submitters that meet these requirements will be asked to submit a Project Application.

Concept Proposals are to be prepared and submitted using CAL FIRE approved forms. These forms are available on-line at http://calfire.ca.gov/fire_prevention/fire_prevention_fund_grants.php.

Concept Proposals may also be mailed to:

Department of Forestry and Fire Protection
Attention: Grants Management Unit/SRA Fire Prevention Fund Grant
P.O. Box 944246
Sacramento, CA 94244-2460

A Concept Proposal Form and related Instruction sheet can be found on the Internet site listed above during the concept proposal open submission time period. The form and instructions will not be available from this site after the filing period deadline. A copy of the Concept Proposal Form and the Instructions are found in Appendix G of this Procedural Guide.

The Concept Proposal form must be submitted to Sacramento no later than November 14, 2014.

When Concept Proposals are submitted to CAL FIRE, the Grants Management Unit will log in the proposal and enter pertinent information into a database. Proposals will then enter the review process. If the concept proposal meets eligibility and funding criteria, the Grants Management Unit will notify the proposal submitter and request that it submit its project application. Those not successful in their concept proposal will be notified; their proposal will not be evaluated further.

Concept Proposal notification letters will be sent from the Grants Management Unit no later than January 2, 2015.

Stage 2 - Project Application

Applicants with successful concept proposals will be invited to submit a Project Application. See Appendix F for instructions on completing the various application attachments.

Send the completed application with attachments to the following address:

Department of Forestry and Fire Protection
Attention: Grants Management Unit/SRA Fire Prevention Fund Grant
P.O. Box 944246
Sacramento, CA 94244-2460

The project application consists of several attachments. These attachments are described in more detail in Appendix F of this Procedural Guide. Applications submitted to Sacramento shall include one (1) complete set of the following documents by postal mail postmarked no later than January 27, 2015 and one (1) complete set sent electronically to CALFIRE.Grants@fire.ca.gov on or before January 27, 2015:

Attachment 1 – Grant Application

Attachment 2 – Scope of Work

Attachment 3 – Proposed Project Budget

Attachment 4 – Project map

Attachment 8 – Project location data file(s) (email to CALFIRE.Grants@fire.ca.gov)

Sacramento staff will review the application for completeness and determine if the project 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 in early March 2015.

Several Attachments are only used in different Stages of the process. Attachments 1 – 4 are used to evaluate the Grant Application (Stage 2) and to create the Grant Agreement (Stage 3). Attachment 8 only needs to be submitted once during the Stages and is accomplished in Stage 2. These attachments become part of the Grant Agreement. Complete these attachments accurately to avoid delays due to corrections and revisions prior to final approval. If revisions are necessary during Stage 3, 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. If boundary changes are made during Stage 3, Attachment 8 will need to be amended during that Stage.

Stage 3- Grant Agreement

Notification of a successful grant will include all grant agreement forms. Upon receipt of the Grant Agreement package, all applicants shall sign the three original signature grant agreements, and submit them with a copy of Attachments 1-5. Non-profit applicants only are required to submit Attachments 6 and 7. Attachment 5, the Payee Data Record, form and instructions can be retrieved from the Department of General Services web site:

<http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf>.

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

The Grant Agreement with Terms and Conditions – 3 copies with original signatures

Attachment 1 – Final Grant Application

Attachment 2 – Final Scope of Work

Attachment 3 – Final Project Budget

Attachment 4 – Project map

Attachment 5 – Payee Data Record Standard Form 204

Attachment 6 – Articles of Incorporation including the Seal from the Secretary of State (for non-profit applicants only)

Attachment 7 - Board Resolution or Attesting Document granting authority to sign (non-profit and local entity applicants)

Stage 4 - Grant Award

Applicant shall return three complete, original signed agreements to the Sacramento Grants Management Unit on or before April 15, 2015. Grant packages not completed and/or not received by this deadline will not be eligible for funding. Once the grant agreement is signed by the appropriate officer at CAL FIRE, the approval process is complete.

A Unit fire prevention staff officer or other Unit employee will be named as the designated contact. This CAL FIRE employee will conduct periodic and final inspections to insure compliance with project plan and environmental rules and regulations.

All Agreements must be signed and funds encumbered prior to the close of the fiscal year and per deadlines established by CAL FIRE's Department of Accounting.

CAL FIRE may perform an audit of completed projects as described on page 9 under "State Audit."

Grant Termination Date - All project work related to the grant must be completed by March 15, 2017, the termination date of the grant.

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 the giving of 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 shall submit the proposed change in writing to CAL FIRE for review and subsequent approval in writing. Any change must be consistent with the authorizing legislation.

Accounting Requirements:

The Grantee shall maintain an accounting system that accurately reflects fiscal transactions, with the necessary controls and safeguards. This system shall provide a good audit trail, including original source documents such as receipts, progress payments, invoices, purchase orders, time cards,

cancelled 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. **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.
- Grantee fails to submit all documentation within the time periods specified in the Grant Agreement.
- Grantee fails to submit evidence of CEQA compliance within one year of the execution of the agreement as specified by the Grant Agreement.
- Grantee changes the project scope without concurrence of the State.
- Grantee or the State terminates the project.

Eligible Costs:

Project cost must be consistent with the approved project proposal and incurred during the performance period as specified in the grant agreement.

Budget Item	Eligible Cost
Salaries and Wages	Salaries and wages of employees employed by the grantee who are DIRECTLY engaged in the execution of the grant project. Limited to actual time spent on the grant project. Examples of expenditures include time related to site visits 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.
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.
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.
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 Standard Per Diem Rate allowable by the U.S. General Services Administration (http://www.gsa.gov/portal/category/100120). Mileage rates shall not exceed the rates allowable by IRS (http://www.irs.gov/Tax-Professionals/Standard-Mileage-Rates).
Supplies	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.
Equipment	Equipment is items exceeding \$5,000 or more per unit cost and a tangible useful life of more than one year. 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 (http://www.dot.ca.gov/hq/construc/equipmnt.html). 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. 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.
Other	Other costs that do not fit in any of the above categories. Cost must be directly related to the grant project. Cost (such as rent, utilities, phones, 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	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 within 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%.
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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 proposal and application.
- Late fees, penalties, and bank fees.

Payment of Grant Funds:

Funds cannot be disbursed until there is a fully executed Grant Agreement between the State 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 pays 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 D when requesting payment of any type.

Budget Item	Required Documentation
Salaries and Wages	Timesheets detailing days and hours worked on the project. Timesheet must be signed by the employee after the fact. Payroll documentation showing wages and hours paid to the employee.
Benefits	Timesheets detailing days and hours worked on the project. Timesheet must be signed by the employee after the fact. Payroll documentation showing wages and hours paid to the employee and associated fringe benefits.
Contractual	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	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.
Supplies	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 but available for audit purposes.

