



California Department of Forestry and Fire Protection (CAL FIRE)  
SRAFPF/TM Grant Project FY 2016-17  
Scope of Work

**Project Name**

**Project Tracking Number**

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**Project Description Summary:** Please provide a paragraph summarizing the proposed project including the location, habitable structures, acres treated, number of trees to be removed, etc.

## **A. Project Description**

This item is broken into project specific criteria depending on the type of project being proposed: planning, education and tree Removal. Please ***only answer the one set of questions*** in this section that pertain to your project.

### **Removal of Dead or Dying Tree Projects**

1. Describe the geographic scope of the project, including an estimate of the number of dead/dying trees that will be removed or specific activity in support of dead and dying tree removal.
2. Describe the goals, objectives, and expected outcomes of the project, this could include, but is not limited to number of homes treated, number of trees removed, or number miles of roads treated, etc.
3. Provide a clear rationale for how the proposed project will identify dead or dying trees that pose an threat to public health and safety.
4. Identify any additional assets at risk to wildfire and tree mortality that will benefit from the proposed project. These may include, but are not limited to, domestic and municipal water supplies, power lines, communication facilities and community centers, residences and neighborhoods.
5. Is the scale of the project appropriate to achieve the stated goals, objectives and outcomes discussed in Item 2 above?

### **Fuel Reduction Projects**

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

## **A. Project Description Continued**

### **Planning Projects**

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

### **Education and Training Projects**

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

## **B. Relationship to Strategic Plans**

Does the proposed project support the goals and objectives of the California Strategic Fire Plan, the local CAL FIRE Unit Fire Plan, a Community Wildfire Protection Plan (CWPP), County Fire Plan, or other long term planning document?

## **C. Degree of Risk**

1. Discuss the location of the project in relation to areas of moderate, high, or very high fire hazard severity zone as identified by the latest Fire and Resource Assessment Program maps. Fire hazard severity zone maps by county can be accessed at:  
[http://www.fire.ca.gov/fire\\_prevention/fire\\_prevention\\_wildland\\_zones\\_maps.php](http://www.fire.ca.gov/fire_prevention/fire_prevention_wildland_zones_maps.php)
2. Describe the geographic proximity of the project to structures at risk to damage from wildfire in the SRA.
3. Describe the projects geographic location related to the latest tree mortality Aerial Detection Survey and Tree Mortality High Hazard Zones.

## **D. Community Support**

1. Does the project include any matching funds from other funding sources or any in-kind contributions that are expected to extend the impact of the proposed project?
2. Describe any cooperating entities in the dead and dying tree removal along with this project being part of a larger tree removal project (if applicable).
3. Describe plans for external communications during the life of the project to keep the effected community informed about the goals, objectives and progress of the project. Activities such as planned press releases, project signage, community meetings, and field tours are encouraged.
4. Describe any plans to maintain the project after the grant period has ended.
5. Does the proposed project work with other organizations or agencies to address fire hazard reduction at the landscape level?

## **E. Project Implementation**

1. Discuss the anticipated timeline for the project. Make sure to take seasonal restrictions into account.
2. Verify the expected timeframes to complete the project will fall under the March 15, 2019 deadline.
3. Describe the milestones that will be used to measure the progress of the project.
4. Describe measurable outcomes (i.e. project deliverables) that will be used to measure the project's success.
5. If applicable, how will the requirements of the California Environmental Quality Act (CEQA) be met?

## **F. Administration**

1. Describe any previous experience the project proponent has with similar projects. Include a list of recent past projects the proponent has successfully completed if applicable. Project proponents having no previous experience with similar projects should discuss any past experiences that may help show a capacity to successfully complete the project being proposed. This may include partnering with a more experienced organization that can provide project support.
2. Identify who will be responsible for tracking project expenses and maintaining project records in a manner that allows for a full audit trail of any awarded grant funds.
3. Describe partnering entities for the tree mortality work and existing projects that this proposed grant will assist or compliment.

## **G. Budget**

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

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

## **A. Project Description Response**

## **B. Relationship to Strategic Plans Response**

## **C. Degree of Risk Response**

## D. Community Support Response

## **E. Project Implementation Response**

## **F. Administration Response**

## **G. Budget Response**