

## 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](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.