Equipment	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 but available for audit purposes. Disposition of the equipment must be approved by CAL FIRE in writing at the end of the grant term.
Other	Invoices or receipts identifying the item and cost charged to the grant.
Indirect Costs	Applied on a percentage (%) basis on direct costs except for equipment.

Advance Payment of Grant Funds (non-profits only):

The State may, at its discretion, make advance payment to the Grantee upon written request by the Grantee. Advance payment made by the State shall be subject to the following provisions:

Where hardship circumstances exist for the Grantee, the State will consider authorizing advance payments. The State will consider the following factors in determining whether a hardship situation exists:

- Cash flow hardship of the Grantee including the need for advance funding in order to initiate a project. A justification for advance payment may include items such as the inability to pay for staff, supplies, administration expenses, and secure contractors for project work.

The following guidelines will be applied to advance payments:

- Multiple advance payments may be made to a Grantee over the life of a project.
- No single advance payment shall exceed 25% of the total grant amount.
- A request for advance payment must include the same level of expenditure detail and justification as a regular invoice.
- All work under a previous advance payment must be completed to CAL FIRE’s satisfaction before another advance payment will be made.
- Any advance payment received by a grantee and not used for project implementation shall be returned to CAL FIRE.
- Advance payments must be deposited into an interest-bearing account. Any interest earned on advance payment funds must be accounted for and must be used toward the project or returned to CAL FIRE.
- Grantee must spend advance payments within six months.

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 cancelled 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.

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 term "Application" means the individual application form identified as Attachment 1 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 Public Resources Code Section 21000 et seq.; Title 14 California Code of Regulations Section 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://ceres.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 CAL FIRE.
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 to a Project or expenses of items used directly by the Project.
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 who has an executed grant agreement for the award of grant funds.

Indirect Costs	Expenses of doing business that are of a general nature and are incurred to benefit at least two or more functions within an organization. These costs are not usually identified specifically with a grant, Grant Agreement, Project or activity, but are necessary for the general operation of the organization. Examples of 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.
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 non-governmental entities. 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" as used herein 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" as used herein 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 – Grant Agreement Terms and Conditions

TERMS AND CONDITIONS OF GRANT AGREEMENT

I. RECITALS

1. This Grant Agreement, hereinafter “Agreement,” is entered into between the State of California, by and through the California Department of Forestry and Fire Protection (CAL FIRE), hereinafter referred to as “STATE” and _____, hereinafter referred to as “GRANTEE”.
2. The STATE hereby grants to GRANTEE a sum (hereinafter referred to as “GRANT FUNDS” not to exceed _____(\$_____)).
3. In addition to the terms and conditions of this Agreement, the STATE and GRANTEE agree that the terms and conditions contained in the documents set forth below are hereby incorporated and made part of this agreement.
 - a. Procedural Guide for CAL FIRE State Responsibility Area Fire Prevention Fund, Fire Prevention Projects
 - b. The submitted Application, Scope of Work, Budget Detail, and Exhibits
 - c. Addendums/attachments pertaining to program specific information/requirements

II. SPECIAL PROVISIONS

1. Recipients of GRANT FUNDS pursuant to California Public Resources Code Section 4214 shall abide by provisions in this Agreement, including the requirement that work shall not commence prior to the execution of this Agreement. Any work started prior to the execution of this Agreement will not be eligible for funding under the terms of this Agreement.
2. As precedent to the State’s obligation to provide funding, GRANTEE shall provide to the STATE for review and approval a detailed budget, specifications, and project description. Approval by STATE of such plans and specifications, or any other approvals provided for in this Agreement, shall be for scope and quality of work, and shall not relieve GRANTEE of the obligation to carry out any other obligations required by this Agreement, in accordance with applicable law or any other standards ordinarily applied to such work or activity.
3. All informational products (e.g., data, studies, findings, management plans, manuals, photos, etc.) relating to California’s natural environment and produced with the use of public funds shall be available for public use.

III. GENERAL PROVISIONS

1. Definitions
 - a. The term “Agreement” means grant agreement number 8XX14XXX.
 - b. The term “Project Scope of Work” as used herein means the individual scope of work describing in detail the proposed tasks.
 - c. The term “Project Budget Detail” as used herein defines the proposed budget plan.

- d. The term “Grant Funds” means the money provided by the State to the Grantee in this Agreement.
- e. The term “Grantee” means an applicant who has a signed agreement for the award for grant funds.
- f. The term “Other Sources of Funds” means all matching fund sources that are required or used to complete the project beyond the grant funds provided by this agreement.
- g. The term “Project” means the development or other activity described in the “Project Scope of Work”.
- h. The term “State” means the State of California, Department of Forestry and Fire Protection (CAL FIRE).

2. Project Execution

- a. Subject to the availability of Grant monies, the STATE hereby grants to the GRANTEE a sum of money (Grant Funds) not to exceed the amount stated on Section I. RECITALS, Paragraph 2 in consideration of and on condition that the sum be expended in carrying out the purposes as set forth in the description of Project in this Agreement and its attachments and under the terms and conditions set forth in this Agreement.
- b. GRANTEE shall assume any obligation to furnish any additional funds that may be necessary to complete the Project. Any modification or alteration in the Project as set forth in the Application on file with the STATE must be submitted to the STATE for approval.
- c. GRANTEE shall complete the Project in accordance with the time of Project performance set forth on the signature page, unless an amendment has been formally granted by the STATE and under the terms and conditions of this Agreement. Amendments may be requested in advance and will be considered in the event of circumstances beyond the control of the GRANTEE, but in no event less than 90 days from the Agreement expiration date. Approval of amendment is at the STATE’s discretion.
- d. Grantee shall comply with the California Environmental Quality Act (CEQA) (Public Resources Code, Section 21000, et. seq. Title 14, California Code of Regulations, Section 15000 et. seq.) and other environmental laws. A copy of the certified CEQA document must be provided to STATE before any Grant Funds are made available for any project activity that could directly impact the environment (e.g. cutting, piling or burning bush, masticating, dozer work, etc.). CEQA compliance shall be completed within one (1) year from start date of the Agreement.
- e. Grant funds will be made available in advance of CEQA compliance for project activities that do not have the potential to cause a direct environmental impact (e.g. project planning, locating and marking property or project boundaries, contacting and signing up landowners, etc.).
- f. GRANTEE certifies that the Project Scope of Work complies with all local and State laws and regulations.

- g. GRANTEE shall permit periodic site visits by representative(s) of the STATE to ensure program compliance and that work is in accordance with the approved Project Scope of Work, including a final inspection upon Project completion.
- h. GRANTEE agrees to submit in writing to the STATE for prior approval any deviation from the approved Project Scope of Work.
- i. Changes in Project Scope of Work must continue to meet the need cited in the original application or they will not be approved. Any modification or alteration in the Project as set forth in the Grant Proposal Project Scope of Work on file with the STATE must be submitted to the STATE for prior approval.
- j. GRANTEE, and the agents and employees of GRANTEE, in the performance of this Agreement, shall act in an independent capacity and not as officers, employees, or agents of the STATE.

3. Project Costs and Payment Documentation

- a. The Grant Funds to be provided to GRANTEE under this Agreement will be disbursed for eligible costs as follows, but not to exceed in any event the amount set forth on Section I. RECITALS, Paragraph 2 of this Agreement.
- b. Payment by the STATE shall be made after receipt of an acceptable invoice and approval by a duly authorized representative of the STATE. GRANTEE shall submit an invoice for payment to the grant officer of the State. A final invoice shall be submitted no later than 30 days after completion or expiration of this Agreement, as specified in this Agreement.
- c. For services satisfactorily rendered, and upon receipt and approval of invoices for payment, the STATE agrees to compensate GRANTEE for actual expenditures incurred in accordance with the rates specified herein, which is attached hereto and made a part of this Agreement.
- d. GRANTEE shall submit, in arrears, not more frequently than once a month, and no less than quarterly, an invoice to the STATE for costs paid by GRANTEE pursuant to this Agreement. Each invoice shall contain the following information: The Agreement number, the dates or time period during which the invoiced costs were incurred, expenditures for the current invoice and cumulative expenditures to date by major budget category (e.g., salaries, benefits, supplies, etc.), appropriate supporting documentation, project progress reports, and the signature of an authorized representative of GRANTEE as detailed in the Invoice Guidelines of the Procedural Guide for CAL FIRE SRAFPF Grant Program.
- e. Grant Funds in this award have a limited period in which they must be expended. All GRANTEE expenditures must occur prior to the end of the Project Performance Period of this Agreement.
- f. Except as otherwise provided herein, GRANTEE shall expend Grant Funds in the manner described in the Project Budget approved by the STATE. The dollar amount of an item in the Project Budget may be increased or decreased by up to ten percent (10%) of the Budget Item through reallocation of funds from another item or items,

without approval by the STATE; however, GRANTEE shall notify the STATE in writing when any such reallocation is made, and shall identify both the item(s) being increased and those being decreased. Any increase or decrease of an item of more than ten percent (10%) of the Budget Item must be approved in writing by the STATE. A formal approved amendment is required to increase the total amount of Grant Funds.

- g. GRANTEE shall promptly submit records at intervals and in such form as the STATE may request. Payment by the STATE shall be made after approval of the project. GRANTEE shall submit each Invoice for Payment with supporting documentation and progress reports to the grant officer of the STATE. Invoices shall be signed and dated by an authorized GRANTEE representative and include the Agreement Number and shall be submitted not more frequently than monthly in arrears to:

California Department of Forestry & Fire Protection
Attention: Grants Management Unit/SRA Fire Prevention Fund Grant
PO Box 944246
Sacramento, CA 94244-2460

- h. Final invoice for payment must be presented upon completion of Agreement and **no later than 30 days** after the termination of the Agreement.

4. Budget Contingency Clause

- a. If funding for any fiscal year is reduced or deleted for purposes of this program, the STATE shall have the option to either cancel this Agreement with no liability occurring to the STATE, or offer an agreement amendment to GRANTEE to reflect the reduced amount.

5. Project Administration

- a. GRANTEE shall promptly submit written Project reports as the STATE may request. In any event, GRANTEE shall provide the STATE a report showing total final Project expenditures and matching funds, if applicable.
- b. GRANTEE agrees to use any Grant Funds reimbursed by the STATE under the terms of this Agreement solely for the Project herein described.
- c. GRANTEE shall submit all documentation for Project completion and final reimbursement within 30 days of Project completion.
- d. After Project commencement, this Agreement may be amended only by written consent of both the STATE and GRANTEE. Any request by GRANTEE for amendments must be in writing stating the amendment request and reason for the request. GRANTEE shall make requests in a timely manner and in no event less than 60 days before the effective date of the amendment.
- e. GRANTEE must report to the STATE all sources of other funds for the Project. The STATE will request an audit of any Project that does not fully comply with this provision.

6. Financial Records

- a. GRANTEE shall maintain satisfactory financial accounts, documents, and records for the Project and agrees to make them available to the STATE for auditing at reasonable times. GRANTEE shall also retain such financial accounts, documents, and records for three (3) years after final payment and one (1) year following an audit.
- b. GRANTEE and the STATE agree that during regular office hours each of the parties hereto and their duly authorized representatives shall have the right to inspect and make copies of any books, records, or reports of the other party pertaining to this Agreement or matters related thereto. GRANTEE shall maintain and make available for inspection by the STATE accurate records of all of its costs, disbursements, and receipts with respect to its activities under this Agreement.
- c. GRANTEE shall keep such records as the STATE shall prescribe, including records which fully disclose (a) the disposition of the proceeds of state funding assistance, (b) the total cost of the project in connection with such assistance that is given or used, (c) the amount and nature of that portion of the project cost supplied by other sources, and (d) any other such records as will facilitate an effective audit. All records shall be made available to the STATE for auditing purposes at reasonable times.

Such accounts, documents, and records shall be retained by GRANTEE for at least three years following final payment.

- d. GRANTEE shall use any generally accepted accounting system.

7. Project Termination

- a. This Agreement may be terminated by the STATE or GRANTEE upon the giving of written notice to the other party thirty (30) days in advance.
- b. If either party terminates the agreement prior to the completion of the project, GRANTEE shall take all reasonable measures to prevent further costs to the STATE under the Agreement and the STATE shall be responsible for any reasonable and non-cancelable obligations incurred by GRANTEE in the performance of this Agreement prior to the date of the notice to terminate, but only up to the undisbursed balance of funding authorized in this Agreement.
- c. Failure by GRANTEE to comply with the terms of this Agreement may be cause for suspension of all obligations of the STATE hereunder.
- d. Failure of GRANTEE to comply with the terms of this Agreement shall not be cause for the suspension of all obligations of the STATE hereunder if in the judgment of the STATE such failure was due to no fault of GRANTEE. At the discretion of the STATE, any amount required to settle at minimum cost any irrevocable obligations properly incurred shall be eligible for reimbursement under this Agreement.
- e. Final payment may not be made until the Project conforms substantially to this Agreement.

8. Hold Harmless

- a. GRANTEE shall defend, indemnify and hold the STATE, its officers, employees, and agents harmless from and against any and all liability, loss, expense (including reasonable attorney's fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorney's fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of GRANTEE, its officers, agents, or employees. The duty of GRANTEE to indemnify and hold harmless includes the duty to defend as set forth in Civil Code Section 2778. This Agreement supersedes GRANTEE's right as a public entity to indemnity (see Government Code Section 895.2) and contribution (see Government Code Section 895.6) as set forth in Government Code Section 895.4.
- b. GRANTEE waives any and all rights to any type of express or implied indemnity or right of contribution from the STATE, its officers, agents, or employees for any liability resulting from, growing out of, or in any way connected with or incident to this Agreement.
- c. Nothing in this Agreement is intended to create in the public or in any member of it rights as a third-party beneficiary under this Agreement.

9. Tort Claims

FEDERAL:

The United States shall be liable, to the extent allowed by the Federal Tort Claims Act 28 United States Code 2671-2680, for claims of personal injuries or property damage resulting from the negligent or wrongful act or omission of any employee of the United States while acting within the scope of his or her employment, arising out of this Agreement.

STATE:

The State of California shall be liable, to the extent allowed by law and subject to California Government Code, Title 1, Division 3.6, providing for the filing of tort claims against the State of California, for personal injuries or property damage resulting from the negligent or wrongful act or omission of State employees while acting within the scope of his or her employment, arising out of this Agreement.

10. Nondiscrimination

The State of California prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, sex, marital status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. GRANTEE shall not discriminate against any person on any of these bases.

11. Incorporation

The Grant Guidelines and the Project Scope of Work, Budget Detail and any subsequent changes or additions to the Project Scope of Work, Budget Detail approved

in writing by the STATE are hereby incorporated by reference into this Agreement as though set forth in full in this Agreement.

12. Severability

If any provision of this Agreement or the Project Scope of Work thereof is held invalid, that invalidity shall not affect other provisions or applications of this Agreement which can be given effect without the invalid provision or application, and to this end the provisions of this Agreement are severable.

13. Waiver

No term or provision hereof will be considered waived by either party, and no breach excused by either party, unless such waiver or consent is in writing and signed on behalf of the party against whom the waiver is asserted. No consent by either party to, or waiver of, a breach by either party, whether expressed or implied will constitute consent to, waiver of, or excuse of any other, different, or subsequent breach by either party.

14. Assignment

This Agreement is not assignable by GRANTEE either in whole or in part.

APPENDIX B – CEQA Compliance

On-the-ground work may require CEQA documents. CAL FIRE Headquarters staff requires review and acceptance of CEQA documents prior to commencing project work. Compliance may be accomplished by one of four different methods as described below.

- a. Notice of Exemption filed with the State Clearinghouse and the associated California Department of Forestry and Fire Protection, Environmental Review Report for an Exempt Project if the Project is categorically exempt.
- b. Negative Declaration and initial study including the checklist and Notice of Determination filed with the State Clearinghouse.
- c. Final Environmental Impact Report with initial study including the checklist and Notice of Determination filed with the State Clearinghouse.

For b and c, a State Department of Fish and Wildlife filing fee will be required upon filing of the Notice of Determination with the State Clearing House. Grantees are advised to itemize this fee when preparing budgets during the application phase.

- d. Timber harvest permit or notice in compliance with the Forest Practice Act and Rules. This method will be required if the project undertakes “Timber Operations” as defined in California Public Resources Code Section 4527.

CAL FIRE will become lead agency for projects where the grantee is not a government agency. Fire Safe Councils are an example of nongovernmental agency grantees. Resource Conservation Districts and Fire Protection Districts qualify as government agencies and will normally assume the role of lead agency. Lead agency role means that the grantee becomes responsible for making CEQA determinations and the filing of CEQA documents with the State Clearinghouse. These filings include Categorical Exemptions, Negative Declarations, Notices of Completion, and Notices of Determination.

Regardless of who is lead agency, the grantee is responsible for the preparation of environmental documents for projects. Grantees should plan their budgets for this requirement when applying for grants. CAL FIRE Headquarters staff will review for approval and file all documents with the State Clearinghouse in cases where CAL FIRE is lead agency. In cases where the grantee is lead agency, CAL FIRE will require proof of filing. Whether CAL FIRE acts as a lead agency or that of a responsible agency as defined by CEQA, CAL FIRE has a responsibility to review all environmental documents for compliance with CEQA. In cases where CAL FIRE determines that CEQA compliance has not been achieved, CAL FIRE will ask for revisions to bring the documents into compliance, and in the absence of required revisions may elect to withdraw from the project.

Upon request, CAL FIRE Foresters will assist grantees with CEQA compliance by answering questions and referring grantees to the appropriate CEQA guidelines.

All CEQA compliance shall be completed within one (1) year from date of grant award shown in the grant agreement or the agreement may be terminated.

APPENDIX C – Sample Resolution

BEFORE THE BOARD OF DIRECTORS OF THE
(NAME OF COUNTY, CITY, DISTRICT, OR OTHER LOCAL PUBLIC ENTITY)
COUNTY OF (NAME), STATE OF CALIFORNIA

IN THE MATTER OF:

RESOLUTION NO: _____
APPROVING THE DEPARTMENT OF FORESTRY AND FIRE
PROTECTION AGREEMENT (NUMBER)
FOR SERVICES FROM DATE TO DATE

BE IT RESOLVED by the Board of Directors of the (NAME OF COUNTY, CITY, DISTRICT, OR OTHER LOCAL PUBLIC ENTITY), that said Board does hereby approve the agreement with the California Department of Forestry and Fire Protection dated (Month, day, year). This agreement provides (Type of service) during the State fiscal year (i.e. 2014/2015).

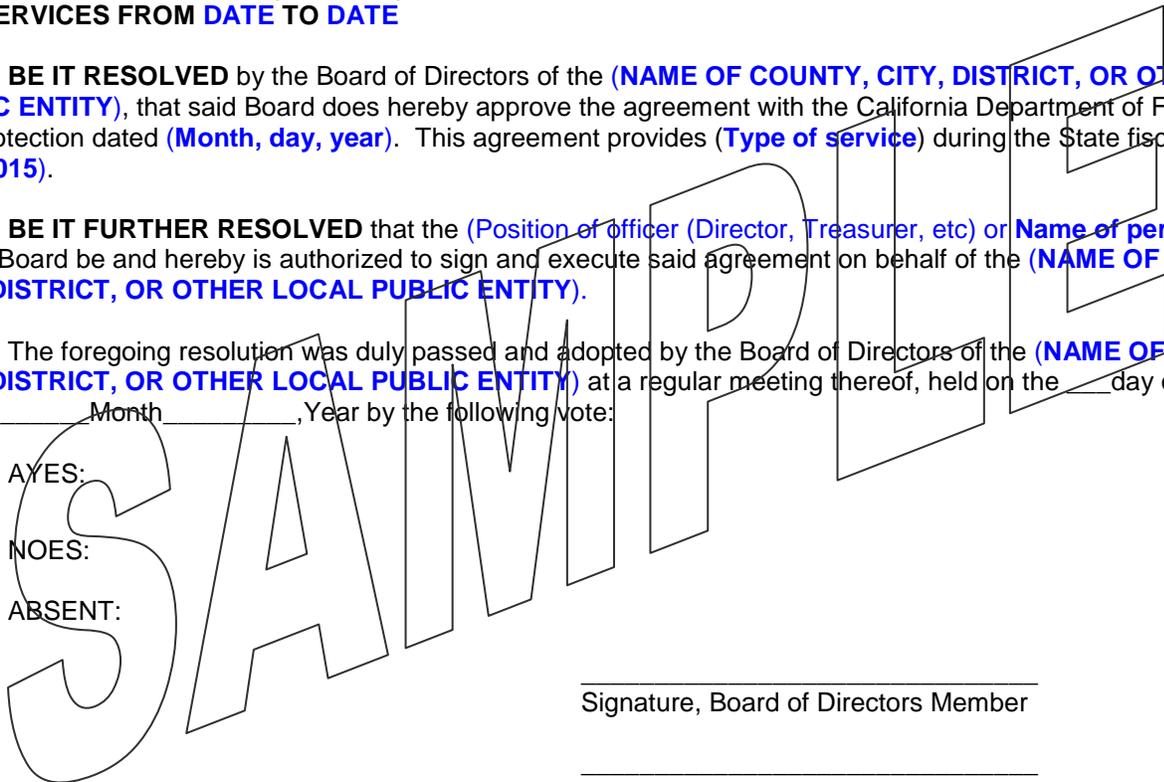
BE IT FURTHER RESOLVED that the (Position of officer (Director, Treasurer, etc) or Name of person and Title) of said Board be and hereby is authorized to sign and execute said agreement on behalf of the (NAME OF COUNTY, CITY, DISTRICT, OR OTHER LOCAL PUBLIC ENTITY).

The foregoing resolution was duly passed and adopted by the Board of Directors of the (NAME OF COUNTY, CITY, DISTRICT, OR OTHER LOCAL PUBLIC ENTITY) at a regular meeting thereof, held on the _____ day of _____ Month _____, Year by the following vote:

AYES:

NOES:

ABSENT:



Signature, Board of Directors Member

Print Name and Title

ATTEST:

I _____, Clerk of the (NAME OF COUNTY, CITY, DISTRICT, OR OTHER LOCAL PUBLIC ENTITY), California does hereby certify that this is a true and correct copy of the original.

Signature

Title

Revision 07/04
S.C.M. 3.05 - Contracts with local government

SEAL OR NOTARY CERTIFICATON

APPENDIX D 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 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 should 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 grantee for reference.
4. CAL FIRE Contact Name and Address – Name, Program, and Address of the CAL FIRE staff invoice and back-up documents should be submitted to 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. 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.
10. 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 back up documentation to support the invoice (see Payment of Grant Funds on Page 16-17).
13. Certification and signature of authorized representative - Please see sample invoice for certification language.

Sample invoice

INVOICE

Grantee Name

Street Address
 Street Address2
 City, ST ZIP Code

Submit invoice and supporting documentation to:
 California Department of Forestry & Fire Protection (CAL FIRE)
 ATTN: NAME, PROGRAM
 Street Address2
 City, ST ZIP Code

DATE: Month DD, YYYY
INVOICE #: 100

Grant Number: 8XX14XXX
 Grant Period: MM/DD/YYYY to MM/DD/YYYY
 Project Name:

Invoice Period: MM/DD/YYYY to MM/DD/YYYY
 Payment Type: Advance Request Interim Payment Final Payment

BUDGET ITEM	BUDGETED AMOUNT	CURRENT COST	EXPENDED TO DATE	MATCH TO DATE
Salaries and Wages				-
Employee Benefits				-
Contractual				-
Travel				-
Supplies				-
Equipment				-
Other				-
Indirect Cost 10%				
TOTAL	-	\$ -	\$ -	\$ -
Less Outstanding Advance		\$ -		
Less Program Income		\$ -		
CURRENT DUE		\$ -		

- Check all those that apply:
- Supporting documentation attached (required for Interim & Final Payment)
 - Project Progress Report (Interim) or Project Completion Report (Final)

Direct questions to: Name
 XXX-XXX-XXXX Ext. XXXX
 Email address

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.

Signature of Authorized Official _____ Date _____ Printed Name _____ Title _____

CAL FIRE USE ONLY						
Payment approval signature (Unit/Field Staff)			Title		Date	
Payment approval signature (Program Manager)			Title		Date	
Payment approval signature (Grants Management Unit)			Title		Date	
CAL FIRE Coding:	FY	Index	Object	PCA	Amount	Vendor #

APPENDIX E – Check Lists

Application Check List

- 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
- Attachment 8 - Project Map Project Polygon data file

Agreement 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
- Attachment 5 – Std. 204 Payee Data Record (non-profit applicant)
- Attachment 6 – Articles of Incorporation, including document w/seal from Secretary of State (non-profit applicant)
- Attachment 7 – Board Resolution or Attesting Document granting authority to sign (non-profit and local entity applicants)

Appendix F Project Application

Project Application Form



**Department of Forestry and Fire Protection (CAL FIRE)
State Responsibility Area (SRA) Fire Prevention Fund Projects
Drought Funding Opportunity 14-SRA-HF-01
Project Application**



Please fill out this form completely. Be sure to save a copy of this form for your records. Submit 1 printed copy with original signature(s) and 1 electronic copy and all supporting materials to: California Department of Forestry and Fire Protection, Attention: Grants Management Unit/SRA Fire Prevention Fund Grant, P.O. Box 944246, Sacramento, CA 94244-2460. E-mail an electronic copy to CALFIRE.Grants@fire.ca.gov. Be sure to include all attachments.

Please complete the project identification information.

1. Project Tracking #: CalMapper ID:

Project Name/Title:

County: CAL FIRE Unit/Contract County: Please use this 3-letter Unit Identifier for file naming (see questions 5 & 17)

2. Sponsoring Organization:

Organization Type: If Other, Please specify:

Project Manager Title:

First Name: Last Name:

Address 1:

Address 2:

City: State: Zip Code:

Phone Number: Secondary Phone Number:

Email Address: Fax Number:

3. For which activity is funding being requested?

If Other, Please specify

4. Grant Period: Please provide the estimated start date and completion date for your project. Projects **MUST** be completed by March 15, 2017. Note that final billing is due 30 days after project completion. Please use MM/DD/YYYY format.

Project Start Date:

Project Completion Date:

Tracking #: 14-SRA-HF-01-XXXX

Project Name:

5. Project Location: Identify a central point that identifies the general area of project activities. Enter the information in NAD 83 - degrees, minutes and seconds in whole numbers. Enter Longitude as a positive number.

Latitude N Longitude W ° ' "

Latitude must be between 32 and 42 degrees. Longitude must be between 114 and 125 degrees. Latitude and Longitude minutes and seconds must be between 0 and 60. For planning or public education projects, use a central point in the SRA for the general area covered by the project.

Please attach a data file with geographic information describing your project location. CAL FIRE accepts ESRI ArcView GIS shapefiles, ESRI ArcView geodatabases and Google Earth KMZ files. **File naming convention:** Features should be named with the Tracking # and Feature Type. Example: 14-SRA-HF-01-0001_Unit_Name_Project_Area.kmz

"Project Area" is the general area where project activities will reduce wildfire risk and/or damage. All projects must have a project area. For planning or public education grants or other projects that don't have well-defined boundaries, use a polygon that generally covers the area. For example, for a county-wide public education project, draw a general polygon around the populated portion of the SRA in the county.

File Name	Data Type
14-SRA-HF-01-XXXX-UUU-Project_Area.ZZZ	<input type="text"/>

CAL FIRE accepts ESRI ArcView GIS shapefiles, ESRI ArcView geodatabases, and Google Earth KMZ files.

File Naming Convention: Replace XXXX in the file name with the project's ID number. Replace UUU with the 3-letter identifier for the Unit where the project is located. Unit identifiers are found in the instructions for this application form.

6. Project Area Statistics:

For all projects, give an estimate of the project area size and include an estimate of the number of habitable structures impacted by the project. Provide the size of the treatment area for projects that include fuels treatment.

Habitable Dwellings (# of dwellings): Project Area (acres): Fuels Treatment Area (acres):

7. SRA Fire Hazard Severity Zones (FHSZ):

What SRA Fire Hazard Severity Zones (FHSZ) are in the project area? SRA Fire Hazard Severity Zone ratings are available at: http://calfire.ca.gov/fire_prevention/fire_prevention_wildland_zones.php

Please provide an approximate number of acres or percentage of the project area in each zone.

FHSZ Rating	Acres	Percent
Very High	<input type="text"/>	<input type="text"/> %
High	<input type="text"/>	<input type="text"/> %
Moderate	<input type="text"/>	<input type="text"/> %
Non SRA (Federal or Local Area)	<input type="text"/>	<input type="text"/> %
TOTAL		%

Acres Note: Total acres must be the same as Item 6 Project Area (Acres).
Percent Note: Total % must be 100%

8. Drought Intensity:

Provide maximum drought condition that existed in the project area after July 1, 2014 as measured on the US Drought Monitor <http://droughtmonitor.unl.edu/Home/StateDroughtMonitor.aspx?CA>

Drought Condition

Tracking #: 14-SRA-HF-01-XXXX

Project Name:

9. 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.

10. 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:

11. Community at Risk: Is the project associated with a community that is listed as a Community At Risk? See

http://osfm.fire.ca.gov/fireplan/fireplanning_communities_at_risk.php

If so, what is the name of the community?
If none, enter "none".

Number of Communities in the project area:

12. Community Support:

Does community support exist for this project? If checked, discuss in the Scope of Work.

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 Portion of project (\$)	<input type="text"/>
Equipment Purchases (\$)	<input type="text"/>
Partners (\$)	<input type="text"/>
Total Project Budget (\$)	<input type="text"/>

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 SRA covered by this project? If so, discuss in the Scope of Work. **Select all that apply.**

- CAL FIRE Unit Strategic Fire Plan
- Fire Safe Council Action Plan
- County Fire Department Strategic Fire Plan
- FIREWISE Community Assessment
- Local Fire Department Plan
- Community Wildfire Protection Plan
- Homeowners' Association Plan
- Other Local Plan

Tracking #: 14-SRA-HF-01-XXXX

Project Name:

15. Prior Activities:

Does the plan in some way build on, or is consistent with, prior projects that are part of a strategic approach to risk reduction in the area?

If checked, discuss in the Scope of Work

16. 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".

Document Identification Number

17. 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.

Note: Replace XXXX in the file name with the project's ID Number.

Note: 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.

US Mail	Email	Attachments	File Name
<input type="checkbox"/>	<input type="checkbox"/>	Application Form (.pdf)	14-SRA-HF-01-XXXX-UUU-Application.pdf
<input type="checkbox"/>	<input type="checkbox"/>	Scope of Work	14-SRA-HF-01-XXXX-UUU-SOW.doc
<input type="checkbox"/>	<input type="checkbox"/>	Project Budget	14-SRA-HF-01-XXXX-UUU-Budget.xls
<input type="checkbox"/>	<input type="checkbox"/>	Project Map (.pdf)	14-SRA-HF-01-XXXX-UUU-MAP.pdf
	<input type="checkbox"/>	Project Polygon(s) (see item 5 above)	14-SRA-HF-01-XXXX-UUU-Poly.zip

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

Original Signature Required: Grantee's Authorized Representative

Date Signed

Printed Name Title

Executed on: at

Date

City

Please fill out this form completely. Be sure to save a copy of this form for your records. Submit one (1) electronic copy in fillable PDF format with all supporting materials to CALFIRE.Grants@fire.ca.gov. Please use "SRAFPF Project Application" in the E-mail subject line and include yourself as a cc. Your CC will be proof of your submittal. In addition, submit one (1) hard copy with signatures and all supporting materials to : California Department of Forestry and Fire Protection, Attention: Grants Management Unit/SRA Fire Prevention Fund Grant, P.O. Box 944246, Sacramento, CA 94244-2460. Both hard copy and electronic will need to be postmarked no later than January 27, 2015.

If you would like to mail the hard copy via expedited/overnight mail, please E-mail CALFIRE.Grants@fire.ca.gov for the physical mailing address.

Tracking #: 14-SRA-HF-01-XXXX

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: Use the Tracking # that was assigned to the previously submitted concept proposal. This number is found on the Invitation to Apply letter.

Item 2 Sponsoring Organization: Self-explanatory.

Item 3 Project Activity: Select the primary activity for the project. Education projects are described in terms of Public vs. Training. Education - Public includes activities designed to directly inform the public of fire prevention measures that they can take to reduce risk. Education – Training activities are designed to increase a local organization’s ability to provide improved service.

If Other is selected from the list, provide a concise description of the activity. A more detailed explanation should be provided in the Scope of Work document.

Item 4 Grant Period: Instructions are included in the application form (pdf).

Item 5 Project Location: Instructions are included in the application form (pdf). Prepare a polygon of the project area. The polygon data can be in any of the ESRI ArcView data file formats or in the Google Earth data file format. Please note that specific and correct values must be entered into the Latitude and Longitude fields on the form. Enter Longitude as positive number. They are as follows:

Latitude Degrees Between	Latitude Minutes Between	Latitude Seconds Between	Longitude Degrees Between	Longitude Minutes Between	Longitude Seconds Between
32-41	0-60	0-60	114-124	0-60	0-60

Item 6 Project Area Statistics: Estimate the number of habitable dwellings in the project area. This information may be derived from US Census Data.

Total acres within the project area and acres to be treated are often the same. However, in some cases the area impacted by a project (project area) may be larger than the area that actually receives work. Use these two items to make this distinction.

Item 7 Fire Hazard Severity Zones (FHSZ): Determine the proportion of each Fire Hazard Severity Zone in the project area. Use either the acres method or the percentage method. If acres are used, total acres should equal the project area acres. If the percentage method is used, the total should equal 100%. FHSZ may be determined by accessing the county maps on the website at http://calfire.ca.gov/fire_prevention/fire_prevention_wildland_zones_maps.php. Additional information regarding your project’s fire hazard designation or importance to wildfire prevention can be obtained from your local CAL FIRE or County Fire Department representative (see Item 1 above).

Item 8 Drought Intensity: The long term drought severity ranking changes as the drought progresses or precipitation occurs. The Drought Monitor web site shows the current status and also shows recent drought severity as periodically updated. Review the reports since July 1, 2014 and determine the maximum drought condition that existed after July 1, 2014 as described in the instructions on the application form (pdf).

Item 9 Limiting Factors: Check the box if there are any limiting factors that may affect the successful completion of the project. Describe these factors in the Scope of Work (Attachment 2).

Item 10 Timber Harvest Plans: For Fuels Treatment projects, check the box and provide the THP number if there are recent timber harvest plans in the treatment area for which a Notice of Completion has not been filed with CAL FIRE.

Item 11 Community at Risk: List the communities from the Community At Risk list that are included in the project area. Enter the number (count) of communities in the project area.

Item 12 Community Support: If community support exists for the project, check the box and describe the support in the Scope of Work.

Item 13 Project Budget: The project budget detail is provided in the Excel spreadsheet (attachment 3). There are a few totals that need to be entered in the project application. The project application form includes the cell reference back the Excel spreadsheet. If the Excel spreadsheet template is modified then the cell references may no longer apply.

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

Item 15 Prior Activities: If checked, discuss the relationship between this project and prior fire prevention projects in the project area.

Item 16: CEQA 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.

Item 17: Application Submission: Applications are to be submitted by mail **and** by email. The mailed copy will be used to prepare the official file for the grant. The emailed 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 check list is provided for each of the attachments that are included in the submission package. A printed copy with original signature(s) is to be mailed (US Postal Service or other delivery service). Enter the file name for each of the files attached that are being submitted through email. The electronic and postal mail Project Application submittals must be postmarked (or sent in the case of email) by January 27, 2015.

Please use this file naming structure for the attachments:

- 14-SRA-HF-01-XXXX-UUU-Application.pdf
- 14-SRA-HF-01-XXXX-UUU-SOW.doc
- 14-SRA-HF-01-XXXX-UUU-Budget.xls

- 14-SRA-HF-01-XXXX-UUU-Incorporation.pdf
- 14-SRA-HF-01-XXXX-UUU-Map.pdf
- 14-SRA-HF-01-XXXX-UUU-Poly.zip

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. For example: UUU = AEU for AEU-Amador El Dorado Unit.

Project Application - 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.
- It is highly recommended that you use the MS Word document. If you use your own document, it is suggested that you use the headers provided in the MS Word narrative discussion.
- You may use the “concept paper” responses provided in the earlier concept proposal stage if they contain sufficient detail.
- This Scope of Work document should fully 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 file name 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 *14-SRA-HF01-XXXX-Scope_of_Work.doc*.

Project Application Scope of Work

Project identification

Enter the Proposal's Tracking # from the Invitation to Apply letter:

Project Name/Title:

Example: 14-SRA-HF01-XXXX

1) Current Setting

a) Relation to Strategic Plans

Is the proposed project consistent with, or build on, a current strategic plan that addresses the risk and potential impact to habitable structures from wildfire in the SRA? Consider CAL-FIRE Unit plans, County Fire Department plans, Community Wildfire Protection Plans, FIREWISE Community Assessments, a local fire agency plan, the county General Plan's Safety Element, etc. If **Yes**, list the existing plans and describe the relationship of this project to that plan including ways that this project is consistent with or builds upon the projects that are part of the strategic plan. If **No**, is the proposal to facilitate the creation of such a plan? If yes, describe the elements of and what will be included in the plan.

b) Demonstrated Experience and Capacity

Please describe your organization's experience in receiving and carrying out project related grants. Include in the discussion the source of funding (private sector grants, donations, federal, state or local grants), number of projects, when the projects occurred, and summary of accomplishments. If any of the grants were audited by the funding agency, summarize the findings of the auditor.

c) Habitable structures

How many habitable structures (Project Application Question 12) will be impacted by the project? Describe how the owners of the habitable structures will benefit. Be specific in how the proposed project will address the risk and potential impact of wildfire to these structures in SRA.

d) Community infrastructure

Does the proposed project address the risk and potential impact of wildfire to community assets-at-risk related to critical services provided to the habitable structures? Examples of assets-at-risk include, but are not limited to, community infrastructure such as public buildings, commercial buildings, domestic and community water supplies, power lines, and communications facilities, etc. Be specific in how the proposed project will address wildfire risk to this infrastructure.

e) Community Support

Is there a history of community and/or political support for wildland fire risk reduction projects? If so, please describe. If not, describe how support will be developed. If appropriate, include community support in the discussion of goals, objectives, and milestones.

f) CEQA Compliance

Projects that include on-the-ground work may require CEQA documentation. Prior to commencing work, CAL FIRE requires a review and acceptance of existing CEQA documentation. Describe the existing CEQA document for this project including the name of the Registered Professional Forester that prepared the CEQA document. If such documentation needs to be developed, then describe the method for obtaining compliance including who (if known) will be doing the CEQA report. Include CEQA in the description of goals, objectives, and milestones. This should also be reflected in the project budget.

2) Project Goals, Objectives, and Milestones

a) **Project Goal**

What are the goals of the project? Try to state the goals in a simple concise sentence. The goals should relate to the reduction of wildland fire risk to dwellings and/or improvement in fire safety to community assets. Example: This project will improve the Tabletop Road for use as a primary escape route for the Sunset community.

b) **Project Objectives**

Describe the objectives of the project. Example: if the goal is to educate property owners on techniques for reducing the ignition risk to their dwellings, then an objective may be to hold some number of 4 hour workshops.

c) **Project Timeline and Milestones**

Describe the timeline that shows when project activities will be carried out. Include key milestones and dates for the project, especially if achieving the milestone will trigger an invoice. Remember, project activities must be completed by March 15, 2017 and final billing submitted by April 15, 2017.

d) **Deliverables**

Describe the deliverables that will be used to measure progress. The deliverables should be defined with sufficient detail for a grant inspector to confirm activity completion. For example, if the an objective is to educate property owners of risk and the activity is a number of community workshops, then the deliverable might be the workshop advertising flyer and attendance rosters showing the date, location, and attendees.

e) **Project area**

Describe the project area and why this area was chosen. If the project calls for fuels treatment, then provide the total acres in the proposed project area and the approximate acres to be treated as separate numbers. If the Project is NOT fuels treatment related, in approximate terms, describe that portion of State Responsibility Area that the project will cover.

f) **Special circumstances**

What are the possible constraints on carrying out the project and how might these be mitigated in advance? Are there any special circumstances (location, types of vegetation, numbers or location of habitable structures or related community infrastructure impacted, equipment and/or staffing availability, weather, etc.)? Describe steps taken in advance, if any, to deal with these project risk factors.

3) Budget

a) **Describe budget elements**

Attach your project budget. (Attachment 3) Explain the relationship between the budget and the project activities. Justify additions or deletions from the original concept proposal grant request. Attach the Budget as a separate document (the Excel .xls document) with the file name as described in the Project Application.

b) **Activities funded**

Describe specific activities to be funded and the associated costs. How will these costs be divided between administrative, non-administrative personnel, and operating costs? If applicable, include estimates for project-related contracts, such as for a Registered Professional Forester or for a mastication contractor, equipment rental, or equipment purchase

c) Partner contributions

Projects often include partner organizations to achieve results. Does this project include partners? If so, who are the partners and what is their role in achieving the project goals/objectives? Are they included in the project budget? This section should fully discuss matching or leveraging entities and their contributions.

d) Equipment purchases

Is the purchase of equipment proposed in the budget? Purchases of items costing more than \$5,000 with a useful life of more than 1 year are considered equipment purchases. If so, describe the equipment being purchased. Describe options for completing the project without the purchase (equipment rental, contract, partner service, etc.) and why these alternatives are not viable for this project. If equipment is purchased with this grant, what will happen after the project is completed? Discuss ownership, maintenance, and the intended use, intended life, and disposition of the equipment.

4) Post Project Considerations

a) Accomplishment Longevity

Fire risk reduction activities may not make a permanent change to the wildland fire risk environment. Trees and brush will grow back, new homeowners that move into a neighborhood may not be educated on defensible space, building codes may be updated as new materials and construction techniques are developed.

Please describe the probable longevity of this project. How long will the fuels treatment be viable before maintenance is needed? How long will an education program be “fresh” before a refresher is needed? How long is a planning document expected to be viable?

b) Maintenance

Please describe (briefly) likely actions that will be required in the future to maintain the benefits created by this project. Will maintenance activities be as costly or as in depth as the original project?

c) Lessons Learned

One test of the validity of a project is how the area performs during a wildland fire. What measurements can CAL FIRE investigators look for in the event that a wildland fire burns in the project area? These measurement and/or observations should relate directly to the successful completion of the project. In other words, what can the investigators look at and say that the project made the difference?

Project Budget

Use the Excel spreadsheet budget template from the grant program web site to construct the project budget. The Project Budget Spreadsheet has formulas in many of the cells. The worksheet has been protected so that the formulas are not accidentally overwritten.

Columns C – D contain the cost basis data entries. Enter the total number units (hours, days, etc.) for each line item in column C. Select the Units (column D) from a pick list. Enter the cost per unit in column E.

Columns F – G show the source of funding for each line item. The 3 percentages on each line should total 100%.

Columns I – L contain formulas that total the cost of each line item by funding source.

The spreadsheet is protected in order to prevent accidental over-writing of the formulas. If necessary, the spreadsheet can be un-protected so that additional rows or columns can be inserted. In Excel, select the Review Tab on the menu ribbon and then select Unprotect Sheet from the Changes group. Rows and columns can be inserted once protection is turned off. Worksheet protection is not password protected. Be sure to copy the appropriate formulas from adjacent cells to the newly added rows or columns. Be careful. Double check the totals to make sure they are working properly. Please do not add a password if you turn sheet protection back on.

Specific cell entries:

- Cell B1: **Tracking #** from the Invitation to Submit letter.
- Cell B2: **Project Name** that was given to the project on the previously submitted Concept Proposal.
- 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.
- Rows 33 – 36 **Travel and Per Diem:** Expenses for travel (mileage, motel, meals, incidentals) to off-project locations.
- Rows 39 – 43 **Supplies:** Various identifiable supplies needed for the project. Purchases 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 are incurred to benefit at least two or more functions within an organization. These costs are not usually identified specifically with a grant, Grant Agreement, Project or activity, but are necessary for the general operation of the organization. Examples of 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.

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: 14-SRA-HF-01-XXXX-UUU-Budget.xls

Where: XXXX is the project number portion of the Tracker # (see invitation to apply letter)
 And: UUU is the 3 letter identifier for the CAL FIRE Unit/Contract County (see item 1 on the Project Application form)

Project Budget

Project Name:

Budget Category	Item Description	Cost Basis			Cost Share (%)			Funding Source (\$)			Total (\$)
		Quantity	Units	Cost/Unit	Grant	Grantee	Partner	Grant	Grantee	Partner(s)	
A. Salaries and Wages											
		0	Days	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Days	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Hours	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Days	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Hours	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Hours	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Hours	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Hours	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Hours	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
	Sub-Total Salaries and Wages:							\$ -	\$ -	\$ -	\$ -
B. Employee Benefits											
		0	Days	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Days	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Hours	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Days	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Hours	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Hours	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Hours	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Hours	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
	Sub-Total Employee Benefits:							\$ -	\$ -	\$ -	\$ -
C. Contractual											
		0	Report	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Days	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Each	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Hours	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Hours	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
	Sub-Total Contractual:							\$ -	\$ -	\$ -	\$ -
D. Travel & Per Diem:											
		0	Days	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Days	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Days	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Days	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
	Sub-Total Travel & Per Diem:							\$ -	\$ -	\$ -	\$ -
E. Supplies											
		0	Each	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Each	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Each	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Each	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Each	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
	Sub-Total Supplies:							\$ -	\$ -	\$ -	\$ -
F. Equipment											
		0	Each	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Each	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Each	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Each	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Each	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
	Sub-Total Equipment:							\$ -	\$ -	\$ -	\$ -
G. Other Costs											
		0	Each	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Each	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Each	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Each	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Each	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Each	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Each	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Each	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Each	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
	Sub-Total Other Costs							\$ -	\$ -	\$ -	\$ -
Total Direct Costs								\$ -	\$ -	\$ -	\$ -
Indirect Costs								0%	\$ -		\$ -
Total Project Costs								\$ -	\$ -	\$ -	\$ -
Less Program Income								\$ -			\$ -
Total Grant Proposed Costs								\$ -	\$ -	\$ -	\$ -

Project Map

Include a map with the project application (PDF, JPEG, or other appropriate file format). The map(s) should be designed to print on paper measuring 8 ½ by 11 inches.

The map scale should be 1:24,000 scale or greater, or an adequate scale to show the planned project area.

The map should clearly show project boundaries, treatment area(s) by type, and any other necessary information. The map should show enough of the surrounding area so that the application review team can get a sense of relationship of the project to the surrounding area.

Include a map legend that identifies these features and the project tracking number, project name, and project proponent.